

**Country: The Republic of Liberia**

**Expected Output(s):**

**Output 1: Enhanced capacity of national institutions in disaster risk management by the end of year two**

**Output 2: Disaster risks issues integrated into national plans and policies by the end of the second year**

**Output 3: National database on disaster losses established and functioning by the end of the second year**

**Output 4: Gender-focused Disaster preparedness and emergency response practices developed**

**Implementing partners:**

1. Environmental Protection Agency
2. Ministry of Internal Affairs (National Disaster Management Commission)
3. Liberia National Red Cross Society

**Responsible parties:** UNDP and Environment Protection Agency

Programme Period: August 2008 - July 2010

Project Title: Building National and Local Capacities for Disaster Risks Management in Liberia

Project ID: 00062701

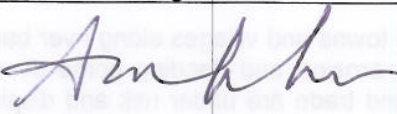
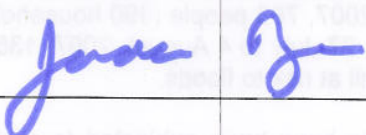
Project Duration: 24 Months (June 30, 2010)

Management Arrangement: Direct Implementation

Total Budget: US\$989,000.00

Allocated resources:

- Government Contributions: **In Kind**
- Regular (UNDP-BCPR): **\$525,000.00 (First Project Year) and \$415,000 (Second Year)**
- Other: (Country Office: \$49,000)
- In kind contributions: **NIL**

Agreed by	Signature	Date
<b>Hon. Amara Konneh</b> Minister of Planning & Economic Affairs		8/9/08
<b>Mr. Jordan Ryan</b> Resident Representative UNDP		8/9/08

<sup>1</sup> If an NGO is the Executing entity, it would not sign this page, but rather the Project Cooperation Agreement with UNDP

**UNDAF Outcome(s)/Indicator(s):**

**UNDAF CP outcome:** Improved household food security through increased availability of, access to, and utilization of food, taking into account sustainable natural resources management and environmental protection and gender concerns

**UNDAF CP Output:** Comprehensive natural resources and environmental management system established

**UNDP (UNDAF) intervention:** Capacity building support to the EPA and other environmental institutions

**UNDAF Indicator:** % increase in the number of qualified human resources, use and implementation of policy instruments and physical and operational capacities for environmental and natural resources management.

**Expected Outcome(s)/Indicator (s):**

**Outcome 1: National capacity to manage disaster enhanced**

**Outcome 2: Community emergency preparedness strengthened**

- 40% reduction in losses (death, displacement, livelihoods) over time due to floods/fire/coastal erosion disasters compared to 2002 baseline.
- 75% of humanitarian and development agencies use risk assessment outcomes for decision-making in development programming;
- 75% of agencies /line ministries use documented disaster loss information for preparedness /development planning
- 20% households in high risk areas have improved and disaster resilient livelihoods (Increased financial, human, natural assets) – over time
- DRR is mainstreamed into national/sectoral plans/policies, UNDP programmes/projects and NGOs new programmes / projects
- 25% of counties have operational contingency and preparedness plans

**Narrative**

Liberia's main coastal cities and inland towns and villages along river banks are at risk to massive disasters as a result of natural phenomenon such as coastal erosion and flooding some of which might be due to sea-level rise. The key economic sectors of fishing, farming and trade are under risk and displacement of people from cities such as Monrovia and Buchanan (important cities for the growth and development of Liberia's economy) is increasing. For instance in Monrovia between 28 June to 15 August 2007, 783 people (390 households) were displaced and 38 houses destroyed by flooding. In Grand Bassa County between 27 July to 4 August, 2007, 135 people (20 households) were displaced and 12 houses destroyed and many homes are still at risk to floods.

Coastal and marine ecosystems in Liberia have been subjected to rapid deterioration due to a combination of factors including anthropogenic as well as natural. As a consequence, flooding, erosion, siltation of seaports and major water bodies are on the increase. It has affected human settlements and livelihood. The coastal ecosystem consists of mangrove and related vegetation, which serves as nurseries for fisheries and sanctuaries for many marine reptiles, mammals and migratory birds. Also common in the coastal zone are oil palms, raphia, mango and other fruit and ornamental plants. The development of seaports and the sand spits along the coast give rise to coastal cities being sand starved. Actions to control beach erosion around seaports and costal settlements in Liberia are therefore critically important to maintaining their viability as sites for potential tourism, recreation and commercial activities. Initiatives to reverse negative economic and ecological consequences to achieve sustainable use of coastal and marine resources cannot be overemphasized.

With Liberia just emerging from a fourteen-year civil war that led to the loss of major institutions and infrastructures including trained human resources, numerous barriers exist to tackle emerging threats such as coastal erosion and flooding. The project seeks to strengthen local capacity to address disaster risks (associated with coastal erosion, flooding, etc), and incorporate disaster risks concerns into national development programs and policies. It is linked to the on-going preparation of the national disaster management policy. UNDP Liberia is requesting total of **\$940,000** out of which **USD525,000** is sought for the first year activities aimed at building the capacities of institutions and individuals to address these eminent disaster risks while **\$415,000** is earmarked for second year's activities.

## 1.0 SITUATION ANALYSIS

Following a devastating civil war, which lasted for nearly fourteen years, Liberia and Liberians are threatened with eminent mass natural disaster mainly flooding and coastal erosion. The disaster risks impact will make most of West Africa threatened and will mostly come from increased rainfall and intermittent droughts. The impact of hydrometeorological hazards is going to increase being exacerbated by high vulnerabilities in such countries as Liberia. Already this natural phenomenon is rapidly increasing in three of the coastal cities in Liberia, namely Monrovia, Robertsport and Buchanan. In 2007, a number of household assets and lives were lost due to flooding which caught all Liberians unprepared and with no knowledge of disaster risk reduction. As a result to a large extent it is the women and children who were most affected and have not recovered until now. Because of the previous war, Liberia has a number of vulnerable groups including the disabled who in such disasters are most affected as without evacuation it would be difficult for them to survive.

In addition to this, Liberia's main coastal cities and inland towns and villages along river banks are at risk to massive disasters as a result of natural phenomenon such as coastal erosion and flooding some of which might be due to sea-level rise. The key economic sectors of fishing, farming and trade are under risk and displacement of people from cities such as Monrovia and Buchanan (important cities for the growth and development of Liberia's economy) is increasing.

Coastal erosion and flooding has appeared to be major threats to coastal communities and inland towns and villages, especially in Monrovia, Robertsport and Buchanan. A whole community was washed away in Monrovia in June 2007 while Buchanan city is gradually been lost due to erosion. On World Environment Day 2007, the people of Buchanan, the capital of Grand Bassa County and the second largest and industrious city in Liberia, called on the Government of Liberia and the international community for assistance with the prevention of eminent disasters beholding the city as a result of sea level rises.

Coastal and marine ecosystems in Liberia have been subjected to rapid deterioration due to a combination of factors including anthropogenic as well as natural. As a consequence, flooding, erosion, siltation of seaports and major water bodies are on the increase. It has affected human settlements and livelihood. The coastal ecosystem consists of mangrove and related vegetation, which serves as nurseries for fisheries and sanctuaries for many marine reptiles, mammals and migratory birds. Also common in the coastal zone are oil palms, raphia, mango and other fruit and ornamental plants. The development of seaports and the sand spits along the coast give rise to coastal cities being sand starved. Actions to control beach erosion around seaports and costal settlements in Liberia are therefore critically important to maintaining their viability as sites for potential tourism, recreation and commercial activities. Initiatives to reverse negative economic and ecological consequences to achieve sustainable use of coastal and marine resources cannot be overemphasized.

The National Disaster Management Commission has been dormant until the recent increase in natural disasters resulting from flooding and coastal erosion. The capacities of the commission and other relevant institutions are weak and need strengthening to enable them respond adequately to

natural disaster risks in the country. This project which is complementing the on-going development of the national action plan for capacity developments and implementation is therefore intended to build local capacities across the country to implement effective disaster risks management and hence disaster risk reduction. This will be done according to the specific needs of the regions and counties of the country, as well needs of women, children, girls and other vulnerable people e.g. the disabled and displaced population due to the just ended civil war in Liberia.

## 2.0 STRATEGY

The main strategy of the project is to pursue the achievement of the project results as outlined in outcomes one and two in a way that it would draw on lessons learned and best practices from similar BCPR support to disaster risk management in the sub-region. This will be done by reviewing similar BCPR supported projects and arranging visits for PMT to best practices countries. The project is designed to build the capacities of key national and local institutions in disaster risk management and preparedness in Liberia. These institutions are the Environmental Protection Agency, Ministry of Internal Affairs, specifically the National Disaster Management Commission and the Liberia National Red Cross Society.

Baseline data will be obtained through review literature review focus group discussions and rapid assessments. Most of the activities will be fully participatory ensuring that planning and implementation involve all major stakeholders. A pilot community based project on disaster risks management will be implemented focusing on one of the following key risks sensitive areas: environment and natural resources, health, agriculture, water, or hydrometeorological DRR). The area(s) will be selected based on national priority and in a participatory manner.

The DRR project will be largely implemented through national institutions and specialized NGOs including the National Disaster Management Commission (NDMC), the Environmental Protection Agency (EPA), and the Liberian National Red Cross Society (LNRCS). They will ensure that women, children and the elderly in rural communities, especially disaster prone areas, are involved. The project will build on experiences of countries in the region and NGOs that have been involved in similar activities. For the programme in Liberia, the lessons learnt will be captured through project mid-term and final reviews. The reviews will use a variety of methods including key informant interviews, meetings with key stakeholders, desk review of project progress reports and Focus Group Discussions.

Synergies will be developed with other agencies such as WFP, UNHCR, the International Federation of the Red Cross, FAO, EU and NGOs in working with communities.

*Gender and risk reduction:* Since disaster risks and hence the hydrometeorological disasters will affect women and children the most, as part of a gender strategy, participation of women and other vulnerable groups in policy development and disaster risk assessment/analysis is imperative. These groups will also be the main beneficiaries of the project. Potential risk outcomes – risk of mortality, economic loss, structural damage, livelihoods or income losses and agricultural losses – and their impact on women will be analyzed. Based on this, risk management strategies targeted at women and other vulnerable groups will be developed with full participation of the beneficiaries themselves. The pilot community based project will be targeted at women with almost 100% being women, girls and youths beneficiaries. One of the focus of this pilot will be to ensure that disaggregated data on disaster risk impacts on women, men and other vulnerable population is gathered and well documented, shared for planning purposes in Liberia.

The Ministry of Internal Affairs and the Ministry of Planning and Economic Affairs will be instrumental in ensuring participation of all other stakeholders/sectors in the development and implementation of these risk management strategies. A further study of the Eight Point Agenda for Women's Empowerment will be carried out with full participation of community women's groups/clubs to determine other aspects to include in the project.

*Knowledge management activities:* Knowledge management will be incorporated in all outcomes – with selected lessons learnt papers produced for each outcome towards the end of the project. At least one national workshop on sharing experiences in DRR will be held at the end of the project. Representatives from neighboring countries are expected to participate and share experiences on DRR.

The information officers within UNDP CO, Ministry of Internal Affairs, and NPA will compile an electronic half annual newsletter on DRR activities in Liberia. In addition, a 'key lessons learnt paper on disaster risks management' is to be compiled by UNDP CO, MIA and NPA eighteen months after project commencement.

### 3.0 PROJECT RESULTS AND RESOURCES FRAMEWORK

**Project Title:** Building National and Local Capacity for Disaster Risks Management in Liberia

**Table 1: Results and Resource Framework**

<b>Outcome 1: National capacity to manage disaster risks enhanced</b>				
<u>Outcome indicators</u>	<ul style="list-style-type: none"> <li>• 40% reduction in losses (death, displacement, livelihoods) over time due to floods/fire/coastal erosion disasters compared to 2002 baseline.</li> <li>• 75% of humanitarian and development agencies use risk assessment outcomes for decision-making in development programming;</li> <li>• 75% of agencies /line ministries use documented disaster loss information for preparedness /development planning</li> <li>• 20% households in high risk areas have improved and disaster resilient livelihoods (Increased financial, human, natural assets) – over time</li> <li>• DRR is mainstreamed into national/sectoral plans/policies, UNDP programmes/projects and NGOs new programmes / projects</li> </ul>			
<b>Applicable MYFF Service Line: Natural Disaster Reduction</b>				
<b>Partnership Strategy:</b> The project will be implemented through appropriate government agencies such as Ministry of Internal Affairs, Ministry of Environment and all other ministries that comprise the National Disaster Management Commission. These ministries are expected to constitute the project management team. A national steering committee will be established to provide some level of guidance for the project. UNDP and other UN agencies will be expected to provide continued, financial, technical and programmatic support to the project. The national Red Cross Society as well as other NGOs will be key partners at the local level. They will also be represented in the county, district and chiefdoms disaster risk management layers of governance.				
<b>Project title and ID:</b> Building national and local capacity for Disaster risks management in Liberia				
<b>Project ID:</b>				
Project Outputs	Annual Targets	Indicative Activities	Responsible parties	Inputs US\$ (BCPR)
<b>Output 1: Enhanced capacity of national institutions in disaster risk management</b>	<ul style="list-style-type: none"> <li>• One training session held for three stakeholders by end of year one.</li> <li>• Disaster risk management policy developed and operational by end of year two.</li> <li>• Disaster risks management plans and policies reviewed and revised by end of year one.</li> <li>• Technical and material support provided to</li> </ul>	<p>1.1.1 Identification of a firm to conduct capacity needs assessment for DRR planning for DRR management</p> <p>1.1.2 Conduct extensive advocacy /training for disaster risk reduction for legislators, Superintendents, NDMC, EPA Board and Policy Council and LNRCs</p> <p>1.1.3 Develop and effectively implement a disaster risk management policy</p> <p>1.1.4 Review disaster risks management plans and policies and revise where necessary</p> <p>1.1.5 Establish women's networks on climate /DRR and strengthen capacity for implementation</p> <p>1.1.6 Undertake training for womens networks/groups and train them on CRM/DRR.</p> <p>1.1.7 Ensure that legal and regulatory measures in</p>	<p>UNDP CO, MIA, EPA</p> <p>Project implementing partners (PIPs), UNDP CO, local consultants</p>	<p>Capacity needs assessment = 75,000</p> <p>Advocacy and training workshop = 25,000</p> <p>Development of policies and review of risk management plans and policies = 15,000</p> <p>Capacity building of institutions = 175,000</p>

	<p>national disaster risks management institutions including the women's networks/NDMC developed by end of year two</p> <ul style="list-style-type: none"> <li>• Training curricula, plans and materials for reference by women's networks.</li> <li>• Strategies and plans for addressing capacity needs identified developed and implemented by end of year one</li> <li>• Legal and regulatory measures in place for sustainable use of coastal resources</li> </ul>	<p>place for sustainable use of coastal resources</p>		<p>Preparation of training materials and training workshops = 25,000</p> <p>Development of national plans and strategies = 5,000</p> <p>Travel = 5,000</p> <p>Project personnel = 15,000</p> <p>Measures for sustainable use of coastal resources= 46,000</p> <p><b>Total output 1 = 361,000</b></p>
<p><b>Output 2: Disaster risks issues integrated into national plans and policies</b></p>	<ul style="list-style-type: none"> <li>• Training for disaster risks reduction conducted by first half of year two</li> <li>• Risk identification including hazard mapping and vulnerability analysis undertaken by end of project</li> <li>• National adaptation plans and policies reviewed, advocacy workshops and meetings held by end of year one</li> <li>• Exchange visits made to other African</li> </ul>	<p>1.2.1 Conduct training for disaster risk identification</p> <p>1.2.2 Undertake risk identification including hazard mapping and vulnerability analysis in country</p> <p>1.2.3 Review national adaptation plans and policies with a view to incorporating disaster risk.</p> <p>1.2.4 Undertake advocacy workshops/meetings on disaster risk reduction with policy makers and other stakeholders</p> <p>2.5 Conduct training on how to integrate disaster risk issues in national plans and policies</p> <p>1.2.6 Undertake/Facilitate exchange visits by women's groups/networks for DRR to other African countries where DRR is effectively mainstreamed into development plans and policies including poverty reduction strategies.</p> <p>2.7 Mainstream disaster risk reduction into plans and policies as necessary.</p> <p>1.2.8 Implement a pilot women's community based disaster risks management project focusing on one of the following areas (Environment e.g. ecosystem</p>	<p>UNDP CO, MIA, EPA</p> <p>UNDP CO, , PIPs</p>	<p>Training workshops =30,000</p> <p>Risk identification, hazard map and vulnerability analysis = 40,000</p> <p>Reviews of national adaptation plans and policies = 5,000</p> <p>Exchange visits =50,000</p> <p>Travels = 8,000</p> <p>Project personnel = 15,000</p> <p><b>Total output 2 =</b></p>

	countries where DRR is mainstreamed into development plans and policies by end of year two	management, Health, Agriculture, DRR, Water):	148,000
<b>Output 3: National database on disaster losses established and functioning</b>	<ul style="list-style-type: none"> <li>Institutions and individuals identified for database management training by end of year one</li> <li>Training on data management and application in development planning conducted by second quarter of year two</li> <li>IT equipment and accessories procured, risk maps produced and early warning system set up by third quarter of year two</li> <li>Women's groups and local women trained on documentation of impacts and appropriate responses by end of year two</li> </ul>	<p>1.3.1 Identify institutions and individuals for database management training including women's groups</p> <p>1.3.2 Undertake training on data management and application in development planning</p> <p>1.3.3 Procure and install IT equipment and accessories</p> <p>1.3.4 Produce risk maps and set up early warning system for disaster risks variability based on observed impacts with full participation of women</p> <p>1.3.5 Train women's groups and local women on documentation of impacts and appropriate responses.</p>	<p>MIA, EPA, UNDP CO</p> <p>UNDP CO, MIA, EPA</p> <p>Training workshop = 25,000</p> <p>Procurement of IT equipment, production of risk maps and setting up of early warning system =226,000</p> <p><b>Total output 3 = 155,000</b></p>



**Outcome 2: Community emergency preparedness strengthened**

**Outcome indicators**

- 25% of counties have developed preparedness/contingency plans for specific hazards.
- 50% of preparedness /contingency plans implemented including simulation.
- DRR decision making bodies have over 40% women participation
- 25% of counties have operational contingency and preparedness plans

**Applicable MYFF Service Line: Natural Disaster Reduction**

**Partnership Strategy:** The MIA, EPA and UNDP will work with government departments, NGOs and other UN agencies to ensure preparedness for better response at national, regional and community levels. UNDP will also work with OCHA in strengthening the UNCT's capacity to develop and implement preparedness and contingency plans. In addition, technical support will be sought from BCPR in developing preparedness plans.

**Project title and ID:** Building national and local capacity for Disaster risks management in Liberia **Project ID:**

Expected Outputs	Annual Targets	Indicative Activities	Responsible parties	Inputs
<p><b>Output 1: Gender-focused Disaster preparedness and emergency response practices developed</b></p>	<ul style="list-style-type: none"> <li>• Training on preparedness and emergency response conducted by end of year one</li> <li>• At least two preparedness plans developed by end of project.</li> <li>• Guidelines and tools for rapid disaster and recovery needs assessment developed by year two.</li> <li>• Recovery plan(s) developed where necessary</li> <li>• Resources mobilized to sustain DRR activities after this project</li> <li>• Lessons learnt report on steps for developing and implementing a drought preparedness plan</li> </ul>	<p>2.1.1 Conduct training on emergence response and preparedness including rapid assessment and early recovery needs assessment for major hazards</p> <p>2.1.2 Develop guidelines and tools for rapid immediate and recovery needs assessments and train key stakeholders on their application.</p> <p>2.1.3 Conduct training on early recovery planning/recovery planning</p> <p>2.1.4 Prepare/Develop and periodically update disaster preparedness and contingency plans at all levels with particular focus on the most vulnerable areas and groups</p> <p>2.1.5 Integrate disaster risk reduction into emergency management and response strategies at national, district and community levels.</p> <p>2.1.6 Undertake resource mobilisation for DRR implementation in Liberia beyond project duration</p>	<p>UNDP CO, MIA, EPA</p>	<p>Training workshops =18,000</p> <p>Development of guidelines and tools = 3,000</p> <p>Resource mobilization = 10,000</p> <p><b>Total output 2.1 = 31,000</b></p>

	Annual Targets	Indicative Activities	Responsible parties	Inputs (BCPR only) (US\$)
	Disaggregated data/information on severity of impact of floods on different vulnerable groups by end of year two  DRR Plan of Action for at least one Women's Network in place by second quarter of year two  A gender strategy incorporated in National DRR Policy	2.2.1 Conduct a gender focused analysis of drought/disaster impact and document results: target women, OVCs, disabled and other.  2.2.2 Incorporate gender analysis in risk assessments, policy and legislative development  2.2.3 Establish and Strengthen women's DRR networks and activities	UNDP CO, MIA, EPA	Training workshops: 45,000 Women's DRR/ CRM networks establishment and activities: 62,000 Travel: 15,000  Women Project personnel: 35,000
	Lessons learnt report and recommendations on how to improve women's security (e.g. against abuse/violence) during disasters e.g. floods and coastal erosion in Liberia produced by year two	2.2.4 Organize at least one regional workshop on gender and disasters impacts in Liberia (ensure 80% of women, youths and children). 2.2.5 Compile lessons learnt report on women and DRR in Liberia		<b>TOTAL OUTPUT 2.2:</b> <b>157,000</b>

4.0 ANNUAL WORK PLAN BUDGET SHEET

Project Year No. 1 (One)

Country Office: Liberia.

Table 2: Annual Work Plan Budget Sheet

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description Amount
Enhanced Capacity of national institutions in disaster risk management	Carry out capacity needs assessment and Planning for DRR management	X	X			UNDP CO, MIA, EPA	BCPR 72100	35,000
	Conduct extensive advocacy /training for disaster risk reduction for legislators, NDMC, superintendents, & EPA Board and Policy Council and LNRCS	X	X			UNDP CO, MIA, EPA	BCPR 72100	36,000
	Develop and effectively implement a disaster risk management policy and legislation		X	X		UNDP CO, MIA, EPA	BCPR 71300	32,000
	Review disaster risks management plans and policies and revise where necessary			X	X	UNDP CO, MIA, EPA	BCPR 71300	10,000
	Develop capacity of national disaster risks management institutions including that of the national disaster management commission		X			UNDP CO, MIA, EPA	BCPR 71200	75,000
	Establish a pilot women's networks on DRR at national and local levels and develop their training and implementation skills for DRR and recovery			X	X	UNDP CO, MIA, EPA	BCPR 71300	16,000
	Prepare gender sensitive training materials and undertake DRR management training as required			X	X	UNDP CO, MIA, EPA	72100	37,000
	Develop and implement strategies /national plans to address capacity needs identified in (1).		X	X		UNDP CO, MIA, EPA	71200	28,000

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
Disaster risks issues integrated into national plans and policies	Conduct training for disaster risk identification	X	X			UNDP CO, MIA, EPA	BCPR	72100	12,000
	Undertake risk identification including hazard mapping and vulnerability analysis in country			X	X	UNDP CO, MIA, EPA	BCPR	72100	25,000
	Review national adaptation plans and policies with a view to incorporating disaster risk.				X	UNDP CO, MIA, EPA	BCPR	71300	2,000
	Conduct training on how to integrate disaster risk issues in national plans and policies			X		UNDP CO, MIA, EPA	BCPR	71300	12,000
	Undertake advocacy workshops/meetings on disaster risk reduction with policy makers and other stakeholders			X	X	UNDP CO, MIA, EPA	BCPR	72100	25,000
	Undertake/Facilitate exchange visits for women's groups in DRR to other African countries where DRR is effectively mainstreamed into development plans and policies including poverty reduction strategies			X		UNDP CO, MIA, EPA	BCPR	71600	25,000
National database on disaster losses established and functioning	Identify institutions and individuals for database management training including women's groups	X	X			UNDP CO, MIA, EPA	BCPR	72100	25,000
	Produce risk maps and set up early warning system for disaster risks variability based on observed impacts with full participation of women			X	X	UNDP CO, MIA, EPA	BCPR	74200	35,000
	Train women's groups and local women on documentation of impacts and appropriate responses for disasters			X	X	UNDP CO, MIA, EPA	BCPR	72100	20,000
	Procurement and installation of IT equipment and accessories				X	UNDP CO, MIA, EPA	BCPR	72800	35,000
	Year One Monitoring and evaluation activities	X	X	X	X	UNDP CO, MIA, BCPR, EPA	BCPR	72100	25,725
	Year One Common services								15,000
<b>TOTAL</b>									525,000.00

Annual Work Plan Budget Sheet

Project Year 2 (Two)

Country Office: Liberia

EXPECTED OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
<b>Gender-focused Disaster preparedness and emergency response practices developed</b>	Conduct training on emergence response and preparedness including rapid immediate and early recovery needs assessment for major hazards		X			UNDP CO, MIA, EPA	BCPR	72100	34,000
	Develop guidelines and tools for rapid immediate and recovery needs assessments and train key stakeholders on their application	X	X			UNDP CO, MIA, EPA	BCPR	71200	30,000
	Conduct training on early recovery planning/recovery planning			X		UNDP CO, MIA, EPA	BCPR	71200	25,000
	Prepare/Develop and periodically update disaster preparedness and contingency plans at all levels with particular focus on the most vulnerable areas and groups	X	X	X	X	UNDP CO, MIA, EPA	BCPR	71400	10,000
	Establish and strengthen women's groups in emergency response practices at local level			X	X	UNDP CO, MIA, EPA	BCPR	72100	45,000
	Undertake resource mobilization for DRR implementation in Liberia beyond project duration	X	X	X	X	UNDP CO, MIA, EPA	BCPR	71200	10,000

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
	Conduct a gender focused analysis of disaster impact and document results.	X				UNDP CO, MIA, EPA	BCPR	72100	15,000
	Incorporate gender analysis in risk assessments, policy and legislative development		X	X	X	UNDP CO, MIA, EPA	BCPR	71300	5,000
	Strengthen women's DRR networks and activities		X			UNDP CO, MIA, EPA	BCPR	72100	40,000
	Organize at least one regional workshop on gender and disasters risks impacts in Liberia (ensure 80% of women, youths and children).	X	X			UNDP CO, MIA, EPA	BCPR	72100	36,000
	Pilot fuel wood plantation (reforestation) at Lake Piso to reduce pressure on mangrove	X	X	X	X	UNDP CO, MIA, EPA	BCPR	72100	56,500
	Year two Monitoring and evaluation activities	X	X	X	X	UNDP CO, MIA, EPA, BCPR	BCPR	72100	31,775
	Year two Common services								20,000
<b>TOTAL</b>									415,000
<b>GRAND TOTAL</b>									940,000.00

## 5.0 MANAGEMENT ARRANGEMENTS

The project will be implemented using Direct Implementation. This means that UNDP assumes overall management responsibility and accountability for project implementation.

A Project board will be established chaired by the Ministry of Internal Affairs and Co-chaired by UNDP with the Environment Protection Agency, Ministries of Public Works and Lands, Mines and Energy as members. The project board will:

- Provide overall guidance and direction to the project to ensure project proceed according to the work plan;
- Provide advice on project implementation when need arises;
- Contribute to establishing mechanisms for project sustainability;
- Contribute to project monitoring and evaluation;
- Together with the EPA and UNDP review workplan and budget proposed by the project management team;
- Assist in the recruitment of staff of the project

The EPA will ensure coordination of the project without duplication of efforts with other on-going disaster risk reduction and coastal zone management activities in the country. A Project Management Team (PMT) would be established in collaboration with the project board. The team would include a Project Coordinator, an Assistant Coordinator, an Administration/Finance Officer, a Secretary, an Office Attendant and a Driver. The team would be recruited in keeping with UNDP rules but would involve the participation of MIA, LNRCS and EPA. The PMT will be responsible for the day-to-day administration of the project. The services of local consultants will be hired to undertake specialized studies and tasks as required for the project implementation.

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## 6.0 RISKS

There are two key risks that have been identified for the project: low political commitment; low human resource and administrative capacities.

Low political commitment may become a key risk for disaster risk reduction and environment and natural resource management agenda considering the government's desire to speed up development activities without an in-depth understanding of how disaster risks will affect development. The challenge in Liberia is to ensure that all development activities are done in an environmentally friendly manner. Some initial steps have already been taken by the Environmental Protection Agency and the Ministry of Internal Affairs which houses the National Disaster Management Commission Secretariat and there is commitment for improvement on the perception of government on disaster risk management issues on sustainable development in Liberia and therefore the risk is **low**.

Low Human Resource and administrative capacities exist at all levels and this poses a major risk for the project. The current risk is **medium to high**. In mitigating this, the project will build upon the capacity surge through the TOKTEN and SES programmes especially for the EPA and the NDMC.

## 7.0 MONITORING AND EVALUATION:

The Project Manager will have lead responsibility for routine reporting as required by UNDP and BCPR. This will include the preparation of quarterly progress reports and the combined annual progress report (APR) required by UNDP. The PM will also prepare the annual work plan.

Inception Workshop will be held upon project startup. It will include all institutions and major stakeholders involved in project execution including UNDP CO and the BCPR. The log frame and its indicators will be reviewed and a common understanding will be developed as to what is expected. Implementation modalities, institutional responsibilities and reporting requirements will be reviewed and clarified. The first annual work plan will be prepared. The involvement of stakeholders in project M&E will be defined as will the use of M&E in project management. The Project Manager will prepare an Inception Report summarizing the results and the decisions taken at this workshop.

It will be important as part of monitoring and evaluation to ensure that data collection process including frequency and responsibility are agreed upon at the outset. This will be an important outcome of the inception workshop.

Baseline data will be obtained through review of literature review focus group discussions and rapid assessments. Lessons learnt will be captured through project mid-term and final reviews. The reviews will use a variety of methods including key informant interviews, meetings with key stakeholders, desk review of project progress reports and Focus Group Discussions (see M&E Plan in Table below).

**Table 3: M&E Plan and Budget**

Type of M&E activity	Responsible party	Budget	Time frame
Inception Report	Project Coordinator	\$2,000	At the beginning of project implementation
Annual progress report	The Government, UNDP Country Office, partners, Project Team,	\$2,500	Every year, at latest by June of that year
Tripartite meeting and report (TPR)	The Government, UNDP Country Office, partners, Project Team, BCPR	\$2,000	Every year, upon receipt of APR
Data collection and analysis (frequency to be determined)	Partners, UNDP Country Office, Project Team	8,000	Quarterly
Mid-term and annual reviews	Project team, UNDP Country Office, Government and partners	\$5,000	At the mid-point and each year of project implementation.
Final External Evaluation	Project team, BCPR, UNDP Country Office,	\$13,000	At the end of project implementation, Ex-post: about two years following project completion
Terminal Report	UNDP Country Office, Project Team	\$3,000	At least one month before the end of the project
Audit	Partners, UNDP Country Office, Project Team	\$13,000	Yearly
Visits to field sites by PMT	UNDP Country Office,	\$6,000	Yearly
Lessons learnt meetings	UNDP CO, Project Team,	3,000	Yearly
<b>TOTAL COST</b>		<b>57,500.00</b>	



## 8.0 LEGAL CONTEXT

"This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Liberia and UNDP, signed in 1977."

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