



Mainstreaming Energy & Environment in Development Processes in Liberia

2016

Integrated Annual Work Plan

Programme Title: Mainstreaming Environment and Climate Change in National Development Policies and Strategies

Country: LIBERIA

UNDAF OUTCOMES:

- 2.1: Food Security and Natural Resource: Improved food security and sustainable natural resource utilization
- 2.3 Basic Infrastructure and Energy: Improved access to sustainable basic Infrastructure
- 3.5: Water, Sanitation & Hygiene: Population has increased utilization of safe Water and practice safe sanitation and hygiene in underserved areas
- 4.4: Public Sector Institutions and Civil Service Reform: By 2017, Liberia has an improved and decentralized public sector and civil service providing fair and accountable basic services to people.

EXPECTED CP OUTCOME: By 2017, Liberia has an improved and decentralized public Sector and civil service providing fair and accountable basic services

UNDAF ACTION PLAN OUTPUT: 3.5.3 WASH governing bodies established

EXPECTED PROGRAMME OUTPUTS:

- 2.1.4: Utilization of Natural Resources (land, water and forest) Improved
- 2.3.4: Enhanced capacities of national agencies for on grid and off grid electricity provision, with particular focus on providing Alternative energy sources to rural communities, by 2017.
- 3.5.3 WASH governing bodies established
- 4.4.4 By 2016, National Disaster Risk Reduction (DRR) policy Implemented and supported by a commission/agency with Clearly defined mandates

EXECUTING Agency: Ministry of Finance and Development Planning

Responsible AGENCIES: EPA, MoA, MIA, MoFDP, MLME, CSOs, CBOs, UNDP

Responsible parties:

1. Environmental Protection Agency
2. Ministry of Lands, Mines, and Energy
3. Ministry of Finance and Development Planning
4. Ministry of Agriculture
5. Ministry of Internal Affairs (National Disaster Relief Commission)
6. Ministry of Transport
7. Forestry Development Authority

Implementing partners: UNDP Liberia

Narrative

The aim of the program is to develop a framework, grounded in the realities of the environment and development challenges facing Liberia, and consonant with extant global praxis, that will inform UNDP interventions focused on capacity building for improved climate response and environmental management. The broad objectives are threefold: to reduce vulnerability and improve adaptation to climate change, enhance environmental management as a basis for sustainable economic development, and to leverage environmental resources as a direct contribution to the livelihoods of communities as well as the nation as a whole with the inclusion of women to ensure broader participation. Consequently, the envisaged programme will focus on mainstreaming climate change and sustainable development which will be gender sensitive. The main partners envisaged are the EPA, FDA, Ministries of Finance and Development Planning, Lands, Mines and Energy, Transport and Public Works. Given the stated government policy objective to decentralize decision making to the lowest possible level, the strategy also proposes engagement with County authorities and community institutions, women's groups, focusing particularly on supporting the building of community natural resource management institutions. Other partnerships that will be developed in the implementation of strategic interventions would include bilateral and multilateral donor organizations, INGOs, national NGOs and the private sector. Many environmental interventions are novel and intriguing for communities as well as for policy makers, and consequently it will be essential to set up demonstrable projects, mainly through the SGP support for local communities and NGOs with the participation and inclusion of rural women. The program in 2014 was impacted significantly by the spread of the ebola virus disease for almost six months. As a result, most of the 2014 activities were rolled over to 2015.

Programme Period: January 1- December 31, 2016

Programme Component: Energy & Environment and Sustainable Development

Project: Title: **High level Support to Water and Sanitation**

Implementation Modality: National
Implementation Modality NIM

Implementation Agency: UNDP, MLME

Total resources required \$122,567.49

Total allocated resources:
UNDP-GAIN \$34,410.00

SIDA (Goal Wash) \$88,157.49
Government In-Kind

In-kind Contributions N/A
Gap 0.00

1/11/17
AL RD

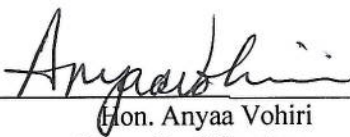
Agreed by (Government of Liberia)



Hon. Amara M. Konneh
Minister of Finance & Economic Development

5/3/16
Date

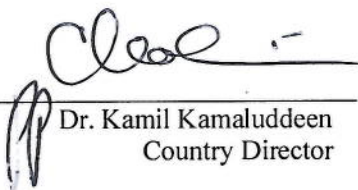
Agreed by (EPA)



Hon. Anyaa Vohiri
Executive Director

20/4/16
Date

Agreed by (UNDP in Liberia):



Dr. Kamil Kamaluddeen
Country Director

20/4/16
Date

regulatory agency in the country

Targets:

- At least the NWRSSB is made operational
- # of meetings held with stakeholders
- # of decisions reached on pool fund mechanism initiated
- WASH Pool Fund Management set up

Output 2: Design ToR to establish WASH sector Single Institution by cabinet ministers.
Indicators: Directly interact with line WASH Ministries and technicians to draft ToRs for a single sector institution
Baseline: No single public agency responsible for WASH
Targets:

- One set of Terms of reference for a single WASH institution drafted and approved by sector ministries and agencies
- One year work plan for WASH Single institution drafted and approved by sector ministries and agencies

<p>Activity 1.1.3: Recruit pay and validate WASH Pool Fund Feasibility Study by a local consultant</p>	x	x		UNDP/MFPD/LME	GOAL WASH Fund	Direct Payment	72100 Contractual Services-Comp 71600	8,204.6
<p>Total Output 1</p>								
<p>Activity Result 2.1 Terms of Reference for a Single WASH Sector Institution designed and approved by cabinet Ministers</p>								
<p>Action 2.1.1 Civil society groups and sector ministries dialogue /conference to finalize WASH Single institution ToR</p>	x			UNDP/MFPD	GOAL WASH Fund	Direct Payment	72100 Contractual Services - Comp	1,772.00

- One decision reached by Cabinet ministers to set up a WASH Single Institution

Total Output 2.1

\$1,772.00

Activity Result 3.1 National Water Resources and Sanitation Board (NWRSB) work programmes established and approved by sector ministries for one fiscal year

<p>Output 3: Support MLME in developing double work programme for key WSSC staff at national and local levels</p> <p>Indicators:</p> <ul style="list-style-type: none"> - work programmes developed - Work programme approved <p>Baseline: Currently the board is not functional.</p> <p>Targets:</p> <ul style="list-style-type: none"> • One year work programme for NWRSB approved and submitted • One year work programme for WSSC approved and submitted • # of copies of the work programmes printed and submitted printed 																						2,200
<p>Action 3.1.1: Support sector ministries to organize and hold NWRSB meetings to further deliberate on Liberia Water Sector Governance Reforms</p>		x																				1,200
<p>Action 3.1.2: Hold acquaintance workshop for NWRSB members and partners</p>		x																				3,400
<p>Total Output 3.1</p>																						

<p>Project Management</p>	Salaries for 2 project staff	X	X	X	X	UNDP	GOAL WASH Fund	Agency	71300-Local Consultant	20,700
	(1 Project Coordinator and project 1 Driver-9 months)						GOAL WASH Fund	Agency	71300-Local Consultant	22,800
	Salaries for 1 WSSC staff					UNDP/MFDP/LME	UNDP (GAIN)	Agency	72100 Contractual Services-Comp	1,400
	Travel (local)-DSA	X	X	X	X	UNDP/MFDP/LME	UNDP (GAIN)	Agency	72100 Contractual Services-Comp	1,400

Mobile phone cards for two staff	X	X	X	X	UNDP/LME	UNDP (GAIN)	Agency	72100 Contractual Services-Comp	700
Internet Subscription (modern)	X	X	X	X	UNDP/LME	GOAL WASH Fund	Agency	72100 Contractual Services-Comp	1,452.85?
Supplies (GOAL WASH)		X	X		UNDP	GOAL WASH Fund	Agency	71600	1,200
Supplies (WSSC)						GOAL WASH Fund	Agency	71600	3,000?
External Training for WSSC staff					UNDP/MFDP/LME	GOAL WASH Fund	Agency	71600	10,000
Reimbursement of 2 months salaries for WSSC Coordinator for November and December 2015						GOAL WASH Fund	Agency	71600	3,800.00
Vehicle fuel and maintenance	X	X	X	X	UNDP	GOAL WASH Fund	Agency	72100	3,500
M&E					UNDP	UNDP (GAIN)	Agency	74100	1,500
Project Annual Audit					UNDP	UNDP (GAIN)	Agency	72100	2,000
NIM Capacity Training					UNDP/MFDP	UNDP (GAIN)	Agency	72400	900
Project Communication					UNDP	UNDP (GAIN)	Agency	74500	1,000
Misc. Expense (Lump Sum)	X	X	X	X	UNDP	GOAL WASH Fund	Agency	74500	1,091.65

PROJECTIONS OF NCA/UNDP/GOAL

Subtotal/Aggregates

Direct Project Cost (DPC) = 9103.74

GOAL WASH = 05,699,941.00 = 54,482.95

UNDP GAIN = 05,634,000.00 = 59,300.00

GMS (9/21)

GOAL WASH = 08,709,211.00 = 65,543.06

UNDP GAIN = 08,511,000.00 = 2,481,000

35337.66	3512.69	8,8337.6
----------	---------	----------

Budget Analysis:

Total Goal WASH Funds = 79,421.1 +6353.76 (GMS) +\$2,382.63 (DPC) = \$88,157.49

Total UNDP Gain Funds = 31,000 +2,480 (GMS) +\$930 (DPC) = 34,410.00

Balance Goal WASH Fund from 2015 = 53,135

Amount Goal Funds needed for 2016 = 35,022.49

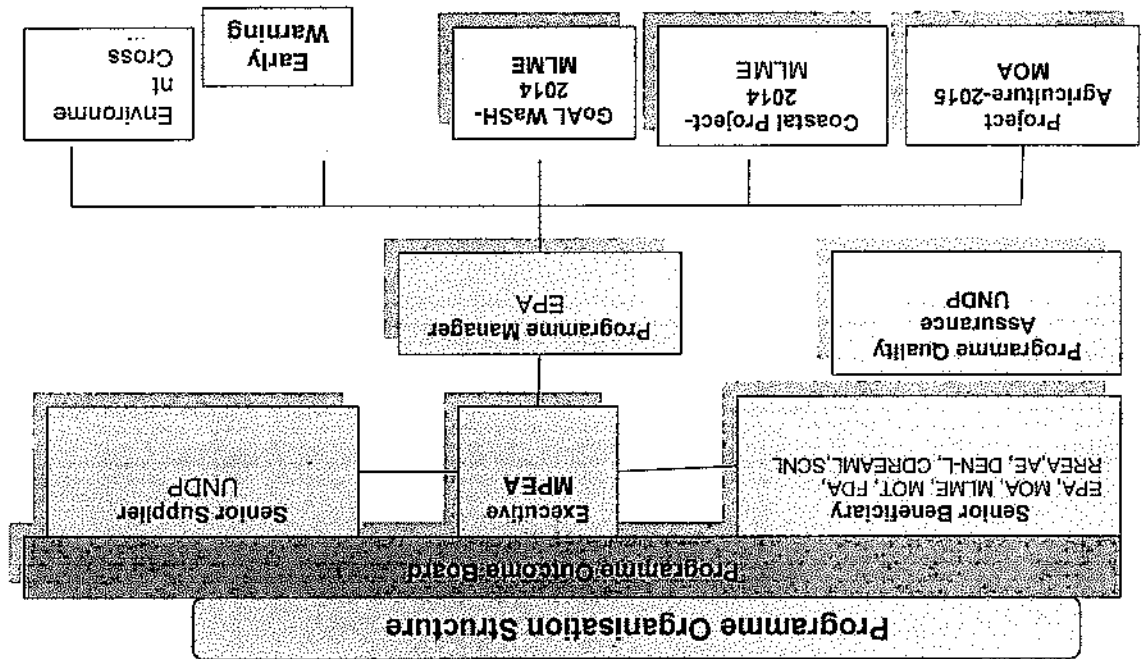
Part 3. Implementation and Management Arrangements

The programme will be implemented under a NIM modality. Following an agreement on the components of the programme by the Local Project Appraisal committee comprising of stakeholders and subsequent signing of the Programme document by the Ministry of Planning and Economic Affairs, the programme will be executed by key implementing partners/agencies mentioned in this document.

The implementing partners will be drawn from Government Ministries and Agencies, national academic institutions, national non-governmental organizations and civil society organizations based on comparative advantages and institutional mandates. Contracts will be awarded to Implementing Partners and Responsible Parties based on capacity assessments, which will determine the nature of implementation arrangements. The Project Board will on a quarterly basis under the auspices of EPA will meet to assess the progress made in programme implementation and make recommendation where necessary. The programme progress will be assessed by the annual work plan (AWP). In the case of the GEF Small Grant Program, it will be approved by the National Steering Committee to provide overall guidance as required by SGP/GEF's SOP.

Accordingly, the EPA will follow national systems and procedures and in reference to the national implementation guidelines on accounting, financial reporting and auditing and shall be responsible for maintaining records on all implementation actions, including financial records to the extent possible that they do not contravene UNDP financial rules and regulations.

UNDP will support the implementation of this programme, particularly in the areas for strengthening national implementation support of capacity within the country office. It will provide support services in the recruitment of staff and in the training and monitoring. It will work closely with the EPA to ensure policy direction, guidance and technical support to the project. In line with UNDP's Executive Board decision 98/2 "all costs associated with the delivery of other resources funded programme at country level are to be fully covered through cost recovery mechanisms". In this regard, General Management Service fee of approximately 7% if applicable will be charged on non-core resources mobilized in the implementation of this programme and 3% UNDP Implementation Support Services'. A Project Board comprising the Environmental Protection Agency; UNDP as co-chair and, Ministry of Finance, Civil Service Agency and Civil Society Advisory Committee as members will be established. Other stakeholders may be added as the project evolves.



Financial Disbursement and Reporting

The Implementing Partner (the EPA) shall be responsible for ensuring that the allocated resources for the Annual Work Plan are utilized effectively in funding the envisaged activities and will be responsible to sign the combined delivery report in consultation with the Responsible Party (RP). Under this program arrangement, the RP with specific work plan shall request funding directly from the UNDP based on the approved annual work plan in the application of the direct cash transfer modality. However, the EPA as the Implementing Partner shall be kept informed of all such requests and the UNDP shall inform the EPA of all such disbursements to the Responsible Party.

Under the National Implementation Modality arrangement, all requests for payment shall originate from the RP. The RP shall maintain a tracking system for the purpose of ensuring the accuracy and reliability of the combined delivery report. The tracking system in place shall ensure that envisaged disbursements are within the approved budgets. The tracking system shall track the disbursements and the commitments besides capturing expenditure records through direct payments and support services made by UNDP on behalf of the Implementing Partner.

Cash Transfer (NEX Advance) modality: The Harmonized Approach to Cash Transfer (HACT) modalities will be applied during the period of this program subject to current and or future results of capacity assessment. This shall be negotiated on a case-by-case basis specific to the circumstance of the IP and the RPs.

Where direct cash payment is applied, disbursement shall be done on a calendar quarter and the replenishment of such advances shall be subject upon submission of the financial report of the prior quarter expenditures. The Funding Authorization and Certificate of Expenditure (FACE) will be used as the financial reporting and request instrument. UNDP financial rules and regulations will apply on NEX Advance management, i.e. 80% of all previous outstanding NEX Advances made to the IP under all UNDP programmes/projects must be accounted for with supporting documents before the next NEX Advance is made to the IP.

As part of quality assurance, the EPA and the UNDP shall ensure the timely liquidation and reporting of NEX advances. Any advance that is not liquidated two weeks following the submission deadline will result in the suspension of the Advance modality application to the IP and or the RP where applicable and payments will be effected on the basis of direct payment requests until such time that the outstanding advance is liquidated and the corresponding financial report is submitted.

Direct payments: As agreed, UNDP country office shall make direct payments to other parties for services procured by the Implementing Partner in accordance with the Annual Work Plan. Funds will be disbursed to vendors or third parties for obligations incurred by the Implementing Partner on the basis of requests signed by the designated official of the IP. Direct payments will be made to vendors or third parties for obligations incurred by UNDP in support of activities agreed with Implementing Partner.

The EPA designated official will sign the request for direct payment. For UNDP to procure the goods and services included in the AWP, Implementing Partner will draft the technical specifications for goods and the terms of reference for the services to be procured. Documentation of payment by the Country Office must be made available to the Implementing Partner. A register for such requests shall be maintained to facilitate follow-up.

Direct Agency Implementation: UNDP conducts expenditure from requisition through to disbursement with no cash being transferred to the implementing partner. However, the implementing partner has full programmatic control and so full control over expenditures – refer to Letter of Agreement between UNDP and the Government of Liberia for the Provision of Support Services.

Direct Project Services for GEF- Financed projects

Direct project Costs (DPC) are cost that are incurred by UNDP that are execution-driven and are incurred for and can be traced in full to, the delivery of the project inputs. These execution-related costs are complete separate and distinct from General Management Support (GMS) cost that are incurred by UNDP regardless of the implementation/execution modality chosen for the projects.

DPCs normally relate to operational and administrative support activities carried out by UNDP offices on behalf of Direct Implementation Modality (DIM) or Country Office support to National Modality (NIM) projects such as:

- a) HR activities, including recruitment of project personnel, issuance of project personnel contracts, etc
- b) Costs incurred in the process of undertaking procurement activities of project goods and services and
- c) Finance transactions that are performed on behalf of an implementing partner.

Financial Reporting: The UNDP, when requested shall provide a monthly print-out of project finances to the Implementing Partner prior to the release of the CDR. The Implementing Partner should verify the Expenditures/disbursements and revert to UNDP for any correction to be made. On quarterly basis, UNDP will submit to the Implementing Partner the Combined Delivery Report (CDR) for verification and signature as a true record of quarterly expenditure report.

Fiduciary Compliance: In managing the Annual Work Plan resources, the Implementing Partner has fiduciary and compliance responsibilities to UNDP. It also has compliance responsibility for UNDP's reporting procedures.

Procurement of Goods and Services: Liberia's Government established rules and procedures

To this effect, the audit work should include the review of work plans, progress reports, project resources, project budget, project expenditure, project delivery, recruitment, operational and financial closing of projects (if applicable) and disposal or transfer of assets. As part of its assurance responsibilities, UNDP will conduct spot checks on the assets and documentation on the use of project resources.

- The cash position of a given project.
 - The assets and equipment;
 - The annual expenditure (Combined Delivery ;
- auditors express their opinion on:
- governmental organizations will be more of a financial nature that is ultimately meant to have the monitoring and oversight. The audit of projects nationally implemented by Government or by non-accountability system. Audit services cover the overall management of the project's implementation, Audit is an integral part of sound financial and administrative management, and part of the UNDP's

AUDIT CLAUSE

- Joint M&E Visits will also be undertaken to include the MP&A, UNDP, the IP and the RP. submitted within the week of return to the office.
- A representative from the UNDP office should visit each project at least on quarterly basis. Field visits serve the purpose of results validation and provide latest information on progress for annual report preparation. Field visits should be documented through brief and action-oriented reports,
- An annual review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the AWP and appraise the Annual Work Plan (AWP) for the following year.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events
- A risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the AWP implementation.
- An Issue Log shall be activated in Atlas and updated to facilitate tracking and resolution of potential problems or requests for change.
- On quarterly basis, progress reports on implementation of the different program activities by both the IP and the RPs shall be submitted to the EPA. The EPA will then submit the consolidated program progress report to the UNDP.

V: MONITORING & EVALUATION

Monitoring is a continuous function that aims primarily at providing management and main stakeholders of a country programme or a project with early indications of the progress, or lack thereof, towards delivering intended results. Effective monitoring is not demonstrated by merely producing reports in a prescribed format at set intervals. As a minimum, on annual basis, the following monitoring activities must be carried out in accordance with the programming policies and procedures outlined in the UNDP User Guide:

governing procurement may be used when Government procures, as long as it does not contravene UNDP's rules and procedures. However, UNDP must be informed of procurement processes within the Implementing Partner and when necessary UNDP must be represented in procurement committees that are held to evaluate quotations and bid offers.

Both the IP and the RP shall maintain a fixed assets registry of all equipment procured during the program duration. Ownership of equipment, supplies and other properties financed from the UNDP funding shall be considered as UNDP's, unless title is transferred on purchase. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

Annual audits will be conducted by the legally recognized auditor of the Government, or by a private audit firms engaged by UNDP in consultation with Government Coordinating Agent in accordance with the established procedures set out in the Programming and Finance manuals.

List of acronyms

ACMAD	<i>African Centre of Meteorological Application for Development</i>
ALM	Adaptation Learning Mechanism
AWP	Annual Work Plan
BCPR	Bureau of Crisis Prevention and Recovery
BDP	Bureau of Development Policy
CBD	Convention on Biological Diversity
CBOS	Community-based Organizations
CC	Climate Change
CD	Country Director
CDS	Coastal Defense Systems
CHM	Clearing House mechanism
CNA	Capacity Needs Assessment
COP	Conference of the Parties
CP	Country Programme
CTA	Chief Technical Advisor
DIM	Direct Implementation Modalities
DRM	Disaster Risk Management
EIA	Environmental Impact Assessment
EFA	Environmental Foundation for Africa
EPA	Environmental Protection Agency
FDA	Forestry Development Authority
F&A	Facilities & Administration
GEF	Global Environment Facility
GOAL	WASH Governance, Advocacy and Leadership for Water, Sanitation and Hygiene
GOL	Government of Liberia
ICM	Inter-agency Coordinating Unit
ICMU	Integrated Coastal Management Unit
IUCN	International Union for Conservation of nature
IT	Information Technology
ISS	Implementation Support Services
KMN	Knowledge Management Network
LC	Land Commission
ENRCS	Liberia National Red Cross Society
LISGIS	Liberia Institute for Statistics and Geo-Information Services
LDC	Least Developed Countries
MIA	Ministry of Internal Affairs
MoLME	Ministry of Lands, Mines and Energy
MOT	Ministry of Transport
MPEA	Ministry of Planning and Economic Affairs
MSP	Medium-Size Project
NAP	National Action Plan
NDRC	National Disaster Relief Commission
NGOS	Non-governmental Organizations
NIM	National Implementation Modalities
NPO	National Programme Officer
NWRSB	National Water Resources and Sanitation Board
PC	Personal/Portable Computer

PEI Poverty and Environment Initiative
 PPG Project Preparatory Grant
 PRS Poverty Reduction Strategy
 REDD Reducing Emissions from Deforestation and Forest Degradation
 RREA Rural Renewable Energy Agency
 SAICM Strategic Approach to International Chemicals Management
 SEA Strategic Environmental Assessment
 SGP Small Grant Programme
 SIA Social Impact Assessment
 SIDA Swedish International Development Assistance
 SIDS Small Islands Developing States
 SIERA Strategic Inventory and Evaluation Risk Assessment
 SLM Sustainable Land Management
 SMC Strategic Management of Chemicals
 SOE State of the Environment
 SOER State of the Environment Report
 TEMATEA Thematic Environmental Modules As a Tool for Environmental Agreements
 UN United Nations
 UNDAF United Nations Development Assistance Framework
 UNDP United Nations Development Programme
 UNEP United Nations Environment Programme
 UNFCCC United Nations Framework Convention on Climate Change
 WSSC Water Supply and Sanitation Commission