



NEP/06/001
00043127

13 June 2006

Dear Mr. Khanal

**Subject: Disaster Risk Reduction at the National Level in Nepal –
NEP/06/001**

We are pleased to forward, for your information and records, a fully signed copy of the project document for the captioned project.

With kind regards,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Kahane', written over a light blue grid background.

Matthew Kahane
Resident Representative

Mr. Rameshore Prasad Khanal
Joint Secretary
FACD/Ministry of Finance
Singh Durbar

SIGNATURE PAGE

Country: Nepal

UNDAF Outcome(s)/Indicator(s): Policy on natural disaster prevention formulated and implemented.

Expected Outcome(s)/Indicator(s): There is a clear policy on disaster risk management in Nepal.

MYFF Outcome: National capacity for disaster risk management with focus on livelihood vulnerability reduction enhanced.

MYFF Outcome Indicators: GoN works towards preparing the national disaster management action plan in Nepal and communities undertake risk mitigation measures relevant for them.

Expected Outputs: (1) National strategy on disaster management in Nepal for the period 2005-2015 prepared in consultation with all relevant stakeholders (2) Capacity of DP-Net, Nepal's largest network of organizations working on disaster preparedness, built to provide services to its members as per its established work plan (3) Awareness of the general public in Nepal enhanced on issues of disaster risk reduction with respect to natural hazards affecting them at different levels.

Output indicators: (1) A multi-sectoral and gender sensitive national strategy for disaster management in Nepal for the period 2005-2015 has been prepared and ratified by the Central Disaster Relief Committee (2) The strategy document is disseminated among stakeholders like government departments, civil society organizations and relevant district and community stakeholders (3) Number of trainings organized by DP-Net for its members (4) Number of disaster preparedness related awareness generation events held for DP-Net members; (5) Number of informative publications on disaster management taken out by DP-Net; (6) Frequency of updating the DP-Net website during the project period (7) Number and variety of messages on personal, household and community safety disseminated through different mass media vehicles (audio-visual or print).

Implementing partner: GoN for the first expected output; DP-Net for the second expected output

Other Partners: International and national Non-Governmental Organizations (I/NGOs).

Programme Period: June 2006 to June 2007 Programme Component: MYFF Service Line 4.5 - Natural Disaster Reduction Project Title: Disaster Risk Reduction at the National level in Nepal Project Code: NEP/06/001 Management Arrangement: DIM	Total budget: US\$ 386,912/- Allocated resources: US\$ 386,912/- Source of Fund: ECHO+BCPR Donor: ECHO US\$ 328,875/- Other: BCPR US\$ 58,037/- Government: --- Regular: --- Total US\$ 386,912/-
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	Signature	Date	Name / Title
Agreed by GoN:		<u>11 June, 2006</u>	<u>Mahesh K. Karki</u> Under secretary
Agreed by UNDP:		<u>13 Jun 2006</u>	Matthew Kaitane Resident Representative

Government of Nepal

United Nations Development Programme

Disaster Risk Reduction at the National level in Nepal

The main goal of the project is to promote disaster risk reduction in Nepal through a multi-sectoral and multi-stakeholder approach. It would specifically aim to support institutional strengthening within the Government, better coordination within civil society, and awareness generation among general public to manage and reduce the risks of natural disasters in Nepal. The partnership strategy would be to involve different ministries of the GON and identified members of the civil society through formal and informal associations.

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Section I: Main Project Document

Part I Situation Analysis

Rugged and fragile geo-physiological structure, variable climatic conditions, active tectonic processes and rapid demographic changes make Nepal vulnerable to various types of natural hazards. According to the recent report, *Reducing Disaster Risk* (BCPR, 2004), Nepal ranks 11th and 30th in terms of relative vulnerability to earthquakes and floods respectively. Another study last year (World Bank, 2005) classifies Nepal as one of the 'hot-spots' for natural disasters in the fragile global geo-climatic system. The *DesInventar* disaster risk information system that has been recently established through BCPR support in Nepal has shown that during the period 1971 to 2003, there has been on an average, one disaster event (large or small) and two resultant deaths every day during this period of thirty-three years.

Among the major hazards that Nepal faces, floods and landslides are the most recurrent, claiming at an average of 211 lives annually in the past ten years¹. Earthquakes remain a major concern, especially in urban areas such as the Katmandu valley. This natural hazard is compounded by rapid population growth, haphazard housing and settlement patterns, lack of enforcement of building codes and inadequate regulations for land use. There is little knowledge and consequently inadequate planning for emergency drinking water sources and sanitation facilities in Katmandu and other municipalities. The capacity for mass casualty management is also abysmally low. The most disastrous earthquake in Nepal that took place in 1934, registered 8.4 in magnitude on the Richter scale, completely or partially collapsed more than 38,000 buildings, and killed 8,542 persons. A major earthquake in the central hills and mountain regions of Nepal today would result in a catastrophic level of casualties in Katmandu alone, which some estimate to be about 40,000. Epidemics in general usually take the largest human toll in the country every year. A specific current concern is the possibility of the spread of avian flu to Nepal, and the risk of influenza pandemic causing significant losses.

Aggravating the already fragile situation is the decade old insurgency that has plagued the state. In recent times, the escalation of conflict in the country has increased vulnerability and risk due to issues of security, restricted access and poor information flow. Though traditional modes of institutionalized response may still be servicing the urban areas, the conflict has greatly inhibited national capacity in disaster management especially for search & rescue and relief work in the rural hinterland. It has also been observed that a discernable proportion of the IDPs are in such situation due to their dual exposure and risk of living in fragile areas prone to natural disasters and the conflict. This intersection of natural and man-made vulnerability gives rise to the possible threat of a complex emergency.

Nepal was one of the earliest countries in Asia to formulate disaster legislation when it brought out the Natural Calamity Relief Act in 1982. Its commitment to UN's global frameworks on disaster reduction dates back to the International Decade for Natural Disaster Reduction (IDNDR). Immediately after the Yokohama Strategy and Plan of Action 1994, the country prepared its National Action Plan for Disaster Management in 1996. Implementation however remained inadequate. Subsequently, as a run up to the World Conference on Disaster Reduction (WCDR) 2005 in Kobe, Japan, Government of Nepal (GoN) prepared, with UNDP support, the National Report on Disaster Management that was presented in the conference. Now GoN has committed itself to implement the Hyogo Framework of Action

¹ Ministry of Home Affairs (MOHA), GoN

2005-2015 that was declared at the end of the WCDR and UNDP, which has been designated as one of the focal development partners for supporting this initiative in the respective countries, has extended its full support to the same. Within the GoN, the Ministry of Home Affairs (MOHA) is the focal agency for disaster management in Nepal. Since this is a mainstreaming issue affecting almost all sectors, this and other related ministries / departments need institutional support on preparedness and mitigation issues. This mainstreaming aspect is highlighted by the apex body for disaster management in Nepal i.e. the Central Natural Disaster Relief Committee (CNDRC) under the chairmanship of the Hon. Home Minister, which has twenty-seven member institutions primarily from different line ministries of the GoN. In fact, the Natural Calamity Relief Act (1982) has established a chain of such committees at the central, regional, district and local levels to address disaster management issues in Nepal.

Even in the civil society, Nepal has made considerable progress towards disaster risk management. There have been successful initiatives in community disaster preparedness, emergency health management, earthquake risk management, and emergency response to high altitude hazardous events that have been replicated in other countries. Different agencies from Nepal have been active in post-tsunami recovery in the Indian Ocean and earthquake rehabilitation in Iran and Pakistan among many other instances. However, the civil society also requires a certain amount of technical support to ensure an even coordinated response that would compliment the efforts of the GoN and the communities in all small and large scale disasters.

As regards the general public in Nepal, a majority of it is either not completely aware of its respective geo-climatic vulnerability or even when in knowledge of the same, puts risk reduction very low on personal priorities. The 'it-cannot-happen-to-me' syndrome is a well pronounced phenomenon among all sections of the society here as in other parts of South-Asia. Calamities, as and when they have occurred in and around Nepal, have raised the public interest in vulnerability reduction issues but the same has shown a declining graph along the axis of time. Hence wide spread awareness generation on risk mitigation and preparedness issues among the Nepali community remains equally relevant as are institutional strengthening within the government and promoting coordination within the civil society.

Part II Strategy

II a. Overall Strategy

The project is being funded under the European Commission Humanitarian Office's (ECHO) DIPECHO plan. It also includes a 15% cost sharing from the CO's BCPR project, Preparatory Assistance (PA) for Facilitating the Adoption of the Hyogo Framework of Action in Nepal (NEP/05/007).

This ECHO funded project would follow a three-pronged strategy to aim towards disaster risk reduction in Nepal:-

1. Support institutional strengthening of the national government
2. Facilitate coordination within the major civil society players
3. Raise awareness among the general public

As the project's name itself suggests, all activities to be undertaken by the project would be at the national level. This is because, though UNDP has strong linkages at the community level like many other organizations in Nepal, it also has a unique engagement at the policy level. However the converse is not always true i.e. not all organizations in Nepal have the

demonstrated capacities in working at the central level. Also the organization has a key coordination mandate that helps it focus at the national level.

This project, as do all UNDP projects, has a strong synergy with the achievement of the Millennium Development Goals (MDGs). Though it is often argued that disaster risk reduction perhaps does not contribute directly to the achievements of the MDGs, it needs to be mainstreamed in all areas of sustainable development in Nepal, as in other countries, because it plays a very vital function – that of ensuring a safety net for the achievement of MDGs that this country has been steadily progressing towards. In fact it can be seen in the recent case of Katrina hurricane, how inadequate preparedness could turn back the development clock to some extent.

This particular project would be directly executed by UNDP but parts of it would be in association with the GoN and civil society members.

The details of the implementation strategy for the three different sub-sectors given above are as follows:-

Sub-sector 1: Support institutional strengthening of the His Majesty's Government

Nepal is in need for a national level strategy paper to outline its direction in the disaster risk management sector, especially in line with the Hyogo declaration made in the World Conference on Disaster Reduction 2005. This has to be a multi-sectoral initiative involving different ministries and members of the civil society. The national strategy will go through the National Planning Commission so that it could guide the possible incorporation of disaster risk management issues into the 11th five-year plan. The Ministry of Local Development which is a member of the Central Disaster Relief Committee and the other bodies related to that national strategy would also be taking forward the same in the district periodic plans.

A Steering Committee and Working Group have already been constituted for the development of this strategy. All the relevant line Ministries and other institutions have been included in these bodies. Appropriate consulting services would be taken to coordinate this multi-stakeholder strategy development process. Different DIPECHO project partners working in disaster management at the field level would also be invited to appropriate interaction fora with the GoN and other stakeholders involved in this process to contribute in the same by sharing their experiences and lesson learnt. The strategy document would be widely circulated among different government departments, civil society organizations and relevant district and community stakeholders. Appropriate translations of the document would be accordingly made. If required, a plan would also be developed to ensure proper dissemination of the strategy beyond the project period.

It is envisaged that this strategy would guide the National Action Plans that would be subsequently prepared with a time-line of 2-3 years. This would make commitments from stakeholders more feasible and monitoring more realistic. In fact when the GoN had prepared a National Action Plan on disaster management in 1996, in the absence of an overall strategy to guide the same then, the implementation process faced major challenges. The national strategy will highlight some of the roles of different line ministries, local bodies, civil society organizations and community organizations with respect to disaster management. The donor community would also be involved in the process, thus making it easier for them to commit resources in relevant sectors, time, and regions. In fact the GoN itself has now for the first time ever, taken a decision to allocate NRs. One million from its own resources from the next financial year towards disaster risk mitigation related to earthquakes.

Beneficiaries: In the short run, the direct beneficiary of this sub-sector would be the GoN, especially the following twenty-seven ministries / departments and other institutions which are the members of the Central Disaster Relief Committee, the apex body for disaster management in Nepal. These are as follows

1. Ministry of Home Affairs
2. Prime Minister and Council of Ministers' Office
3. National Planning Commission Secretariat
4. Ministry of Finance
5. Ministry of Defence
6. Ministry of Local Development
7. Ministry of Physical Planning and Works
8. Ministry of Health and Population
9. Ministry of Agriculture and Cooperation
10. Nepalese Army
11. Nepal Police, Police Headquarter
12. Armed Police Force
13. Ministry of Education and Sports
14. Ministry of Environment, Science and Technology
15. Ministry of Land Reform and Management
16. Ministry of Industry, Commerce and Supplies
17. Ministry of Foreign Affairs
18. Ministry of Water Resources
19. Ministry of Information and Communications
20. Ministry of Forest and Soil Conservation
21. Ministry of Women, Children and Social Welfare
22. Department of Geology and Mines
23. Department of Water Induced Disaster Prevention
24. Department of Hydrology and Meteorology
25. Social Welfare Council
26. Nepal Scout
27. Nepal Red Cross Society

Sub-sector 2: Facilitate coordination within the major civil society players

The coordination facilitation process would be undertaken by supporting the DP-Net network in Nepal. DP-Net is an informal but effective network of institutions engaged in the disaster management sector in the country. It currently has a membership of twenty-eight active member organizations (there are about forty in total and about 15 individual members) that include all the major civil society organizations (both national and international), relevant UN agencies and also some Government bodies engaged in this sector. It has a floating secretariat that is hosted by one of its members (currently the Nepal Red Cross Society) as selected by its general body. It works for better preparedness among its members so that they

can provide a coordinated response in large and small emergency situations arising in the country due to natural hazards. Its main activities have been awareness generation, capacity building of members through relevant trainings and internet / direct interactions based information sharing among its members (the charter of the network is attached in Annex 1).

However since the secretariat is being looked after by one member (holding the secretariat) as an additional responsibility, its human and logistic resources are subject to the internal mobilization within the host organization, especially when the membership fees has been kept very nominal. Hence sometimes it is even not possible for all the functions to be under one umbrella e.g. currently, the administration of the network's website has been taken up by Action Aid as an independent support. Thus the secretariat, irrespective of its host organization, needs to be strengthened to enable it to provide quality service delivery to its members through all its mandated activities without any rise or ebb over time in its interventions. The capacity building of DP-Net could be measured in terms of the programme support, relevant human resources (that includes the project coordinator, web administrator, admin and finance assistant and one messenger) and equipment support (that includes three desk top computers, one laptop, one digital camera, one LCD projector and one motorcycle). The website administration would also be now centrally managed from the secretariat only. Thus the DP-Net secretariat, in this case Nepal Red Cross Society, would manage the support on the behalf of the network and be responsible for the utilization of the grant as per a formal agreement and detailed work plan that it will submit for a twelve month period. It would be responsible to the Executive Committee of the DP-Net who would approve all work plans, budgets and reports (narrative and financial) pertaining to this support. It would also establish the linkage with sectoral working groups as and where relevant.

Beneficiaries: The civil society which forms the major affiliation in the network would be the primary beneficiaries of this component of the project. Since this secretariat has the responsibility to provide service to all DP-Net members, the 28 active organizational members (the list is given in Annex 2) and would directly benefit from this initiative. In turn the GoN and general public will receive a more unified face of the civil society in all phases of disaster management.

Sub-sector 3: Raise awareness among the general public

The third component of the project aims to increase the awareness on disaster preparedness among the general public and raise their consciousness on risk management at the personal, family and community level. The mass-media activities envisaged in this component would sensitize the citizens on the causes of their vulnerability to hazards and how they could mitigate the resultant effects of the hazards they face. The media plan for this would be multi-dimensional in approach. Since this is a national level project, the plan would itself include working with media institutions that are based at the central level. However, many of these agencies might have regional channels, affiliated FM stations or local editions in the districts. These linkages will be explored and exploited to the fullest to achieve maximum cost-effective outreach in addition to spreading the relevant messages through the network of projects that UNDP has on the ground. A media plan for disseminating the messages would be professionally developed with the help of a media partner.

Beneficiaries: In this sub-sector of the project, the general public will be the direct beneficiary since they will be the target audience for the messages to be disseminated

through different vehicles of mass media (e.g. TV, radio, print, etc.). The messages would also take up the issues of vulnerabilities faced by women and socially excluded groups and how they could in turn be an important resource for the community they live in at the time of crises.

II b. Risk Log

The risks and assumptions associated with the activities to be completed and the results to be achieved under this project are as follows

1. There may be shifts in the GoN's priorities away from disaster risk reduction and factors affecting overall administration itself could have a negative implication on the project e.g. civil unrest or declaration of emergency for any reason, man-made or natural
2. Transfers of concerned officials of the relevant Ministries/Departments may not completely stall the process but would adversely affect the project time line.
3. There may be major disaster events during the project period in which DP-Net secretariat and members get strongly involved.
4. Restrictions may be imposed on the media channels. Though development communications are usually allowed to continue, the implementation may take more time than normal.
5. Though no change in total budget is envisaged, changes within budget lines may occur.
6. Bandhs, curfews or other forms of disruption of normalcy might take place that may hamper mobility even within the Katmandu valley
7. Owing to fluctuations in the commodity or currency market, there may be savings or deficit made on support costs (HR, equipment and other items) or funding value
8. Any other conditions of force majeure over which either UNDP or any of its partners or service providers has no control.

II c. Contingency plan showing capacity to mitigate the adverse effects of the issues mentioned under the risk log:-

- Advocacy would be required with GoN in the event mentioned under points 1 and 2 above
- Perhaps no action is required for dealing with point 3 as this would be a test of the strengthening that the project aims to undertake. Recommendation on alteration of time line would be made as and when relevant in this case.
- Point 4 may again require active advocacy with GoN. Perhaps a shift to "below the line" media activities (i.e. location / audience centric measures) like the use of more direct awareness materials viz. hoardings, posters and pamphlets for awareness generation might be required.
- With regard to Point 5, UNDP has a rigorous budgeting procedure that requires the data to be entered into a global online portal. Substantial budget revisions if and when undertaken would be done in consultation with ECHO
- In case of point 6, the good offices of the UN would be utilized to the best possible extent within the jurisdiction of the UNDP security plan. In case there are any security related issues faced in project implementation, Basic Operational Guidelines (BOGs) would be applied as both the European Commission and the UN are party to it.

- In case of savings, the same would be utilised for the goods and services to be directly delivered to the beneficiaries. In case of deficit, an appropriate budget line would be identified in consultation with ECHO to charge the same.

II d. Sustainability and Continuum strategy

Institutional strengthening: The issue of sustainability is intrinsic to the project. The National Disaster Management Strategy would be a GoN document that would be prepared for the period, 2005-2015 outlining the role of different Government and non-government actors in this sector. The strategy would of course form a road map for the next one decade to all the stakeholders presently working in this sector and those intending to enter the same. Assumptions under section II b. (points 1 and 2) are also very pertinent for this Institutional strengthening component since the sustainability can not be assured without the government's initiative and ownership.

Facilitation of coordination: UNDP sees the relevance of institutionalising the DP-Net with a national organisation for the long term sustenance of the network. Moreover during the project period, the network would explore avenues for resource mobilisation for continuing its coordination role within the civil society in Nepal beyond the project period. This could be through support from a member organisation or by becoming a cost recovering service centre in the long run. An assumption to be made here is the active involvement and obvious ownership of the network members without which, the sustainability of the network cannot be envisaged. UNDP from its side would of course be continually engaged to technically support the same.

Advocacy and Public Awareness raising: Materials produced during this project will form a portfolio of readily accessible information base for UNDP to disseminate even beyond the project period. It would also be open to the use of the same by other organisations with due reference to the European Commission and UNDP. Assumption under Section II b. (point 4) would be relevant here since mass media is definitely an important tool for dissemination, even in the long run.

II e. Mainstreaming

Institutional strengthening: As mentioned earlier, the National Disaster Management Strategy Paper (2005-2015) is proposed to be a document prepared and owned by the GoN. The time horizon of this strategy is also in line with the global MDG planning framework. It will outline the role of different Government and non-government actors presently working in this arena and those intending to enter the same. It would be both multi-sectoral and multi-stakeholder in nature including private sector partnership as a key engagement. Further, the principles of social inclusion would be mainstreamed in the document itself wherein the perspective of socially neglected groups would be highlighted in all the chapters of the document. Some of the ways this could be achieved are as follows:-

- Organisations working on gender issues, child rights and social inclusion will be included in the sectoral consultative process.

- Specific considerations for the above groups in light of their physiological and social vulnerability would be highlighted in the relevant chapters
- The role of women as an important resource for different aspects of disaster management (for example in response mechanisms like in Search & Rescue (Mass Casualty Management) and Emergency Health / Epidemiology would be clearly specified.
- Hazard resistant construction and physical planning issues, including building design sensitive to the needs of the physically challenged in public structures, would also be addressed
- The domain of disaster mitigation to be covered in the strategy would be broadened to include the protection of the diverse yet sometimes fragile ecosystems of Nepal
- When addressing the issues of disaster relief and recovery, basic norms of human dignity / rights like the Sphere standards would be taken as guiding principles.

Facilitation of coordination: Since 1997, DP-Net has been working closely with Government of Nepal through the Ministry of Home Affairs and other concerned agencies in the sector. DP-Net members as a consolidated civil society entity complement the efforts of these bodies to inform and prepare organisations and communities to deal effectively with disasters. It has time and again responded to the Government's appeal to the civil society to support in post disaster relief and rehabilitation. DP-Net has also organised trainings for its members on different key issues like Sphere standards. All the organisations, which are a part of the network, have long years of experience of working in the Nepalese developmental context and some also have a global reach. Hence they are able to address the issues of social exclusion which is a severe challenge to development in this part of the world.

Advocacy and Public Awareness Raising: As mentioned earlier, UNDP would also share the electronic and print materials produced in the project with the GoN and other bodies for dissemination through appropriate media. This would ensure that the same becomes a part of a repertoire of the public service messages that goes out to the general citizens on a regular basis even after the completion of the project period.

II f. Communication Plan

The Communication plan would be finalized and implemented in consultation with the Communication and Advocacy Unit of the CO. Some suggested points for ensuring visibility for the donor, EC and UNDP are as follows:-

Institutional strengthening:

- All workshops organised under this component of the project would carry EC and UNDP signage on their invitation letters, on-location display like banners, stationary and take away publications
- All presentations made to donor fora or high level committees would highlight the support from EC through UNDP
- An acknowledgement would also be made of EC's contribution through UNDP in the final strategy document.

Facilitation of coordination:

- All events organised under this sub-sector would have visibility for the EC and UNDP in their display (banners, presentations etc.), stationary and take away publications
- All equipments purchased for the secretariat will bear the EC and UNDP signage
- All publications printed from this project's funds under this will carry the EC and UNDP signage
- The DP-Net website would carry an acknowledgement of the EC support through UNDP for the entire project period
- A DP-Net signage could be developed for all the members. An acknowledgement to EC could also be made in some of the materials.

Advocacy and Public Awareness Raising:

- All audio-visual and printed materials coming on TV, radio or daily/weekly publications would clearly acknowledge EC's support through UNDP
- This activity by its very nature should provide a very high degree of visibility to the EC and UNDP
- A full length documentary will also be produced at the end of the project on this EC-UNDP partnership initiative in Nepal
- Project staff when organising public events may be given accessories with the EC and UNDP signage

II g. Goal, Outcome, Outputs and Activities of the Project

Goal: To promote disaster risk reduction in Nepal through a multi-sectoral and multi-stakeholder approach

Outcome: Institutional strengthening within the Government, coordination within civil society, and awareness generation among general public promoted to reduce the risks of natural disasters in Nepal

Indicators at the objective level

- The GoN is able to undertake long term planning for disaster risk reduction through a national level consultative process for mainstreaming disaster risk reduction in all sectors.
- Capacities of DP-Net, an informal network of all the major civil society members in Nepal, has been strengthened such that its members exhibit a well-coordinated response in the next natural disaster situation
- Level of awareness on disaster preparedness among the general public who have access to mass media increased to encourage progressively better personal safety and construction practices in the long run

Outputs and indicators

Output 1: National strategy on disaster management in Nepal for the period 2005-2015 prepared in consultation with all relevant stakeholders

Indicator: (1) A multi-sectoral and gender sensitive national strategy for disaster management in Nepal for the period 2005-2015 has been prepared and ratified by the Central Disaster Relief Committee (2) The strategy document is disseminated among stakeholders like government departments, civil society organizations and relevant district and community stakeholders

Output 2: Capacity of DP-Net, Nepal's largest network of organizations working on disaster preparedness, built to provide services to its members as per its established work plan

Indicator: (1) Number of trainings organized by DP-Net for its members (at the rate of at least one per quarter) (2) Number of disaster preparedness related awareness generation events held for DP-Net members (at the rate of at least one per quarter); (3) informative publications on disaster management taken out by DP-Net (as required); (4) frequency of DP-Net website updating during the project period (at the rate of at least one per month)

Output 3: Awareness of the general public in Nepal enhanced on issues of disaster risk reduction with respect to natural hazards affecting them at different levels.

Indicator: (1) Number and variety of messages on personal, household and community safety disseminated through different national level media vehicles (audio-visual or print).

Activities

Output 1: National strategy on disaster management in Nepal for the period 2005-2015 prepared in consultation with all relevant stakeholders

Activities:

- Formation of the Steering Committee and working group for the development of the national strategy on Disaster Management
- Meeting of the Steering Committee and the working group
- Identification of a national organisation for coordinating the national strategy development process
- Presentation to the Central Natural Disaster Relief Committee (CNDRC) on the concept and process of this exercise
- Presentation to the donor community on the above
- Conducting a one-day introductory seminar for all relevant stakeholders in the sector
- Organise half day workshops for each of the following sectors (P.N.: these sectors are only indicative and may be changed if so decided by the CNDRC or the steering committee. Also these workshops will look into both the mitigation and preparedness aspects related to the respective sectors wherever applicable):
 - Early Warning Systems

- Search & Rescue (Mass Casualty Management)
- Emergency Health and Epidemiology
- Information Communication Technology (ICT) and Emergency Operations Centre (EOC) management
- Relief management - Food & non-food (Logistics)
- Water & Sanitation
- Shelter & related infrastructure
- Livelihoods
- Physical planning (town planning and critical installations)
- Agriculture
- Education
- Development of the of the sector specific strategy for disaster risk reduction in each of the above sectors
- Finalisation of the consolidated strategy
- Presentation of the same to all stakeholders in a one-day sharing seminar
- Incorporations of the relevant points garnered from the sharing seminar
- Presentation of the final draft of the strategy document to the Central Natural Disaster Relief Committee
- Ratification of the strategy document by the CNDRC
- Submission of the strategy document to the National Planning Commission
- Presentation of the final strategy to the Donor Community
- Translation, printing and distribution of the National Strategy document

Output 2: Capacity of DP-Net, Nepal's largest network of organizations working on disaster preparedness, built to provide services to its members as per its established work plan

Activities:

- Trainings held on disaster risk reduction issues like sphere standards (at the rate of at least one per quarter)
- Organisation of awareness events on disaster preparedness (like seminars, mock drills etc.), (at the rate of at least one per quarter)
- Development of publications by DP-Net on the different facets of the practice area (as required)
- Administration of the DP-Net website (updating at least once a month)
- Management of the DP-Net secretariat on a regular basis

Output 3: Awareness of the general public in Nepal enhanced on issues of disaster risk reduction with respect to natural hazards affecting them at different levels

Activities:

- Hiring of a media partner
- Organisation of a Consultative media workshop

- Development of the media plan in consultation with the Communication and Advocacy Unit and media partner
- Production of audio visual material on disaster preparedness for television
- Creation of programmes for airing on national level radio
- Development of insertions for newspapers and other periodicals
- Release of the awareness generating messages in the audio-visual and print media as per the established media plan

Outputs related to Information sharing and visibility of the project

Output 4: Experience and results of the DIPECHO project are shared

- One lessons learnt workshop organised in Katmandu
- Participation in a national level workshop organised by DIPECHO
- Participation in a regional level workshop organised by DIPECHO

Output 5: Visibility of ECHO –UNDP partnership enhanced

- One documentary film on the project produced in the last quarter of the project period
- Other promotional activities undertaken as detailed in the Section II f. on Visibility Plan

Mandatory allocations to be made under specific project management head as per UNDP Nepal norms

- Communication and Advocacy (1-2% of the total project amount)
- Monitoring and Evaluation (2-3% of the total project amount)
- Security as per UN DSS norms (3-5% of the total project amount)

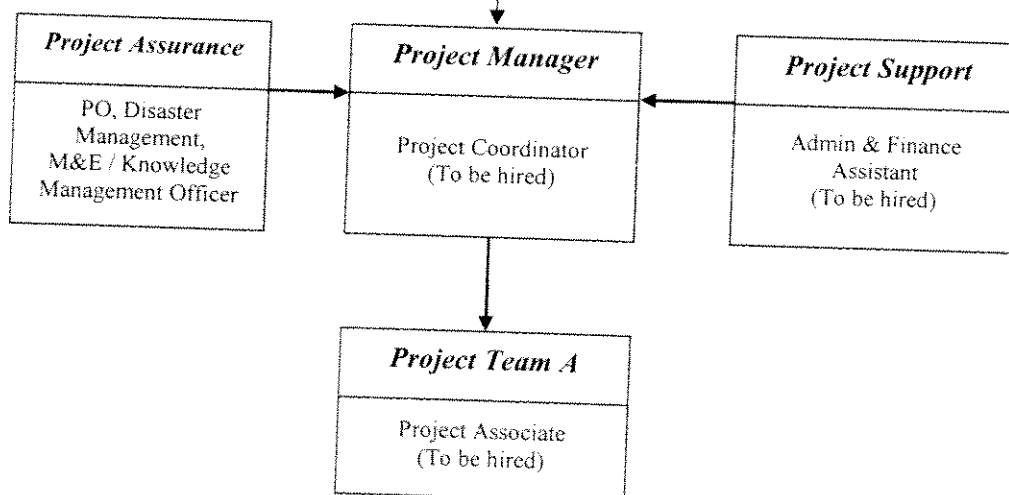
In all three cases, only the minimum percentage will be allocated

Part III Management Arrangement

A **Project Executive Board** is being established with the following as defined:-

- **Project Executive:** Deputy Resident Representative, Programmes UNDP Nepal
- **Senior supplier:** UNDP represented by the ARR / OIC (Environment, Energy and Disaster Reduction Unit)
- **Senior beneficiary:** HMGN (Joint Secretary MOHA in the lead as MOHA is the member secretary of the Central Natural Disaster Relief Committee) and DP-Net network as represented by its chairperson. Membership will also include from some of the relevant government institutions like Ministry of Local Development, National Planning Commission, Department of Water Induced Disaster Prevention and DP-Net members as suggested by its lead representative. Apart from these, the Delegation of the European Union to Nepal and the DIPECHO Technical Assistant would also be invited to be a member of this Committee. The Committee would meet once in every quarter.

<i>Project Executive Board</i>			
<i>Senior Supplier</i>	<i>Executive</i>	<i>Senior Beneficiary</i>	<i>Others</i>
OIC, E,E & DR Unit, UNDP	DRR, Programme, UNDP	Joint Secretary, MOHA, GON Chairperson, DP-Net	EC Delegation in Nepal, DIPECHO, select CNDRRC members, select DP-Net members



Project Manager: *The Project Coordinator would be playing this role of managing the project on a day to day basis.*

Project Support: *This role would be played by the project implementation team that would include one Administrative and Finance Assistant (relevant terms of reference are annexed in Annex 3) and one messenger.*

Project Implementation Team (Project Team A): *The team will have one Project Associate for media issues. The National Project Officer of UNDP's Community Based Disaster Management Project (NEP/05/001) would also be supporting this project. The team would have a small project office with basic equipment support for the same.*

Project Assurance: *This would be undertaken at the country office level by the Programme Officer, Disaster Management and the Monitoring and Evaluation and Knowledge Management Officer to verify the results as established in this project document and ensure independence of assurance.*

Part IV Monitoring and Evaluation

Project Assurance: Project assurance would be undertaken as per the monitoring systems established by the new results management guide and Monitoring and Evaluation unit of the CO using appropriate tools developed for the same. Since this is a national level project, the monitoring will not involve much field travel but will review activities of project staff, consultants and other sub-contractees at the central level in accordance with the annual work plan aimed at achieving the results as established in this project document. The reporting

Project Implementation Team: In addition to the above, this team under the supervision of the Project Coordinator would be monitoring the activities of the service providers under the project.

Evaluation

- An end of project evaluation is envisaged if ECHO requires the same. A budget provision has been accordingly made.
- An audit would be undertaken which would be as per UNDP's Direct Implementation (DIM) Audit guidelines

Part V Legal Context

This project document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between Government of Nepal and the United Nations Development Programme signed by the parties on 23 February 1984. The host country-executing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government Cooperating Agency described in that Agreement.

The following types of revision of this project document may be made with the signature of the UNDP Resident Representative only, provided s/he is assured that the other signatories of the project document have no objections to the proposed changes:

- Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangements of inputs already agreed to, or by cost increases due to inflation;
- Mandatory annual revisions, which re-phase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility.

Section II: Results and Resources Framework

Disaster Risk Reduction at the National level in Nepal (NEP/06/001)

Intended Outcome as stated in the MYFF: National capacity for disaster risk management with focus on livelihood vulnerability reduction enhanced.						
Outcome indicator as stated in the MYFF: GON works towards preparing the national disaster management action plan in Nepal and communities undertake risk mitigation measures relevant for them						
Partnership Strategy: The partnership strategy would be to involve different ministries of the GON and identified members of the civil society through formal and informal associations.						
Project title and number: Disaster Risk Reduction at the National level in Nepal (NEP/06/001)						
Outputs	Output targets	Indicative Activities	Approximate Quarter-wise timeline	Performance Indicators for outputs	Input* (all figs. in USD)	Funding Source
National strategy on disaster management in Nepal for the period 2005-2015 prepared in consultation with all relevant stakeholders	GON prepares a National Strategy for Disaster Management for 2005-15 for Nepal	Formation of the Steering Committee and working group for the development of the national strategy on Disaster Management	Q4 05	(1) A multi-sectoral and gender sensitive national strategy for disaster management in Nepal for the period 2005-2015 has been prepared and ratified by the Central Disaster Relief Committee (2) The strategy document is disseminated among stakeholders like government departments, civil society organizations and relevant district and community stakeholders	-	BCPR

	Meeting of the Steering Committee and the working group	Q4 05 and then as decided by the respective bodies	200	BCPR
	Identification and hiring of a national organisation for coordinating the national strategy development process	Q2 06	15000	BCPR
	Presentation to the Central Natural Disaster Relief Committee (CNDRC) on the concept and process of this exercise	Q2 06	300	BCPR
	Presentation to the donor community on the above	Q2 06	600	BCPR
	Conducting a one-day introductory seminar for all relevant stakeholders in the sector	Q2 06	1800	BCPR

		<p>Organize half day workshops for each of the following sectors (P.N. : these sectors are only indicative and may be changed if so decided by the CNDRC or the steering committee. Also these workshops will look into both the mitigation and preparedness aspects related to the respective sectors wherever applicable):</p> <ul style="list-style-type: none"> • Early Warning Systems • Search & Rescue (Mass Casualty Management) • Emergency Health and Epidemiology • Information Communication Technology (ICT) and Emergency Operations Centre (EOC) management • Relief management - Food & non-food (Logistics) • Water & Sanitation Shelter & related infrastructure • Livelihoods • Physical planning (town planning and critical installations) • Agriculture • Education 	Q2 and Q3 06		13600	BCPR
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			Q2, Q3 & Q4 06	Development of the sector specific strategy for disaster risk reduction in each of the above sectors (longer duration has been allocated here keeping the festival time in mind which starts towards the end of September in 2006)			-	BCPR
			Q4 06	Finalisation of the consolidated strategy			-	BCPR
			Q4 06	Presentation of the same to all stakeholders in a one-day sharing seminar			1800	BCPR
			Q4 06	Incorporations of the relevant points garnered from the sharing seminar			-	BCPR
			Q1 07	Presentation of the final draft of the strategy document to the Central Natural Disaster Relief Committee (CNDRC)			300	BCPR
			Q1 07	Ratification of the strategy document by the CNDRC			-	BCPR
			Q1 07	Submission of the strategy document to the GON / National Planning Commission			-	BCPR
			Q1 07	Presentation of the final strategy to the Donor Community			600	BCPR
			Q1 07	Translation, printing and distribution of the National Strategy document			4800	BCPR

<p>(2) Capacity of DP-Net, Nepal's largest network of organizations working on disaster preparedness, built to provide services to its members as per its established work plan</p>	<p>DP-Net provides services to its members as per its established work plan</p>	<p>Trainings held on disaster risk reduction issues like sphere standards</p>	<p>at the rate of at least one per quarter</p>	<p>(1) Number of trainings organized by DP-Net for its members (2) Number of disaster preparedness related awareness generation events held for DP-Net members; (3) Informative publications on disaster management taken out by DP-Net; (4) frequency of DP-Net website updating during the project period</p>	<p>12000</p>	<p>ECHO</p>
		<p>Organisation of awareness events on disaster preparedness (like seminars, mock drills etc.),</p>	<p>at the rate of at least one per quarter</p>		<p>12000</p>	<p>ECHO</p>
		<p>Development of publications by DP-Net on the different facets of the practice area</p>	<p>As required</p>		<p>12000</p>	<p>ECHO</p>
		<p>Administration of the DP-Net website</p>	<p>at the rate of at least once a month</p>		<p>12000</p>	<p>ECHO</p>
		<p>Management of the DP-Net secretariat including staff as mentioned in Section II a. of the main project document</p>	<p>Throughout the project period</p>		<p>52800</p>	<p>ECHO</p>

(3) Awareness of the general public in Nepal enhanced on issues of disaster risk reduction with respect to natural hazards affecting them at different levels.	The general public in Nepal has more knowledge on disaster preparedness against hazards affecting them at different levels	Hiring of a media partner	Q2 06	(1) Number and variety of messages on personal, household and community safety disseminated through different national level media vehicles (audio-visual or print).	3600	ECHO
		Organisation of a Consultative media workshop	Q2 06		1200	ECHO
		Development of the media plan in consultation with the Communication and Advocacy Unit and media partner	Q3 06			
		Production of audio visual material on disaster preparedness for television	Q3 06		7200	ECHO
		Creation of programmes for airing on radio	Q3 06		3600	ECHO
		Development of insertions for newspapers and other periodicals	Q3 06		2400	ECHO
		Release of the awareness generating messages in the audio-visual and print media as per the established media plan	Q4 06 to Q2 07		30000	ECHO

Output related to Information sharing and visibility of the project	Experience and results of the DIPECHO project are shared among all relevant stakeholders	One lessons learnt workshop organised in Katmandu	Q1 07	Different partners of ECHO are able to share learnings of their respective projects	1200	ECHO
		Participation in a national level workshop organised by DIPECHO	As decided by DIPECHO		240	ECHO
		Participation in a regional level workshop organised by DIPECHO	As decided by DIPECHO		3360	ECHO
Visibility of ECHO - UNDP partnership enhanced	Maximum visibility for this partnership	One documentary film on the project produced	Q1 07	Beneficiaries and other stakeholders are aware of ECHO and UNDP's contribution	9600	ECHO
		Other promotional activities undertaken as detailed in the Section I Part II f. of the main project document on Communication Plan	Throughout the project period		1400	ECHO
Personnel		Hiring of project staff as mentioned in Section I part III of the main project document on Management Arrangements	Q2 06		78000	BCPR (18%) ECHO (82%)
Local logistic Costs			Throughout the project period		26400	ECHO
Durable equipment		Basic office equipment for the DP-Net secretariat and project office	Q2 06		15500	ECHO+ BCPR
Security (3%)			Throughout the project period		11607	ECHO+ BCPR

Specialized services		Throughout the project period		2438	ECHO
Insurance		Throughout the project period		2400	ECHO
Communication and Advocacy (1%)		Throughout the project period		3870	ECHO+ BCPR
Monitoring & Evaluation (2%)		Throughout the project period		7738	ECHO+ BCPR
Transaction Costs		Throughout the project period		1200	ECHO
Indirect Costs		Throughout the project period		25122	ECHO
Miscellaneous		Throughout the project period		9037	BCPR
Total				386912	

* These inputs are indicative only and subject to change



Annual Work Plan

Nepal - Kathmandu

Award Id: 00043127

Award Title: Disaster Risk Reduction at the National Level in Nepal

Year: 2006

Report Date: 30/3/2006

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget			
			Start	End		Fund	Donor	Budget Descr	Amount US\$
00050143	Disaster Risk Reduction at the	1. Support to Natl DM Strate	13/2/06		UNDP (Direct Execution)	04110	UNDP	72100 Contractual Services-Company	6,667.00
		2. Support to DP Net network	13/2/06		UNDP (Direct Execution)	04110	UNDP	74200 Audio Visual&Print Prod Costs	6,667.00
		3. Awareness Generation or	13/2/06		UNDP (Direct Execution)	43801	EU	74500 Miscellaneous Expenses	10,000.00
					UNDP (Direct Execution)	43801	EU	72600 Grants	70,157.00
		4. Visibility for ECHO	13/2/06		UNDP (Direct Execution)	43801	EU	72100 Contractual Services-Company	2,667.00
		5. Monitoring and Evaluation	13/2/06		UNDP (Direct Execution)	43801	EU	74200 Audio Visual&Print Prod Costs	30,133.00
					UNDP (Direct Execution)	43801	EU	74500 Miscellaneous Expenses	1,487.00
					UNDP (Direct Execution)	43801	EU	74200 Audio Visual&Print Prod Costs	8,061.00
			UNDP (Direct Execution)	04110	UNDP	71600 Travel	3,800.00		
			UNDP (Direct Execution)	04110	UNDP	74500 Miscellaneous Expenses	1,358.00		
			UNDP (Direct Execution)	43801	EU	72200 Equipment and Furniture	4,000.00		
			UNDP (Direct Execution)	04110	UNDP	74500 Miscellaneous Expenses	5,071.00		
			UNDP (Direct Execution)	43801	EU	74200 Audio Visual&Print Prod Costs	2,000.00		
			UNDP (Direct Execution)	43801	EU	74500 Miscellaneous Expenses	580.00		
			UNDP (Direct Execution)	04110	UNDP	71400 Contractual Services - Individ	43,082.00		
			UNDP (Direct Execution)	43801	EU	71500 UN Volunteers	9,333.00		
			UNDP (Direct Execution)	43801	EU	71600 Travel	8,867.00		
			UNDP (Direct Execution)	43801	EU	72200 Equipment and Furniture	14,509.00		
			UNDP (Direct Execution)	43801	EU	73100 Rental & Maintenance-Premises	6,449.00		
			UNDP (Direct Execution)	43801	EU	73300 Rental & Maint of Info Tech Eq	1,612.00		
			UNDP (Direct Execution)	04110	UNDP	74100 Professional Services	2,368.00		
			UNDP (Direct Execution)	43801	EU	74500 Miscellaneous Expenses	1,612.00		
			UNDP (Direct Execution)	43801	EU	74600 Miscellaneous Expenses	23,731.00		
TOTAL									
GRAND TOTAL									
264,111.00									
264,111.00									



Annual Work Plan

Nepal - Kathmandu

Award Id: 00043127

Award Title: Disaster Risk Reduction at the National Level in Nepal

Year: 2007

Report Date: 30/3/2006

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00050143	Disaster Risk Reduction at the	1. Support to Natl DM Strate	13/2/06		UNDP (Direct Execution)	04110	UNDP	71400	Contractual Services - Individ	3,333.00
		2. Support to DP Net networ	13/2/06		UNDP (Direct Execution)	04110	UNDP	74200	Audio Visual&Print Prod Costs	3,333.00
		3. Awareness Generation of	13/2/06		UNDP (Direct Execution)	43801	EU	72600	Miscellaneous Expenses	5,000.00
					UNDP (Direct Execution)	43801	EU	71400	Grants	35,079.00
		4. Viability for ECHO	13/2/06		UNDP (Direct Execution)	43801	EU	74200	Contractual Services - Individ	1,333.00
		5. Monitoring and Evaluation	13/2/06		UNDP (Direct Execution)	43801	EU	74200	Audio Visual&Print Prod Costs	15,067.00
					UNDP (Direct Execution)	43801	EU	74500	Miscellaneous Expenses	733.00
		6. Security	13/2/06		UNDP (Direct Execution)	43801	EU	74200	Audio Visual&Print Prod Costs	4,030.00
					UNDP (Direct Execution)	43801	EU	71600	Travel	1,800.00
		7. Communication and Advc	13/2/06		UNDP (Direct Execution)	43801	EU	74500	Miscellaneous Expenses	679.00
					UNDP (Direct Execution)	04110	UNDP	74500	Miscellaneous Expenses	2,536.00
		8. Programme Support Expe	13/2/06		UNDP (Direct Execution)	43801	EU	74200	Audio Visual&Print Prod Costs	1,000.00
					UNDP (Direct Execution)	43801	EU	74500	Miscellaneous Expenses	290.00
					UNDP (Direct Execution)	04110	UNDP	71400	Contractual Services - Individ	21,531.00
					UNDP (Direct Execution)	43801	EU	71500	UN Volunteers	4,867.00
					UNDP (Direct Execution)	43801	EU	71600	Travel	4,433.00
					UNDP (Direct Execution)	43801	EU	73100	Rental & Maintenance-Premises	3,224.00
					UNDP (Direct Execution)	43801	EU	73300	Rental & Maint of Info Tech Eq	806.00
					UNDP (Direct Execution)	43801	EU	74100	Professional Services	1,155.00
					UNDP (Direct Execution)	43801	EU	74500	Miscellaneous Expenses	12,672.00
TOTAL										
GRAND TOTAL										
122,801.00										
122,801.00										

DIPECHO Project Document: Annex 1

DISASTER PREPAREDNESS NETWORK (DP-Net)

CHARTER

December 2002

DISASTER PREPAREDNESS NETWORK

(DP-Net)

CHARTER

Preamble

Nepal is a disaster-prone country mainly due to its young geology, sloppy terrain and widespread poverty. Among the major disasters, flood, landslide and disease epidemic is the most recurrent one claiming several lives annually. As seismic faults pass through the country, it renders Nepal vulnerable to earthquake disaster also.

The DP-Net is envisioned as a loose association of individual organizations within the development sector in Nepal, which are concerned with disaster preparedness and management with a total disaster risk management concept. The Network aims to assist individuals and organizations to prepare for respond to and manage disaster should it strike.

DP-Net is concerned with natural and human induced disasters. It will also cover disasters such as epidemics, fire and ecological hazard.

DP-Net aims to assist and work closely with the GON as a facilitator to all cycles of disaster management activities in Nepal. Therefore, it is essential that the DP-Net should allow and encourage flexibility while at the same time promote coordination, communication, exchange of experiences, flow of information and creation of a conducive environment to work in disaster management effectively.

1 NAME OF THE INSTITUTION

The name of the institution, in English, shall be 'DISASTER PREPAREDNESS NETWORK' herein referred as 'DP-Net'.

2 DEFINITIONS

"A Member" means the Member admitted to DP-Net under this Charter.

"The General Council" means the General Body, which is composed of all voting or non-voting members of the DP-Net.

"The Executive Committee" means the Governing Body composed of the elected members of the General Council responsible of all administrative and management affairs of the DP-Net.

"A Working Committee" means a temporary and/or permanent functional sub-group/committee composed of a part of the Executive Committee and composed for managing a defined and particular aspect to the affairs of the DP-Net.

"The Network Coordinator" means a staff, paid or unpaid, with the responsibility of overall day-to-day management of the DP-Net, appointed by the Executive Committee and an ex-officio member of the Executive Committee.

"The Secretariat" means the functional and furnished central office located in Kathmandu Valley of DP-Net staffed by paid or unpaid staff.

3 VISION OF DP-Net

DP-Net is envisioned as a mutually beneficial, service oriented, forum for exchange of ideas and sharing of experiences, resource and information center and focal point for agencies and individuals involved in disaster preparedness and management activities.

4 GOAL OF DP-Net

Goal of DP-Net is to promote and advocate the development institutions and individual practitioners about the need and importance of linking disaster and the reduction of its negative impacts with the sustainable development initiatives of the country like Nepal.

5 PURPOSES

The main purpose of DP-Net is to enhance the capacity and improve the performance of its members/ partners to share, design and implement self-reliant practices to ensure the safety of communities in Nepal. In addition, DP-Net aims to promote and spread sustainable disaster preparedness and management activities with a view to link disaster with the development of the kingdom.

6 OBJECTIVES

DP-Net is a member-based organization, which exists to serve its members. DP-Net shall only do what will complement, not duplicate its member's efforts in sustainable disaster management through linking disaster to development initiatives. Following are the specific objectives of DP-Net:

- i) Organize and symposia, conferences, workshops and meetings to promote and advocate principles and share experience of sustainable disaster management.
- ii) Prepare and regularly update a resource directory of institutions and individuals, who can be available as resources for people and institutions needing assistance and support in sustainable disaster management and linking disaster to development, and to assist in making appropriate linkages as when possible.
- iii) Organize training programs for furthering development of skills and knowledge of trainers and practitioners and to bring synergy among members as and when needed, especially when such trainings are neither already being offered nor can be offered by any one member institution or individual.

- iv) Undertake methodological research, directly or through individual and institutional members, with the view of making advances in understanding and in practice of sustainable disaster management and linking disaster to development.
- v) Publish and disseminate regularly the news, views and experience to the DP-Net members. Also get involved in raising awareness among the local people about the negative impacts of disaster and the precautionary safety measures.
- vi) Liaise with GON and other concerned institutions to prepare for, respond to and manage disaster most effectively in the instance of its occurrence in the nation.
- vii) Extend services to support local institutions, member institutions and the local NGOs to cope with the situation during disaster. Help coordinate the activities locally.
- viii) Support in sustainable disaster management and engage in linking disaster with the development initiatives of the country.
- ix) Provide a common platform for those concerned about linking disaster with the sustainable development and disaster management.
- x) Provide advice and necessary support in developing understanding and skills and in linking disaster to development and sustainable disaster management.
- xi) Develop linkages with similar institutions and networks in the country and internationally to effectively achieve the aims and objectives of DP-Net.
- xii) Establish a specialized excellent multi-media and document resource center covering the entire subject of sustainable disaster management.

7 VALUES

Following are the core values of DP-Net.

a) Mutual respect

Mutual respect is the recognition of the innate dignity of all human beings, the value of cultural diversity and the right to exercise choice.

b) Equity

Equity is the principle, which constrains the use of advantage for selfish ends in favour of the present and future good.

c) Empathy with the poor.

DP-Net's important core value is its empathy with the poor in providing the fruits of sustainable development through the disaster management activities in all disaster prone areas of the country.

d) Pluralism

DP-Net shall respect different points of views and support the process of democratization at all levels.

e) Secularism

DP-Net shall be a secular and non-partisan organization with no discrimination on the ground of gender, religion, caste and creed or political thoughts.

8 MEMBERSHIP

a) Membership Categories and Eligibility

DP-Net will have the following types of membership:

- i) Individual Core Members: Individuals working in Nepal, who believe in linking disaster with the development and sustainable disaster management, engaged in practicing the objectives, principles and values of DP-Net as defined in this CHARTER, and who agree to work to achieve the objectives of DP-Net can be members of DP-Net after being admitted as such. In addition, the individuals applying for the membership shall have to be directly involved in the management or facilitation of sustainable disaster management activities. Individuals with previous criminal conviction are not eligible for membership. These members will have voting rights in the General Council meeting.

Each application for membership must be endorsed by at least 2 existing individual members.

- ii) Institutional Members: Organizations including associations and networks of organizations, which believe in linking disaster with the development and sustainable disaster management, are engaged in practicing the objectives, principles and values of DP-Net as defined in this CHARTER, which agree to work for achieving the objectives of DP-Net can be members of DP-Net after being admitted as such. In addition, the organizations applying for membership shall have to be directly involved in the management or facilitation of sustainable disaster management. Organization involved in controversy or convicted by court shall not be eligible for membership.

Each institutional member will have voting right as one individual member in the General Council meeting.

Each application for membership must be endorsed by at least 2 existing institutional members.

- iii) Honorary Members: Individuals of stature and reputation for his / her contribution in sustainable disaster management and linking disaster with the development who agree to work to achieve the objectives of DP-Net, upon invitation from the Executive Committee can be extended with an honorary membership. Honorary members will not vote in the General Council meeting. Honorary members need not pay any fee for membership subscription. The General Council on recommendation of the Executive Committee has the authority to extend the invitation of Honorary Membership.

b) Subscription

The members shall contribute a certain amount of membership fee to DP-Net either on (a) an annual basis or (b) a long-term basis. There will also be one-time subscription for life membership fee will be decided by the executive committee and will be revised from time to time.

The current membership subscription fee is mentioned in a schedule attached as Appendix-A of this document. Membership should be renewed on an annual basis, except in the case of life members. The members shall have a grace period of upto the first half of the first day of the annual general assembly meeting for renewal of membership for them to have the right of voting in the same general assembly.

Honorary members need not pay any membership subscription.

c) Cessation of Membership

The General Council may ask any member to resign from membership if the Executive Committee recommends that the member has deliberately violated the principles of DP-Net and or is not taking sustained interest in DP-Net's affairs and or is working against DP-Net's work and existence. The Executive Committee will give sufficient time of such intention so that the concerned member has adequate opportunity to clarify the concern.

Any member may decide to leave the DP-Net and submit resignation to the Executive Committee. The Executive Committee will be able to take final decisions on it.

Members leaving DP-Net will be asked to pay all outstanding payments.

d) Duties, Rights and Privileges of Members

- i) Work actively to fulfill the objectives of DP-Net and to make its programmes effective.
- ii) Attend all General Council meetings of DP-Net.
- iii) Individual core members and institutional members can contest elections for the Executive Committee. (only for individual and institutional members)
- iv) Individual and institutional members can cast vote in the election and decision making in the General Council meeting. (Honorary members exempted from the exercise)
- v) Receive full minutes of the General Council meetings and summary minutes of the Executive Committee meeting.
- vi) Encourage organizations and individuals to apply for DP-Net's membership.
- vii) Receive, free of cost, which will have been already covered by the membership subscription, all regular publications of DP-Net.

- viii) Receive first exposure and service priority for trainings, workshops or any other DP-Net programmes.

9 ORGANISATION STRUCTURE

A) General Council

- i) Composition: The General Council of DP-Net shall be composed of all members with or without voting rights.
- ii) Authorities, Duties and Functions:
- ♣ Approve DP-Net's annual report, including financial reports, prepared by the Executive Committee.
 - ♣ Approve DP-Net's audited accounts prepared by an appointed external auditor and recommended by the Executive Committee.
 - ♣ Appoint external auditor for DP-Net and decide about the terms and conditions, including the fee, of appointment.
 - ♣ Approve DP-Net's annual programme and budget.
 - ♣ Elect, through secret voting system, the Executive Committee from amongst its voting members.
 - ♣ Establish and approve overall policies of organisation and work of DP-Net.
 - ♣ Develop and approve overall vision and direction of DP-Net.
 - ♣ Approve and amend the CHARTER, rules and regulations of DP-Net.

iii) Quorum of Meetings

The Quorum for all General Council meetings of DP-Net shall be 51 percent of the total number of voting members. However, the meetings reconvened after one adjournment due to lack of quorum after informing members of so, will no longer require any quorum. There must be a gap of at least 30 days between the General Council meeting so convened and the meeting, which is cancelled due to inadequate quorum.

iv) Frequency of Meetings

The General Council Meeting shall meet ordinarily once a year and the gap between two meetings should not be more than 18 months. The place and time of the meetings will be decided by the Executive Committee.

An extra-ordinary General Council meeting can be called by the Executive Committee or on receipt of request from 25% of the total voting membership of DP-Net.

v) Notice of Meetings

Members shall receive notice of any General Council meeting at least 30 days in advance.

vi) Decision Making and Voting

The General Council shall adopt by consensus rules and regulations as may be necessary or appropriate to perform functions transparently.

- ♣ Proposals for discussions and decisions in the General Council Meeting can be put forward by any member to the Executive Committee.
- ♣ The Executive Committee shall set the agenda of the General Council meeting. Discussion on issues outside the preset agenda for the meeting will require a formal request by 10% of the attending members. Decisions on any motion and proposal shall be achieved normally through complete consensus of the General Council meeting. If all practicable efforts by the General Council and the Chairperson have been made a consensus appears unattainable; any Member can propose a formal vote. Each Individual Core Member and Institutional Associate Member, but not Honorary Members shall have one vote per person. Decisions requiring a formal vote by the General Council meeting shall be taken by an affirmative vote representing 60% majority of the votes casted by individual core Members.
- ♣ Decisions concerning amendments of this Charter and concerning dissolution of DP-Net will require 70% majority.
- ♣ The Chairperson of the Executive Committee will chair the General Council Meeting and the Network Coordinator will perform the functions of a Secretary. In absence of the Chairperson, the meeting shall elect a Chairperson.

b) **Executive Committee**

i) Composition: A total of 7 to 11 persons including the Chairperson and the Treasurer, from among the voting Members, are elected by the General Council to the Executive Committee. It will be mandatory for the Executive Committee to have at least one woman member in it to represent the proportional composition of the total women individual and institutional members. In accordance with the current law of the country, only Nepali citizens will be eligible to hold offices and membership in the Executive Committee.

The Network Coordinator will be an ex-officio member and Secretary of the Executive Committee. The Chairperson and the Treasurer are also elected by the General Council. The job descriptions of the Executive Committee Chairperson and Treasurer and the Network Coordinator is presented as Appendix –B, C, and D respectively of this document.

- ii) Election of the Executive Committee: Interested persons shall formally register their name as the candidates for the Executive Committee members or the Chairperson or the Treasurer during an allocated time at the General Council meeting. Only members who have voting right shall stand for an election.

Each Individual Core Member and Institutional Associate Members but not Honorary Members shall have one vote by each person.

The Executive Committee has the power to co-opt members from among the voting Members for an interim period until the next General Council meeting but to fill the gaps arising out of departure of elected Members (s).

The Executive Committee members shall work for DP-Net purely on volunteer basis without any wage or remuneration for their work. Neither shall the Executive Committee members use DP-Net for private and personal gain.

- iii) Authorities, Duties and Functions of the Executive Committee:

Following are the authorities, duties and function of the Executive Committee:

- ✦ All responsibilities and authorities, as delegated by the General Council, concerning overall administration and management of DP-Net's resources and programmes through planning, budgeting, implementing, monitoring, evaluating and reporting, within the framework of policies, plans and budget approved by the General Council.
- ✦ Delegation and division of work and responsibilities to the Working Committees, The Executive Members, depending upon their expertise and interest will divide themselves into the following permanent working committees, namely:
 - Finance and Administration working committee,
 - Communication and publication working committee,
 - Programme working committee.
- ✦ Designate authority and responsibility of other temporary or short term time bound and job specific sub committees from among the Members of DP-Net.
- ✦ Appointment of the secretariat staff including Network Coordinator, prepare annual plans and budget and management of the Network Secretariat.
- ✦ Development and establishment of organisational strategy and procedures necessary to achieve DP-Net's objectives.
- ✦ Decide on granting and termination of membership.
- ✦ Fix and review the quantum of membership fee.

- ♣ Take responsibility of DP-Net's movable and immovable assets and institutions.
- ♣ Establish relationship with GON, NGOs and donor institutions.
- ♣ Ensure that DP-Net's institutional conduct and behavior remain within the laws, rules and regulations of the country.
- ♣ Organisation and management of General Council Meeting.
- ♣ Presenting annual reports and plans and budget to the General Assembly at the annual general assembly meeting.

iv) **Terms of the Executive Committee Members:**

Each member of the Executive Committee shall be elected for a term of two years at the General Council meeting. However, half of the members of Executive committee will retire every year, through lottery system during the first year of the formation of the DP-Net Executive Committee, after which each elected member will come to the cycle of 2 years term.

The maximum number of consecutive terms for a member of the Executive Committee will be two, after which a member can not stand for election for at least another ONE term. However, the Chairperson and Treasurer can hold their position only for one term of 2 years but they can remain as members of the Executive Committee for a maximum of 2 terms as mentioned above.

The Executive Committee through unanimous decision can nominate suitable candidates from among the individual core member or institutional member either (a) to replace premature departure of any elected Executive Committee members but only for the period until the next General Council meeting or (b) to receive specific technical assistance (maximum 2 person at any one time at any one point in time) for a definite period of time not exceeding a total of 12 consecutive months.

Any member who is absent in 3 consecutive meetings without information or any satisfactory reasons will be obliged to resign from the Executive Committee or will be removed.

v) **Quorum of Meeting**

The Quorum for the Executive Committee meetings will be at least 51 percent of the total number of members.

iv) **Frequency of Meetings**

Executive Committee meeting shall ordinarily be held for a minimum 6 times per year and the gap between two meetings should not be more than 2 months. The place and time of the meetings will be decided by the Executive Committee Chairperson.

vi) Notice of Meeting

Members shall receive notice of ordinary Executive Committee meeting at least seven (7) days in advance. The notice period for extra-ordinary meeting shall be only 3 days if the Executive Committee Chairperson calls it and shall be 7 days if members call it.

vii) Decision Making and Voting

The Executive Committee shall adopt by consensus rules and regulations as may be necessary or appropriate procedures to perform functions transparently.

Proposals for discussions and decisions in the Executive Meetings can be put forward by any Member to the Executive Committee Chairperson preferably 21 days in advance. The Executive committee can defer discussions and decisions on any subject only if there is complete consensus to do so.

Decisions on any motion and proposal shall be achieved only through complete consensus of the Executive committee meeting. If all have been made and consensus appears unattainable, than the matter has to be dropped, amended or taken to the next general council meeting.

Chairperson will play the lead role in conducting the meeting. Complete minutes of the meetings will be taken, published and distributed by the Network coordinator who is the ex-officio member cum-secretary of the Executive Meeting.

c) Working Committees

Executive Committee may choose to form any number of working committees on permanent or temporary basis as and when needed. Currently, there is a provision of 3 permanent working committees for specific tasks within the framework of the Executive Committees. As mentioned above, the Executive Committee can decided to have other time bound and specific task orientated working committees or sub-committees.

The main purpose behind the formation of these permanent-working committees is to decentralize the various functions of the Executive Committee.

The Executive Committee members, depending upon their expertise and interest will divide themselves into the following permanent working committees, namely:

- Finance and Administration Working Committee,
- Communication and Publication Working Committee, and
- Programme Working Committee.

The Executive Committee members will normally not change their participation from one working committee to another during the course of their term so that continuity can be provided to the respective working committees. One Executive Committee member can be the member of only one working committee.

Each working committee will choose a convener, on rotational basis, for organizing committee affairs and for facilitating discussions on issues, building consensus and making collective decisions. Each convener will have a term of six month at one time.

- i) Responsibilities: Following are the responsibilities of the 3 permanent working committees:

Finance and Administration Working Committee: This working committee will be responsible for developing specific strategies, policies, procedures and for providing management control and support to network secretariat in the following areas:

- Financial control and management including auditing
- Fund raising
- Personnel matters
- Legal matters
- Property and material management

Communication and Publication Working Committee: This working Committee will be responsible for developing specific strategies, policies, procedures and for providing management control and support to Network secretariat the following area:

- Logistical management, including design of all DP-Net publication
- Documentation and Resource Center management
- Reporting to donors
- Linkages with media
- Technical management of all DP-Net publication, that is, decisions about what to publish.

Programme Working Committee: This working committee will be responsible for developing specific strategies, polices procedures and for providing management control and support to Network secretariat in the following area:

- Training
- Linkages with and support to Members
- Linkages with other institutions, network and associations
- Research

- ii) Decision-making: The Working Committees shall adopt by consensus rules and regulation as may be necessary or appropriate to perform functions transparently.

Decisions on any motion and proposal shall be achieved only through complete consensus of the respective working committee meetings, if all practicable efforts by one or other working committees have been made and consensus appears unattainable, then the matter has to be taken to the next Executive Committee meeting.

iv) Meeting frequency and quorum: The convener of each Working Committee will be responsible to call meeting once every month. The gap between two meetings will not be more than 60 days. The required quorum for every Working Committee will be 51% of the membership.

d) **The Network Secretariat**

The Network Secretariat is the registered executive office of DP-Net staffed with regular and salaried staff. The Secretariat will be headed and managed by the Network Coordinator who shall report to the Executive Committee Chairperson. The Network Coordinator in conjunction with the Finance and Administration Working Committee will appoint necessary staff for the Secretariat according to the plans and budget approved by the General Council. The Network coordinator will manage the financial, material and human resources allocated to the Network Secretariat.

- i) Functions : The Network Secretariat shall represent DP-Net's General Council and the Executive Committee and shall exercise the following functions :
- Implement effectively the decisions (administrative or programmatic) of the General Assembly, the Executive Committee and the Working Committees.
 - Day to day management of staff, funds, materials allocated to the Network Secretariat at its disposal by the General Assembly for achieving aims and planned objectives.
 - Maintenance and follow-up of all matters, including members' profile database and subscriptions and dues and related to Network Members of all kinds.
 - Publish planned documents and communication media (eg. news letter) on behalf of DP-Net, to the Working Committee and the Executive Committee.
 - Contact, consultation and follow up with the Working Committees and the Executive Committee for support, advise and guidance in the work of the Secretariat.
 - Prepare annual plans and follow up with the Working Committees and the Executive Committee for support, advise and guidance in the work of the Secretariat.

- Propose annual plans and budget for DP-Net's work to the Executive Committee which in turn will propose it to the General Assembly for final approval.
- II. Staff: The number of staff, temporary and permanent, to be appointed to run the Network Secretariat will be decided by the Executive Committee as a part of its annual plan and budget. Network Coordinator reporting to the Executive Committee Chairperson will be Executive Officer with specific responsibilities for programme work, of the Network Secretariat. Administration officer will be responsible for all administrative and financial matters. Minimum staffing will be the guiding principle.
- III. Decision-making: Authority and responsibilities for each of the Network Secretariat staff will be established through individual job descriptions decided by the Executive Committee. Within the framework of job description, each staff member will be able to make decisions that are correct. Accountability and support for effectiveness and efficiency will be achieved through line management system. The Network Secretariat staff will have their own forum, which will allow opportunity for participation of all staff in the company of the Secretariat through mutual discussions, consultation and consensus building.

10 SUBSIDIARY REGIONAL OFFICES

As the member-base, particularly the core individual and institutional membership base, expands with participation from individuals and institutions based and operational in various parts of the country, it is envisaged that scope and opportunity for regional networking will be greater. Under such circumstances, it is anticipated that subsidiary, autonomous and decentralized structure of DP-Net will be developed. This CHARTER recognizes it and provides for organizing and establishing regional structures and offices of DP-Net by remaining within the broader principles, values, aims, objectives and rules and regulations provided here.

Core members based throughout in the country shall propose to open subsidiary regional structure and offices of DP-Net as and when felt necessary. In due course, Regional offices of DP-Net, together with governing rules and regulations shall be approved by complete consensus of the General Council.

11. SOURCES AND UTILISATION OF FUND

a) Source of funds

DP-Net will raise necessary funds through the following different ways:

- Membership fees
- Individual and institutional grants or donations

- Sale of publications
- Specific project funding from governmental or non-governmental institutions within the country or abroad.

b) Guiding Principles For Fund Raising

- i) DP-Net shall take loan or overdraft only against formally guaranteed income.
- ii) DP-Net shall give priority to raising funds for establishing a Trust Fund or Endowment Fund which will provide longer term organizational sustainability.
- iii) DP-Net shall not compromise its values, principles, aims and objectives for any fund and will refuse cooptation.
- iv) DP-Net shall raise funds only on the basis of need and its capacity to deliver the 'product'
- v) DP-Net shall not seek financial growth by compromising the quality services and supports provided to its members.
- vi) DP-Net shall be able to raise funds to fund core members' work but the total annual volume of such funding shall be not be more than 20% of its total annual budget.
- vii) DP-Net shall not receive funds from controversial individual or institution.
- viii) DP-Net shall avoid being dependent on any one funding source and will seek to diversity funding sources.

c) Utilization of Funds

Funds shall be utilised for attaining aims and objectives of DP-Net. DP-Net shall not involve itself in investment of any fund in any financial venture other than its regular savings account and trust fund or endowment fund. DP-Net shall not provide any loan to any individual or organisation. DP-Net shall also be able to buy property and premises for the sole purpose of its own use.

12 FINANCIAL YEAR

The financial year of DP-Net shall be from 1 Shrawan to end of following Asadh.

13 AUDIT OF ACCOUNTS

DP-Net shall maintain proper accounts and other relevant records and prepare an annual statement of account in such form as may be statutorily necessary and maintained according to the standard set by the General Council of DP-Net and according to the law.

The accounts of DP-Net shall be audited annually by a licensed firm of Chartered Accountant to be appointed by the General Council.

The audited statement of accounts together with audit report will be placed before the General Council with the recommendation of the Executive Committee.

14 OPERATION OF BANK ACCOUNT

DP-Net shall open and maintain savings and or current account in a commercial bank decided by the Executive Committee. DP-Net's bank account shall be operated jointly by two out of any four persons – Chairperson, Treasurer, the current convener of Finance and Administrative Working Committee and Network Coordinator. The Executive Committee and its Finance and Administrative Working Committee shall develop detailed and specific procedures for management of bank account.

15 LEGAL PROCEEDINGS

DP-Net may sue or may be sued in the name of Network Coordinator.

16 AMENDMENT

Any amendment in the Charter and Rules and Regulations will be carried out in accordance with the need of DP-Net and in accordance with the legal provisions.

This Charter and rules and regulations can be amended and altered only by the decisions of any General Council meeting, provided the proposed amendments from part of the agenda and are circulated amongst members at least 30 days before the meeting at which such amendments are to be considered. Amendment of the Charter shall require minimum of two-third majority votes from the attendants in the Council Meeting.

17 DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the DP-Net needs to be dissolved, it shall be dissolved only by the decisions of General Council meeting called for this specific purpose. The dissolution should be decided by minimum of two-third majority votes. The notice of dissolution shall be made public.

On dissolution of DP-Net, if any property remains after satisfying all debts and liabilities of DP-Net, it shall not be divided and distributed among the Members of the General Council or the Executive Committee but shall be transferred to one or more institutions having similar aims and objectives to that of DP-Net. The choice of institutions(s) for transferring property after dissolution shall be decided only by the General Council meeting called for the dissolution of DP-Net and or in accordance with the current law of the country.

18 INTERPRETATION OF THIS CHARTER

In matters of dispute, or difference arising out of interpretation of the articles mentioned in this Charter, the interpretation provided by the Executive Committee shall be final.

APPENDIX - A

ANNUAL MEMBERSHIP SUBSCRIPTION FEE FOR THE YEAR 2003-2004
MEMBERSHIP WILL BE VALID BETWEEN TWO GENERAL COUNCIL
MEETING EVEN IF THIS PERIOD IS LONGER THAN 12 MONTHS.

Membership Type	Annual Fee (in NRs)	Life membership Fee (in NRs)
Individual	200	2,000
Institutions (GOs/NGOS)	500	5,000
Institutions (INGOS)	2,500	15,000
Institutions (Bi/Multi lateral)	5,000	20,000

APPENDIX - B

DUTIES, FUNCTIONS AND AUTHORITIES OF THE EXECUTIVE COMMITTEE CHAIRPERSON

1. Chair the meeting of the Executive Committee.
2. Guide the Treasurer, Working Committee Conveners and the Network Coordinator in discharging their duties.
3. Provide an overall leadership to the programmes and activities of DP-Net.
4. Call and manage Executive Committee or General Council Meeting as seen needed.
5. Submit annual report and annual plans to the General Council meeting.
6. Appoint and manage the Network Coordinator.
7. Play a leadership role in the Executive Committee and the General Council Meeting in taking and reaching appropriate collective decisions to fulfill DP-Net's aims and objectives effectively.
8. Authorize any capital expenditure.
9. Represent and sign, on behalf of DP-Net, to enter into formal agreement with any institutions including governmental institutions.

APPENDIX - C

DUTIES, FUNCTIONS AND AUTHORITIES OF THE EXECUTIVE COMMITTEE TREASURER

1. Ensure the appropriate financial accounts of high technical and legal standards.
2. Prepare annual financial reports and budget and submit same to the Executive Committee and finally to the General Council meeting.
3. Submit financial records and reports to required for governmental authorities and donors so as to fulfill obligations of law and of mutual agreement.
4. Provide leadership in the raising of funds for work to achieve the objectives of DP-Net.
5. Monitor and oversee the operation of the bank account.
6. Assist the Network Coordinator to appoint the Finance and Administrative Officer of the DP-Net.
7. Collect reports of the external auditors; respond to their management comments and to present those to the General Council meeting.
8. Take leadership in reaching informed and collective decisions on all financial matters in the Executive Committee and the General Council meeting.

APPENDIX - D

DUTIES, FUNCTIONS AND AUTHORITIES OF THE NETWORK SECRETARY

1. Take leadership all decisions concerning overall management of the Network Secretariat.
2. In conjunction with the Executives Committee, appoint and manage other staff of the secretariat.
3. Keep records of the proceedings of Executive Meetings and to coordinate and manage reporter of the General Council meetings to produce the proceedings in time.
4. Handle all correspondence, for and on behalf of DP-Net.
5. Represent DP-Net with governmental and non-governmental organisation and in the court of law.
6. In conjunction with the Working Committees, prepare annual reports and plans for DP-Net and submit the same to the Executives Committee for consideration.
7. Implement annual plans approved by the General Council.
8. Update the Executive Committee about the work and activities of DP-Net and its secretariat regularly.
9. Maintain and have custody of all records, files, and documents of DP-Net.
10. Prepare project proposals for funding and submit to prospective donors.
11. Prepare and submit necessary reports to the governmental body and donors to fulfill requirements as per law and relevant agreements.
12. Implement and execute policies and programmes as decided by the General Council and the Executive Committee to fulfill the objectives of DP-Net.
13. Manage publishing of bulletins, magazines, and other documents in order to achieve the objectives of DP-Net.

List of DP-Net Partners

S.N	Name of Organization
1	Nepal Red Cross Society, DP-Net Secretariat
2	Action-Aid Nepal
3	ADRA Nepal
4	CARE Nepal
5	CDP- Sindhuli
6	Department of Health Services
7	Department of Mines and Geology
8	DWIDP
9	ICIMOD
10	Kathmandu Metropolitan City Office
11	Luthern World Federation
12	Ministry of Home Affairs
13	Natural Disaster Management Forum
14	Nepal Center for Disaster Management (NCDM)
15	Nepal Geological Society
16	Nepal Police, Operation Section
17	Nepal Scouts NHQs Lainchaur, Po Box 1037
18	National Society for Earthquake Technology-Nepal (NSET)
19	OXFAM GB NEPAL
20	Radio Sagarmatha 102.4 M. Hz.
21	Nepal Army
22	Save the Children Alliance
23	Save the children U. S.
24	UNDP
25	United Mission to Nepal
26	WHO
27	17 Ward Disaster Management Committee
28	34 Ward Disaster Management Committee

**Project Work Plan
Year 2006-07**

Project: Disaster Risk Reduction at the National Level in Nepal (NEP/06/001)

Excepted CP OUTPUTS and indicators including annual targets	Planned Activities	Time Frame					Responsible Party	Planned Budget		
		Q2 06	Q3 06	Q4 06	Q1 07	Q2 07		Source of Funds	Budget Description	Amount USD
		National strategy on disaster management in Nepal for the period 2005-2015 prepared in consultation with all relevant stakeholders	Formation of the Steering Committee and working group for the development of the national strategy on Disaster Management (already completed in Q4 of 05)							GoN
	Meeting of the Steering Committee and the Working Group (first meetings of both the bodies held in Q4 of 05 and subsequent ones to be decided by the respective bodies)						GoN	BCPR	Misc	200
	Identification of a national organisation for coordinating the national strategy development process	✓					UNDP	BCPR	Service Contract-Com	18000
	Presentation to the Central Natural Disaster Relief Committee(CMDRC) on the concept and process of this exercise	✓					GoN	BCPR	Misc	300
	Presentation to the donor community on the above	✓					GoN	BCPR	Misc	600
	Conducting a one-day introductory seminar for all relevant stakeholders in the sector	✓					UNDP	BCPR	Misc	1800
	Organize half day workshops for each of the following sectors (P.N.: these sectors are only indicative and may be changed if so decided by the CMDRC or the steering committee. Also these workshops will look into both the mitigation and preparedness aspects related to the respective sectors wherever applicable): • Early Warning Systems	✓					UNDP	BCPR	Misc	
	• Search & Rescue (Mass Casualty Management)	✓					UNDP	BCPR	Misc	
	• Emergency Health and Epidemiology	✓					UNDP	BCPR	Misc	
	• Information Communication Technology (ICT) and Emergency Operations Centre (EOC) management	✓					UNDP	BCPR	Misc	
	• Relief management - Food & non-food (Logistics)	✓					UNDP	BCPR	Misc	
	• Water & Sanitation	✓					UNDP	BCPR	Misc	
	• Shelter & related infrastructure	✓					UNDP	BCPR	Misc	
	• Livelihoods	✓					UNDP	BCPR	Misc	
	• Physical planning (town planning and critical installations)	✓					UNDP	BCPR	Misc	
	• Agriculture	✓					UNDP	BCPR	Misc	
	• Education	✓					UNDP	BCPR	Misc	
	Development of the sector specific strategy for disaster risk reduction in each of the above sectors	✓	✓				UNDP	BCPR	Misc	10600
	Finalisation of the consolidated strategy			✓			UNDP	BCPR	Misc	
					✓		UNDP	BCPR	Misc	

**Project Work Plan
Year 2006-07**

Project: Disaster Risk Reduction at the National Level in Nepal (NEP/06/001)

Excepted CP OUTPUTS and indicators including annual targets	Planned Activities	Time Frame							Responsible Party	Source of Funds	Planned Budget	
		Q2 06	Q3 06	Q4 06	Q1 07	Q2 07	Budget Description	Amount USD				
(2) Capacity of DP-Net, Nepal's largest network of organizations working on disaster preparedness, built to provide services to its members as per its established work plan	Presentation of the same to all stakeholders in a one-day sharing seminar (longer duration has been allocated here keeping the festival time in mind which starts towards the end of September in 2006)		✓					GoN	BCPR	Misc	1800	
	Incorporations of the relevant points garnered from the sharing seminar			✓				UNDP		Misc	-	
	Presentation of the final draft of the strategy document to the Central Natural Disaster Relief Committee (CNDRC)				✓			GoN	BCPR	Misc	300	
	Ratification of the strategy document by the CNDRC				✓			GoN		Misc	-	
	Submission of the strategy document to the GoN / National Planning Commission				✓			GoN		Misc	-	
	Presentation of the final strategy to the Donor Community				✓			GoN	BCPR	Misc	600	
	Translation, printing and distribution of the National Strategy document				✓			UNDP	BCPR	A&V Print Prodn	4800	
	Trainings held on disaster risk reduction issues like sphere standards	✓	✓	✓	✓	✓		UNDP	ECHO	Grant	12000	
	Organisation of awareness events on disaster preparedness (like seminars, mock drills etc.)	✓	✓	✓	✓	✓		UNDP	ECHO	Grant	12000	
	Development of publications by DP-Net on the different facets of the practice area	✓	✓	✓	✓	✓		UNDP	ECHO	Grant	12000	
(3) Awareness of the general public in Nepal enhanced on issues of disaster risk reduction with respect to natural hazards affecting them at different levels.	Administration of the DP-Net website	✓	✓	✓	✓	✓		UNDP	ECHO	Grant	12000	
	Management of the DP-Net secretariat including staff as mentioned in Section II a. of the main project document	✓	✓	✓	✓	✓		UNDP	ECHO	Grant	12000	
	Hiring of a media partner							UNDP	ECHO	Grant	52800	
	Organisation of a Consultative media workshop	✓						UNDP	ECHO	Service Contract-Com	3600	
	Development of the media plan in consultation with the Communication and Advocacy Unit and media partner	✓						UNDP	ECHO	Misc	1200	
	Production of audio visual material on disaster preparedness for television		✓					UNDP	ECHO		-	
	Creation of programmes for airing on radio		✓					UNDP	ECHO	A&V Print Prodn	7200	
	Development of insertions for newspapers and other periodicals		✓					UNDP	ECHO	A&V Print Prodn	3600	
	Release of the awareness generating messages in the audio-visual and print media as per the established media plan			✓	✓	✓	✓	UNDP	ECHO	A&V Print Prodn	2400	
	One lessons learnt workshop organised in Katmandu					✓		UNDP	ECHO	A&V Print Prodn	30000	
										Misc	1200	

**Project Work Plan
Year 2006-07**

Project: Disaster Risk Reduction at the National Level in Nepal (NEP/06/001)

Excepted CP OUTPUTS and indicators including annual targets	Planned Activities	Time Frame						Responsible Party	Source of Funds	Planned Budget	
		Q2 06	Q3 06	Q4 06	Q1 07	Q2 07	Budget Description			Amount USD	
Output related to information sharing and visibility of the project	Participation in a national level workshop organised by DIPECHO				✓		UNDP	ECHO	Travel	240	
	Participation in a regional level workshop organised by DIPECHO						UNDP	ECHO	Travel	3360	
Visibility of ECHO –UNDP partnership enhanced	One documentary film on the project produced				✓		UNDP	ECHO	A&V Print Prodn	9600	
	Other promotional activities undertaken as detailed in the Section I Part II f. of the main project document on Visibility Plan	✓	✓	✓	✓	✓	UNDP	ECHO	A&V Print Prodn	1400	
Personnel	Hiring of project staff as mentioned in Section I part III of the main project document on Management Arrangements	✓					UNDP	ECHO/BCPR	Service Contract-Ind	78000	
Local logistic Costs	Basic office equipment for the DP-Net secretariat and project office	✓	✓	✓	✓	✓	UNDP	ECHO	Misc	26400	
Durable equipment							UNDP	ECHO/BCPR	Equipment & furniture	15500	
Security							UNDP	ECHO/BCPR	Misc	11607	
Specialized services		✓	✓	✓	✓	✓	UNDP	ECHO	Misc	2438	
Insurance		✓	✓	✓	✓	✓	UNDP	ECHO	Misc	2400	
Communication and Advocacy		✓	✓	✓	✓	✓	UNDP	ECHO/BCPR	A&V Print Prodn	3870	
Monitoring & Evaluation		✓	✓	✓	✓	✓	UNDP	ECHO/BCPR	Misc	7738	
Transaction Costs		✓	✓	✓	✓	✓	UNDP	ECHO	Misc	1200	
Indirect Costs		✓	✓	✓	✓	✓	UNDP	ECHO	Misc	25122	
Miscellaneous		✓	✓	✓	✓	✓	UNDP	ECHO	Misc	9037	
							Total			386912	

The Annual Work Plan Monitoring Tool

Year 2006

Excepted CP OUTPUTS and indicators including annual targets	Planned Activities	EXPENDITURES	RESULT OF ACTIVITIES	PROGRESS TOWARDS ACHIEVING CP OUTPUTS
National strategy on disaster management in Nepal for the period 2005-2015 prepared in consultation with all relevant stakeholders	Formation of the Steering Committee and working group for the development of the national strategy on Disaster Management			
Output Target: GoN prepares a National Strategy for Disaster Management for 2005-15 for Nepal	Meeting of the Steering Committee and the working group			
Indicators: (1) A multi-sectoral and gender sensitive national strategy for disaster management in Nepal for the period 2005-2015 has been prepared and ratified by the Central Disaster Relief Committee (2) The strategy document is disseminated among stakeholders like government departments, civil society organizations and relevant district and community stakeholders	Identification of a national organisation for coordinating the national strategy development process			
	Presentation to the Central Natural Disaster Relief Committee(CNDRC) on the concept and process of this exercise			
	Presentation to the donor community on the above			
	Conducting a one-day introductory seminar for all relevant stakeholders in the sector			
	Organize half day workshops for each of the following sectors (P.N. : these sectors are only indicative and may be changed if so decided by the CNDRC or the steering committee. Also these workshops will look into both the mitigation and preparedness aspect			
	<ul style="list-style-type: none"> • Early Warning Systems 			
	<ul style="list-style-type: none"> • Search & Rescue (Mass Casualty Management) 			
	<ul style="list-style-type: none"> • Emergency Health and Epidemiology 			

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Year 2006

Excepted CP OUTPUTS and indicators including annual targets	Planned Activities	EXPENDITURES	RESULT OF ACTIVITIES	PROGRESS TOWARDS ACHIEVING CP OUTPUTS
	<ul style="list-style-type: none"> • Information Communication Technology (ICT) and Emergency Operations Centre (EOC) management • Relief management - Food & non-food (Logistics) • Water & Sanitation • Shelter & related infrastructure • Livelihoods • Physical planning (town planning and critical installations) • Agriculture • Education 			
	Development of the sector specific strategy for disaster risk reduction in each of the above sectors			
	Finalisation of the consolidated strategy			
	Presentation of the same to all stakeholders in a one-day sharing seminar (longer duration has been allocated here keeping the festival time in mind which starts towards the end of September in 2006)			
	Incorporations of the relevant points garnered from the sharing seminar			
	Presentation of the final draft of the strategy document to the Central Natural Disaster Relief Committee (CNDRC)			
	Ratification of the strategy document by the CNDRC			
	Submission of the strategy document to the GoN / National Planning Commission			
	Presentation of the final strategy to the Donor Community			
	Translation, printing and distribution of the National Strategy document			

The Annual Work Plan Monitoring Tool

Year 2006

Excepted CP OUTPUTS and indicators including annual targets	Planned Activities	EXPENDITURES	RESULT OF ACTIVITIES	PROGRESS TOWARDS ACHIEVING CP OUTPUTS
(2) Capacity of DP-Net, Nepal's largest network of organizations working on disaster preparedness, built to provide services to its members as per its established work plan	Trainings held on disaster risk reduction issues like sphere standards			
Output Target: DP-Net provides services to its members as per its established work plan	Organisation of awareness events on disaster preparedness (like seminars, mock drills etc.),			
Indicators: (1) Number of trainings organized by DP-Net for its members (2) Number of disaster preparedness related awareness generation events held for DP-Net members; (3) informative publications on disaster management taken out by DP-Net; (4) frequency of DP-Net website updating during the project period	Development of publications by DP-Net on the different facets of the practice area			
	Administration of the DP-Net website			
(3) Awareness of the general public in Nepal enhanced on issues of disaster risk reduction with respect to natural hazards affecting them at different levels.	Management of the DP-Net secretariat including staff as mentioned in Section II a. of the main project document			
Output Target: The general public in Nepal has more knowledge on disaster preparedness against hazards affecting them at different levels	Hiring of a media partner Organisation of a Consultative media workshop			

The Annual Work Plan Monitoring Tool

Year 2006

Excepted CP OUTPUTS and indicators including annual targets	Planned Activities	EXPENDITURES	RESULT OF ACTIVITIES	PROGRESS TOWARDS ACHIEVING CP OUTPUTS
Indicators: (1) Number and variety of messages on personal, household and community safety disseminated through different national level media vehicles (audio-visual or print).	Development of the media plan in consultation with the Communication and Advocacy Unit and media partner			
	Production of audio visual material on disaster preparedness for television			
	Creation of programmes for airing on radio			
	Development of insertions for newspapers and other periodicals			
	Release of the awareness generating messages in the audio-visual and print media as per the established media plan			

Draft Terms of Reference

Project:	Disaster Risk Reduction at the National level in Nepal (NEP/06/001)
Title of Post:	Project Coordinator
Duty Station:	Kathmandu
Duration:	12 Months (with possibility of extension)
Level:	NPP-2

Responsibilities:

With direct reporting responsibilities to the Assistant Resident Representative, the incumbent will oversee the implementation of all the components of the project which broadly supports disaster risk reduction related issues in (1) Institutional strengthening of the national government; (2) Coordination within the major civil society players; and (3) Awareness raising among the general public. In order to fulfill her/his task, the PC will closely liaise with the line ministries, implementing partners and other relevant stakeholders. The incumbent will have the following responsibilities:-

- Monitor and update a detailed project work plan, schedule and budget that is to be updated on a quarterly basis
- Liaise with the human resources unit of UNDP CO for the efficient recruitment and deputation of the project staff;
- Ensure smooth mobilization of project subcontracts and monitor the selected organizations to ensure efficient and timely delivery of outputs;
- Draw up specifications for the equipment required under the project, facilitate purchase of such equipment according to UNDP guidelines governing such procurement, maintain an inventory and ensure the proper operation, maintenance and appropriate distribution of such equipment;
- Facilitate sharing of learnings with different partners of DIPECHO and help the generation and dissemination of quality information about the project among national and international stakeholders;
- Ensure wide visibility for ECHO-UNDP partnership that is supporting this initiative
- Ensure the project implementation is as per the recommendations of UNDP's recent country programme review;
- Maintain synergy and linkages of this project with other UNDP supported programmes;
- Facilitate regular programme review, reporting and evaluation as and when they take place;
- Review the financial processes involved like budget revision and shadow budgeting;
- Prepare progress and final project reports as per the requirements of both donor and UNDP guidelines ;
- Organize the project steering committee meetings as per established schedule;
- Provide overall management of the project office;
- Supervise all the other staff engaged in the project;
- Facilitate the end-of-project evaluation and DEX audit process;
- Carry out any other responsibility assigned by the incumbent's supervisor.

Qualifications:

- An advanced university degree in any stream related to development;
- At least five years of practical experience in the development sector in Nepal, preferably in disaster management;
- Office administration skills would be an additional requirement;
- Prior experience of working in coordination with the Government at the central level would be a distinct advantage;
- Office and project related computer skills are essential;
- High proficiency in Nepali and English is required;

- Preference will be given to women and members of indigenous groups

Draft Terms of Reference

Project:	Disaster Risk Reduction at the National level in Nepal (NEP/06/001)
Title of Post:	Admin and Finance Assistant
Duty Station:	Kathmandu
Duration:	12 Months (with possibility of extension)
Level:	SU-6

Responsibilities:

Under overall supervision of the Project Coordinator, the incumbent will be responsible for all the administration and finance functions for the implementation of the project. The incumbent will have the following specific responsibilities:-

- Prepare vouchers and process payments for all the financial transactions done at Project Office and also process payment under Direct Payment Request for UNDP CO for hard currency payments.
- Maintain complete sets of books of account according to the principles of accounting and update it on a daily basis. Also keep record of the disbursements made from UNDP CO on behalf of the project.
- Prepare periodic Financial Reports (Quarterly Reports) to be submitted to UNDP CO.
- In consultation with the other project colleagues, support the preparation of the detailed project work plan, schedule and budget (shadow and otherwise), especially for the advance request that is to be updated on a quarterly basis;
- Verify the Combined Delivery Report (CDR) for certification by Project Coordinator
- Follow up on activities, and monitors advance balances of resources disbursed. Verifies availability of funds for project activities, recommend and effect necessary budget line changes. Ensure accuracy of supporting documents, recommending action. Draft routine budget revisions, executing shifts in budget lines. Interpret and re-configure project budgets into UNDP formats, ensuring their accuracy.
- Reconcile the records of payments with activities and recommends new disbursements to the Project Coordinator
- Participate and prepare minutes of all Steering Committee and similar meetings.
- Keep complete personnel files and records such as leave records, attendance records, and contracts, etc.
- Keep records of Non-Expendable Equipment (NEE), conduct physical verification at least once a year and prepare report on annual physical verification of NFE to be submitted to UNDP CO.
- Assist and facilitate the evaluation and internal audit conducted by UNDP CO and follow up on measures to be taken based on the findings.
- Keep abreast of the financial regulations of UNDP and ensure compliance.
- Ensure the compliance of all the provisions of Guidelines regarding personnel management, procurement, subcontract and financial management.
- Manage all correspondence related to administration and finance.
- Carry out any other responsibility assigned by the incumbent's supervisor.

Qualifications:

Knowledge and skills:

- A university degree in any preferably commerce stream;
- At least three years of practical experience in administration and accounting in Nepal;
- Experience in the development sector, especially with any UN agency would be preferable;
- Office related computer skills are esnecessary

Draft Terms of Reference

Project: Disaster Risk Reduction at the National level in Nepal NEP/06/001)
Title of Post: Project Associate for Media Issues
Duty Station: Kathmandu
Duration: 12 months (with possibility of extension)
Level: SU-6

Responsibilities:

- With direct reporting responsibilities to the Project Officer, the incumbent will oversee the implementation of the Advocacy and Public Awareness raising Sub-sector of the project. S/he should coordinate with the communication and advocacy unit in the UNDP CO for all relevant media issues. The incumbent will have the following responsibilities:-
- Finalise the ToR for the provision of media services;
- Ensure the efficient and timely recruitment of the sub-contracted organisation for the above services;
- prepare communication brief for the organisation on the disaster management issues to be highlighted in the proposed messages;
- Monitor the sub-contracted organisation in all its activities like the development of the messages for audio-visual and print media, development of media plan etc;
- Support the organisation of a Consultative media workshop;
- Liaise with the different media agencies (audio-visual and print) for negotiating the release of the said messages at least prices;
- Carry out any other responsibility assigned by the incumbent's supervisor.

Qualification:

- At least 3 years experience in the field of media communications in Nepal
- Experience on social message development would be essential
- Experience of working with any UN and / or Government related projects would be preferable
- Office and project related computer skills are essential.
- High proficiency in Nepali and English is required.

Draft Terms of Reference of Consultant institution for Development of National Strategy for Disaster Management

- Identify the areas to be incorporated into the National Strategy.
- If required liaise with technical experts in the disaster management field from within Nepal and outside to ensure appropriate knowledge sharing.
- Review relevant national and international documentation for ensuring qualitative inputs to the strategy document under preparation.
- Identify the key stakeholders/partners concerning disaster management
- Develop a formal concept note and presentation on the National Strategy for Disaster Management
- Help the Steering Committee to make a joint presentation to the Central Natural Disaster Relief Committee(CNDRC) on the concept and process of this exercise
- Help the Steering Committee to make a joint presentation to the donor community on the above
- Support the organisation of a one-day introductory seminar for all stakeholders in the sector
- Support the organisation of half day workshops for different disaster management related functional areas to address all the phases of its cycle
- Draft the sector specific strategy for disaster risk reduction in each of those sectors
- Finalise of the consolidated strategy
- Help the Steering Committee to present the same to all stakeholders in a one-day sharing seminar
- Revise the strategy document on the basis of the relevant points garnered from the sharing seminar
- Help the Steering Committee in its presentation of the final draft of the strategy document to the Central Natural Disaster Relief Committee
- Coordinate on behalf of the Steering Committee (if the latter so delegates the authority) for the ratification of the strategy document by the CNDRC
- Help the Steering Committee in its presentation of the final strategy to the Donor Community.
- Any other responsibility that may be mutually agreed between UNDP and the consulting firm.
- Approximate period of the consultancy is about nine months.

Qualification of the organisation:

- The key members of the organisation responsible for providing the service should have at least 10 years of development experience in Nepal. (This would be one of the main criteria of evaluation).
- The organisation must have at least 5 years of disaster management experience at the national level.
- Qualitative experience of working with the government system is essential.
- Previous experience in policy level document preparation is necessary.
- International experience would be preferable.
- Skills for the organisation of different events would be an added advantage.

Draft Terms of Reference

Project: Disaster Risk Reduction at the National level in Nepal (NEP/06/001)
Subcontract: Media support services

- Support the organisation of a Consultative media workshop
- Production of audio visual material on disaster preparedness for television
- Creation of programmes for airing on national level radio
- Development of insertions for national level periodicals
- Preparation of a detailed and cost-effective media plan for the release of the materials so developed
- Liaise with the different media agencies (audio-visual and print) for releasing the said messages

Qualification:

- At least 5 years experience in the field of media communications in Nepal
- Experience on social message development would be essential
- Experience of working with any UN and / or Government related projects would be preferable
- International experience and tie-ups would be given preference
- All stipulated registrations with the government are imperative

**Minutes of the Project Appraisal Committee (PAC) Meeting
For
Disaster Risk Reduction at the National level in Nepal (NEP/06/001) project
8 March 2006,
WHO Conference Room**

List of Participants:

1. Mr. Ghulam M. Isaczai, Deputy Resident Representative, Programmes, UNDP
2. Ms. Line Urban, Third Secretary, Delegation of the European Commission to Nepal
3. Mr. Som Lal Subedi, Joint Secretary, Ministry of Local Development
4. Mr. Hari Narayan Belbase, Section Officer, National Planning Commission
5. Mr. Mahesh Acharya, Section Officer, Ministry of Home Affairs
6. Mr. Erik Kjargood, Technical Officer, World Health Organization
7. Mr. Prajwal Acharya, Program Coordinator, Nepal Red Cross Society
8. Mr. Dharma Swarnakar, Knowledge Management and Research Associate, UNDP
9. Mr. Rahul Sengupta, Programme Officer, Disaster Management, UNDP
10. Ms. Neela Pradhan, Project Officer, CBDMP(NEP/05/001), UNDP
11. Ms. Jyoti Sapkota, Project Associate, CBDMP(NEP/05/001), UNDP
12. Mr. Rudra Neupane, Project Associate, CBDMP(NEP/05/001), UNDP

Introduction:

Mr. Isaczai commenced the proceedings by welcoming all the members present to the Project Appraisal Committee (PAC) meeting. He then mentioned that the project document for the Disaster Risk Reduction at National Level in Nepal (NEP/06/001) is being presented for review and endorsement by the PAC members. He outlined the different components, budget and working modality of the project that will involve a multi-sectoral and multi-stakeholder approach. He mentioned that the recommendations made by the PAC members will form the basis for finalization of the project document.

Mr. Isaczai then asked the Programme Officer, Disaster Management to make the presentation on the project on behalf of the Environment, Energy and Disaster Reduction (E, E&DR) Unit to the Committee.

Presentation:

Mr. Rahul Sengupta gave an overview of the project and outlined its goal, intended outcomes, outputs and planned activities. The management arrangement, monitoring and evaluation procedures established and risks and assumptions for the project were also described. He highlighted that considering the short duration of the project and given UNDP's engagement at the national level, the project will concentrate mainly on stakeholders from the government, civil society and general public from this level.

Discussion Items:

Project coverage:

The committee members enquired about the tangible output of the project at the field level. It was also suggested that the linkage with the sectoral working groups be mentioned.

Clarification: As mentioned above, this project mainly focuses at the national level. However, an indirect linkage at the field level would be established in different ways. One, the National Strategy on Disaster Management for 2005-15 being formulated under this project will be followed by national action plans of shorter duration of 2-3 year based on the former. In these

action plans it will be articulated as to how different organisations and social groups would contribute towards the implementation of this strategy at the ground level. Similarly, the DP-Net network works towards the capacity building of its members so that the latter could provide better support to both the community and the policy level. Mass media that would be used under the project would serve a wider population across levels. In addition to this project, UNDP is also directly implementing a community level project that covers six hazard prone districts of Nepal.

Government participation:

There was a query about the government's role and ownership of the output on development of the National Strategy on Disaster Management in Nepal.

Clarification: This strategy would be prepared by the HMG/N and ratified by it at the highest level. A steering committee and working group comprising different line ministries, donors, national and international organizations such as JICA, NSET, NRCS, UNDP etc has already been set up by the HMG/N for this process. The Government has also prepared an Earthquake related disaster risk mitigation plan that has been ratified by the Central Disaster Relief Committee. Moreover, the HMG/N has decided to allocate NRs. One million from the next financial year towards disaster mitigation initiatives related to earthquakes.

Inclusion of local governance bodies:

It was mentioned that there is a very strong role of the local bodies in disaster management at the district / municipality level and below as per the Local Self Governance Act 1999. The development of current periodic plans at the district level is also under process. Hence it was suggested that local governance bodies must be included in the different components of the project like national strategy development and in the DP-Net network itself (especially Lalitpur and Bhaktapur Municipalities). It was also suggested that institutions such as the training centre for municipal staff on earthquake related disaster risk reduction issues in Lalitpur should also be strengthened.

Clarification: The Ministry of Local Development is a member of the Central Disaster Relief Committee and also the steering committee and working group for this strategy development process. This project aims at formulating a national strategy that will go through the National Planning Commission so that it could guide the possible incorporation of disaster risk management issues into the 11th five-year plan and the MOLD would be involved to take it forward in the district periodic plans. The national strategy will further clarify the roles of different line ministries, local bodies, civil society organizations and community organizations. DP-Net is a network of organizations involved in the disaster management sector. The actively participating agencies in previous general meetings of the network have been included in the current members' list. All the municipalities in the valley have been invited earlier and DP-Net will be glad to have their participation in the network.

Though training of municipal staff is not included in the project under review, there is another project of UNDP, Community Based Disaster Management Project (CBDMP), which is undertaking capacity building of municipal staff on the relevant issues in six municipalities outside the Kathmandu valley. It is true that this technical capacity building issue is of critical importance and would be given due consideration at the earliest opportunity.

Modes of awareness generation:

It was suggested that apart from the mass media, the project should also explore opportunities for spreading the message of disaster preparedness through the network of projects that UNDP has on the ground. It was also mentioned that in case there is a difficulty faced in the implementation of any of the activities, especially related to awareness

generation, Basic Operational Guidelines (BOGs) should be applied as both the European Commission and the UN are party to it.

Sharing of experiences:

Experiences and lesson learnt by different DIPECHO project partners working in disaster management at the field level would add value to the strategy formulation process and therefore it was suggested to invite them in appropriate interaction fora with the HMG/N and other stakeholders involved in this process.

Dissemination of the Strategy:

It was mentioned that wider dissemination of the national strategy developed could be difficult in the project period therefore it was suggested an action plan for the same may be drawn up during the course of the project.

Conclusion:

Mr. Isaczai concluded the meeting by thanking all the PAC members present for their valuable inputs and suggestions. He emphasized that the project document would be finalized based on the comments received. In summary, he mentioned that the PAC discussion had underlined the relevance of the project and therefore the endorsement of the same. He highlighted following points to be articulated in the project document:

1. Coordination with other DIPECHO partners through interactions with the relevant committees
2. Relationship with the local governance bodies and community organizations
3. Linkage with sectoral working groups
4. The allocation of NRs. One million made by the government for disaster mitigation
5. Spreading the message of disaster preparedness through the network of projects that UNDP has on the ground;
6. Relevant issues of capacity to address the risk and assumptions of the project

Mr. Isaczai further mentioned that the minutes of this meeting and a copy of the finalized project document will be submitted to Resident Representative, UNDP, Mr. Matthew Kahane, for his approval after getting signature from Ministry of Finance, HMG/N. Subsequently the minutes will be circulated to all the committee members along with the signed project document. However, since there is limited time frame for the accomplishment of the project, an advance authorization will be processed to begin the execution of the project at the earliest on the condition that the project document is fully approved by the HMG/N and UNDP within sixty days of such authorization.



Government of Nepal
Ministry of Finance

Tel. No.: { 4259837
{ 4259804

MINISTRY OF FINANCE
Singhdurbar
KATHMANDU, NEPAL

UNDP/DEX/100-4

June 11, 2006

Subject: Disaster Risk Reduction at the National Level in Nepal-NEP/06/001

Dear Mr. Isaczai,

With reference to your letter NEP/06/001 00050143 dated April 3, 2006, I have the pleasure to forward herewith the five copies of the captioned project duly signed by Mr. Mahesh K. Karki, Under Secretary, Ministry of Finance, on behalf of the Government of Nepal.

I would appreciate it if you could sign the copies and forward one to us for our official records.

Yours sincerely,


Dilli Raj Lekhak
Section Officer

Mr. Ghulam Isaczai
Assistant Resident Representative
United Nations Development Programme
Hariharbhawan, Pulchowk.

CHECKLIST FOR NEW PROJECT DOCUMENT FOR SUBMISSION TO GOVERNMENT'S APPROVAL BY DRR

Approval of : Project Document NEP/06/001 – Disaster Risk Reduction at the National Level in Nepal
 Project Budget Revision

The applicable procedures and conditions for approval are the following:

PAC: Completed; Not applicable
 Minutes attached: Yes No
 Government request: Required Not required
 Government endorsement: Obtained Not required to be obtained
 Agency endorsement: Obtained Not required to be obtained
 Project within seven years' duration: Yes No

Forwarding letters to the Government, the Executing Agent and UNDP/HQ attached for signature: Yes No

Last revision (" ") approved on: _____

Nature of this revision:

New Project: Substantive Revision- Routine adjustment
 Additional activities Advance Authorization Extension

Budget : US\$ 386,912 (EC US\$ 328,875 + BCPR US\$ 58,037

Source of Fund: BCPR/Cost Sharing

Implementing Arrangement: DIM

Programme Period: April 2006 – June 2007

SPRMU's comments:

The project document for "NEP/06/001-Disaster Risk Reduction at the National Level", prepared as per RMG, has been signed by Government on 11 June 2006 as first signatory. Five copies of the project documents are attached herewith for final signature from UNDP to start up the project.

Forwarded by (PO): Rahul Sen Gupta

Endorsed by (UC) V. Singh

Processed by (PFA): G. Poudyal
 Date: 12 June 2006

Checked by (PPA): R. Lama

Cleared by (UC) L. Thapa
 and submitted for DRR's approval.