



**United Nations Development Programme
Project Document
Countries: Kazakhstan, Kyrgyzstan, Tajikistan**

**Atlas award 00060375, Project ID 00075994 (Kazakhstan),
00076097 (Kyrgyzstan), 00076098 (Tajikistan)**

**Sixth DIPECHO Action Plan: Enhancing Disaster Risk Reduction
Capacities in Central Asia**

Brief Description

At the Second World Conference for Disaster Risk Reduction in 2005 168 nations, including countries from Central Asia, pledged to initiate the Hyogo Framework for Action (HFA), a key goal of which it is to develop and strengthen institutions, mechanisms and capacities to build resilience to hazards.

The overall objective of the project is that Central Asian countries are more efficient in the implementation of disaster risk reduction policy and operations, specifically through the development of capacity at regional, national, and sub-national levels for a more effective disaster risk reduction. In Kazakhstan, the project will support the creation of sustainable mechanisms for DRR through the formation of the Central Asian Center for Disaster Response and Risk Reduction through the following three subsets of activities: 1) improved inter-agency cooperation and coordination, 2) strengthened regional early warning and disaster preparedness and response capacities, and 3) harmonization of disaster management / civil defence between nations and civil society. In Kyrgyzstan, the project will strengthen capacity of the established disaster preparedness and response coordination mechanism and support establishment of the National Platform for Disaster Risk Reduction by the Government of Kyrgyzstan. In Tajikistan the overall objective is to identify Disaster Risk Management priorities and further streamline them into planning at national and local levels. The activities include support to a National Platform, strengthening the chairmanship of the Committee of Emergency Situations and Civil Defence in the REACT network, support to the implementation of the National Disaster Risk Management Strategy, implementation of GIS standards, assessment of seismic risk, and update of the DIPECHO database.

SIGNATURE PAGE

Project Title Sixth DIPECHO Action Plan: Enhancing Disaster Risk Reduction Capacities in Central Asia

UNDAF Outcome(s): Kaz: By 2015, communities, national, and local authorities use more effective mechanisms and partnerships that promote environmental sustainability and enable them to prepare, respond and recover from natural and man-made disasters.
 Taj: Disaster risk management capacities are enhanced integrating improved management of the environmental and water-related aspects.
 Kyr: A 2. "Poor and vulnerable groups have increased and more equitable access to quality basic social services and benefits, in a strengthened pro-poor environment"

Expected CP Outcome(s): Kaz: National authorities and communities are better prepared and respond to natural and man-made disasters.
 Taj: Decreased risk of natural and man-made hazards to rural and urban livelihoods; infrastructure and recovery mechanisms in place.
 Kyr: A.5.1. Enhanced response to, and mitigation of, natural disasters improves living conditions for the poor.

Expected Output(s): Enhanced capacity at regional, national, and sub-national levels for a more effective disaster risk reduction.

Executing Entity: UNDP (DIM)

Implementing Agencies: Lead Country Office: UNDP Kazakhstan.
 UNDP Kazakhstan, UNDP Kyrgyzstan, UNDP Tajikistan

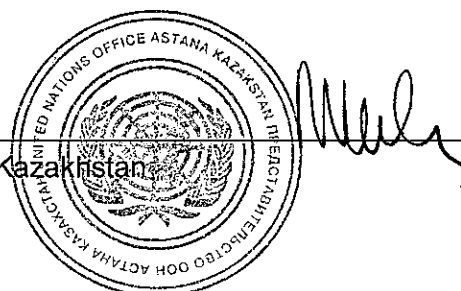
Programme Period:	2010-2015
Key Result Area (Strategic Plan) sustainability	Environmental
Atlas Award ID:	00060375
Start date:	1 June 2010
End Date	31 August 2011
Management Arrangements	DIM

Total resources required	1,201,180 EUR
Total allocated resources:	1,201,180 EUR
• Regular (UNDP)	201,180 EUR
• Other:	
o EU	1,000,000
Unfunded budget:	
In-kind Contributions	tbc*

*In-kind contribution of the Republic of Kazakhstan, Kyrgyz Republic, Tajikistan to create Central Asia Regional Center for Disaster preparedness and response coordination to be confirmed, as part of negotiations.

Agreed by (UNDP Kazakhstan):

Steliana Nedera, Deputy Resident Representative in Kazakhstan



I. SITUATION ANALYSIS

Geographical and socio-economic situation

Central Asia occupies an area of 4 million square kilometres, located between the Caspian Sea in the west, central China in the east, southern Russia in the north, and Afghanistan in the south. It consists of five former Soviet republics of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan. Central Asia has a population of 59 million, mostly located in rural areas.

Kazakhstan

Kazakhstan is the largest country in the region, covering 68% of the total area. Kazakhstan's geographical location determines the country's high exposure to various natural disasters, like earthquakes, floods, droughts and debris flows that constrain people's livelihoods, including their access to proper alimentation and drinking water. About 75% of the country's area falls under this category. Increasingly unfavourable climate with increased temperature and evaporation limits economic activities like agriculture and puts pressure on limited natural resources.

Among major disasters in Kazakhstan, earthquakes and floods have been most frequent, while landslides, mudslide/debris-flow, avalanche, and extreme temperatures have also been destructive. Twenty-five percent of Kazakhstan's area lies within a seismic zone in which earthquakes of magnitude 8 on the Richter scale have been recorded and can be expected. This area contains six million people, 27 cities, including the former capital of Almaty (pop. 1.3 million), 400 smaller settlements, and more than 40% of the nation's industrial capacity. Damaging earthquakes tend to occur in this area with a frequency of every 80 to 100 years. The last period of seismic activities was 1885-1911 where several damaging earthquakes occurred at Verneskoye (1887), Chilik (1889), and at Keminskoye (1911). During these earthquakes, the city of Almaty in Kazakhstan was almost flattened. Since then, there has been no such large damaging earthquake and there are high possibilities of another series of such earthquakes within the next 10-15 years. The more recent May 2003 earthquake in Zhambyl province killed 3 people and affected 36,626 people. The August 1990 earthquake on the Kazakhstan-China border killed 1 person and affected 20,008 people with an economic loss of \$3 million.

Kazakhstan also has a significant flood hazard. Springtime rain and snowmelt often trigger floods. Mudflows are usually initiated by rainfall or breaches of glacial lakes, as well as earthquakes. The June 1993 flood in the Embinskyi Kzylkoginskyi region killed 10 people, affected 30,000 people, and caused an economic loss of \$36.5 million. The April 2000 flood of the Denisovskiy–Zhitikarinsky region affected 2,500 people and caused an economic loss of \$1.5 million. The March 2005 flood of the Shiyeli–Syr Darya region affected 25,000 people and caused an economic loss of \$7.6 million.

Kyrgyzstan

Kyrgyzstan is significantly exposed to natural disasters. Much of the country's territory is located on seismic areas scaled at 8-9 (according to the MSK-64 scale). Natural disasters include:

- Nearly 3,000 earthquakes registered each year, out of which approximately 10-15 are highly destructive.
- Mudflows and floods occur all over the country, 3,103 rivers pose mudflow threats, and more than 1,000 settlements are exposed to potential mudflow damage.
- Landslides threaten around 7.5 percent of the population (509 settlements).
- Avalanches occur in all mountainous areas and along main highways. In total, there are 772 avalanche danger zones, which regularly cause significant damage and cut off main motorways.

According to the Ministry of Emergency Situations (MES) of the Kyrgyz Republic, more than 200 emergencies take place each year and this tendency is increasing. Annual losses from emergency situations are estimated at around \$35 million and victims around 2,000 families per year.

Despite the risks, much of Kyrgyzstan's population is poorly prepared for natural disasters. In addition, people are not well informed about existing hazards, mainly in rural areas. This has put them at a severe disadvantage in terms of preparation and mitigation activities.

The MES Kyrgyzstan statistics indicate that in most cases disaster casualties are socially vulnerable population: i.e. children, women and elderly people. Man-made and natural emergency situations are a serious obstacle for sustainable development and are one of the main reasons for worsening poverty among the country's population. Due to the growth of man-made and natural emergencies, a series of measures have been developed to limit their effects.

Tajikistan

To say that Tajikistan is a disaster-prone country is an understatement. From 1997 to 2007, a conservative estimate is that the country experienced over 200 landslides, mud flows, earthquakes and other hazard events resulting in over 866 deaths and annual losses averaging \$28 million per year. During the same period the country received over \$500 million in humanitarian assistance, although much of this assistance was directed to recovery from the civil war which began shortly after independence in 1991 and ended in 1997.

Establishment of Central Asia Regional Center for disaster preparedness and response coordination

Representatives of the five Central Asia nations were sent to participate in the Second World Conference for Disaster Risk Reduction in January 2005 where 168 nations pledged to initiate the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters (hereafter referred to as HFA). One of the HFA's strategic goals is "the development and strengthening of institutions, mechanisms and capacities to build resilience to hazards". It called for all nations to "support the creation and strengthening of national integrated mechanisms such as multi-sectoral national platforms" to ensure that disaster risk reduction (DRR) is a national and a local priority.¹ The HFA also encouraged all nations to designate a national mechanism for the coordination and follow-up to the HFA and to communicate information and progress to the UN International Strategy for Disaster Reduction secretariat.

The Central Asia nations of Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan affirmed their pledge to support the HFA initiative and further announced their intention to create a Central Asia Regional Center for disaster preparedness and response coordination.

In November 2007 at a regional consultation in India, Directors from the Ministries of Emergency from Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan agreed on the need for stronger regional cooperation on issues of disaster risk management and agreed to open a dialogue on the regional center for disaster preparedness and response. They agreed to form a working group and requested the support of UN Office for the Coordination of Humanitarian Affairs (UN OCHA) to support and facilitate the meetings of this working group. In February 2008 the working group held their first meeting in Almaty, Kazakhstan with the objective of developing the Terms of Reference for the proposed Central Asia Center and creating a strategy for the development of this initiative.

In December 2008 representatives Kazakhstan, Kyrgyzstan and Tajikistan met in Kuala Lumpur agreed in principle to the draft concept note, regulation note and legal agreement sent to all five Central Asia nations in September by the Kazakhstan representative. The members agreed that membership to the Center is open and cordially extended to other interested nations. Uzbekistan expressed its position that it would for now not participate in the establishment of the Center but would help to strengthen coordination on natural and man-made disaster response in the region by participating in joint risk assessments, mitigation measures, contingency planning, monitoring and early warning information exchange, preparedness measures, emergency response and capacity development.

In a two-day meeting in April 2009, the second meeting of the working group was convened to agree upon the final text for a national agreement for the formation of the Center, along with a concept note and draft regulations. The meeting further generated a positive endorsement for the establishment of the Center from interested donor agencies and partners including the European Commission, USAID on behalf of the Office for Foreign Disaster Assistance (OFDA), the Asian Disaster Reduction Center, the International Strategy for Disaster Reduction, the International

¹ This application utilizes the term "disaster risk reduction" in alignment with HFA, i.e. to include not only prevention and mitigation measures, but also preparedness and response. All of these contribute to reducing the risk of disasters.

Federation of Red Cross and Red Crescent Societies (IFRC), the World Bank and the Japan International Cooperation Agency.

The meeting concluded with the following points: (i) Acceptance that membership contributions by the founding members shall be made on the basis of proportionality; (ii) A distinction will be made between annual operational costs, which will be borne by membership contributions, and programme cost which will be borne by membership contributions and possible donor/partnership funding; and (iii) A special fund may be established, managed by the Center, for the deployment of goods or national assets in response to an emergency.

In September 2009, at the request of the stakeholders involved, UNDP's Bureau of Crisis Prevention and Recovery mobilized a short-term international disaster risk management consultant to prepare a five-year strategic plan for the establishment and operation of the Central Asian Center for Disaster Response and Risk Reduction, a one-year working plan, annual budget, staffing table with job descriptions and an overview of possible funding sources. The consultant was further mandated to solicit view from strategic partners on the priority goals, objectives, outcomes and outputs for the Center.

The Consultant dialogue with primary DRR stakeholders in Almaty, Bishkek, Osh, Astana and Dushanbe identified capacity development as the "lens" through which the Central Asia DRR issues are perceived, and measures to address them are formulated and implemented. Specific recommendations forthcoming from the dialogical process for the formulation and operation of the regional Center include:

- Maximize national ownership of the Center in the founding membership from Kazakhstan, Kyrgyzstan and Tajikistan.
- Streamline the focus of the Center into clearly defined themes with measurable objectives.
- Improve the communication and coordination between member states and programmes supporting DRR.
- Enhance regional synergies through improved information sharing and cooperation between member states and national/regional/international DRR stakeholders.
- Clarify the specific roles, responsibilities, accounting and reporting structures in the Center.
- Incorporate training in environmental issues and global warming, conflict and gender equality for member states stakeholders.
- Include in programme budget funds explicit earmarked for monitoring activities.

The respective founding members later proposed that the Center be established in a two-stage process. The first stage shall include:

- Establishing a working team in each country at the interagency level in order to facilitate the Center establishment, and at a later stage arrange its continuous collaboration with the Center;
- Process issues of introducing the data base on registering risk areas and objects where the disaster risk will be of transboundary nature, creating the single disaster data base;
- Adjusting technical facilities for collecting, processing, and transferring information to the uniform standard;
- Ensuring regular exchange of information on monitoring of the operational environment for potential disasters;
- Developing plans of early warning of the countries about expected and current disasters of a transboundary nature;
- Determining potential and resources of each country for transboundary emergency management;
- Developing a joint action plan on management of potential consequences of transboundary disasters, including those involving utilization of weapons of mass destruction;
- Strengthening the mechanism of simplified state border crossing and providing aid and support for disaster management.

In the second stage the representatives proposed the following activities:

- Processing issues of harmonization of national legislation in the field of disaster management and civil defence between the countries in the region;
- Incorporation of special monitoring of disaster hazards; and

- Introduction of a joint information system on hazards and risks of disaster in the region and a system of resource management for the Central Asian countries.

DRR in Kyrgyzstan

Government plays a leading role in coordination, and in order to address the gaps in disaster response, the Government and the United Nations initiated the Joint Project on 'Enhancing Coordination for Disaster Response in the Kyrgyz Republic' that was endorsed by Government Decree in October 2007. The main objective of the project was to strengthen cooperation and coordination for disaster response between the Government, UNCT, Red Cross and Red Crescent Movements and other major actors in this field to be able to respond adequately and effectively to possible emergency situations.

Thus, one of the main results that came out during the implementation of the of UN Joint Project 'Enhancing Coordination for Disaster Response in the Kyrgyz Republic' in 2008-2009 was the establishment of a disaster response coordination mechanism between the Government of the Kyrgyz Republic, UN Country Team, Office of the Resident Coordinator and other key disaster risk management actors that functioned effectively in coordination of humanitarian response granted by the international and donor organizations working in the country and abroad to help the effected population suffered from the destructive earthquake in Nura village, Osh oblast in October 2008 and help the Government to overcome other emergencies.

Under the above-mentioned mechanism, the disaster Response Coordination Unit (DRCU), as well as sector groups and northern and southern Rapid Emergency Assessment and Coordination Teams were established whose creation provided an opportunity to improve cooperation and coordination initiatives between the Government and international organizations working in the field of disaster response.

However, the established disaster response coordination mechanism covers only the preparedness and response cycles of the disaster management and does not include the disaster risk reduction.

Linking to the global tendency to focus and invest more on disaster risk reduction/disaster risk management, and having established an effective response mechanism, the Kyrgyz Government is also concentrating on prevention and risk reduction intervention.

DRR in Tajikistan

The proposed action is a logical continuation of DIPECHO interventions in Tajikistan, linked with initiatives implemented by UNDP and other DIPECHO partners. Information used in this proposal is based on over 7 years of extensive experience of UNDP in the field of Disaster Risk Management in Tajikistan through its existing Disaster Risk Management Programme.

The needs identified and to be addressed in this proposal are also linked with the results of disaster response operations to different scale disasters carried out since 2000 and coordination maintained through Rapid Emergency Assessment and Coordination Team (REACT). REACT is a full fledged disaster risk management partnership involving over 65 different government and specialized national agencies, NGOs, INGOs, donors and UN agencies. Results of other major on-going initiatives, undertaken by UNDP in the field of DRM, such as: capacity building of Committee of Emergency Situations, establishment of Risk Monitoring and Warning System, mainstreaming of DRM into district development planning have greatly contributed in identification and prioritisation of the needs.

In particular, the proposed intervention under this proposal builds specifically on outcomes of the following assessments, reports and processes:

- Tajikistan progress report on implementation of the HFA (reported by Committee of Emergency Situations in 2009);
- 2 years (2008-2009) consultative process of National Disaster Risk Management Strategy for 2010-2015 development (with involvement of over 11 state Ministries and Agencies, REACT partners and UNDP);
- Disaster response operations to different scale disasters occurred in Tajikistan, such as mid-scale disaster as mudflow in Khuroson district of 2009, affecting over 500 households and large-scale disaster as compound crisis of 2007-2008, affecting the entire country;
- Over 5 years (2005-2010) of Secretarial services provided by UNDP Tajikistan to REACT partnership;

- “Capacity building in the Use of Geospatial Tools for Natural Resources Management in Tajikistan” project, implemented jointly by CDE and UNDP in 2007;
- Over 2 years (2007-2009) of consultative process on GIS standardization and elaboration of National Spatial Data Infrastructure in Tajikistan (through UNDP facilitation and involvement of the whole GIS community in country);
- Seismic vulnerability analysis of 2200 residential and over 256 social buildings (schools and hospitals) in Dushanbe city in (assessed by NGO “ PMP International” and Institute of Seismology and Earthquake Engineering of Academy of Science of Republic of Tajikistan).

Linkages with CP and UNDAF

Kazakhstan

The Project is in line with national policies on disaster risk reduction and preparedness. DRR is well integrated into UN strategic frameworks and plans for the period covered by DIPECHO VI. Strengthening DRR is prominent in the UNDAF for 2010-2015 as well as the Country Partnership Action Plans. It is linked to the current UNDAF in its output 3.1 (outcome 3 under environmental sustainability) on “government’s capacity to prepare and respond to disaster at community level, and to lead in and participate in international and regional disaster management partnerships enhanced”. In line with the CP, UNDP will promote the use of more effective mechanisms and partnerships for communities, national and local authorities to enable them to prepare, respond and recover from natural and manmade disasters. In particular, UNDP will direct its technical assistance to enhance the capacities of the Ministry of Emergency Situations and the Ministry of Environmental Protection, local governments, industries and other stakeholders.

Kyrgyzstan

Disaster Risk Reduction is well integrated into UN strategic frameworks and plans for the period covered by DIPECHO VI. The project is in line with the Country Development Strategy 2009-2011 and national policies on disaster risk reduction. It is linked to the current UNDAF in its outcome A 2. “Poor and vulnerable groups have increased and more equitable access to quality basic social services and benefits, in a strengthened pro-poor environment”. In line with the CP, UNDP in Kyrgyzstan will strengthen the disaster preparedness and response coordination mechanism and support the Government of Kyrgyzstan in establishment of the National Platform for DRR; hence, UNDP will promote enhanced response to, and mitigation of, natural disasters to improve living conditions for the poor.

Tajikistan

UNDP Tajikistan has a continuing, and growing, involvement in disaster risk management through DRM Programme in Tajikistan. This involvement has been defined in the United Nations Development Assistance Framework for Tajikistan, 2010-2015 (UNDAF) as well as the Country Programme Action Plan (CPAP). The UNDAF for Tajikistan notes that 3 UNDAF pillars incorporate outcomes on disaster risk management: *Quality Basic Services; Food and Nutrition Security; and Clean Water, Sustainable Environment and Energy*. The CPAP for 2010 – 2015 identifies the three main outcomes and relevant targets to *reduce the loss of life, socio-economic setbacks, and environmental damages caused by natural disasters* with a global outcome to Decreased risk of natural and man-made hazards to rural and urban livelihoods; infrastructure and recovery mechanisms in place. Moreover, all the expected outcomes and proposed activities within the frames of the given project are in line with the National Disaster Risk Management Strategy 2010-2015.

Beneficiaries

The direct beneficiaries of the interventions proposed in this application are the Ministries of Emergencies, other government entities, civil society stakeholders, academia, donors, and communities. For regional activities, as well as those in support of coordination mechanisms in Kyrgyzstan and Tajikistan, the range of direct beneficiaries is particularly widespread. For estimating the number direct beneficiaries at community level related to the Central Asian Center for Disaster Response and Risk Reduction, we have used the estimated number of affected people per country in case of a large-scale earthquake as a proxy indicator (shown in the table

below for Kazakhstan, Kyrgyzstan, and Tajikistan). Such a scenario would require regional cooperation. To this table we added direct beneficiaries of seismic retrofitting in Dushanbe.

Number of Population Benefiting by Country:

Kazakhstan	300,000
Kyrgyzstan	160,000
Tajikistan	120,000

II. STRATEGY

Project strategy

Recent decades have seen an alarming increase in the frequency of disaster occurrences each year and the magnitude of their social, economic and environmental impacts. While natural and environmental hazards may confront any nation in the world, they disproportionately become a disaster with devastating effects on vulnerable nations in the developing world. Recurrent natural hazards such as earthquakes, floods, landslides and drought can negate decades invested in the pursuit of sustainable economic development and often lead to food insecurity and malnutrition and aggravate shocks to financial, health, environmental and livelihoods.

The central link between hazards, disasters, conflict and economic development is vulnerability. Disaster risk management is based on the premise that natural hazards do not necessarily lead to disasters, but may do so when they affect vulnerable populations. An analysis of what transforms an event into a human and economic disaster in the Central Asia region are the same development issues that contribute to each nation's vulnerability: (i) persistence of widespread urban and rural poverty and social degradation, (ii) degradation of the environment, (iii) lagging investment in infrastructure, and (iv) poor governance and weak institutions that limit the ability to mitigate and strategically manage disaster risks.

Central Asia nations have traditionally demonstrated effective preparedness mechanisms to respond to natural disaster episodes, thanks to the development of response committees and ministries within the government and disaster response activities in the school curriculum during the Soviet era. The Central Asia region is lacking in modern advances on technology for monitoring, forecasting and early-warning of natural and human-induced hazards. A response oriented approach is very often the only one applied in addressing disasters although a gradual shift from a solely disaster response centric approach to incorporating disaster risk management into their development plans has begun. The five Central Asia nations participated in the Second World Conference for Disaster Risk Reduction January 2005 and all, with the exception of Turkmenistan, has agreed to undertake the processes outlined in the HFA.

Disaster management structures and legislation have been developed and in place in most of the Central Asian nations. However, policies and legislation generally focus on rescue and relief activities and are often without horizontal and vertical cooperation among national and regional stakeholders. There is a need to shift the focus of national disaster management authorities and national planning institutions to comprehensive DRR.

Central Asia Regional Center for disaster preparedness and response coordination

The overall objective of this (the Kazakhstani) project component is to reduce the risk of disasters associated with natural hazards in Central Asia by creating sustainable mechanisms for DRR through the formation of the Central Asian Center for Disaster Response and Risk Reduction. As many of the hazards noted above are transboundary in nature, regional cooperation would significantly enhance DRR. Moreover, the Central Asian countries would benefit from mutual assistance in managing disasters exceeding the capacity of a single country. Finally, a sound regional entity for DRR would improve the coordination and effectiveness of international assistance. It is anticipated that the proposed Center will, in the long term, be in a position to strengthen National Platforms or other multi-sectoral mechanisms for DRR as per the HFA.

This project aims to address activities in the first 15-month stage where the Center can create synergies between technical and planning partners, government officials and regional and international DRR stakeholders and populations living in high-risk areas to natural and human-induced hazards. In the course of the first stage, technical support from UN OCHA, UNDP and UNISDR and other DRR stakeholders will seek to collaborate with the Center to address the growing need to raise awareness on DRR, enhance training and education and animate the public, private and civil society to preparedness and mitigation strategies.

Institutional and policy context

DRR is one of the key priorities in the long-term Development Strategy of Kazakhstan till 2030 and in state policy. The legislative basis for DRR comprises seven key laws. Following the promulgation of the President's Decree "On measures aimed to prevent disasters in the territory of the Republic" (March 19, 2004, #451), the Ministry of Emergency Situations developed the "Concept of prevention and mitigation of natural and technological disasters and improvement of the state management system in this field," which was followed by the Programme of Development of the State System of Emergency Prevention and Response for 2004-2010. Seismic risk is a high priority, and MES is implementing an Action Plan regarding seismic safety and earthquake prediction.

The Ministry of Emergencies is responsible for the general management of the State system on disaster prevention and mitigation. To coordinate actions of the central and local executive authorities and organizations in Kazakhstan, commissions have been established at the interagency, province, district, and municipal levels. Although the government has taken significant steps to strengthen the capacity of MES and the various commissions, many needs remain, including improving coverage of local level capacity building activities and adopting a more proactive stance towards DRR. The MES recognizes the benefits of regional cooperation in DRR and strongly supports efforts in this direction.

Project goal, objective, outcome, outputs, activities and indicators

The overall objective of this project component is to reduce the risk of disasters associated with natural hazards in Central Asia by creating sustainable mechanisms for DRR through the formation of the Central Asian Center for Disaster Response and Risk Reduction. The specific objectives of the project include:

- Development and advancement of the national disaster prevention and management systems of the Central Asian nations;
- Development of coordinated preparedness and response planning including emergency services and assets of member/non-member states;
- Development of a modern information/communication system for the collection and analysis of data to support effective disaster preparedness and response initiatives in the Central Asia region;
- Update hazard, risks and vulnerability/capacity assessments for natural and human induced hazards in the Central Asian region and establish linkage with international disaster risk monitoring systems and networks; and
- Expand cooperation with international DRR partners for participation in international seminars, training, workshops and conferences.

Result 1/KAZ: Improved regional cooperation, coordination, and harmonization among DRR agencies and other stakeholders and development of their capacities through the creation and development of a Central Asian Center for Disaster Response and Risk Reduction.

This result shall be derived through the creation of the Central Asian Center for Disaster Response and Risk Reduction for effective joint utilization of resources and aptitude. The Center shall provide their member states and other disaster risk prone nations with knowledge and tools to develop sustainable capacities to build resistance to potential hazard impacts from seasonal and rapid onset events i.e. floods, earthquakes, landslides, avalanches, fires, and drought.

Indicators for this result:

- Candidates for staff selected by Working Group.
- Work plan and mandates for Center departments elaborated and refined.
- Capacity and Needs Assessment implemented.
- Two-year development and support strategy developed and approved.
- Capacity Development Training Plan developed and approved by Coordination Council.
- Strategy for Center of Excellence training facility developed, approved, and disseminated to potential partners and donors.

- Center for Excellence endorsed by member states.
- Review of enabling environment developed and approved.
- Baseline data assessment and database design completed and approved by Coordination Council
- Regional Risk Assessment completed and approved by Coordination Council.
- Briefings conducted on preparedness strategies.
- Analyses of preparedness strategies, stockpiles, early warning, and cross border operations conducted. Synthesis report reviewed, approved, and disseminated
- Public awareness and perception survey executed
- Round table dialogue facilitated for civil society organizations and member state governments
- Strategy formulated, reviewed, and approved for collaboration between governments and civil society in DRR

Activities related to the result:

There are three subsets of activities for this result, including improved inter-agency cooperation and coordination, strengthened regional early warning and disaster preparedness and response capacities, and harmonization of disaster management/civil defence between nations and civil society.

The first subset of activities is improved inter-agency coordination and cooperation through the establishment of the Central Asian Center for Disaster Response and Risk Reduction. Activities aimed at this result will begin with the establishment of the Center. Towards this end, the project initially will furnish the Center with basic office equipment and supplies², and member states mobilize of a Working Group, which will select staff from candidates of member state technical agencies. Selections will be subsequently be confirmed by the Coordination Council. The Working Group will also refine the work plan for the Center and the mandates of its various departments.

The Center will embark upon a Capacity and Needs Assessment,³ Center staff and national consultants will facilitate a participatory process of stakeholder assessment, strategic visioning, and capacity assessment in order to measure existing and desired capacities against those required for implementation of the Hyogo Framework for Action. UNDP will provide orientation and subsequent technical support to Center staff and consultants in the methodology of the assessment.⁴ As part of the capacity assessment, a response will be elaborated and subsequently discussed in a workshop of member state staff and representatives. Center staff will incorporate the capacity response and recommendations of the workshop into a two-year development and support strategy for the Center and member states to address specific needs in disaster risk reduction. The support strategy will be submitted to the Coordination Council for approval and dissemination to member states and potential donors.

As a follow-up to the Capacity and Needs Assessment, the project will undertake activities to prepare the Center to address capacity gaps in human resources and the enabling environment. First, the project will offer a Capacity Development Training Plan, specifying a timeline for implementation, as well as the development of a strategy and advocacy for the creation of a training facility to be affiliated with the Center. As part of strategy development, the Center will compile and analyze available training materials from member states and international organizations. The project will develop a strategy for a proposed Center for Excellence training facility, in which a DRR curriculum is offered by professional instructors from academic institutions, competent national authorities for disaster management, the International Red Cross/Red Crescent movement, United Nations

² The Government of Kazakhstan will provide a building and full furnishing of the Center, following the ratification of its legal acts by all countries. Until this time, the project will provide furnishing to ensure its functioning .

³ This methodology was recently developed by UNDP's Bureau of Crisis Prevention and Recovery and Capacity Development Group, which piloted it to elaborate a capacity response in Armenia..

⁴ This will be done by UNDP's Regional Disaster Risk Reduction Advisor for ECIS and/or the Capacity for Disaster Reduction Initiative (CADRI).

agencies, and other stakeholder groups. The strategy will be presented to a wide range of national and international stakeholders, particularly those already offering training in DRR, and a dialogue will be initiated for support to the Center. The Coordination Council will seek endorsement of the Center for Excellence from member states, and support will be sought from donors. The strategies for training and the creation of the Center for Excellence will be supported by the UN's Capacity for Disaster Reduction Initiative (CADRI).

Additionally, the project will mobilize a qualified national consultant to undertake a two-month review of disaster legislation and policies in Central Asia against template for effective response and preparedness mechanisms. Recommendations for harmonization of the enabling environment for response and preparedness will be presented in report to the Commission Council for review and dissemination to member states and other disaster risk reduction stakeholders.

The project will work to facilitate the establishment of a regional database of information related to hazard exposure, disaster losses, and capacities in place for disaster response. The database will be utilized to support analyses that will identify highly vulnerable geographical areas at risk, provide specific reference to population demographics, as well as to identify the likely response mechanisms and materials in the event of an event and the location of necessary manpower and materials needed to respond to any disaster. The process of creating the database will begin with a baseline data assessment among member states, followed by the design of a database and development of a list of equipment for procurement by Center staff. The project will facilitate the mobilization of funds for the equipment. UNDP and OCHA specialists will offer consultation and technical support to the design of the database, its installation and configuration, training in hardware/software and data entry, and the development and institutionalization of procedures for database input and usage.⁵

The Center shall commence a Regional Risk Assessment, which will utilize data collected and also synthesize at the regional level risk assessments already conducted at the national level in member states under UNDP, government and other donor auspices. The Global Risk Identification Programme will provide technical support to this activity, which will be implemented by Center staff and national consultants. The risk assessment shall include recommendations and a preliminary strategy to address the vulnerabilities of populations presently living in at-risk rural and urban settings.⁶ A dialogue will be organized in the form of a workshop and consultations with national, regional and international stakeholders to gain/share insights on prevention, mitigation, preparedness, and response strategies. The Regional Risk Assessment subsequently will be refined, and, following approval by the Coordination Council, disseminated to member states and other disaster risk reduction stakeholders. The general risk assessment will also provide the basis for targeting high-risk areas for in-depth risk assessment, which subsequently will be pursued when funding for this becomes available.

The second subset of activities under this result is strengthened regional early warning and disaster preparedness and response capacities. The Center staff will circulate each member state's preparedness strategies and conduct briefings at member state level. The briefings will be analyzed by Center staff in order to identify areas in which regional cooperation and harmonization of strategies will be most effective. In addition, the project will conduct analyses to ensure that a stockpile of sufficient quantities of basic relief items are pre-positioned in strategic locations prior to the onset of seasonal disaster episodes. Center staff will support the analysis and identification of existing stockpiling of relief

⁵ Support will be provided by the OCHA Regional Office for Central Asia, as well as the Global Risk Identification Programme of UNDP/BCPR.

The database shall apply a uniform information data collection and management system that is comparable to the capacities and resources of member states. The database would also be used to record every episode and catalogue actions for further analysis as to how the operation might have been conducted in a more efficient and effective manner.

⁶ Additional funding for in-depth risk assessments is presently being sought from GTZ and other donors.

materials and envisioned distribution patterns. Where needs are identified, the Center staff will appeal to donor agencies to contribute to stockpile of relief materials and assurance of timely support following a national disaster. Center staff will also analyze existing procurement systems and make recommendations for their improvement. Finally, Center staff will evaluate early warning and cross-border response operations against a template of capacities to support member states ability to best prepare for and respond to natural disasters. The findings of these analyses will be synthesized into a report. The report will be submitted to the Coordination Council, which will review the evaluation report and share it with member states and other disaster risk reduction stakeholders to initiate the recommended course of action.

The third subset of activities under this result is harmonization of disaster management/civil defence between nations and civil society. For this purpose, the project will support the execution of a survey of public awareness and perceptions related to disaster risk reduction in the member states. Center staff and national consultants will design the instrument and method for data collation and analysis, perform a beta test of process, and oversee the analysis of data and reports on results. The report shall include survey findings and a preliminary strategy for collaboration with civil society organizations. National Red Crescent Societies, NGOs of member states and intergovernmental organizations, will be consulted during survey design and, if possible, will collaborate in its execution. Subsequent to the analysis, the project will convene a round table dialogue with civil society organizations and member state governments to share results of the study and seek avenues to address weakness in awareness and knowledge of DRR practices, primarily at the local level. Based upon this dialogue, a strategy will be developed for collaboration in DRR between governments and national Red Cross/Red Crescent movements in member states (through the International Federation of Red Crescent Society), as well as other international and local NGOs.

At present there are no institutions capable of facilitating regional cooperation. The Economic Cooperation Organisation and regional entities for water management have yet to play any significant role in this regard. The proposed establishment of the Central Asian Center for Disaster Response and Risk Reduction seeks to fill this gap for its supporting countries (Kazakhstan, Kyrgyzstan, and Tajikistan). It is hoped that momentum generated by the Center will eventually attract all countries of the region to participate in its activities.

The Central Asian Center for Disaster Response and Risk Reduction will be located in Almaty, Kazakhstan, as agreed by the governments of the member states. The project office will be located in the UN Common Premises in Almaty, Kazakhstan.

Country ownership: Country eligibility and Country Drivenness

The commitment of the Government of Kazakhstan to disaster response and risk reduction has been evident for several years. The country has taken the lead in facilitating the establishment of the Central Asian Center for Disaster Response and Risk Reduction, and has also as the single country committed to significant financial contribution to the establishment of the center. DRR is one of the key priorities in the long-term Development Strategy of Kazakhstan till 2030 and in state policy. Following the entry into force of the President's Decree "On Measures Aimed to Prevent Disasters in the Territory of the Republic" (March 19, 2004, #451), the Ministry of Emergency Situations developed the "Concept of prevention and mitigation of natural and technological disasters and improvement of the state management system in this field," which was followed by Programme of Development of the State System of Emergency Prevention and Response for 2004-2010. The project is fully in line with the abovementioned strategies and decrees.

Tajikistan

The overall objective of the Tajikistan project component is to identify Disaster Risk Management priorities and further streamline them into planning at national and local levels. The Tajikistan component of the project, consists of 6 expected results to be achieved by end of the project and listed below:

Result 1/TJK: National Platform for DRR in Tajikistan established

Currently in Tajikistan there is no officially endorsed coordination mechanism, which would bring together different DRM stakeholders, such as existing state structures (SCES), international community (REACT), private sector, academia (Academy of Science) and other relevant structures. However, Government of Tajikistan is committed to the Hyogo Framework for Action 2005-2015 (HFA), where National Platform for disaster risk reduction (DRR) has been identified as a crucial element to effectively and efficiently advance on disaster risk reduction and build resilience of the communities to disasters. The National Platform for DRR is intended to be a multi-stakeholder and multi-sectoral national coordinating mechanism. Moreover, the National Disaster Risk Management strategy, to be approved in March 2010, clearly recommends establishment of National Platform for DRR in Tajikistan.

The given result of the action is aimed to support Government of Tajikistan, through Department of Ecology and Emergency Situations of Presidential Apparatus (secretariat of SCES) in establishment of National Platform for DRR. This platform would be built on existing SCES. Activities under the first result will be carried out in close consultation with UN ISDR.

Indicators for this result:

- Implementation of National Disaster Risk Management Strategy is coordinated and monitored;
- Terms of Reference of the National Platform is approved by Government;
- At least 2 quarterly meetings of the National Platform for DRR conducted;
- Tajikistan National Platform presented at Global Platform.

Activities related to the result:

The implementation of the activities under the current result will be carried out in direct partnership with Department of Ecology and Emergency Situations of Presidential Apparatus (DEES) and support and cooperation of CoES.

Establishment of National Working Group (NWG), consisting of relevant state ministries and agencies on development of Terms of Reference (ToR) of National Platform for DRR and its structure, will be lobbied through Government of Tajikistan by DEES. Further on, activities of NWG will be supported by UNDP and DEES through organization of working meetings, workshops, provision of facilitation and ensuring the international and legal expertise is in place throughout the working period of NWG. Once the final draft of ToR of NP will be developed, DEES will lobby it to Government of Tajikistan for approval.

Meanwhile, in collaboration with UN ISDR office in Central Asia, a study tour for relevant Governmental Officials (including members of NWG) will be organized to Kazakhstan and Switzerland, in order to provide opportunities to national DRR actors to share experiences with neighbouring countries as well to foster cross-border cooperation.

It is foreseen that, the DEES will provide secretarial functions to NP to be established. Therefore, capacity of DEES will be strengthened through, provision of necessary office equipment, trainings and international expertise.

Members of NP will be supported to report formally on establishment of NP on Global Platform, to be held in June 2011.

Result 2/TJK: Implementation of National Disaster Risk Management Strategy monitored and coordinated

The Disaster Risk Management Strategy and Action Plan sets out a wide range of actions to improve disaster risk management and reduce threats to lives and wellbeing in Tajikistan. The scope of these actions, the level of required funding and the range of parties involved, necessitates an overall structure for monitoring implementation and measuring impact. To this end, the NDRMS provides for the establishment of:

- An Implementation Monitoring Committee (IMC), composed of representatives of key partners engaged in the implementation of the Strategy.
- A Disaster Risk Management Strategy Implementation Management Unit (DRMS IMU) at CoES to support the work of the Implementation Monitoring Committee as well as undertake specific project activities developed to accomplish the Strategy.

It is foreseen that the National Platform will perform duties of above mentioned IMC. Meanwhile, before National Platform is established CoES will delegate the responsibilities of Implementation Management Unit to one of its Departments.

Taking into account, that monitoring responsibilities will put additional burden to already weak and stretched capacity of CoES, there is a need to support CoES in establishment of efficient monitoring structure. Therefore, the given result of the proposed action is directly aimed at capacity building and support of CoES with specific aim to build efficient NDRMS monitoring structure.

Indicators for this result:

- CoES chairman appoints a department within CoES to monitor and coordinate the implementation of NDRMS;
- NDRMS implementation monitoring tool developed;
- Capacity of key state institutions responsible for implementation of NDRMS assessed;
- Fundraising strategy for implementation of NDRMS developed

Activities related to this result:

Taking into account, that CoES will be appointed as responsible institution, for monitoring and coordination of the implementation of the NDRMS, activities under the current result will be implemented in direct partnership with CoES. In particular, it will be ensured that CoES chairman appoints a single Department within CoES for monitoring and coordination of implementation of NDRMS. UNDP will support CoES, in development of monitoring tool on implementation of NDRMS, through provision of international and local consultancy. Developed tool, will be tested and if necessary reviewed and adjusted. CoES will be supported in development of half yearly and annual reports on implementation of the NDRMS and regular reports on implementation of the HFA, using the monitoring tool developed. Capacity of the appointed department within CoES will be strengthened through, provision of necessary office equipment, software if required, trainings and etc.

UNDP will conduct a basic capacity assessment of selected key state ministries and agencies, identified as implementing agency for Action Plan of NDRMS. This assessment will identify sufficiency and insufficiency of agencies capacities to implement relevant actions and recommend on further improvement if necessary. Moreover, selected agencies will be supported in development of sector/agency specific programme on implementation of tasks identified in Action Plan of NDRMS. As for CoES itself a specific fundraising strategy for NDRMS will be developed.

Result 3/TJK: CoES chairmanship in REACT strengthened

CoES has been chairing REACT partnership for more than 5 years and expressed great and constant interest in supporting REACT at all levels: national and regional. Nevertheless, to ensure national ownership and sustainability of REACT, CoES needs to strengthen its chairing role within REACT forum, as well as within REACT Steering Committee. The given result of the proposed action is aimed at further support of REACT partnership, in particular: capacity building of CoES as REACT Chair, continuing provision of secretarial functions to REACT in Dushanbe, Khujand and Kurgan-tube, supporting and facilitation of REACT RRTs activities.

Indicators for this result:

- CoES continues to chair the regular REACT meetings, as well as meetings of REACT Steering Committee;
- CoES Focal Point for REACT officially appointed;
- Rapid response effectively provided to disasters under the leadership of CoES;
- Strong links built between national REACT group and regional groups;
- Operational capacity of REACT Rapid Response Teams on national and regional levels strengthened.

Activities related to this result:

UNDP will continue provision of secretarial service to national REACT group, as well as to 2 regional REACT groups (Khujand and Kurgan-tube), through recruitment of full time staff, such as REACT Focal Points. National REACT Focal Point in Dushanbe will continue cooperation and collaboration with all existing regional REACT secretariats, and will put all the efforts to ensure smooth and efficient information flow between regional and national REACT forums. In addition, national REACT Secretariat will provide secretarial functions, for newly established REACT Steering Committee. The Regional REACT Focal Points will perform secretariat functions for regional REACT groups, chaired by regional CoES branches, and will coordinate the overall functioning of regional REACT groups. The secretariat functions for Kulyab region will be performed by Oxfam, in Rasht valley by German Agro Action and in GBAO by FOCUS7. Regional REACT Focal Points will coordinate and directly participate in disaster and needs assessments in case of disasters occurred in relevant regions. Also, REACT Focal Points will be responsible to provide logistics support to all the delegated missions.

CoES will be consulted on a matter of appointing one Focal Point for every existing REACT group. Appointment should be confirmed by official decree of the CoES chairman. Further on, UNDP will ensure to involve the appointed Focal Points in the whole process of REACT activities, during emergency and non-emergency times.

In times of disasters, REACT Secretariat Teams (REACT Focal Points and Emergency Office), will ensure that constant updates on situation are provided on regular basis as well as overview of needs and assistance provided are updated regularly. Where necessary, REACT Secretariat team with the support of Humanitarian Affairs Officer, will facilitate and lead the process of joint appealing and fundraising initiatives.

Monthly training-meetings and quarterly simulations for REACT RRT in Dushanbe will be conducted, facilitated and coordinated by REACT Secretariat team in Dushanbe. Activities of the established RRTs in the regions (Kulyab and Khujand) will be facilitated by regional REACT Secretariats. For regional RRTs to be established, team of national REACT Secretariat will provide training on damage and needs assessment in the field. To ensure sufficient operational capacity of the RRT in Dushanbe and RRTs in the regions, some essential items/equipment will be provided in accordance to RRT operational Framework.

Result 4/TJK: Implementation of GIS standards in Tajikistan

There are many pockets of GIS activities occurring in Tajikistan by practitioners from government, academia, the non-profit and private sectors. This activity is generally occurring in isolation, with a lack of sharing and integration, leading to duplication of efforts in terms of data searches, data acquisition and data processing.

There is need by all practitioners for definitive, complete, accurate and coherent background data for use in various applications, including disaster management. In 2008, with the support of UNDP a National Spatial Data Infrastructure (NSDI) toolkit was developed, which is a step forward to sharing and integrating data from various organisations using common standards. The given result of the proposed action will aim encouragement of adoption of these standards as way of establishing greater sharing and integration within the GIS community.

⁷ Funding for secretarial functions in Rasht, Kulyab and GBAO, will be sought independently by GAA, Oxfam GB and Focus Humanitarian and is not covered by current proposed Action.

Indicators for this result:

- Capacity of Land Management , Geodesy and Cartography Agency (Mapping Agency) is strengthened;
- GIS capacity of CoES IMAC strengthened;
- Existing National Spatial Database Infrastructure (NSDI) owned by Mapping Agency;
- Functioning of GIS Technical Working Group (TWG) is ensured;
- IMAC membership to RRT ensured;

Activities related to this result:

Basing on the recommendations generated during the implementation of the first and second phase of the same project, capacity building activities will be carried out within Mapping Agency. Capacity of the Mapping Agency will be mostly improved through provision of trainings, study tours, equipment and software, to ensure that Mapping Agency can act as custodian of all Tajikistan core background data. National Spatial Data Infrastructure developed in frames of second phase of the same project, will be introduced to Mapping Agency. Staff members of Mapping Agency will be trained on utilization, regular upgrading and updating of the NSDI. Agreement will be signed between UNDP and Mapping Agency on handing over the NSDI to Mapping Agency and its further maintenance. Concurrently GIS capacity of IMAC CoES will be supported through provision of specialized trainings, equipment and software, to ensure that IMAC CoES has sufficient capacity to take custodianship over all the situational data related to disaster management, and any derived information products. In addition, standing representation of IMAC staff members in REACT RRT in Dushanbe will be ensured.

The regular meetings and activities of existing GIS Technical Working Group will be supported, facilitated and coordinated. Through, support of the activities of GIS Technical Working Group, it will be ensured that all GIS related data is collected and handed over to Mapping Agency to be further integrated into NSDI. Moreover the GIS Technical Working Group, will be used as a platform and tool for promotion of developed standards.

Result 5/TJK: Specific recommendations on seismic risk reduction in Dushanbe implemented

The whole territory of the Tajikistan is very prone to earthquakes, mostly due to its geographical location in one of the world's most active seismic zones (Pamir-Alai, Hindukush) and a mountainous landscape (93% of the county). Throughout 2007-2009 with the financial support of UNDP and ECHO seismic vulnerability analysis of residential buildings in Dushanbe has been conducted. During the vulnerability assessment the degree of Dushanbe city potential seismicity was determined. In accordance with a general seismic map, Dushanbe city falls under 9-scale zone. At least 4 seismological zones endangering Dushanbe city have been identified. The individual inventory of the 2200 residential buildings and around 256 social buildings (schools, kindergartens and hospitals) has been conducted.

The results of the Dushanbe seismic vulnerability analysis indicate that number of residential and social buildings assessed do not meet all required norms of seismic resistant construction. Another part of the buildings stand vulnerable to seismic risks, thus requiring urgent mitigation interventions, such as retrofitting exercises.

Indicators for this result:

- Pilot retrofitting exercise endorsed by Dushanbe mayor;
- Building retrofitting measures developed by the Institute of Earthquake Engineering and Seismology (IEES);
- Retrofitting works conducted in two prioritized social facilities;
- Awareness of stakeholders increased

Activities related to this result:

Activities under the current result will be implemented in direct partnership with Institute of Earthquake Engineering and Seismology of Academy of Science of Tajikistan (IEES).

As an initial step Dushanbe Mayor's endorsement will be sought for commencement of the initiative, through signing of Memorandum of Understanding or similar document between, Dushanbe mayor's office, IEES and UNDP Tajikistan. A study tour to neighbouring countries, where retrofitting activities are on-going, such as Uzbekistan or Kazakhstan will be conducted, to learn from their experience. Concurrently, basing on the results of the seismic vulnerability analysis of the Dushanbe social buildings, at least two priority social facilities, such as school, kindergarten or hospital will be identified for retrofitting works. Experts from IEES will develop clear guidelines, plan and estimations for conduction of retrofitting works in chosen facilities. Further on, a construction company will identified to undertake the retrofitting. The actual retrofitting works will be closely monitored and managed by IEES experts. At the same time, a proposal on seismic proof construction using the local construction materials will be developed.

Two workshops with involvement of relevant sate and international institutions and organizations, will be convened one in the beginning, to present the initiative and second one to present the results of the initiative.

Result 6/TJK: Database of DIPECHO interventions in Tajikistan and Kyrgyzstan functioning and publicly available

During last several years the number of international and local organizations working in the field of disaster risk management has significantly increased in Tajikistan, mainly due increased support from the donor community in this field. Particularly, funds allocated through the European Commission Humanitarian Aid department's (ECHO) disaster preparedness programme – DIPECHO for Central Asia has increased two-folds for the past three years.

In order to strengthen coordination of the disaster risk management initiatives in Tajikistan, UNDP within DIPECHO-V funded project developed an electronic database, which is posted on www.untj.org website and contains the list of all interventions and guides, technical papers, studies published in the framework of DIPECHO I-V funding in Tajikistan. Currently UNDP Tajikistan intends to expand the given database.

Indicators for this result:

- Information on DIPECHO interventions in TJK and KYR down to community level is available in the common format;
- Available information is uploaded into existing DIPECHO database and regularly updated.
- Existing DIPECHO database is updated in line with results of user's satisfaction survey.

Activities related to this result:

Under given result of the Action existing electronic DIPECHO database (available at www.untj.org), developed in frames of previous phase of the project will be modified and expanded. A Project Analyst will be hired by UNDP for overall supervision and coordination of the implementation of the given result.

Data sheet formats developed within the previous phase of the project will be applied for data collection. In addition, formats will be adjusted, to ensure that they cover information down to community level. Information on all the implementing partners of DIPECHO 1-6 Actions in Central Asia, particularly in Tajikistan and Kyrgyzstan will be sought from DG ECHO. Further on, every implementing agency will approached individually for data collection. Collected information will be formatted into standard formats, translated into Russian/English if required.

A special user's satisfactory survey will be developed and conducted among all the potential and actual users of the database. Further on, considering the results of the survey modifications, updates will be applied to the DIPECHO database.

Considering the updates and modifications applied, all the collected information will be uploaded to electronic database and regularly updated.

Institutional and policy context:

The Constitution of the Republic of Tajikistan and as many as 29 separate laws and 37 resolutions and regulative acts govern disaster risk management in Tajikistan. These regulations define organizational and legal requirements for the protection of the population, property, land, water and environment, industrial and social assets, flora and fauna and other natural resources from disasters.

In addition, recently in March 2009 a National Disaster Risk Management Strategy has been approved by the Government of Tajikistan. The Strategy is based on an analysis of disaster risk management challenges faced in Tajikistan and the five priorities set out in the Hyogo Framework for Action to reduce ... *disaster losses, in lives and in the social, economic and environmental assets of communities and countries.*⁸

The NDRMS development process identified five broad components to improve disaster risk management in Tajikistan for the period of 2010-2015. Under each of these components the NDRMS Action Plan identifies a range of activities to accomplish the NDRMS goal of *reducing preventable harm from natural and technological disasters leading to improved lives and wellbeing in Tajikistan.*

Disaster risk management activities in the country take place under the authority of the State Commission of Emergency Situations (SCES), chaired by the Chairman of the Government. Governmental multi-sectoral SCES is the main forum for developing disaster risk management policies and implementing disaster response. Subsidiary commissions of similar responsibilities and composition exist at the Provincial (oblast) and District levels.

The Committee of Emergency Situations and Civil Defense (CoES) is the executing body for disaster prevention and response. At the national level, CoES works in support of the Department of Ecology and Emergency Situations in the Office of the President, which concurrently provides secretarial functions to SCES.

The international community, through REACT⁹, has made an engagement to help disaster survivors in Tajikistan, as well as work on disaster risk reduction. REACT has proved to be a good forum for coordinating relief and efforts, and the inherent capacities of REACT are slowly expanding. The United Nations system has been active in both risk reduction and disaster responses, using its own funds and donor financing. The international and local NGO community has also been very active in disaster risk management, through involvement in REACT, in disaster response and through risk reduction at the community level (the latter particularly with funding from the European Community, Germany and Switzerland).

While Tajikistan has a well developed and inclusive structure for disaster risk management, recurrent disasters, the never ending task of risk reduction, and recognition that worse disaster may come, there is a need to put efforts to rethink how disasters are managed.

⁸ <http://www.unisdr.org/eng/hfa/hfa.htm>

⁹ REACT is the coordinating body for humanitarian organizations in Tajikistan and is chaired by CoES. REACT is governed by a Statement of Common Understanding and a Steering Committee. More details at <http://www.unhj.org/?c=7&id=149>

Kyrgyzstan

The overall objective of the Kyrgyzstan project component is to build on the mechanisms created under the 2008-2010 Joint Project on Enhancing Coordination for Disaster Response in the Kyrgyz Republic to further strengthen cooperation and coordination for disaster preparedness and response between the Government, UNCT, Red Cross and Red Crescent Movements and other major actors in this field and support the Government of Kyrgyzstan to establish a National Platform for Disaster Risk Reduction to reduce the disaster risks and ensure effective preparedness, response and early recovery with participation of the governmental institutions, international organizations, academic and scientific institutions and a civil society.

Government plays a leading role in coordination, and in order to address the gaps in disaster response, the Government and the United Nations initiated the Joint Project on 'Enhancing Coordination for Disaster Response in the Kyrgyz Republic' that was endorsed by Government Decree in October 2007. The main objective of the project was to strengthen cooperation and coordination for disaster response between the Government, UNCT, Red Cross and Red Crescent Movements and other major actors in this field to be able to respond adequately and effectively to possible emergency situations.

Thus, one of the main results that came out during the implementation of the of UN Joint Project 'Enhancing Coordination for Disaster Response in the Kyrgyz Republic' in 2008-2009 was the establishment of a disaster response coordination mechanism between the Government of the Kyrgyz Republic, UN Country Team, Office of the Resident Coordinator and other key disaster risk management actors that functioned effectively in coordination of humanitarian response granted by the international and donor organizations working in the country and abroad to help the effected population suffered from the destructive earthquake in Nura village, Osh oblast in October 2008 and help the Government to overcome other emergencies.

Under the above-mentioned mechanism, the disaster Response Coordination Unit (DRCU), as well as sector groups and northern and southern Rapid Emergency Assessment and Coordination Teams were established whose creation provided an opportunity to improve cooperation and coordination initiatives between the Government and international organizations working in the field of disaster response.

However, the established disaster response coordination mechanism covers only the preparedness and response cycles of the disaster management and does not include the disaster risk reduction.

Linking to the global tendency to focus and invest more on disaster risk reduction/disaster risk management, and having established an effective response mechanism, the Kyrgyz Government is also concentrating on prevention and risk reduction intervention.

In order to address gaps in the disaster sector, the Inter-Agency Commission on Civil Protection (IACCP), established in 2006, functions on the national level to formulate and implement disaster prevention state policy and ensure coordination of activities in disaster management at the country level. It consists of a) ministries, state committees, administrations, local state administrations, enterprises, institutions and scientific, public organizations of the Kyrgyz Republic, and b) international, donor communities, UN Agencies and local NGOs, public associations engaged in disaster response and humanitarian relief as part of the DRCU – disaster response coordination mechanism in the Kyrgyz Republic. The operational and technical work is entrusted to the Ministry of Emergency Situations and the head of the IACCP is a Prime Minister of the Kyrgyz Republic.

International, regional, national and local actions in disaster management are guided by the Hyogo Framework Programme of Actions for 2005-2015 (HFA). The HFA was adopted by the Kyrgyz Republic in 2005 and is currently being implemented. In June 2009, the Ministry of Emergency Situations (MES) submitted a progress report on the HFA implementation in the country to the Secretariat of the UN International Strategy for Disaster Reduction for review and provision of information. Based on this report, recommendations on the improvement of the existing mechanisms will be made and it will be seen how close Kyrgyzstan is to the announcement of the National Platform for DRR.

The Government of the Kyrgyz Republic fully supports efforts on disaster risk reduction to be integrated into policy, plans and programmes for sustainable development, poverty reduction and the strengthening of an effective coordination mechanism for disaster risk management including DRR between all actors. The MES has taken an initiative and suggested to expand the scope of

existing disaster response coordination mechanism, taking into account all cycles of disaster risk management: prevention, preparedness, response and early recovery as well as focus on DRR. However, the UN Country Team and other members of the Disaster Response Coordination Unit have agreed that it's necessary to build on the mechanisms created under the 2008-2010 Joint Project on Enhancing Coordination for Disaster Response in the Kyrgyz Republic to further strengthen cooperation and coordination for disaster preparedness and response between the Government, UNCT, Red Cross and Red Crescent Movements and other major actors in this field. This decision was also supported by the MES on a later stage.

Since the Government coordinates the work of the Inter-Ministerial Commission for disaster prevention and its aftermath elimination and the Disaster Response Coordination Unit (DRCU) is a members of the IM Commission contributing to the strengthening of disaster preparedness for effective response, this initiative will allow to strengthen the overall coordination mechanism for disaster risk management, and help the country to move towards the National Platform for DRR establishment.

It is obvious, that strengthening the mechanism for disaster risk management/disaster risk reduction would contribute to the reduction of damage and loss from disasters and the provision of better and protected living conditions for the population. This would assist in poverty reduction and would contribute to the improvement of the socio-economic situation in the country.

Project goal, objective, outcome, outputs, activities and indicators

These national level activities will be geared towards strengthening existing coordination mechanisms in Kyrgyzstan and Tajikistan. Although the actions are tailored to the specific country contexts, the Country Offices will consult on a regular basis for the purpose of exchanging information and experiences, as well as harmonizing their actions in support of cross-border cooperation and collaboration. Cross-border cooperation establishing National Platforms in Kyrgyzstan and Tajikistan will provide the additional benefit of strengthening the Central Asian Disaster Response and Risk Reduction Center's activities. As the Center gains capacity, it in turn will be able to strengthen National Platforms and, it is hoped, facilitate the establishment of Regional Platform over the long term.

Result 1/KYR: Coordination of national institutions enhanced, including strengthening of DRCU

Indicators for this result:

- Needs of DCRU member mapped and training programme designed and executed; # persons trained
- Semi-annual meetings of DRCU
- Desk simulation exercises conducted for UN and NGOs; # participants
- Village level simulation exercises conducted.
- One-week study tour conducted to Tajikistan to exchange experience with REACT
- Sector Groups meet on semi-annual or quarterly basis and agree to minimum standards
- Visioning seminar conducted for Inter-agency Contingency Plan
- Inter-agency Contingency Plan developed and approved
- Training for government on contingency planning and stockpiles conducted
- Information Exchange Platform established
- Quarterly information bulletin issued
- Report on analysis of legal procedures completed and approved

Activities related to the result

Capacity of members of DRCU, REACT teams, and sector groups will be strengthened to effectively perform the assigned and agree upon functions and responsibilities through the following activities:

- The role of the Disaster Response Coordination Unit (DRCU) as a high-level forum is to provide policy and strategic guidance for disaster preparedness and ensuring coordination of disaster response. DRCU members must be fully prepared to fulfil

this role. The needs of DRCU members for strengthening capacity will be mapped, and based on this a training programme (two trainings of two days) will be designed and run to bridge the capacity gaps identified by DRCU members.

- The UN Resident Coordinator will chair twice-yearly meetings of the Disaster Response Coordination Unit, bringing together representatives of the Government, the donor community, UN organizations, national and local NGOs to keep all stakeholders up-to-date with preparedness for disaster response.
- An experienced international trainer on multi-sector needs assessments will be invited to design and run a training programme on methodology and forms for needs assessment and other issues as necessary (e.g. use of equipment, or the SPHERE standards) and further train REACT team members on needs assessment for disaster response during the desk simulation exercises. Two training events will be held each in 2010 and 2011, in both Bishkek and Osh.
- UN organizations, NGOs and Red Crescent representatives will take part in simulation exercises facilitated by a consultant recommended by OCHA or the Inter-Agency Standing Committee on Disaster Response. The simulation will test needs assessment tools and skills and contingency planning and response capacity. Half-day simulations will be followed by half-day debriefing exercises. Two simulation exercises will be held each in 2010, 2011 and 2012, in both Bishkek and Osh.
- Ministry of Emergency Situations teams, and REACT teams will take part in exercises in villages in which disaster conditions are simulated. The village local administrations and populations will take part in the planning of the exercises. The simulation will test the coordination with Government, needs assessment tools and skills and contingency planning and response capacity. The process will be facilitated by a consultant recommended by OCHA or the Inter-Agency Standing Committee on Disaster Response. Full-day simulations will be followed by half-day debriefing exercises. Two simulation exercises will be held each in 2010, and 2011 in both Bishkek and Osh.
- Eight people from northern and southern REACT teams will travel to Tajikistan for a one week period to familiarize themselves with the Rapid Emergency Assessment and Coordination structure in that country.
- The established Sector Groups will meet as required, and at least on a quarterly or semi-annual basis, to strengthen coordination at the national level, to agree on coordination measures and to develop sectoral inter-agency contingency plans and tools. In order to support this process, a set of minimum standards for all sector groups to meet will be agreed. Subject to agreement, these may include yearly action plans, collation of data on projects being undertaken and stocks held by sector members, sector-specific contingency planning, and gap analysis of capacity and stocks for agreed scenarios.
- In addition, the possibility of establishing a small fund to support preparedness activities that sector groups may wish to carry out on top of the minimum activities will be considered. This may include, for example, detailed mapping and monitoring of risks at regional level, or specific training activities.

An Inter-Agency Contingency Plan will be developed and integrated into the disaster response and preparedness planning of international community and the Government. This will entail the following activities:

- The Contingency Planning process as a whole will be driven by the Resident Coordinator Office, with the support of the Project Coordinator and advice from OCHA's regional office. Near the beginning of the project, a visioning seminar will be organized of 20 individuals from the Sector Group lead agencies, OCHA and joint project staff. The meeting will lead to a common action plan of activities to be carried out to produce the Inter-Agency Contingency Plan. The meeting will be facilitated by OCHA representatives and RC Office staff.
- Contingency Planning will be carried out by sector groups, based on common scenarios. Inter-sectoral planning meetings and workshops will be held on an ongoing basis to drive the contingency planning process forwards. The plan will include detailed sector responses to specific agreed scenarios, stocks and

resources available in-country and rapidly accessible, coordination arrangements and gaps in response capacity. The plan will be presented in Q1 of 2011 to a coordination meeting of the DRCU.

- Translation will be required from English into Russian of draft and final versions of the text.
- In Q3 and Q4 of 2011, the organisations involved in the disaster preparedness mechanism will revise the Inter-Agency Contingency Plan to further improve disaster preparedness based on new developments and new insights from simulation exercises.
- A training event on international standards and best practice for representatives of government organisations on contingency planning and stock and warehouse management will be provided for government representatives.

The project will establish an Information Exchange Platform web-based database for DRR, as well as compile and disseminate of bulletin on DRR cycle-related issues. An IT Specialist will be contracted to develop the on-line database for disaster preparedness and response that will be placed on the Ministry of Emergency Situations' web-site with limited access in the beginning and with broader access for key partners at a later stage. A quarterly information bulletin will be issued in English and Russian to keep all sector group members and other stakeholders informed of disaster preparedness activities both by individual organizations and corporately as part of the disaster preparedness and response mechanism.

Finally, a national legal consultant will be taken on with terms of reference to highlight bottlenecks in the regulations in place in the Kyrgyz Republic for admission of emergency humanitarian assistance and to make recommendations to Government and parliament to facilitate where necessary easier access for humanitarian assistance.

Result 2/KYR: Establishment of a National Platform for DRR

Indicators for this result:

- Working Group functioning regularly
- Draft National Disaster Risk Management Strategy developed, reviewed, and submitted to government
- Draft Concept and charter for National Platform developed, including strategy for DRR cycle
- Two National Platform meetings conducted
- Working Group meets to review and discuss reporting on HFA
- Training and workshops on HFA and National Platform conducted; # persons trained and participants
- Study tours conducted for National Platform

Activities related to the result

The project will support a Working Group to facilitate establishment of the National Platform for DRR. The first of the activities to support the Working Group is the development of the National Disaster Risk Management Strategy, which will be led by the Ministry of Emergency Situations of Kyrgyzstan in collaboration with other interested partners. UNDP will provide support to the Inter-Ministerial Working Group in order to facilitate the establishment of the National Platform for DRR through conducting eight meetings for 12 participants apiece.

UNDP will support the arrangement of the discussion of the draft National Disaster Risk Management Strategy among governmental and non-governmental stakeholders and will facilitate the conducting of two meetings for 45 representatives. UNDP will also contract local experts to review the current legislation and existing mechanisms in disaster field and issue a report. After translation, discussion and agreement of the document among the stakeholders the draft National Disaster Risk Management Strategy will be submitted to the Government's consideration.

On the basis of the report and in close collaboration with the Ministry of Emergency Situations of the Kyrgyz Republic and UNISDR, the draft Concept on the National Platform for DRR of the Kyrgyz Republic, including a strategic plan for coordination of the disaster risk management cycle, will be developed. One international consultant for Tajikistan and Kyrgyzstan is invited to help the IM Working Group to develop the draft Concept for National Platforms. The draft Concept will be circulated among Inter-Ministerial Working Group members for comments and approval at the workshop, translated and submitted to the Government's consideration. A charter for the National Platform will be developed and approved, and subsequently two meetings of the National Platform will be conducted.

UNDP will also support the Ministry of Emergency Situations in arranging two meetings of the Inter-Ministerial Working Group to review, discuss, and provide comments to the Kyrgyzstan national report on monitoring the implementation of the Hyogo Framework for Action.

In parallel, UNDP will work to develop the capacities of government officials and NGOs related to DRR and the National Platform. National trainings on the Hyogo Framework for Action priority areas of action and enabling environment will also be conducted in the country. Participants of these trainings will include government representatives at the national and sub-national levels, but also scientists and representatives of national as well as international NGOs. UNDP will support the conduct of training with involvement of international expertise on the Hyogo Framework for Action priority areas of action, National Platform principles and enabling.

Multi-stakeholder workshops will be organised for the national stakeholders to discuss and agree on the principles and working modality of an inclusive and functioning National Platform that could be established in Kyrgyzstan. Opportunities will be offered to national DRR actors to share experiences with neighbouring countries as well to foster cross-border cooperation. A bilateral workshop (for example: between Kyrgyzstan, Kazakhstan and Tajikistan) will be conducted. Stakeholders from the European countries with successful National Platforms will be invited as well to discuss ways of harmonizing approaches to institutional development and strengthening of enabling environment.

UNDP will also support two study tours to other countries (presumably to Turkey and Switzerland) to give opportunity to the national counterparts to see how successful National Platforms work elsewhere in the world.

UNDP in Kyrgyzstan will also contribute to the development of a database on all interventions funded in the framework of DIPECHO I-VI until the level of communities. The data base will be shared with the Regional center, DRCU, UNDP and the Ministry of Emergency Situations.

Coordination and collaboration with other initiatives

UNDP has been present in Central Asia since its countries gained independence in 1991. UNDP has capacity in the region through a well developed structure that functions effectively according to well-defined business processes. Presence in the countries is maintained through UNDP units within Country Offices. The Country Offices are supported by the Europe and CIS (ECIS) Regional Team of the Bureau of Crisis Prevention and Recovery, which links the Country Offices with BCPR units in Geneva and New York. The Regional Disaster Risk Reduction Advisor of the ECIS Regional CPR Team is stationed at the UN Common Premises and maintains close and constant contact with the Country Offices.

The UNDP Representative is a member of the UNCT. In relation to disaster response and emergencies, UNDP is a member of the UN Disaster Management Team and under Inter-Agency Standing Committee (IASC) arrangements should be cluster lead in Early Recovery

UNDP Kazakhstan has worked with the government and communities for more than a decade to strengthen DRR. The Government of Kazakhstan prepared the "National Disaster Preparedness Action Plan" in 2000 with technical support from UNDP, which subsequently implemented "Capacity Building for Disaster Preparedness." Projects between 2003 and 2007 provided assistance to recover from an earthquake in Zhambyl province and strengthen the capacities of local communities to reduce risks associated with earthquake hazards. A more recent project

(2008-09) helped communities in South Kazakhstan province recover from floods and enhance their DRR capacities.

UNDP Kyrgyzstan implemented a disaster risk management program that mainly focused on the national level from 1998-2000. In 2004/2005, the UNDP considerably re-formulated its approach to disaster risk management and decided to focus more on the local level while integrating disaster risk management into the democratic governance program area. In its disaster risk management program, UNDP Kyrgyzstan has worked with the Ministry of Emergency Situations and its branches, with civil servants and elected officials at the Ayil Okmotu (local councils) level and with communities. The Academy of Management (situated within the President's Office) has been a partner in developing a disaster management training curriculum and course for local government civil servants. In addition NGOs such as the Central Asian Mountain Partnership and the Red Crescent have been involved in the delivery of training to communities. Private contractors have assisted with hazard and risk assessments.

UNDP Tajikistan has been active in DRR in Tajikistan since 2003 and has achieved excellent results and created a solid foundation for cooperation between national and international actors. UNDP's Disaster Risk Management Programme (DRMP) build capacities in line with strategic priorities set forth in UN development frameworks, and well as Tajikistan's National Development Strategy and National Disaster Risk Management Strategy (2010-2015). The previous phase of DRMP (2007-09) worked towards the following results:

1. The Committee of Emergency Situations (CoES) is better able to monitor, predict, prevent, prepare for and coordinate response to disasters;
2. Disaster Risk Management strategies and planning are strengthened in Tajikistan;
3. National authorities and the international community are better able to respond to disasters; and
4. Disaster Risk Management is established as a priority in regional and local planning;
5. UNDP's Disaster Risk Management Programme is nationally owned.

The ongoing phase of the DRMP (2010-2015) anticipates the execution of activities primarily in the areas of improving disaster response management, enhancing risk assessment, monitoring and early warning, and strengthening the enabling environment.

Coordination and collaboration with other actors is an area in which UNDP has been heavily involved. The activities of the Center will compliment additional work in risk reduction supported by the World Bank, the European Commission, UN agencies, international donors, the Red Cross/Red Crescent movement and the national governments in the Central Asian region.

In accordance with the "One UN" concept, UNDP has harmonized its activities and collaborated with other UN organizations. These are as follows:

- Office for Coordination of Humanitarian Affairs: OCHA's sub-regional office for Central Asia (opened in October 2007) has worked closely with both central and local governments, as well as humanitarian country teams in the area of DRR and increasing community preparedness. OCHA, UNDP and ISDR have been working in close cooperation to promote regional coordination mechanisms in Central Asia.
- International Strategy for Disaster Reduction: ISDR in Central Asia strives to raise public awareness on risk, vulnerability and DRR, work with public authorities to implement disaster reduction policies, and stimulate inter-disciplinary and inter-sector partnerships, including the expansion of risk reduction networks and improve scientific knowledge on DRR.
- World Meteorological Organization: The WMO and UNDP work in close coordination throughout the Europe and CIS region, including Central Asia. The two organizations are jointly conducting a programming gap analysis as the initial step in developing a concept for DRR and hydromet components of the Central Asia and Caucasus Disaster Risk Management Initiative (CAC DRMI). World Bank will also collaborate in this initiative, with overall coordination provided by ISDR.
- World Food Programme: WFP operations aim to improve household food security, promote investment in human capital and preserve/ rehabilitate assets through recovery activities, including food for education, food for work, support to tuberculosis patients, and support to supplementary and therapeutic feeding programmes. WFP also continues to provide relief food aid to the victims of natural disasters.

- United Nations High Commission on Refugees: UNHCR'S strategic priorities for the region include contingency planning and emergency preparedness. Given the insecurity and unstable conditions in some parts of the region, the Office works with governments to prepare contingency plans for displacement.
- United Nations Children's Fund: UNICEF works to build capacity and reduce risks related to children through awareness raising in schools, development of curricula and education, training teachers and principals, involving youth in community DRR training, increasing structural safety of schools, and working to develop the enabling environment.

UNDP also coordinates and works closely with International Financial Institutions and bilateral donors, most of whom are involved in DRR in Kazakhstan, Kyrgyzstan, and Tajikistan. These include (but are not limited to) the following:

- ECHO, which has funded UNDP activities in Kyrgyzstan and Tajikistan under DIPECHO V, as well as those of UNICEF (2008-09), ISDR ("Improve potential for disaster reduction and implementation of Hyogo Framework for Action in Central Asia," 2008-2009), and Netherlands Red Cross (in collaboration with National Red Crescent Societies of the Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan for "Scaling up disaster preparedness and response capacities of local communities and schools of Central Asia," 2008-09);
- SDC, which has funded several interventions in Kyrgyzstan and Tajikistan, some of which were executed by UNDP;
- DFID, which funds the risk monitoring and early warning component of the Tajikistan DRMP;
- World Bank, which implements the Disaster Mitigation project in Kyrgyzstan and will execute a risk transfer component of CAC DRMI and a regional hydromet project;
- Asian Development Bank, which has funded DRR projects in Kyrgyzstan (socioeconomic assessment and community level DRR) and Tajikistan (flood management); and
- USAID, which is considering providing funding for various DRR and climate change interventions.

Of particular importance is for the project to work closely with the World Bank and the UNISDR Secretariat as they embark on their Central Asia and Caucasus Disaster Risk Management Initiative focusing on new activities including (i) coordination of disaster mitigation, preparedness and response; (ii) financing of disaster losses, reconstruction and recovery, and disaster risk transfer instruments such as catastrophe insurance and weather derivatives, and (iii) hydro-meteorological forecasting, data sharing and early warning.¹⁰

UNDP also works in concert with several international and national humanitarian organizations. These include International Federation of Red Cross and Red Crescent, Red Crescent Societies, Missions East, Oxfam, Caritas, Focus, Save the Children, ACTED, and several others.

Sustainability and mainstreaming

Since the capacity of any single project or agency is insufficient to cover priority needs, mainstreaming of DRR in development is critical to successfully promote a preventive risk management approach in Central Asia. Through UNDP's own portfolios and close collaboration with other UN agencies and governments, UNDP has acquired significant knowledge, expertise, and experience on how best to mainstream DRR in various fields and sectors. This capacity has been brought to bear in the design of the project, will be fully realized during execution, and lessons learned from the project will be utilized in future interventions.

UNDP in general and the Crisis Prevention and Recovery team in particular is fully committed to gender equity as formulated in the UNDP's Eight Point Agenda: Practical and Positive Outcomes for Girls and Women in Crisis (see: http://www.undp.org/cpr/we_do/8_pa.shtml). UNDP will integrate a gender perspective into this initiative by ensuring gender equality into disaster preparedness planning, advocacy, skills-based training in prevention and mitigation, and participation in the development of critical lessons learned and policy development processes.

¹⁰ Disaster Risk Management Initiative. Senior Official's Meeting on Central Asia Regional Economic Cooperation. 28-29 May 2009. Ulaanbaatar, Mongolia. P.3.

III. RESULTS AND RESOURCES FRAMEWORK

KAZAKHSTAN

Title of the Action	Sixth DIPECHO Action Plan: Enhancing Regional Disaster Risk Reduction Capacities in Central Asia			
Principal Objective	Central Asian countries are more efficient in the implementation of disaster risk reduction policy and operations			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risks and Assumptions
Specific Objective	Reduced loss of lives/livelihoods and developmental assets to natural and human-induced disasters as an outcome of proactive mechanisms and strategic partnerships responsible for more effective policy formulation, preparedness and response planning, information sharing and implementation of cross-sectoral disaster risk reduction activities.	<p>S.O. OVI 1. Improved inter-agency cooperation and coordination between national disaster management agencies through the creation of the Central Asian Center for Disaster Response and Risk Reduction for effective joint utilization of resources and aptitudes.</p> <p>S.O. OVI 2. Strengthened capacities on disaster mitigation measures, contingency planning, monitoring and early warning information exchange and capacity development.</p> <p>S.O. OVI 3. Harmonization of disaster management/civil defense between nations and civil society is enhanced in the Central Asia region.</p>	Strategic document. MoES`s organization chart. MoES`s official resolutions.	<p>The socio-political situation in Central Asian countries remains stable.</p> <p>Communities are not affected by a large scale disaster during the project's implementation.</p> <p>In-kind support is forthcoming from member states.</p>
Results	R.1: Improved inter-agency cooperation and coordination between national disaster management agencies and regional/international risk reduction stakeholders.	<p>R.1 OVI 1: Candidates for staff selected by Working Group.</p> <p>R.1 OVI2: Work plan and mandates for Center departments elaborated and refined.</p> <p>R1 OVI3: Capacity and Needs Assessment implemented.</p> <p>R.1 OVI 4: Two-year development and support strategy developed and approved.</p> <p>R.1 OVI 5: Capacity Development Training Plan developed and approved by</p>	<p>Working Group protocols</p> <p>Coordination Council (CC) protocols</p> <p>Work plan</p> <p>Working Group protocols</p> <p>Coordination Council protocols</p> <p>Capacity and Needs Assessment Report. Workshop report and evaluation.</p> <p>Two-year support strategy</p> <p>Coordination Council protocol</p> <p>Capacity Development Training Plan</p> <p>Coordination Council protocol</p>	

	<p>R.2: Strengthened regional early warning and disaster preparedness and response capacities to natural and human-induced hazards.</p> <p>R.3: Harmonization of disaster management/civil defence between nations and civil society is enhanced in the Central Asia region.</p>	<p>Coordination Council.</p> <p>R.1 OVI 6: Strategy for Center of Excellence training facility developed, approved, and disseminated to potential partners and donors.</p> <p>R.1 OVI 7: Center for Excellence endorsed by member states.</p> <p>R.1 OVI 8: Review of enabling environment developed and approved.</p> <p>R.1 OVI 9: Baseline data assessment and database design completed and approved by Coordination Council</p> <p>R.1 OVI 10: Regional Risk Assessment completed and approved by Coordination Council.</p> <p>R.2 OVI 1: Briefings conducted on preparedness strategies.</p> <p>R.2 OVI 2: Analyses of preparedness strategies, stockpiles, early warning, and cross border operations conducted.</p> <p>R.3 OVI 3: Synthesis report reviewed, approved, and disseminated</p> <p>R.3 OVI 1: Public awareness and perception survey executed</p> <p>R.2 OVI 2: Round table dialogue facilitated for civil society organizations and member state governments</p> <p>R.3 OVI 3: Strategy formulated, reviewed, and approved for collaboration between governments and civil society in DRR</p>	<p>Strategy for Center of Excellence training facility Coordination Council protocol</p> <p>Coordination Council and member state protocols Enabling environment report Coordination Council protocol Baseline data assessment and database design report Coordination Council protocol Regional Risk Assessment report Coordination Council protocol Workshop report and evaluation</p> <p>Briefing reports</p> <p>Synthesis report on disaster preparedness and response</p> <p>Coordination Council protocol</p> <p>Survey instrument Survey data and report. Round table report</p> <p>Government-Civil Society Collaboration Strategy Coordination Council protocol</p>	
<p>Activities</p>	<p>(for Result 1)</p> <ul style="list-style-type: none"> ▪ Selection of Central Asian Center staff from member state technical agencies by a Working Group and approval by the Coordination Council. ▪ Execution of Capacity Needs Assessment and elaboration of a capacity response. ▪ Development a two-year support strategy for member states to address specific needs in disaster risk reduction, followed by review and approval by Coordination Council. ▪ Development of a Capacity Development Training Plan (with support from CADRI). ▪ Development of a strategy to create a disaster management Center for Excellence training facility ▪ Collection of training materials for translation, publication and distribution to the Center. 			

	<ul style="list-style-type: none"> ▪ Dissemination to and dialogue with international organizations providing DRR training. ▪ Member states endorse the establishment of a training facility and funding sought for its establishment. ▪ Review of disaster legislation in Central Asia against template for effective response and preparedness mechanisms. ▪ Baseline data assessment initiated with member states and Center staff employed to design/initiate regional database. ▪ Design of database designed, compilation of list of required equipment, and elaboration of data entry procedures. Appeal to donors for funding of equipment. ▪ Execution of Regional Risk Assessment by Center staff, member states disaster management staff, and consultants and dissemination to member states and other disaster risk reduction stakeholders. ▪ Organization of workshop and consultations with national, regional and international stakeholders to gain/share insights on mitigation and response strategies. <p>(for Result 2)</p> <ul style="list-style-type: none"> ▪ Circulation of member states preparedness strategies and briefings at member state level. ▪ Analysis and identification of optimal relief material stockpiles and envisioned distribution patterns. ▪ Appeal to donor agencies to contribute to stockpile of relief materials and/or assurance of timely support following a national disaster. ▪ Evaluation of early warning and cross-border operations against a template of capacities to support member states ability to best prepare for and respond to natural disasters. ▪ Synthesis of findings concerning preparedness and response into a report. Review of report by Coordination Council and dissemination to member states and other disaster risk reduction stakeholders to initiate recommended course of action. <p>(for Result 3)</p> <ul style="list-style-type: none"> ▪ Design, testing, and execution of survey on public awareness and perceptions of disaster risk, with focus upon vulnerability and capacity. ▪ Round table dialogue with civil society organizations and member states government to share results of study and seek avenues to address weakness in knowledge, attitude and disaster risk reduction practices. ▪ Development of strategy for collaboration among government and civil society in DRR. 	
		Pre-conditions

KYRGYZSTAN

Title of the Action	Sixth DIPECHO Action Plan: Enhancing Regional Disaster Risk Reduction Capacities in Central Asia			
Principal Objective	Central Asian countries are more efficient in the implementation of disaster risk reduction policy and operations			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risks and Assumptions
Specific Objective	Development of capacity at national, and sub-national levels for a more effective disaster risk reduction.	<ul style="list-style-type: none"> Strengthened national institutions for DRR, including coordination bodies and National Platforms 	Government resolutions Strategic documents Project, meeting, and workshop reports Evaluations of training activities	No major disaster or series of minor disasters disrupts project implementation. The socio-political situation in the region remains stable or improves.
Results	1. Coordination of national institutions enhanced, including strengthening of Disaster Response Coordination Unit	<ul style="list-style-type: none"> Needs of DCRU member mapped and training programme designed and executed; # persons trained Semi-annual meetings of DRCU Desk simulation exercises conducted for UN and NGOs; # participants Village level simulation exercises conducted. One-week study tour conducted to Tajikistan to exchange experience with REACT Sector Groups meet on semi-annual or quarterly basis and agree to minimum standards Visioning seminar conducted for Inter-agency Contingency Plan Inter-agency Contingency Plan developed and approved Training for government on contingency planning and stockpiles conducted Information Exchange Platform established Quarterly information bulletin issued Report on analysis of legal procedures completed and approved 	Training programme and materials, reports, and evaluations Meeting reports Simulation exercise materials, reports, and evaluations Simulation exercise materials, reports, and evaluations Study tour report Sector Group meeting reports Seminar report and evaluation Approved Inter-Agency Contingency Plan Training programme and materials, reports, and evaluations Information Exchange Platform online Informational bulletins Report	

	<p>2. Establishment of National Platform</p>	<ul style="list-style-type: none"> • Working Group functions and meets on a regular basis • Draft National Disaster Risk Management Strategy developed, reviewed, and submitted to government • Draft Concept and charter for National Platform developed, including strategy for DRR cycle • Two National Platform meetings conducted • Working Group meets to review and discuss reporting on Hyogo Framework for Action (HFA) • Training and workshops on HFA and National Platform conducted; # participants • Study tour conducted for National Platform 	<p>ToR of Working Group Meeting reports National Disaster Risk Management Strategy</p> <p>National Platform concept note and charter; government protocol Meeting reports</p> <p>Working group meeting reports</p> <p>Training and workshop programmes and materials, reports, and evaluations</p> <p>Study tour reports</p>	
<p>Result 1</p> <ul style="list-style-type: none"> • Meetings, training events and study tours for building capacity of members of DRCU, REACT teams, sector groups • Desk and village simulation exercises to test needs assessment tools and skills and contingency planning and response capacity • Study tour to Tajikistan for exchange of experiences with REACT • Establishment of minimum standards for Sector Groups • Planning meetings and workshops to develop Inter-Agency Contingency Plan • Establishment of Information Exchange Platform web-based database for disaster risk management • Compilation and dissemination of bulletin on DRM-related issues • Legal analysis of procedures for admission of humanitarian assistance <p>Result 2</p> <ul style="list-style-type: none"> • Support of Working Group to facilitate establishment of the National Platform for DRR • Development, review, and submission of Draft National Disaster Risk Management Strategy • Development of draft concept and charter for National Platform, including strategy for DRR cycle • National Platform meetings • Support to Working Group in reporting on HFA implementation • Training events, workshops, and study tour for government officials on HFA priority areas of action and National Platform 				
				<p>Pre-conditions</p>

TAJIKISTAN

Title of the Action	Enhancing Regional Disaster Risk Reduction Capacities in Central Asia			
Principal Objective	Central Asian countries are more efficient in the implementation of disaster risk reduction policy and operations			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risks and Assumptions
Specific Objective	Disaster Risk Management priorities identified and streamlined into planning at national and local levels.	<ul style="list-style-type: none"> National Platform for DRR officially established in Tajikistan; National Disaster Risk Management Strategy is supported and implemented; National ownership of REACT is strengthened; GIS standards endorsed by the national mapping agency; “Safe schools and safe hospitals” advocacy campaign supported. 	<ul style="list-style-type: none"> Quarterly meeting minutes of National Platform; Annual progress report on implementation of NDRMS; REACT survey results; Number of GIS stakeholders using one GIS data source; Two retrofitted social buildings. 	<p>Risk: A major disaster, such as a destructive earthquake in Dushanbe. Or, a series of small to medium scale disasters can affect timeframe of project implementation.</p> <p>Assumptions: Security and political situation in the country remains calm; No major re-shuffling of the government officials.</p>
Results 1	National Platform for DRR in Tajikistan is established.	<p>I.1.1 National Working Group (NWG) on development/drafting the Terms of Reference and structure of National Platform is established;</p> <p>I.1.2 Terms of Reference of the National Platform is approved by Government;</p> <p>I.1.3 At least 2 quarterly meetings of the National Platform for DRR conducted;</p> <p>I.1.4 Tajikistan National Platform presented at Global Platform.</p>	<p>V.1.1.1 Governmental decree on establishment of NWG;</p> <p>V.1.1.2 Meeting minutes of NWG meetings;</p> <p>V. 1.1.3 Draft document of National Platform Terms of Reference and its structure;</p> <p>V.1.2.1 Governmental Decree on establishment of National Platform and approval of its Terms of Reference;</p> <p>V.1.3.1 Reports on trainings to NP secretariat;</p>	<p>Assumption: Presidential Apparatus, will lobby inclusion of points on establishment of NWG, as well as establishment of National Platform on DRR and its ToR review, into agenda of regular meetings of Government.</p>

			V.1.3.2 Meeting minutes of National Platform for DRR; V.1.4.1 Report of Global Platform.	
Results 2	Implementation of National Disaster Risk Management Strategy is coordinated and monitored.	I.2.1 CoES chairman appoints a department within CoES to monitor and coordinate the implementation of NDRMS; I.2.2 NDRMS implementation monitoring tool developed; I.2.3 Capacity of key state institutions responsible for implementation of NDRMS assessed; I.2.4 Fundraising strategy for implementation of NDRMS developed;	V.2.1.1 Internal decree of CoES on delegating a single department with CoES to monitor and coordinate the implementation of NDRMS; V.2.2.1 Quarterly updates, half-yearly and annual reports are prepared on implementation of NDRMS using developed monitoring tool; V.2.3.1 Capacity assessment report with clear recommendations; V.2.3.2 Fundraising strategy document.	Risks: - Government takes decision on appointing different state institution for monitoring and coordination of implementation of NDRMS; - Relevant state institutions will be reluctant to report regularly to CoES.
Result 3	CoES Chairmanship of REACT is strengthened.	I.3.1 CoES continues to chair the regular REACT meetings, as well as meetings of REACT Steering Committee; I.3.2 CoES Focal Point for REACT officially appointed; I.3.3 All the response operations of REACT partnership is conducted under the leadership of CoES; I.3.4 Strong links built between national REACT group and regional groups, through adoption of standardized operating procedures I.3.5 Operational capacity of REACT Rapid Response Teams on national and regional levels strengthened, through provision of trainings, conduction of simulations and operational equipment;	V.3.1.1 REACT regular meetings and REACT Steering Committee meeting minutes; V.3.2 .1 Internal CoES decree on appointing a Focal Point; V.3.3.1 Situation reports, damage and needs assessment reports, joint "Appeals" developed; V.3.4.1 Reports of joint meetings, trainings and study tours; V.3.4.2 Standard reporting formats, standard rules on meetings proceedings; V.3.5.1 Reports on trainings conducted for RRT members; V.3.5.2 Damage and needs assessments conducted by RRT members;	Assumptions: CoES nominates a staff member and a department to act as REACT Focal Points;

Result 4	GIS standards implemented in Tajikistan.	<p>I.4.1 Capacity of Land Management, Geodesy and Cartography Agency (LMGCA) is strengthened, through provision of mapping software, trainings and equipment;</p> <p>I.4.2 GIS capacity of CoES IMAC strengthened, through provision of equipment, software and trainings;</p> <p>I.4.3 Existing National Spatial Database Infrastructure (NSDI) owned by LMGCA;</p> <p>I.4.4 Functioning of GIS Technical Working Group (TWG) is ensured;</p> <p>I.4.5 IMAC membership to RRT ensured;</p>	<p>V.4.1.1 Reports on trainings and study tours;</p> <p>V.4.1.2 Handover waybills on equipment and software provided;</p> <p>V.4.2.1 Reports on trainings and study tours;</p> <p>V.4.2.2 Handover waybills on equipment and software provided;</p> <p>V.4.3.1 Agreement signed between UNDP and LMGCA on handover of developed NSDI;</p> <p>V.4.4.1 Minutes of regular GIS TWG meetings;</p> <p>V.4.5.1 Disaster risk maps developed by IMAC.</p>	Risk: LMGCA refuses to take over the responsibilities on custodianship of NSDI.
Result 5	Seismic risk reduction in Dushanbe implemented.	<p>I.5.1 Pilot retrofitting exercise of at least two social buildings endorsed by Dushanbe mayor;</p> <p>I.5.2 Buildings' retrofitting measures developed by the Institute of Earthquake Engineering and Seismology (IEES);</p> <p>I.5.3 Retrofitting works conducted in at least two prioritized social facilities;</p> <p>I.5.4 Awareness raising campaign launched and completed.</p>	<p>V.5.1.1 MoU is signed between Dushanbe mayor's office, UNDP and IEES;</p> <p>V.5.2.1 Report on study tour;</p> <p>V.5.3.1 Report on accomplished process of prioritization;</p> <p>V.5.3.2 Monitoring reports on construction works and final acceptance certificate;</p> <p>V.5.5.1 Brochures, modules and report on final workshop;</p>	Risk: Dushanbe city authorities refuse to support the initiative.
Result 6	Database of DIPECHO interventions in Tajikistan and Kyrgyzstan functioning and publicly available.	<p>I.6.1 Information on DIPECHO interventions in TJK and KYR down to community level is available in the common format;</p> <p>I.6.2 Available information is uploaded into existing DIPECHO database and regularly updated.</p> <p>I.6.3 Existing DIPECHO database is updated in line with results of user's satisfaction survey.</p>	<p>V.6.1.1 Data sheets in English and Russian languages for all DIPECHO interventions in TJK and KYR;</p> <p>V.6.2.1 Functioning on-line database.</p> <p>V.6.3.1 Results of user's satisfaction survey.</p>	Assumptions: All the implementing agencies of DIPECHO interventions have their operations in TAJ and KYR.

<p>Activities</p>	<p>Result 1: National Platform for DRR in Tajikistan established:</p> <ul style="list-style-type: none"> ○ Include the issues of: establishment of NWG and approval of National Platform into agenda of the Government meeting (second half of 2009); ○ Support CoES/Presidential Apparatus on preparation of proposal to Government (draft Governmental decree) on establishment of National Working Group consisting of main Ministries and state Agencies on development of Terms of Reference and structure of National Platform for DRR; ○ Facilitate and support activities of NWG, through provision of international expertise; ○ Ensure legal review of developed proposal to Government and draft ToR of National Platform for DRR; ○ Capacity building of Department of Ecology and Emergency Situations, expected to take over the Secretarial functions for National Platform to be established, through provision of trainings, equipment and international expertise; ○ Provide support to newly established National Platform on DRR to ensure smooth activation of its activities. <p>Result 2: Implementation of National Disaster Risk Management Strategy monitored and coordinated:</p> <ul style="list-style-type: none"> ○ Capacity building of CoES (specific department to be appointed) for monitoring and coordination of implementation of NDRMS; ○ Develop a tool for monitoring of the NDRMS implementation; ○ Conduct a basic capacity assessment of the few Ministries and state agencies, identified as a key implementing bodies of NDRMS; ○ Support selected Ministries and state agencies in development of sectoral programmes of NDRMS implementations and fundraising strategies for the developed programmes; ○ Capacity building of selected Ministries and state agencies, to support implementation of sectoral implementation programmes to be developed; ○ Facilitate the process of development of CoES's fundraising strategy for NDRMS and further support for its implementation; ○ Support CoES and facilitate the process of development of half yearly and annual report of NDRMS implementation, as well as development of regular reports on implementation of HFA. <p>Result 3: CoES chairmanship in REACT strengthened:</p> <ul style="list-style-type: none"> ○ Continue provision of Secretarial functions to REACT groups in Dushanbe, Sughd and Kurgan-tube and REACT Steering Committee; 	
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	<ul style="list-style-type: none"> ○ Ensure that CoES appoints officially one Focal Point for every existing REACT group and appoints a specific department to be responsible unit for REACT related issues; ○ Ensure coordination, cooperation and effective information sharing between different regional RACT groups as well as between regional groups and national REACT group; ○ Improvement of information flow between Government and REACT partnership; ○ Operational capacity building of existing RRTs through provision regular trainings, re-trainings, simulations and equipment; <p>Result 4: Implementation of GIS standards in Tajikistan:</p> <ul style="list-style-type: none"> ○ Support the LMGCA as the custodian of all Tajikistan core background data, and any derived information products. ○ Capacity building of LMGCA, through provision of trainings, study tours, equipment and software; ○ Support IMAC as the custodian of all situational data related to disaster management, and any derived information products. ○ Regular update and upgrade developed NSDI, and develop a specific “hand-over” strategy of NSDI to LMGCA; ○ Continue to support the regular activities of GIS TWG, to ensure the wide use of developed GIS standards; ○ Ensure participation of IMAC representatives in activities of RRT and develop guidelines/strategies of collaboration/cooperation, specifically information flow between RRT and IMAC. <p>Result 5 Specific recommendations on seismic risk reduction in Dushanbe implemented:</p> <ul style="list-style-type: none"> ○ Ensure Dushanbe Mayor’s endorsement for conduction of demonstrative retrofitting exercise; ○ Learn from similar experience of countries within the region (preferably, Almaaty or Tashkent) or outside of the region; ○ Identify two social facilities from the results of the Dushanbe vulnerability analysis for further retrofitting; ○ Prepare a clear plan for retrofitting of the chosen buildings; ○ Conduct the retrofitting works ; ○ Present the results to main stakeholders. <p>Result 6: Database of DIPECHO interventions in Tajikistan and Kyrgyzstan functioning and publicly available</p> <ul style="list-style-type: none"> ○ Develop an overview of the interventions funded in frames of DIPECHO 1-6 in Tajikistan and 	
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	<p>Kyrgyzstan;</p> <ul style="list-style-type: none"> ○ Individual meetings and consultations with all DIPECHO partners, to ensure on-time and proper data collection, preferably in common format; ○ Editing, formatting, translation (if required) of all the available information on DIPECHO interventions in Tajikistan and Kyrgyzstan; ○ Upload of available information into the on-line DIPECHO database on www.untj.org; ○ Establish links to existing on-line DIPECHO database to websites, advised by ECHO and Kyrgyzstan partners; ○ Develop methodology/form for user's satisfaction survey; ○ Conduct user's satisfaction survey; ○ Update the existing database in line with results of user's satisfaction survey. 	
		Pre-conditions

IV. ANNUAL WORK PLAN

Year: 2010-2011

Enhancing Disaster Risk Reduction Capacity in Central Asia: Work Plan

Activities	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jun	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct
Section I. Central Asia Center for Disaster Response and Risk Reduction															
Central Asian Center staff are selected among candidates from member state technical agencies by a Working Group and approved by the Coordination Council.	xx	xx	xx												
Baseline data assessment initiated with member states and Center staff employed to design/initiate regional database.				xx	xx										
Capacity Needs Assessment report and training activities time lines developed.				xx	xx										
Development of two-year support strategy for member states to address specific needs in disaster risk reduction.						xx	xx								
Design of the Regional database, procurement and installation of equipment. Staff training in hardware/software of data systems.						xx	xx								
Material instructions for database input and usage sent to member states and other disaster risk reduction stakeholders.								xx	xx						

Member states and Center staff organize dialogue with national, regional and international stakeholders to gain/share insights on mitigation and response strategies.											xx					
Review of disaster legislation in Central Asia against template for effective response and preparedness mechanisms											xx	xx	xx			
Recommendations presented in report to the Commission Council for review and dissemination to member states and other disaster risk reduction stakeholders.														xx	xx	
Center staff and member states disaster management staff conduct a regional risk assessment and create a regional strategy to address vulnerabilities						xx	xx	xx	xx							
Center staff circulates each member states preparedness strategies and conduct briefings at member state level.							xx	xx	xx							
Member states identify their stockpiling of relief materials by locations and envisioned distribution patterns.							xx	xx	xx							
Appeal made to donor agencies to contribute to stockpile of relief materials and/or assurance of timely support following a national disaster.										xx						

Early warning and cross-border operations evaluated against a template of capacities to support member states ability to best prepare for and respond to natural disasters. Preparedness and response synthesis report prepared.														xx	
Coordination Council reviews synthesis report and shares with member states and other disaster risk reduction stakeholders to initiate recommended course of action.															xx
Center staff and national consultants execute public awareness and perception survey.						xx	xx	xx							
Convene round table dialogue with civil society Organizations and member states government to share results of study and seek avenues to address weakness in awareness and knowledge of disaster risk reduction practices.									xx						
Develop strategy to collaborate with NGOs, focusing upon national Red Cross/Red Crescent movements in member states through the International Federation of Red Crescent Society.									xx	xx	xx				
Develop strategy to create a disaster management Center for Excellence training facility within Central Asia.							xx	xx	xx						
Develop a DRR training strategy.							xx	xx	xx						

Member states recommend materials for translation, publication and distribution to the Center. Donor support sought for cost recovery.											xx	xx				
Open dialogue with regional training facilities (Asian Disaster Preparedness Center in Thailand, the Asian Disaster Reduction Center in Japan, IFRC and ISDR in Geneva).										xx	xx	xx	xx	xx		
Member states endorse the establishment of a training facility to be located in the Central Asian region and funding sought for its establishment.													xx	xx		
Section II. Kyrgyzstan																
Meetings, training events and study tours for building capacity of members of DRCU, REACT teams, sector groups		xx			xx	xx	xx	xx					xx	xx	xx	xx
Planning meetings and workshops to develop Inter-Agency Contingency Plan	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx				
Establishment of Information Exchange Platform web-based database for disaster risk management		xx	xx		xx	xx		xx	xx		xx	xx		xx	xx	
Legal analysis of procedures for admission of humanitarian assistance				xx	xx	xx										
Establishment and support of Working Group to facilitate establishment of the National Platform for DRR					xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Consultations between stakeholders to support compilation of report on monitoring of Hyogo Framework implementation					xx	xx								xx	xx	
Training events and study tour				xx	xx	xx	xx				xx	xx			xx	xx

for government officials on DRR and National Platform (e.g. Turkey)																
Section III. Tajikistan																
Drafting ToR for NWG on development of ToR for National Platform	xx	xx														
Approval of NWG ToR and its establishment		xx	xx													
Regular meetings of NWG (development of ToR for National Platform)			xx	xx	xx	xx	xx									
Legal review of draft National Platform ToR							xx	xx								
Governmental approval of National Platform ToR and its establishment								xx	xx	xx						
Quarterly meetings of established National Platform											xx			xx		
Presentation of National Platform at Global Platform session																xx
Study Tour to Indonesia			xx	xx												
Study Tour to Switzerland																
Capacity building of Presidential Apparatus	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Joint workshop (Taj/Kyr) on National Platforms Dushanbe or Bishkek																
Capacity building of CoES department responsible for NDRMS monitoring	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Development of monitoring tool		xx	xx													
Training on usage of developed monitoring tool			xx													
Appliance of monitoring tool and review the results				xx	xx						xx	xx				
Development of half yearly and annual report on NDRMS implementation				xx	xx						xx	xx				

Selection of state specialized agencies for capacity assessment		xx	xx													
Capacity assessment of selected agencies				xx	xx	xx	xx									
Development of sectoral programmes on NDRMS implementation								xx	xx	xx	xx	xx	xx			
Development of fundraising strategy for NDRMS implementation	xx	xx	xx	xx	xx	xx	xx									
Conduct REACT monthly meetings in Dushanbe and regions	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Training on damage and needs assessment for RRTs in regions	xx	xx	xx													
Regular meetings on RRT	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Simulation exercises of RRT	xx			xx			xx			xx			xx			
Regular REACT Steering Committee meetings	xx		xx		xx		xx		xx		xx		xx			xx
Coordination of response in case of disasters																
Regular meeting of GIS TWG	xx				xx		xx		xx		xx		xx			xx
Official handover of NSDI to Mapping Agency			xx	xx												
Training of Mapping agency on updating, upgrading and utilization of NSDI				xx	xx											
Capacity building of Mapping Agency	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Training of IMAC COES staff on Damage and Needs assessment in frames of RRT activities	xx	xx														
Capacity building of IMAC CoES	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Receipt of official endorsement from Dushanbe mayor's office	xx	xx														
Workshop on launch of intervention		xx	xx													
Study tour to Tashkent or Almaty			xx	xx												

Identification of two priority social buildings				xx	xx											
Development of construction programme, blueprints, estimations for retrofitting					xx	xx				xx	xx					
Retrofitting works						xx	xx					xx	xx			
Workshop on presentation of the results of the intervention																
Visibility	xx			xx			xx			xx			xx			xx
Media articles				xx			xx			xx			xx			xx
Reporting				xx			xx			xx			xx			xx
Evaluation									xx	xx			xx	xx		xx

V. MANAGEMENT ARRANGEMENTS

The United Nations Development Programme will directly execute this project through the UNDP country offices in Kazakhstan, Kyrgyzstan and Tajikistan. The lead office will be UNDP Kazakhstan.

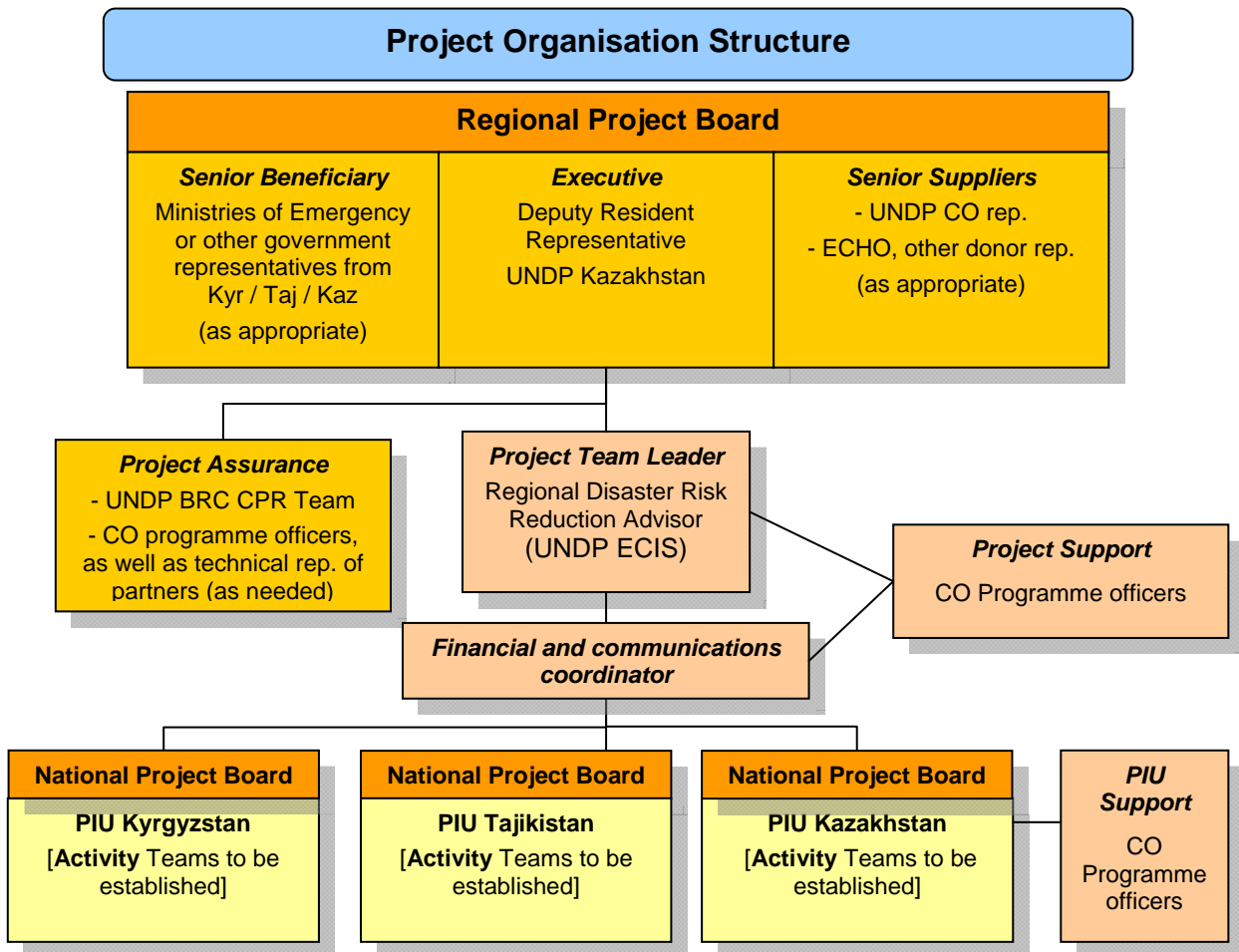
In terms of roles and responsibilities, the project will be directed by nationally established Project Boards. In addition, a regional Project Board, chaired by the DRR of the Lead Country Office, would be established. The Regional Project Board will optionally comprise one governmental representative from Kazakhstan, Kyrgyzstan and Tajikistan. UNDP Country Offices will also be represented on the board, together with other members as necessary. The exact composition of the PB will be set during its first meeting. The Project Board will:

- Provide strategic support and guidance to the implementation of the Project's activities
- Meet at least once a year to review annual work plans and reports and propose corrective measures if necessary
- Provide consultations to the Project Team Leader as well as to the PIU Project Managers as applicable For full details please refer to annex stipulating the terms of reference for the PB.

UNDP country offices, through UNDP ECIS (UNDP Regional Centre for Europe and CIS) will communicate project results to the donor and other partners. UNDP ECIS will also provide technical support to the project as required. The technical support can include project assurance role as well as communications and involvement of country offices and other partners in project implementation.

The project will be managed by a Project Team Leader (UNDP ECIS Regional Disaster Risk Reduction Advisor) based in Almaty, who will be responsible for the overall coordination of the project, including liaising with partner organisations. She/he will coordinate all activities within the project, including monitoring and final reporting from the three countries. To this respect, the Project Team Leader will be supported by a financial and communications coordinator, who is responsible for the collection and compilation of the financial and other monitoring reports from the respective countries. The Project Team Leader will oversee this process, and review the final reports. The Project Team Leader will report to the Project Board and the donor/s. The Project Team Leader will be supported by (PIUs) in each country. The country PIU's will be headed by a Project Manager (or Chief Technical Advisor, or similar) responsible for day-to-day execution of the various project activities at national level. The Project Managers will be responsible for the day-to-day management, project monitoring and decision-making of their respective project components. She/he will coordinate all activities within the respective country projects, including monitoring and financial reporting. The Project Managers will report to the respective offices as well as to the Project Team Leader. The terms of reference for the Project Manager / Chief Technical Advisor are presented in the Annex. UNDP country offices together with the UNDP ECIS Crisis Prevention and Recovery Team (CPR) will provide project assurance role and will ensure that the project is carried out according to POPP (Programme & Operations Policies and Procedures) guidelines. UNDP country offices will additionally provide project support services to the PIUs in their respective countries. ECIS CPR team will support the PIUs with technical guidance.

The proposed project organizational structure is presented below.



VI. MONITORING FRAMEWORK AND EVALUATION

The primary purpose of the project's monitoring and evaluation systems is to enhance effectiveness, learning and accountability. Thus, the project system will:

- Assess progress towards the achievement of the project's key results and outcomes.
- Provide relevant and accurate information on the project's effectiveness in disaster risk reduction as interpreted through the attainment of targeted outcomes.
- Enhance project accountability to all stakeholders.
- Support quality project reporting from both internal and external sources.
- Support enhanced efficiency and effectiveness of operations and administration.
- Build monitoring and evaluation capacities of the Center, and
- Support resource mobilization through credible evidence of disaster risk reduction results.

The project implementation will be subject to monitoring and reporting requirements in accordance with the UNDP POPP. The project will use UNDP's Enterprise Resource Planning (ERP) system called Atlas for financial and operational management of the project.

Implementation of the project will be monitored quarterly (i.e., within the annual cycle) and annually. Quarterly monitoring will be based on Quarterly Progress Reports and Quarterly Financial Reports. Quarterly Progress Reports shall be submitted by the Project Managers to the respective UNDP country offices, and subsequently to the Project Team Leader, through the financial and communications coordinator. The Quarterly progress reports shall be composed of:

- a) A technical narrative part (including process monitoring and quality management based on quality criteria and methods). The minimum format for the text includes: 1) the extent of achievement of the results; 2) carrying out of activities; 3) delivery of means; 4) possible changes within the sector and in the project environment in general and their effects on the project; and 5) proposal for changes in the planned activities.
- b) Issue Log update (activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or request for change);
- c) Risk Log update (activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation);
- d) Lesson-learned log update (activated in Atlas and regularly updated to ensure on-going learning and adaptation within the organisation, and to facilitate the preparation of the lessons-learned report at the end of the project)
- e) Monitoring schedule plan update (activated in Atlas and updated to track key management actions/events);

A quarterly financial report shall be submitted by the Project Managers to the respective country offices, and shall contain an executive summary, explanation of differences between budget and expenditures, cumulative expenditures from the beginning of the year. UNDP country offices will review these reports before they are forwarded to the Project Team Leader. The financial and communications coordinator together with the Project Team Leader is responsible for the overall collection and compilation of these reports and for reporting to the donor and the lead CO. UNDP country offices will immediately inform UNDP/ECIS and seek support in case of major issues and delays experienced by the project.;

The project will be monitored through an intermediate and final report. These reports will be prepared by the Project Managers and reviewed by the UNDP country offices. Subsequently they will be collected into one report by the financial and communications coordinator and reviewed by the Project Team Leader. The intermediate and final Report shall follow the template of the donor and consist (as a minimum) of the Monitoring Report Format and the Financial Report based on recorded expenditures in Atlas. The minimum Monitoring Report Format includes the following:

- a) Summary;
- b) Proposals for changes in the project (if any) and justification;
- c) Assessment of the intervention (i.e. correspondence to the priority needs of beneficiaries – relevance; assessment of impact towards the long-term development goal; extent of

- achievement of project purpose – effectiveness; extent of achievement of results; description of implemented activities)
- d) Risk Log and Issue Log updates
- e) Factors ensuring compatibility and sustainability
- f) Implementation modalities and lessons learnt

Based on the above reports, the Project Board shall assess the performance of the project and provide recommendations.

Monitoring will also be conducted through field visits by country office staff to project sites. Monitoring field visits will be conducted on a quarterly basis. UNDP welcomes any monitoring efforts by donor representatives.

Throughout the project cycle, the Project Team Leader will monitor the PIUs via regular team meetings. The Project Team Leader will ensure that the project achievements are consistent with objectives set out in the proposal throughout the course of the programme cycle.

Regular reports will be submitted by the team members for their specific area of responsibility, following the standard United Nations Development Programme operating procedures. These will be consolidated by the financial and communications coordinator into comprehensive reports for United Nations Development Programme and DIPECHO.

Monitoring and evaluation during the implementation phase will provide information that can serve as a basis for making decisions to institute corrective actions or reinforce early signs of success. To the extent possible, participatory monitoring and evaluation mechanisms will be used to enable stakeholders to provide their feedback. This is one way of promoting learning among those involved in the project.

The systematic identification of effects of the intervention on the environment and stakeholders involved in the project is very important. This is necessary in order to clarify whether the costs for a project are justified, enable the project leaders at different levels to draw lessons for improving the design as well as put ground for scaling up and expanding experiences and also strengthening accountability for results.

In addition to regular progress monitoring, UNDP will facilitate an external evaluation of the output of the proposed activities three months prior to the end of the project. This evaluation (desk review and field visits) will be conducted over a period of 30 days by an external international DRR expert in collaboration with international and national DRR staff in the regional project office, the Regional Disaster Risk Reduction Advisor of the ECIS Regional CPR Team, and UNDP Country Offices. UNDP, DG ECHO representative and, as may be relevant, other stakeholders will jointly agree on the Terms of Reference for this evaluation.

The Capacity and Needs Assessment for the Central Asian Regional Center for Disaster Response and Risk Reduction (encompassing DRR in Kazakhstan, Kyrgyzstan, and Tajikistan) will be designed to provide baseline data for the evaluation. The evaluation will consider achievement of development goals according to parameters of the relevance and responsiveness of the actions, their effectiveness and efficiency, and the impact and sustainability of results, focusing especially upon their contribution to capacity development. The evaluation will also provide recommendations for follow-up activities.

A regional conference at the end of the project will facilitate the exchange of experiences and lessons learned from the evaluation of DIPECHO VI and help to identify areas in which future programming can be most effective. The conference will be funded jointly by UNDP and OCHA.

Quality Management for Project Activity Results

The outputs, indicators and quality methods are shown in the logframe. The quality assessments will be done as part of the reporting.

VII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of the respective countries and UNDP.

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

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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

VIII. ANNEXES

ANNEX 1 - Risk Analysis

ANNEX 2 - Responsibilities and Total Budget

ANNEX 3 - Terms of Reference

RISK ANALYSIS AND CONTINGENCY MEASURES

Risks and Assumptions	Mitigation Strategy
Frequent government changes resulting in the unanticipated change of key staff partners	The project will mainly work at the level of executives thus providing institutional memory during its implementation
Quality and performance of all stakeholders involved, both state and non-state.	To sign MoU's between the key partners and stakeholders, as well as adoption of the Action Plans, and ensure proper information exchange and conduct of regular meetings.
Draft legislation may not be adopted and reinforced	Make sure that the process is government driven in order to reflect national priorities and interests
Differing perceptions related to various local contexts; possibility of diverging interests and unequal capacity levels.	To provide regular consultancy and capacity building through trainings and study tours.
Difficulties related to weak infrastructure and organisational skills.	To provide regular consultancy and capacity building through trainings and study tours
Difficulties in arranging activation and coordination of all available resources in a streamlined manner; obstacles in mainstreaming and usage of the overall cooperation of different partners that would ensure coordinated performance of all the parties involved.	To sign MoU's between the key partners and stakeholders, as well as adoption of the Action Plans, and ensure proper information exchange and conduct of regular meetings and exchange visits.

RESPONSIBILITIES AND TOTAL BUDGET – KAZAKHSTAN COMPONENT

UNDP Project Staff:

- Chief Technical Advisor (1)
- Technical Assistant (1)
- Secretary/Translator (1)
- Account Assistant (1)
- Driver/Messenger (1)

Function	Status ¹¹	# Staff	Number of Man / Month in Project	Comments
CACDRRR (Project Management) Chief Technical Advisor	Local	1	15	Managing the project, coordinating activities and overall implementation at country level. Overall monitoring and supervision during the project. Coordination of monitoring and evaluation inputs from all components of the project.
CACDRRR (Project Management) Technical Assistant	Local	1	15	Providing support to Chief Technical Advisor. Manages day to day activities as per ToR and agreed plan.
CACDRRR (Project Management) Secretary/Translator	Local	1	15	Provide overall secretarial, administrative, and translation support to the Chief Technical Advisor and the Technical Assistant as requested.
CACDRRR (Project Management) Account Assistant	Local	1	15	Provide administrative and financial management support to the Chief Technical Advisor and the Technical Assistant as requested.
CACDRRR (Project Management) Driver/Messenger	Local	1	15	Operate vehicle to provide transportation services for staff and undertake messenger services as required.
CACDRRR Deputy Director	Expat	2	15	
CACDRRR Senior Specialist	Expat	3	12	
CACDRRR Specialist	Expat	3	12	

¹¹ Expat, local staff, staff of the implementing partner,...

The following positions for the **Central Asian Center for Disaster Response and Risk Reduction staff** have also been developed¹²:

- Director/National Programme Director (1)
- Deputy Directors (2)
- Department Directors (5)
- Senior Specialists (4)
- Specialists (TBD)
- Office Manager (1)
- Accountant (1)
- Secretary (1)
- Translator (1)
- Drivers (1)
- Security (TBD)
- Cleaners (TBD)

In the table listed above and budget, two Deputy Directors, three Senior Specialists, and three Specialists are included in order to provide supplemental income for staff from Tajikistan and Kyrgyzstan. This is needed to augment salaries paid by their ministries to enable them to meet the cost of living in Almaty, Kazakhstan. Assuming that the political situation in Kyrgyzstan stabilizes, this country will be able to cover the supplemental income for its staff following the end of the project. Post-project supplemental income for staff from Tajikistan may need to be mobilized from other sources, owing to the precarious financial position of the government.

Please refer to the table below, which describes the main budgeted costs, directly related to the given result of the Action.

¹² Recruitment of staff for the Center shall be undertaken in a transparent, competitive basis by a selection committee composed of representatives from the three member states, the UN Technical Advisor and a representative from the Donors group. Applications for the leadership positions of Director and the two Deputy Director roles will be permitted from qualified candidates currently serving with the Ministry/Committee for Emergency Situations in Kazakhstan, Kyrgyzstan and Tajikistan and have received an endorsement to apply for an initial appointment of three years with the Center. As the Center is being established in Kazakhstan whose Government is providing the facility and partial furnishings, the candidate for the position of Director shall be selected from Kazakh applicants. The two Deputy Director positions shall be initially selected from candidates from Kyrgyzstan and Tajikistan. In the selection process, the national representative on the selection committee shall reclude themselves when a decision is being taken on a fellow countryman. The recruitment process and procedures shall be developed by the Chief Technical Advisor in consultation with and approval from the representatives on the Coordination Council.

The recruitment of the five Director level positions in the Center covers sectoral activities in information technology, emergency preparedness and response, international/regional cooperation, research and development and administration and finance. Each department shall have a dedicated staff to meet the needs of their efforts to the identifiable annual tasks of the Center – thus, the Center shall operate on a needs-driven basis.

Staff positions in five Departments shall be recruited through an open invitation for applicants from qualified staff currently working with the disaster risk management authorities of the member states. Positions with the secretarial staff, office manager, cleaning, transport and security staff shall be recruited locally through a public announcement in Almaty.

Title	Unit	Unit Cost (Eur)	# Units	Total Cost (Eur)
Personnel				
<i>UNDP Project Management (Project staff)</i>				
Chief Technical Advisor	Eur/mo	2,704	15	40,553
Technical Assistant	Eur/mo	1,652	15	24,782
Account Assistant	Eur/mo	1,352	15	20,276
Secretary/Translator	Eur/mo	1,089	15	16,334
Driver/Messenger	Eur/mo	676	15	10,138
<i>Subtotal</i>				112,083
<i>CACDRRR Staff (Supplemental)</i>				
Deputy Director	Eur/mo	1,131	15	16,967
Deputy Director	Eur/mo	1,131	15	16,967
Senior Specialist	Eur/mo	797	12	9,564
Senior Specialist	Eur/mo	797	12	9,564
Senior Specialist	Eur/mo	797	12	9,564
Specialist	Eur/mo	666	12	7,992
Specialist	Eur/mo	666	12	7,992
Specialist	Eur/mo	666	12	7,992
<i>Subtotal</i>				86,603
Sub-Contracting Costs				
<i>GRIP and CADRI Training</i>				
Daily Subsistence Allowance	Eur/day	164	30	4,934
Airline Ticket	Eur/ticket	2,088	6	12,526
<i>Subtotal</i>				17,460
<i>National Consultants</i>				
Capacity Assessment	Eur/mo	1,652	6	9,913
Disaster Perception Survey	Lump sum	12,322		12,322
Risk Assessment	Eur/mo	1,652	6	9,912
Legislative Review	Eur/mo	1,652	3	4,956
<i>Subtotal</i>				37,103
Consumables				
Workshops (Capacity Response , Risk Assessment, Round Table Dialogue)	Lump sum	15,020		15,020
Editing/Translation	Eur/page	8	700	5,257
Office Supplies	Lump sum	4,000		4,000
<i>Travel</i>				
Airline Ticket - Center Staff	Eur/ticket	375	10	3,755
Airline Ticket - Others	Eur/ticket	375	4	1,502
Daily Subsistence Allowance	Eur/day	164	35	5,756
<i>Travel Subtotal</i>				11,013
Airline Ticket – Project staff	Eur/ticket	375	10	3,755
Daily Subsistence Allowance - Project staff	Eur/day	164	35	5,756
Gasoline - Project staff	Lump sum	1,502		1,502
<i>Travel Subtotal</i>				11,013
Printing Costs	Lump sum	3,000	1	3,000
<i>Subtotal</i>				49,302

Title	Unit	Unit Cost (Eur)	# Units	Total Cost (Eur)
Communications and Visibility				
Posters, Media, Printing	Lump sum	1,833	1	1,833
Subtotal				1,833
Equipment				
Office Equipment (Project Mgmt.)	Lump sum	18,000	1	18,000
Office Equipment (Center)	Lump sum	18,000	1	18,000
Car	Lump sum	26,284	1	26,284
Subtotal				62,284
Other Costs				
Project Mgmt. Operational Budget	Lump sum	3,775	1	3,775
Office Refurbishment	Lump sum	5,257	1	5,257
Terminal evaluation	Lump sum	5,000	1	5,000
Subtotal				14,032
TOTAL*				380,700
Indirect cost				26,649
TOTAL, including indirect				407,349
UNDP contribution				37,808
DIPECHO contribution				339,124

*Does not include indirect cost.

TOTAL BUDGET

Annex 2				
UNDP Enhancing Disaster Risk Reduction Capacities in Central Asia: Budget (in EUR)				
Expenses	CACDRRR	Kyrgyzstan	Tajikistan	Total
1. Personnel cost				
1.1. (Project Management) Chief Technical Advisor	40,553			
1.2. (Project Management) Technical Assistant	24,782			
1.3. (Project Management) Secretary/Translator	16,334			
1.4. (Project Management) Driver/Messenger	10,138			
1.5. (Project Management) Admin/Finance Specialist	20,276			
1.6. Deputy Director (Supplemental)	16,967			
1.7. Deputy Director (Supplemental)	16,967			
1.8. Senior Specialist (Supplemental)	9,564			
1.9. Senior Specialist (Supplemental)	9,564			
1.10. Senior Specialist (Supplemental)	9,564			
1.11. Specialist (Supplemental)	7,992			
1.12. Specialist (Supplemental)	7,992			
1.13. Specialist (Supplemental)	7,992			
1.14. KYR Disaster Risk Reduction Advisor		14,856		
1.15. KYR International Trainer on DRR		8,648		
1.16. KYR Project coordinator		14,377		
1.17. KYR Information Management and Training Specialist		12,105		
1.18. KYR Coordination Specialist		12,105		
1.19. KYR Legal Consultant		4,842		
1.20. KYR Humanitarian Coordination/RC Liaison Specialist		16,955		
1.21. KYR Technical support staff (Administrative and Financial Clerk)		5,778		
1.22. KYR Technical support staff (driver)		5,030		
1.23. TAJ Project Analyst (Platform & Seismic)			9,148	
1.24. TAJ REACT central FP			11,435	
1.25. TAJ REACT regional FPs			19,751	
1.26. TAJ Project Analyst (NDRMS monitoring)			7,900	
1.27. TAJ GIS Specialist			9,875	
1.28. TAJ Fin/Admin Associate			3,292	
1.29. TAJ Project Assistants (REACT & other)			13,514	
1.30. TAJ IT specialist			1,733	
1.31. TAJ Drivers			7,277	
1.32. Project Analyst (DIPECHO database)			9,875	
Sub-total personnel cost	198,685	94,696	93,800	387,181
2. Sub-contracting costs (consultants)				
2.1. Consultants/Support staff costs	37,103	3,728	104,816	
2.2 Editing cost		1,114	1,386	
2.3. Working/Technical Teams Remuneration/running cost			13,860	
2.4. Study tours/travels (local and international)		26,534	28,240	

2.5. Training	17,460	45,893		
2.6. Construction works			55,440	
Sub-total sub-contracting costs	54,563	77,269	203,742	335,574
3. Consumables & goods costs				
3.1. Workshops/Meetings/Roundtables	15,020	65,328	33,818	
3.2. Editing/translation	5,257		7,623	
3.3. Utilities (tel, fax, internet, electricity etc).		8,000		
3.4. Consumables - office supplies	4,000	20,000	4,158	
3.5. (Project Management) Travel	11,013			
3.6. Travel	11,013	20,000	4,158	
3.7. Printing costs	3,000	5,000	4,158	
3.8. Training		34,500		
3.9. Small Grants programme		3,714		
Sub-total consumables & goods costs	49,303	156,542	53,915	259,760
4. Communication, Visibility, Information costs				
4.1. Visibility costs	1,833	1,833	1,833	
Sub-total Communication, Visibility, information costs	1,833	1,833	1,833	5,499
5. Equipment costs				
5.1. (Project Management) Office equipment (inc software)	18,000			
5.2. Office Equipment (inc software)	18,000	6,000	24,255	
5.3. Specialized equipment			2,772	
5.4 (Project Management) Car	26,284			
Sub-total equipment costs	62,284	6,000	27,027	95,311
6. Other costs				
6.1. Bank fees		1,520		
6.2. Office rent, running cost			13,721	
6.3. (Project Management) Operational Budget	3,775			
6.4 Office Refurbishment	5,257			
6.5 Terminal Evaluation	5,000	5,000	5,000	
Sub-total other costs	14,032	6,520	18,721	39,273
Subtotal direct eligible cost	380,700	342,860	399,038	1,122,598
Indirect cost (max. 7%)	26,649	24,000	27,933	78,582
Total cost	407,349	366,860	426,971	1,201,180
UNDP contribution	37,808	99,326	64,046	201,180
DIPECHO contribution	339,124	305,417	355,459	1,000,000
UNDP % Contribution	9%	27%	15%	17%

TERMS OF REFERENCE FOR PROJECT BOARD, PROJECT STAFF AND CENTRAL ASIAN CENTER FOR DISASTER RESPONSE AND RISK REDUCTION PERSONNEL

Brief job descriptions are provided for the following staff positions for the UNDP Project Staff:

- Chief Technical Advisor
- Technical Assistant
- Secretary Translator
- Account Assistant
- Driver/Messenger

The following positions for the Central Asian Center staff have also been developed:

- Director (National Programme Director)
- Deputy Directors
- Department Directors
- Senior Specialists
- Specialists
- Office Manager
- Accountant
- Translator
- Secretary
- Drivers
- Security
- Cleaners

TERMS OF REFERENCE FOR THE PROJECT BOARD

I. General

1. The Project Board (further referred to as the PB) is set up in order to provide assistance in implementing the “Sixth DIPECHO Action Plan: Enhancing Disaster Risk Reduction Capacities in Central Asia” project (further referred to as the Project).
2. The PB consists of UNDP Representatives from Kazakhstan, Kyrgyzstan and Tajikistan. In addition, official governmental representatives from the Kyrgyz Republic, the Republic of Kazakhstan and the Republic of Tajikistan will be invited to take part in PB meetings.
3. The Chair of the Project Board is the Deputy Resident Representative of UNDP Kazakhstan.
4. The Chair and members of the PB work on a voluntary basis.

II. Objectives, functions and working procedures of the Project Board

6. The main objectives of the PB are:
 - To provide support to the project’s activities in disaster risk reduction
 - To review and approve the project’s Annual Work Plan
 - To assess and review the project’s activities
7. In order to fulfil its objectives the PB:
 - Monitors project implementation
 - Develops recommendations on project implementation
 - Adopts resolutions and decisions on project activity
 - Reports to the donor/s, as necessary
8. The PB has the right to hear presentations and reports by the Project Team Leader, the Project Manager/s and other project specialists at their meetings.
9. The PB interacts with appropriate state management bodies, scientific and educational institutions, local government bodies and international organizations while fulfilling its objectives and scope of work.
10. PB meetings are held at least once a year.
11. Representatives of national state bodies and local self governments, international organizations, the mass media, public organizations and unions can be invited to PB meetings.
12. A PB meeting shall be deemed valid if more than 50% of its members are present.
13. PB decisions are deemed approved if no less than 50% of all the members present at meetings vote in favour.
14. The Minutes are signed by the Chair of the PB and the Project Team Leader, who fulfils the duties of PB secretary. In the event of the Chair’s absence, decisions of the PB are signed by his/her Deputy, who in agreement with other PB members can be appointed as Chair of the PB.
15. The Agenda and relevant material to be discussed at the next PB meeting are forwarded to PB members 10 days, or earlier, before the meetings itself.
16. Documents prepared for review and agreement by PB members between PB meetings can be distributed by email, courier service and other communication means. The decision of individual PB members on the provided documentation shall be sent in not more than 7 days.
17. In the event of a PB member being absent with a reasonable excuse, his/her authorities can be delegated to another person in charge of the body that the PB member represents, providing the PB Secretary has been notified beforehand.
18. All expenses, related to holding PB meetings, are paid out of the budget of the respective countries, as laid down in the budget.



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**

CHIEF TECHNICAL ADVISOR

Objectives of Assignment

Under the supervision of the UNDP designated Project Officer, the Chief Technical Advisor will provide disaster risk management advice and support to the senior staff of the Central Asian Center for Disaster Response and Risk Reduction for the implementation of the “Enhancing Regional Disaster Risk Reduction Capacities in Central Asia” project with the aim of enhancing project quality and delivery through the conceptualization, design, mainstreaming and promotion of disaster risk reduction by the Center.

Scope of Work

The Chief Technical Advisor will undertake the following specific tasks:

- Provide technical and programmatic advice on disaster risk reduction to the Director and staff of the Center, and to the Coordination Council;
- Provide on-going advice on the development of strategies for the implementation of each Output based on the initial intent of the agreed Project Document;
- Advise on the formation and capacity development of the Center staff to implement and oversee project activities;
- Advise on the integration of member states disaster risk reduction activities in concert with the regional Center and support partnership development with regional/international stakeholders in disaster risk reduction.
- Analyze and review the implementation of project activities and provide advice to ensure their quality and relevance to present and future environmental situations;
- Promote coordination among Central Asian nations through information sharing, workshops and dialogues to maximize synergy and knowledge exchange;
- Serve as a disaster risk reduction resource person in the Central Asian region.
- Assist in the identification and acquisition of needed project resources and fiscal support;
- Provide oversight on the monitoring and evaluation mechanisms of the project;
- Provide support and advice to the Center to incorporate climate change adaptation across disaster risk reduction activities in risk knowledge, preparedness, mitigation and prevention;
- Ensure gender perspective is mainstreamed in disaster risk reduction work; and
- Perform other related functions as requested.

Requirements for Position

- A minimum of 15 years professional experience in development programming, particularly on the design, implementation and evaluation of disaster risk reduction projects;
- Advanced university degree in social sciences, public administration, international development, engineering or a discipline relevant to disaster risk reduction as a part of development;
- Experience working with government, non-governmental agencies, civil society and private sector, and the United Nations and donor agencies at the national and regional levels.

- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation, particularly with UNDP and donor requirements;
- Must be a proactive team player committed to adding value to Center activities;
- Ability to identify sustainable resolutions to problems, handle multi-tasking situations and negotiate resolutions with national and international stakeholders;
- Knowledge of Central Asian region and willingness and ability to travel within the region;
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Chief Technical Advisor will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is 15 months.



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**

TECHNICAL ASSISTANT

Objectives of Assignment

This position will assist the Chief Technical Advisor and have responsibilities pertaining to the coordination and monitoring of the formation and capacity development of the Central Asian Center for Disaster Response and Risk Reduction. The Technical Assistant will ensure that project activities in disaster risk reduction are of technical excellence, supporting the Hyogo Framework for Action, and strengthening networks and linkages between the Center and national, regional and global risk reduction stakeholders.

Scope of Work

The Technical Advisor will undertake the following specific tasks:

- Provide support to the Chief Technical Advisor, Deputy Directors and Department Heads in the formation and establishment of the Central Asian Center for Disaster Response and Risk Reduction;
- Contribute collective expertise to the Center technical departments in the planning of annual implementation plans, monitoring of departmental objectives and activities, problem resolutions and skills development of staff;
- Advise on the development of operational strategies for information technology, analyses and evaluations and the policy and standards of the Center;
- Advise on the development of national and regional and geographic specific disaster risk reduction planning;
- Contribute to in-house/external assessments of the Center and its activities; and
- Advise on management and fiscal responsibilities and reporting for the provision of Center activities in training, advocacy, procurement and initiation of disaster risk reduction initiatives with member states.

Requirements for Position

- A minimum of 10 years professional experience in development programming, particularly on the design, implementation and evaluation of disaster risk reduction projects;
- Advanced university degree in social sciences, public administration, international development, engineering or a discipline relevant to disaster risk reduction as a part of development;
- Experience working with government, non-governmental agencies, civil society and private sector, and the United Nations and donor agencies at the national and regional levels.
- Demonstrated ability of team building and skills development aptitudes and mentoring/support to technical staff engaged in training, administration and finance and advocacy;
- Must be a proactive team player committed to adding value to Center activities;
- Ability to identify sustainable resolutions to problems, handle multi-tasking situations and negotiate resolutions with national and international stakeholders;
- Knowledge of Central Asian region and willingness and ability to travel within the region;
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Technical Assistant will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is 15 months.



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**

SECRETARY/TRANSLATOR

Objectives of Assignment

This position will assist the Chief Technical Advisor and the Technical Assistant with their responsibilities pertaining to the coordination and monitoring of the formation and capacity development of the Central Asian Center for Disaster Response and Risk Reduction. The Secretary/Translator will ensure that overall project office secretarial and administrative support, including translation of correspondence and other documents are undertaken in a timely and accurate manner.

Scope of Work

The Secretary/Translator will undertake the following specific tasks:

- Provide overall secretarial and administrative support to the Chief Technical Advisor and the Technical Assistant as requested;
- Establish and maintain files of correspondence, reports, personnel and other project materials in a central data filing system;
- Maintain close relationship with Center colleagues to facilitate meetings, appointments and training initiatives;
- Translate project documents and correspondence from English-Russian and Russian-English in addition to translation of any documents from Kazakh to English/Russian; and
- Undertake any other clerical work as assigned by the Chief Technical Advisor or the Technical Assistant.

Requirements for Position

- A minimum of 5 years professional experience as a Secretary/Translator with a public or private sector organization, experience with a United Nation or non-governmental organization preferred;
- University degree in public administration, linguistics, international development, or social science discipline relevant to disaster risk reduction as a part of development;
- Demonstrated proficiency in use of office equipment with computer literacy in Microsoft Office, spreadsheets and power point presentations;
- Must be a self-starting team player committed to producing timely and accurate work;
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Secretary/Translator will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is 15 months.



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**

ADMINISTRATIVE/FINANCIAL SPECIALIST

Objectives of Assignment

This position will assist the Chief Technical Advisor and the Technical Assistant with their responsibilities pertaining to the coordination and monitoring of the formation and capacity development of the Central Asian Center for Disaster Response and Risk Reduction. The Administrative/Financial Specialist will ensure that financial transactions and reporting of project expenditures, procurement and documentation of inventory items and periodic fiscal reports and budgets are prepared in a timely and accurate manner.

Scope of Work

The Administrative/Financial Specialist will undertake the following specific tasks:

- Maintain an accounting system for the project consistent with standard UNDP practices that includes systems for advances/receipts, disbursements and monthly financial reconciliation statements;
- Audit the fiscal statements prepared by the Center's financial and administrative department;
- Assist in the preparation of annual budgets for the project and monitor project line item expenditures and account balances;
- Review invoices submitted for payment for conformity to contractual terms; and
- Undertake any other fiscal activities as assigned by the Chief Technical Advisor or the Technical Assistant.

Requirements for Position

- A minimum of 7 years professional experience as a Administrative/Financial Specialist with a public or private sector organization, experience with a United Nation or non-governmental organization preferred ;
- University degree in finance, public administration, or business management.
- Demonstrated proficiency in use of office equipment with computer literacy in Microsoft Office, spreadsheets and power point presentations;
- Must possess and excellent understanding of fiscal management and committed to producing timely and accurate fiscal reports and budgets.
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Administrative/Financial Specialist will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is 15 months.



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**

DRIVER/MESSENGER

Objectives of Assignment

This position will assist the Chief Technical Advisor and the Technical Assistant with their responsibilities pertaining to the coordination and monitoring of the formation and capacity development of the Central Asian Center for Disaster Response and Risk Reduction. The Driver/Messenger will operate the project vehicle to provide transportation services to staff and to undertake messenger services as required.

Scope of Work

The Driver/Messenger will undertake the following specific tasks:

- Provide transportation services as required for the performance of project related activities;
- Maintain vehicle with daily cleaning, checking fluids, tires and overall condition and maintaining a vehicle log book of travel;
- Undertake the receipt and delivery of mail and other articles as requested by project staff; and
- Undertake the purchase of office materials as requested by the Account Assistant.

Requirements for Position

- A minimum of 7 years professional experience as a Driver with a public or private sector organization, experience with a United Nation or non-governmental organization preferred ;
- Must possess an accident-free driving record for the past 5 years.
- Must possess good written and oral skills in Russian and Kazakh languages with some knowledge of English.

Place and Duration of Assignment

The Driver/Messenger will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is 15 months.

CENTRAL ASIAN CENTER FOR DISASTER RESPONSE AND RISK REDUCTION



TERMS OF REFERENCE DIRECTOR/NATIONAL PROGRAMME DIRECTOR

Objectives of Assignment

The position of Director/National Programme Director is appointed by the Coordination Council of the Central Asian Center for Disaster Response and Risk Reduction and works with Center staff and the Chief Technical Advisor with responsibilities pertaining to the coordination and monitoring of the formation and capacity development of the Central Asian Center for Disaster Response and Risk Reduction.

Scope of Work

The Director/National Programme Manager will undertake the following specific tasks:

- Day-to-day management of project activities;
- Establish comprehensive working procedures related to the management of the project and oversee their compliance during the duration of the project;
- Put in place and facilitate results-based implementation of programme activities;
- Effective monitoring for ensuring implementation of project activities;
- Ensure that project is executed according to the Annual Work Plan and within established budgets;
- Coordinate with relevant Government implementing partners and UNDP to ensure that expected results are delivered in a timely manner;
- Ensure project is implemented in compliance with UNDP, Government and Donor guidelines;
- Assess the programmatic impact and oversee the appropriateness and the accuracy of methods used to verify progress and the results;
- Be responsible for issues and requests for change by maintaining an Issues Log;
- Manage and monitor the project risks initially identified, submit new risks to the Coordination Council for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Prepare the Project Progress Report (progress against Planned Activities, update on Risks and Issues, Expenditures) and submit the report to the UNDP Project Officer and the Coordination Council;
- Ensure timely submission of Quarterly Financial and Activity Progress Reports to UNDP as well as adequate financial management of allocated resources;
- Oversee timely preparation of reports for UNDP and member states; and
- Performance of other duties as required in support of project implementation.

Requirements for Position

- A minimum of 20 years professional experience as a senior administrative or department director in a national institution engaged in disaster preparedness and response ;
- Advanced university degree in social sciences, public administration, international development, engineering or a discipline relevant to disaster risk reduction;
- Experience working with government, non-governmental agencies, civil society and private sector, and the United Nations and donor agencies at the national and regional levels.
- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation, particularly with UNDP and donor requirements;
- Must be a proactive team player committed to adding value to Center activities;
- Ability to identify sustainable resolutions to problems, handle multi-tasking situations and negotiate resolutions with national and international stakeholders;
- Knowledge of Central Asian region and willingness and ability to travel within the region;

- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Director/National Programme Director will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is three years.



Objectives of Assignment

The two positions of Deputy Director report to the Director of the Central Asian Center for Disaster Response and Risk Reduction and each leads the activities of specific departments (Information Database and Regional Network and the Emergency Preparedness/Response) and (International/Regional Cooperation and Research and Development Studies). The two Deputy Directors supervise Department Directors that are responsible for the initiation and accomplishment of specific activities linked to the annual objectives of the Central Asian Center for Disaster Response and Risk Reduction.

Scope of Work

The two Deputy Directors will undertake the following specific tasks:

- Contribute to the development of a vision and policy statement for the Central Asian Center for Disaster Response and Risk Reduction;
- Develop the executive, planning and operational roles and responsibilities of staff assigned to the Central Asian Center for Disaster Response and Risk Reduction;
- Lead the process of developing annual implementation plans with clearly articulated objective, activities and benchmark reference to measure progress with Department Directors and staff;
- Provide guidance and mentoring to staff while supporting group dynamics in task management while monitoring department progress;
- Develop effective working relationships with staff and regional stakeholders in disaster risk reduction initiatives;
- Contribute to UN and donor reporting requirements by preparing concise reports in a timely manner on project activity achievements, constraints encountered and how they were resolved, revisions to the implementation work plan and expenditures to the approved annual budget.

Requirements for Position

- A minimum of 15 years professional experience as a senior administrative or development manager, with organizations engaged in disaster risk reduction, capacity building and skills development and community animation ;
- Advanced university degree in social sciences, public administration, international development, engineering or a discipline relevant to disaster risk reduction;
- Experience working with government, non-governmental agencies, civil society and private sector, and the United Nations and donor agencies at the national and regional levels.
- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation, particularly with UNDP and donor requirements;
- Must be a proactive team player committed to adding value to Center activities;
- Ability to identify sustainable resolutions to problems, handle multi-tasking situations and negotiate resolutions with national and international stakeholders;
- Knowledge of Central Asian region and willingness and ability to travel within the region;
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Deputy Director will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is three years.



Objectives of Assignment

The positions of Department Directors reports to the Director/Deputy Directors of the Central Asian Center for Disaster Response and Risk Reduction and each leads the activities of specific departments including Administration/Finance Department, Information Database and Regional Network Department, Emergency Preparedness/Response Department, International/Regional Cooperation and Research and Development Studies. The Department Directors supervise specialist and support staff that are responsible for the initiation and accomplishment of specific activities linked to the annual/multi-year objectives of the Central Asian Center for Disaster Response and Risk Reduction.

Scope of Work

The Department Directors will undertake the following specific tasks:

- Provide leadership and direction to the Department by developing short-term objectives and milestones for measuring progress and an implementation strategy that best utilizes available resources;
- Collaborate with other Center staff, member states and other disaster risk reduction stakeholders to create effective mechanisms for mutually supportive activities to be successful;
- Contribute to the overarching goals of the Center by active participation in weekly staff meetings and offering information technology support to achieve and add synergy to the objectives of the Center.
- Utilize the services of the UNDP project staff advisors in the development of the Department's tasks related to institutional capacity building;
- Maintain appropriate linkages to member states and the media to ensure that the goals/purposes of the Center are well understood and that its achievements receive public attention;
- Chair in-house committees to develop policies, presentations and materials to raise awareness of the Center's task to create disaster resilience in all nations in the Central Asian region;
- Support the development of the Center's information database and websites to permit knowledge to be used in critical planning and decision-making by national/regional stakeholders with responsibilities for disaster preparedness, mitigation, early warning, recovery, reconstruction and rehabilitation;
- Organization of workshops and training sessions for staff and disaster risk reduction stakeholders;
- Preparation of timely and accurate reporting of Departmental activities ; and
- Assist member states and other disaster risk reduction stakeholders to conduct baseline studies and analysis of data to develop strategic planning for capacity development initiatives.

Requirements for Position

- A minimum of 10 years professional experience as a senior administrative or development manager, with organizations engaged in disaster risk reduction, capacity building and skills development and community animation ;
- Advanced university degree in social sciences, public administration, international development, engineering or a discipline relevant to disaster risk reduction;
- Experience working with government, non-governmental agencies, civil society and private sector, and the United Nations and donor agencies at the national and regional levels.
- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation, particularly with UNDP and donor requirements;

- Must be a proactive team player committed to adding value to Center activities;
- Ability to identify sustainable resolutions to problems, handle multi-tasking situations and negotiate resolutions with national and international stakeholders;
- Knowledge of Central Asian region and willingness and ability to travel within the region;
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Department Director will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is three years.



Objectives of Assignment

The Senior Specialists/Specialists are technical positions reporting to the Department Director of the Central Asian Center for Disaster Response and Risk Reduction and each leads the activities of specific departments including the Information Database and Regional Network Department, Emergency Preparedness/Response Department, International/Regional Cooperation and Research and Development Studies. One Senior Specialist is assigned to each Department with additional Specialist performing tasks required for completion of annual activity targets linked to the annual/multi-year objectives of the Central Asian Center for Disaster Response and Risk Reduction.

Scope of Work

The Senior Specialist/Specialist will undertake the following specific tasks:

- Support the development of the Center's information database and websites to permit knowledge to be used in critical planning and decision-making by national/regional stakeholders with responsibilities for disaster preparedness, mitigation, early warning, recovery, reconstruction and rehabilitation;
- Undertake technical activities as instructed by the Department Director;
- Collaborate with other Center staff, member states and other disaster risk stakeholders to create effective mechanisms for mutually supportive activities to be successful;
- Contribute to the overarching goals of the Center by active participation in weekly staff meetings and offering information technology support to achieve and add synergy to the objectives of the Center.
- Maintain appropriate linkages to member states and the media to ensure that the goals/purposes of the Center are well understood and that its achievements receive public attention;
- Actively participate in in-house committees to develop policies, presentations and materials to raise awareness of the Center's task to create disaster resilience in all nations in the Central Asian region;
- Contribute to the organization and initiation of workshops and training sessions for member states staff and disaster risk reduction stakeholders;
- Preparation of timely and accurate reporting of Departmental activities ;
- Assist member states and other disaster risk reduction stakeholders to conduct baseline studies and analysis of data to develop strategic planning for capacity development initiatives; and
- Any additional tasks and responsibilities as requested by the Department Director.

Requirements for Position

- A minimum of 5 to 10 years professional experience in a technical capacity i.e. information technology, emergency preparedness, mitigation, early warning and response, legal and international cooperation, project development and archival activities, with organizations engaged in disaster risk reduction
- Advanced university degree in social sciences, public administration, international development, engineering or a discipline relevant to disaster risk reduction;
- Experience working with government, non-governmental agencies, civil society and private sector, and the United Nations and donor agencies at the national and regional levels.
- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation, particularly with UNDP and donor requirements;
- Must be a proactive team player committed to adding value to Center activities;

- Ability to identify sustainable resolutions to problems, handle multi-tasking situations and negotiate resolutions with national and international stakeholders;
- Knowledge of Central Asian region and willingness and ability to travel within the region;
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Senior Specialist/Specialist will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is thirty months.



Objectives of Assignment

The Office Manager is an administrative position reporting to the Department Director of Administration and Finance of the Central Asian Center for Disaster Response and Risk Reduction. The Office Manager oversees the secretarial, transportation and security staff in addition to the administrative functions to ensure that the tasks required for completion of annual activity targets linked to the annual/multi-year objectives of the Central Asian Center for Disaster Response and Risk Reduction are undertaken in a timely, efficient and effective manner.

Scope of Work

The Office Manager will undertake the following specific tasks:

- Supervise the activities of the secretarial pool and the Center translator to meet the requirements of the Director, Deputy Directors and Department Directors;
- Supervise the activities of the drivers in the transportation pool to ensure the vehicles are operated in an efficient and effective manner in support of the Center's core business and properly maintained in good working order;
- Supervise the work of the security staff and cleaning staff to ensure that the premises and assets are protected around the clock and that the Center is maintained at the highest standard of cleanliness and order;
- Support in the development of human resources policies and procedures and the maintenance of personnel records and files;
- Assist in the development of the Center's annual operating budget; and
- Other tasks as proposed by the Finance and Administration Department Director.

Requirements for Position

- A minimum of 10 years professional experience in a senior management role in a public/private sector organization;
- Advanced university degree in, public administration, business administration or human resources;
- Experience working with government, non-governmental agencies, civil society and private sector;
- Demonstrated ability related to management of project cycles, including scheduling, personnel supervision and mentoring and conflict resolution;
- Must be a proactive team player committed to adding value to Center activities;
- Ability to identify sustainable resolutions to problems, handle multi-tasking situations and negotiate resolutions with staff;
- Fluency in Russian, Kazakh and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Office Manager will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is five years.



Objectives of Assignment

The Accountant is an administrative position reporting to the Department Director of Administration and Finance of the Central Asian Center for Disaster Response and Risk Reduction. The Accountant will ensure that financial transactions and reporting of project expenditures, procurement and documentation of inventory items and periodic fiscal reports and budgets are prepared in a timely and accurate manner.

Scope of Work

The Accountant will undertake the following specific tasks:

- Maintain an accounting system for the project consistent with standard UNDP practices that includes systems for advances/receipts, disbursements and monthly financial reconciliation statements;
- Audit the fiscal statements prepared by the Center's financial and administrative department;
- Assist in the preparation of annual budgets for the project and monitor project line item expenditures and account balances;
- Review invoices submitted for payment for conformity to contractual terms; and
- Undertake any other fiscal activities as assigned by the Director of the Administration and Finance Department.

Requirements for Position

- A minimum of 7 years professional experience as a Accountant with a public or private sector organization, experience with a United Nation or non-governmental organization preferred ;
- University degree in finance, public administration, or business management.
- Demonstrated proficiency in use of office equipment with computer literacy in Microsoft Office, spreadsheets and power point presentations;
- Must possess and excellent understanding of fiscal management and committed to producing timely and accurate fiscal reports and budgets.
- Fluency in Russian and English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Accountant will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is five years.



Objectives of Assignment

This position will assist the senior staff with their responsibilities pertaining to the coordination and monitoring of the formation and capacity development of the Central Asian Center for Disaster Response and Risk Reduction. The Secretary shall work in a pool supervised by the Office Manager and shall undertake assignments for the Director, Deputy Directors and the Department Directors as required. in a timely and accurate manner.

Scope of Work

The Secretary will undertake the following specific tasks:

- Provide overall secretarial and administrative support to the Center's senior staff as requested;
- Establish and maintain files of correspondence, reports, personnel and other project materials in a central data filing system;
- Maintain close relationship with Center colleagues to facilitate meetings, appointments and training initiatives; and
- Undertake any other clerical work as assigned by the Chief Technical Advisor or the Technical Assistant.

Requirements for Position

- A minimum of 5 years professional experience as a Secretary with a public or private sector organization, experience with a United Nation or non-governmental organization preferred;
- University degree in public administration, linguistics, international development, or social science discipline relevant to disaster risk reduction as a part of development;
- Demonstrated proficiency in use of office equipment with computer literacy in Microsoft Office, spreadsheets and power point presentations;
- Must be a self-starting team player committed to producing timely and accurate work;
- Fluency in Russian and Kazakh and some English and strong skills in oral and written presentations.

Place and Duration of Assignment

The Secretary will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is five years.



Objectives of Assignment

This position will assist the senior staff with their responsibilities pertaining to the coordination and monitoring of the formation and capacity development of the Central Asian Center for Disaster Response and Risk Reduction. The Translator shall under the supervision of the Office Manager and shall undertake assignments for the Director, Deputy Directors and the Department Directors as required to support the activities of the Center in a timely and accurate manner.

Scope of Work

The Translator will undertake the following specific tasks:

- Translate project documents and correspondence from English-Russian and Russian-English in addition to translation of any documents from Kazakh to English/Russian;
- Support the technical translation of disaster risk reduction materials into Kazakh, Russian or other languages of member states in Central Asia;
- Support the translation of dialogues between Center staff and visiting disaster risk reduction stakeholders;
- Support the translation requirements during video conferences, workshops and dialogues with disaster risk reduction partners;
- Develop a sound understanding of the disaster risk reduction terminology used by the Center staff and the correct usage in local languages of Central Asia; and
- Undertake any other work as assigned by the Office Manager.

Requirements for Position

- A minimum of 5 years professional experience as a Translator with a public or private sector organization, experience with a United Nation or non-governmental organization preferred;
- University degree in public administration, linguistics, international development, or social science discipline relevant to disaster risk reduction as a part of development;
- Must be a self-starting team player committed to producing timely and accurate work;
- Fluency in Russian, English and Kazakh and strong skills in oral and written presentations.

Place and Duration of Assignment

The Translator will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is five years.



Objectives of Assignment

This position will assist the Office Manager with the responsibilities for the smooth operation of activities conducted by the staff of the Central Asian Center for Disaster Response and Risk Reduction. The Driver will operate project vehicles to provide transportation services to staff and to undertake messenger services as required.

Scope of Work

The Driver will undertake the following specific tasks:

- Provide transportation services as required for the performance of project related activities;
- Maintain vehicle with daily cleaning, checking fluids, tires and overall condition and maintaining a vehicle log book of travel;
- Undertake the receipt and delivery of mail and other articles as requested by project staff; and
- Undertake the purchase of office materials as requested by the Office Manager.

Requirements for Position

- A minimum of 7 years professional experience as a Driver with a public or private sector organization, experience with a United Nation or non-governmental organization preferred ;
- Must possess an accident-free driving record for the past 5 years.
- Must possess good written and oral skills in Russian and Kazakh languages with some knowledge of English.

Place and Duration of Assignment

The Driver will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is five years.



Objectives of Assignment

The Security staff position will assist the Office Manager with the responsibilities to ensure the safety of the staff and assets of the Central Asian Center for Disaster Response and Risk Reduction. The Security staff will ensure that all visitors and staff are logged in and logged out of the Center and that personal belongings are inspected for any unacceptable materials. The Security staff will operate on a rotational 24-hour shift.

Scope of Work

The Security staff will undertake the following specific tasks:

- Guard the premises of the Center on a rotational shift basis around the clock;
- Maintain registers for employees and visitors entering and leaving the Center;
- Assist staff in the receipt of materials for the Center and register any materials or equipment that is taken out by Center staff;
- Report any damages to the exterior of the building or interior premises to the Office Manager;
- Detain and report any acts of theft or misappropriation to the Office Manager and Director;
- Accompany Center staff to external meetings or to a banking facility as requested; and
- Ensure that high level of security is maintained for the protection of the staff at all times.

Requirements for Position

- A minimum of 7 years professional experience in Security with a public or private sector organization, experience with a United Nation or non-governmental organization preferred ;
- Must possess a clean employment and criminal record..
- Must possess good written and oral skills in Russian and Kazakh languages with some knowledge of English.

Place and Duration of Assignment

The Security personnel will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is five years.



Objectives of Assignment

The Cleaning staff position will assist the Office Manager with the responsibilities to cleanliness of the Central Asian Center for Disaster Response and Risk Reduction. The Cleaning staff will ensure that all interior rooms and the exterior of the Center reflect the highest standards of hygiene, neatness and professional appearance at all times. The Cleaning staff will operate on a rotational 24-hour shift.

Scope of Work

The Cleaning staff will undertake the following specific tasks:

- All office furniture, fixtures and equipment are cleaned as per the daily and weekly schedule developed by the Office Manager;
- Refuse is removed daily and, where appropriate, recycled;
- The staff facilities for beverages and food are cleaned daily and toilets and other public areas cleaned throughout the business day ;
- Report any damages to the exterior of the building or interior premises to the Office Manager;
- Detain and report any acts of theft or misappropriation to the Office Manager and Director; and
- Undertake any additional requests from the Office Manager.

Requirements for Position

- A minimum of 3 years as a Cleaner with a public or private sector organization, experience with a United Nation or non-governmental organization preferred ;
- Must possess a clean employment and criminal record..
- Must possess good written and oral skills in Russian and Kazakh languages with some knowledge of English.

Place and Duration of Assignment

The Security personnel will be employed in the Central Asian Center for Disaster Response and Risk Reduction to be located in Almaty, Kazakhstan. The duration of this assignment is five years.
