



Annual Work Plan 2016

<b>Project Title:</b>	<b>Early Recovery Preparedness and Response Project</b>
<b>OP/Country Programme Outcome:</b>	3.1 : National, provincial and district capacities to prevent, assess, reduce and manage risks are developed
<b>Country Programme Output:</b> <i>(Those linked to the project and extracted from the CPAP)</i>	Output 3.1: Disaster management institutions at federal, provincial, district and community levels are enabled to undertake gender sensitive preventive and mitigation measures and disaster risk reduction (DRR) is mainstreamed in selected departments and ministries. Indicator:
<b>Project Outputs:</b> <i>(Those that will result from the project and are taken from the Project Strategy)</i>	Output 1: Access to basic social services in IDP host communities in order to meet the increased demand of target population of 50,000 people Output 2: Improved livelihoods of 200 people (IDP/host community) of which at least 150 are women
<b>Implementing Partner:</b>	UNDP
<b>Responsible Parties:</b>	UNDP

**Project Brief Description**

The overall project objective is to enhance national preparedness capacities of the country for a robust and effective early recovery response to current and future disasters. Based on the lessons learned, UNDP will support National, Provincial and District authorities to increase their knowledge and preparedness for eventual early recovery responses. At the same time, this project will coordinate UNDP's ongoing Early Recovery Response to the complex emergency in KP/FATA.

ERPR Project will continue through first quarter of year 2016. During this period, support to District Governments, local communities, and Temporary Dislocated People (TDPs) living in selected UCs of District Bannu, FR Bannu, D I Khan, FR D I Khan, Karak, Lakki Marwat and District Peshawar will be continued. Through ERPRP support, local infrastructure rehabilitation and capacities of district government and hosting communities will be enhanced to prepare them for effective early recover responses. In year 2016, ERPR Project will increase community resilience of at least 50,000 people in the targeted districts by expanding access to basic services / infrastructure and promoting improved livelihoods.

Programme Period: 2013-2017  Atlas Award ID: <b>00075389</b> Atlas Project ID: <b>00087315</b>  Start date: January 2015 End Date: March 2016  PAC Meeting Date: January 16, 2015  Project Board Meeting Date: January 20, 2016	2016 AWP budget: \$ 523,624 Total resources required \$ 523,624 Total allocated resources: _____ • Regular _____ • Other: o Japan \$ 393,624 o Swiss \$ 130,000 o Government: _____ Unfunded budget: \$ 0 In-kind Contributions
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Agreed by [Implementing Partner – NPD - NIM projects only]:

Agreed by UNDP (CD / DCD-P): *M. Iqbal* 25/1/16

Annual Work Plan 2016 (January - March 2016)

Project ID: 75389 Project Title: Early Recovery Preparedness and Response Project

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	Quarterly Timeframe				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<b>Output 1</b> Access to basic social services expanded in IDP host communities expanded in order to meet the increased demand of target population of 50,000 people  <i>Indicators 1.1:</i> % of target population with improved access to basic services  <i>Baseline 1.1:</i> 0% of target population  <i>Targets 1.1:</i> 80% of target population with improved access to basic services	<b>Activity result</b> Access to basic social services created for 50,000 people in the target area.	16	-	-	-	PDMA-PaRRSA/	Japan 00141	LoA /	\$ 218,089
	<b>Action 1.1.1a 1.1.1.1</b> 16 community infrastructure schemes rehabilitated in order to improve access to services								
	<b>Action 1.1.1b</b> 1,500 working days created for IDPs and vulnerable host community members	1,500	-	-	-	Direct contracting	Swiss 10282	Construction contracts	\$ 130,000
<b>Total Output 1</b>									<b>\$ 348,089</b>
<b>Output 2</b> Improved livelihoods of at least 200 people (IDP/host community) of which at least 75% are women  <i>Indicators 2.1:</i>	<b>Activity Result 2.1.1</b> Vocational training for 150 vulnerable local and TD women.  - <b>Action 2.1.1.a</b> Vocational training conducted	150	-	-	-	Implementing Partners	Japan 00141	MCGA	\$ 38,500

<p><i>% increase in the number of displaced population &amp; vulnerable groups in host community who have a source of livelihoods</i></p> <p><i>Baseline 2.1:</i> <i>0% in the targeted population</i> <i>Needs assessment ongoing to determine baseline for 2016</i></p> <p><i>Targets 2.1:</i> <i>10 % increase in the number of displaced population &amp; vulnerable groups in host community who have a source of livelihoods</i></p>	<p><b>Activity Result 2.1.2</b> Business management training for 50 people</p> <p>- Action 2.1.2 a BMST Training for 50 beneficiaries of SRSP conducted</p>	50	-	-	-	SRSP	Japan 00141	Service Contract	\$ 11,500	
	<b>Total Output 2</b>									\$ 50,000
<p>Effective project management in KP</p>	Project Field Staff in KP	X	-	-	-	UNDP	Japan 00141	Salaries	\$ 60,000	
	Field Operations in KP	X	-	-	-	UNDP	Japan 00141	Travel/Trainings	\$ 10,000	
										\$ 70,000
<b>Total Programme cost</b>										<b>\$ 468,089</b>
<b>DPC</b>										<b>\$ 16,748</b>
<b>GMS</b>										<b>\$ 38,787</b>
<b>Total AWP</b>										<b>\$ 523,624</b>



## II. Monitoring Plan 2016 (January – March 2016)

(Include all monitoring and evaluation activities/events)

Project ID: 75389

Project Title: Early Recovery Preparedness and Response Project

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection
<b>CPAP Outcome: 3.1</b> : National, provincial and district capacities to prevent, assess, reduce and manage risks are developed	Number of provinces/districts/villages with early warning systems in place	0	4 districts	Verification of community discussions	Quarterly	M&E Officer		Training will result in the development of early warning systems
<b>CPAP Output: 3.1:</b> Disaster management institutions at federal, provincial, district and community levels are enabled to undertake gender sensitive preventive and mitigation measures and disaster risk reduction (DRR) is mainstreamed in selected departments and ministries.	Number of federal, provincial and district DMAs with strengthened capacities, including in relation to mainstreaming gender equality	DMAs recently established and have limited capacities and community engagement	Communities and community institutions in high risk regions with improved disaster resilience	Community network discussions	Monthly	Project Coordinator		UNDP support to DMA will result in strengthened capacity of both the institutions and the communities
<b>Project Output 1:</b> Access to basic social services expanded in IDP host communities expanded in order to meet the increased demand of target population of 55,000 people	% of target population with improved access to basic services	Needs assessment ongoing to determine baseline for 2016	80% of target population with improved access to basic services	Site logbook for every scheme will determine no. of users of the particular scheme.	Weekly monitoring of schemes. Monthly update on no. of people with increased access	M&E Officer / Third Party Monitoring	20,000	Schemes rehabilitated by the project will be maintained and will increase access to basic services

<p><b>Project Output 2:</b> Improved livelihoods of at least 2,100 people (IDP/host community) of which at least 20% are women</p>	<p><i>% increase in the number of displaced population &amp; vulnerable groups in host community who have a source of livelihoods</i></p>	<p><i>Needs assessment ongoing to determine baseline for 2015</i></p>	<p><i>10 % increase in the number of displaced population &amp; vulnerable groups in host community who have a source of livelihoods</i></p>	<p><i>Records of training/livelihoods support. Data gathered from community networks</i></p>	<p><i>Weekly monitoring / Monthly reports/ Field visit reports</i></p>	<p><i>M&amp;E Officer / Third Party Monitoring</i></p>	<p><i>20,000</i></p>	<p><i>Coaching and placement support will increase chances of training participants to find jobs and increase their income.</i></p>
<p>Effective project management in KP</p>	<p><i>% of project activities carried out according to work plan % of targets achieved</i></p>	<p><i>N/A</i></p>	<p><i>100% of project activities carried out according to work plan 100 % of targets achieved</i></p>	<p><i>Quarterly progress reports Monthly field visits</i></p>	<p><i>Quarterly</i></p>	<p><i>Project Coordinator</i></p>	<p><i>0</i></p>	<p><i>There will be no further major displacements. Return of TDPs to FATA will initiate.</i></p>
<p>Effective Coordination of National recovery response</p>	<p><i>% of project activities carried out according to work plan % of targets achieved</i></p>	<p><i>N/A</i></p>	<p><i>100% of project activities carried out according to work plan 100 % of targets achieved</i></p>	<p><i>Quarterly progress reports Quarterly field visits</i></p>	<p><i>Quarterly</i></p>	<p><i>Project Manager</i></p>	<p><i>0</i></p>	<p><i>There will be no further major displacements. Return of TDPs to FATA will initiate.</i></p>

**III. Recruitment Plan 2016 (January – March 2016)**

*(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)*

Project ID: **75389**      Project Title: **Early Recovery Preparedness and Response Project**

***The Project does not foresee any new requirement in year 2016***

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Contract Modality (TA/FTA/SC/ NIMU/Govt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date
1.	--	--	--	--	--	--	--	--	--	--
2.										
3.										

**IV. Procurement Plan 2016 (January – March 2016)**

*(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2016 – including goods, assets, services and works)*

**Project ID: 75389      Project Title: Early Recovery Preparedness and Response Project**

*The Project do not foresee any new procurement in year 2016*

#	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EA D/ IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	Construction of Community Schemes	Works	\$ 130,000	UNDP	Direct Contracting	Jan 2016	Feb 2016	--	Feb 2016	Feb 2016	March 2016	NPC/SP E
2.												
3.												

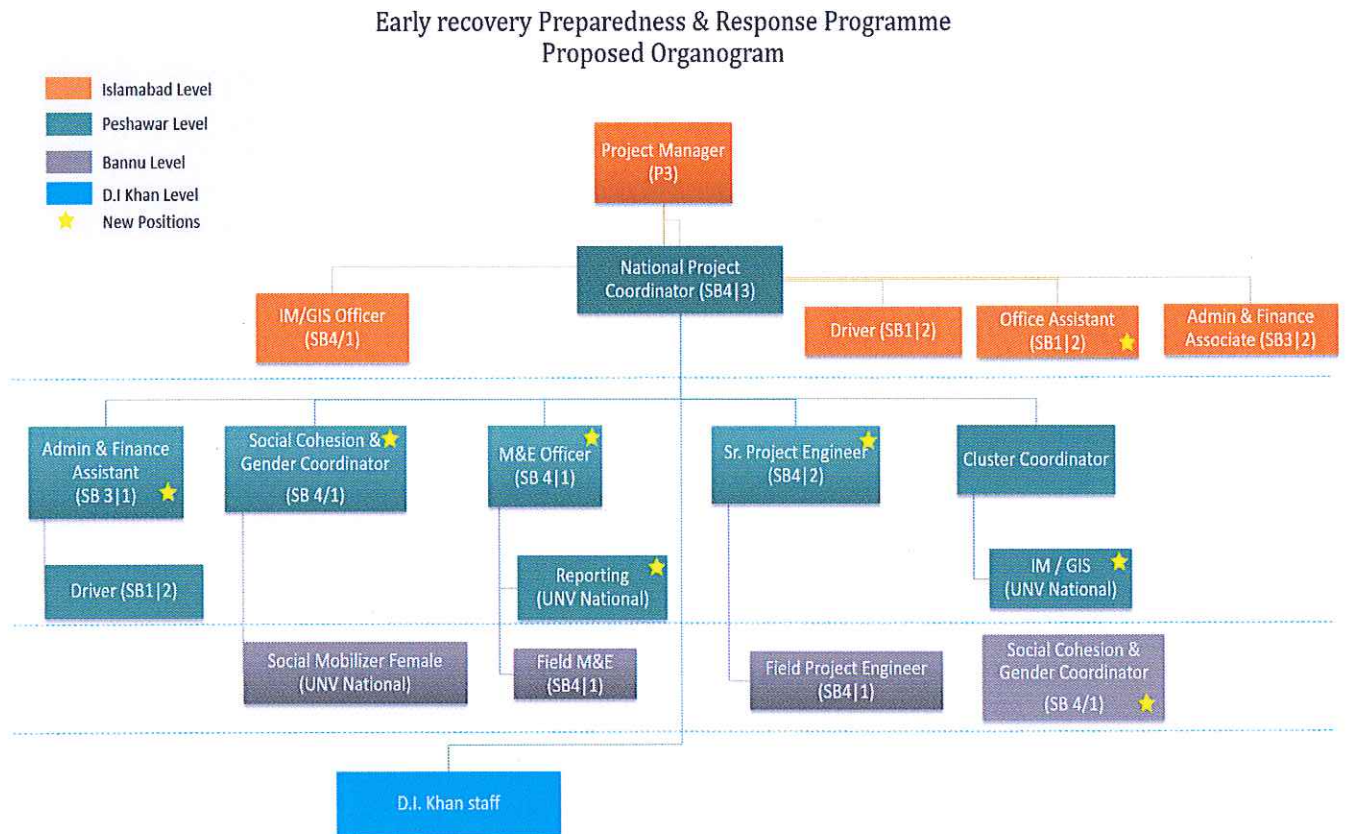


## V. Management Arrangements

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the [Project Document – Deliverable Description](#) to complete this component of the template.

Use the diagram below for the composition of the Project Board.



Suggested sub-headings in this component may include:

- results of capacity assessment of implementing partner
- UNDP Support Services (if any)
- collaborative arrangements with related projects (if any)
- prior obligations and prerequisites
- a brief description/summary of the inputs to be provided by all partners
- audit arrangements
- agreement on intellectual property rights and use of logo on the project's deliverables



## VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

Timeline /Target Date	Activity	Primary Responsibility
23 December 2015	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD UNDP and Program Officer
28 December 2015	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	Project Director/ Project Manager
15 January 2016	Organize Project Review Board to: a) Review of project contribution to results and financial delivery 2016; b) Review and endorsement of AWP 2016	Project Director/ Project Manager
31 <sup>st</sup> January 2016	Quarterly Progress Reports (Oct – Dec 2015), including: a) Report on project progress and financial delivery b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change) c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	Project Manager
31 May 2016	Submit draft Final Project Report 2015, including project contribution to outcomes, outputs, activities and financial delivery and lessons-learnt, to UNDP.	Project Director/ Project Manager
31 July 2016	Annual audit of the project	SMU-UNDP

## VII. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the [Supplemental Provisions](#) to the Project attached hereto and forming an integral part hereof, as "the Project Document"

### **Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]**

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]<sup>1</sup>.

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

### **Alternative B [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]**

[UNDP] [Name of UN Agency] as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

[UNDP] [Name of UN Agency] agrees to undertake all reasonable efforts to ensure that none of the [project funds]<sup>2</sup> [UNDP funds received pursuant to the Project Document]<sup>3</sup> are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

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<sup>1</sup> Use bracketed text only when IP is an NGO/IGO

<sup>2</sup> To be used where UNDP is the Implementing Partner

<sup>3</sup> To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner.

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## ANNEXES

- Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)
- Annex 2: Letter of Service signed between UNDP and the Implementing Partner where UNDP Country Office will provide Implementation Support Services to a NIM project
- Annex 3: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)
- Annex 4: Cost sharing agreements signed with donors/government (if any)
- Annex 5: Project cooperation agreement signed with NGOs (if any)
- Annex 6: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc)
- Annex 7: Terms of Reference for key project personnel should be developed and attached



## OFFLINE RISK LOG

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Early Recovery Preparedness and Response Project					Award ID:87315		Date: 22 December 2015		
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Further displacement causes more pressure on social services	Dec 2015	Operational Political	P= 3 I= 4	Work at the same time with FATA Secretariat to create pull factors in FATA	Project Manager	Project Manager	Dec 2015	Active
2	Natural disasters hit already stretched TDP hosting areas	Dec 2015	Environmental	P = 3 I = 4	Prepare communities for future disasters by increasing resilience and information on disaster preparedness Mitigation measures in hosting communities Early warning plans	Project Manager	Project Manager	Dec 2015	Active
3	Security situation will not allow access to the project sites	Dec 2015	Operational Organizational	P = 3 I = 4	Work through government and local partners. Engage third party monitoring firm.	Project Manager	Project Manager	Dec 2015	Active