

## Annual Work Plan 2017



<b>Project Title:</b>	<b>Community Resilience in Malakand</b>
<b>OP/Country Programme Outcome 3-3:</b>	Vulnerable populations in crises situations benefit from improved prevention, risk reduction, and response (Mitigation), and are assisted to reach development goals including MDG targets
<b>Country Programme Output 3-3.1:</b>	Vulnerable community particularly women affected by crises have access to training, entrepreneurship, livelihoods and community infrastructure.
<b>Project Outputs:</b>	<ol style="list-style-type: none"> <li>1. Communities/village councils are mobilized and trained for community development in their areas.</li> <li>2. Target communities have increased access to basic social services including market, education, health and have improved livelihoods due to restored community infrastructure.</li> </ol>
<b>Implementing Partner:</b>	UNDP
<b>Responsible Parties</b>	UNDP & PDMA PaRRSA
<b>Project Brief Description</b>	
<p>Swat district was adversely affected in 2008- 2009 by the militancy crisis and followed by floods in 2010 which resulted in massive displacement of population and increased risk of militancy, constraints on food security and livelihoods. The damage to community infrastructure and collapse of service delivery institutions deprived communities" access to basic services and facilities.</p> <p>With the financial assistance of The Saudi Fund for Development, The Kingdom of Saudi Arabia, UNDP is implementing a "Community Infrastructure Restoration and Rehabilitation" project in District Swat, Khyber Pakhtunkhwa. Through this project, UNDP in coordination and collaboration with the Government of Khyber Pakhtunkhwa is rehabilitating damaged community infrastructure schemes including link roads, drainage and water channels, culverts, bridges, and streets in District Swat. The interventions will improve access to services and facilities for the local community and provide the infrastructure necessary for socioeconomic uplift in the area.</p> <p>In the first phase of project (2011-2015) 639 schemes were completed with US\$ 6.67 million in targeted tehsils of district Swat. Under another MoU with SFD in the second phase (2016-2017), UNDP so far rehabilitated 122 community infrastructure schemes with US\$ 2.6 million.</p>	
Programme Period: 2013-2017 Atlas Award ID: 00058104 Atlas Project ID: 00083038  Start date: 1 January 2017 End Date: 30 September 2017  PAC Meeting Date: Project Board Meeting Date: Dec 2016	2017 AWP budget: Total resources required <span style="float: right;">US\$ 2,880,326</span> Total allocated resources: <ul style="list-style-type: none"> <li>• Regular UNDP <span style="float: right;">US\$ 450,000</span></li> <li>• Other:                         <ul style="list-style-type: none"> <li>o SFD <span style="float: right;">US\$ 2,430,326</span></li> </ul> </li> </ul> Unfunded budget: - In-kind Contributions -

Agreed by UNDP (CD / DCD-P):

Mianurp

Date:

8/12/16

## 1. ANNUAL WORK PLAN 2017

Project ID: 00058104

Project Title: Community Resilience Malakand Project

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME			RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3		Funding Source	Budget Description	Amount
<p><b>Output 1</b> Communities/village councils are mobilized and trained for community development in their areas.</p> <p><b>Indicators: 1.1.</b> Extent to which target communities/project oversight committees engaged in supporting implementation and oversight of project activities.</p> <p><b>Scale -1</b> Communities are not at all (0%) engaged in supporting implementation and oversight of project</p> <p><b>Scale-2:</b> To a very partial extent, (upto 20%) communities undergoing initial community mobilization process. Informal capacity building process is continued. Communities in response somehow extending their time for project meetings.</p> <p><b>Scale -3</b> To some extent; (21-50%) regular community meetings are organized at every village. 50% of the organizations are trained to oversight infrastructure work.</p> <p><b>Scale -4</b> To a significant extent; (51-85%) target communities are trained to oversight the infrastructure rehabilitation work, target communities are resolving conflicts arising against project implementation.</p> <p><b>Scale-5</b> To full extent (100%) target communities are able to plan and implement community development projects with village councils and employ accountability mechanisms at their level.</p> <p><b>Baseline: 1.1.</b> Scale -2 <b>Target: 1.1</b> Scale-4</p>	<p><b>Activity Result 1.1.1:</b> 40 Target oversight project committees/communities are able to actively participate in community development projects in their areas.</p> <p><b>Action 1.1.1.a</b> 10 Trainings for project oversight committees/Village councils to support implementation and oversight of project activities. (6.1.2.A.1.2)</p> <p><b>Action 1.1.1.b:</b> 40 oversight committee establishment in target communities/village council for supporting implementation and oversight of project activities. (6.1.2.C.1.1)</p>							
		X	X	X	UNDP	UNDP	75700 Trainings workshops & Conferences	3,000
		X	X	X	UNDP	UNDP		1,000
<b>OUTPUT TOTAL</b>								<b>4,000</b>

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME			RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3		Funding Source	Budget Description	Amount	
<p><b>Output 2:</b> Target communities have increased access to basic social services including market, education, health and have improved livelihoods due to restored community infrastructure.</p> <p><b>Indicators: 2.1.</b> Number of people including men, women and persons with disabilities benefiting from completed social services infrastructures.</p> <p><b>Base Line: 2.1</b> 185,656 individuals, including 9, 4638 males and 91,008 females of all age groups. Among these inhabitants 345 are persons with disability benefited during 2016</p> <p><b>Targets: 2.1</b> 75,000 individuals including men, women and persons with disabilities of all age groups are expected to be benefited with 50 community based infrastructure schemes (CBIs).</p> <p><b>Indicators: 2.2</b> Evidences of improved access of communities to basic social services including market, education, health and livelihoods facilities due to restored community infrastructure.</p>	<p><b>Activity Result 2.1.1</b> Handing over of completed functional community infrastructure schemes to local communities.</p> <p><b>Action 2.1.1.a:</b> Construction/rehabilitation of 50 Community infrastructure schemes including link roads and irrigation channels in target villages of district Swat. (6.1.A.8.2)</p> <p><b>Action 2.1.1.b:</b> Re-construction/rehabilitation of bridge in district Chitral</p>								
		x	x	x	UNDP	SFD	72100 Contractual Services companies	2,000,302	
		X	X	X	UNDP	SFD	72100 Contractual Services Companies	250,000	

<p><b>Scale -1-</b> There is (Little evidence ) very small number of people have access to basic social services including market, education, health and have improved livelihoods facilities without Project intervention (community infrastructure rehabilitation).</p> <p><b>Scale -2</b> There are 60% of (Moderate evidence) target communities have success stories of improved access to basic social services including market, education, health and livelihoods facilities due to restored community infrastructure</p> <p><b>Scale -3</b> There are 100% of (Consistent evidence) target communities have success stories of improved access to basic social services including market, education, health and livelihoods facilities due to restored community infrastructure</p> <p><b>Base Line: 2.2 Scale -1</b></p> <p><b>Target 2.2 Scale -2</b></p>	<p><b>Action 2.1.1.c:</b> Third party monitoring of community infrastructure schemes under LoA</p>	X	X	X	UNDP	UNDP	25,000
<p><b>OUTPUT TOTAL</b></p>							<p><b>2,275,302</b></p>

<b>Total Project Outputs Cost (A)</b>											-	<b>2,279,302</b>
Technical Assistance Cost												
	1. Staff – Contractual Services						UNDP	UNDP	UNDP	UNDP	71400	225,053
	2.Direct Project Cost (DPC)						UNDP	UNDP	UNDP	UNDP		58,525
<b>Total Technical Cost (B)</b>												<b>283,578</b>
Operational Cost												
	1. Staff – Contractual Services						UNDP	UNDP	UNDP	UNDP	71400	21,780
	2.Travel						UNDP	UNDP	UNDP	UNDP	71600	10,000
	3.Supplies (Lab Tests)						UNDP	UNDP	UNDP	UNDP	73120	3,000
	4.Transport Equipment Rent - Swat and Maintenance & Operation of Transport Equipment						UNDP	UNDP	UNDP	UNDP	73410	17,882
	5. Fuel for Isb and Swat based vehicles						UNDP	UNDP	UNDP	UNDP	72311	8,000
	6 Rental and Maintenance – Premises Isb and Swat						UNDP	UNDP	UNDP	UNDP	73105	34,561
	7.Other Fixed Operating Costs						UNDP	UNDP	UNDP	UNDP	74500	16,736
	8.Miscellaneous Operating Expenses						UNDP	UNDP	UNDP	UNDP	74000	25,463
	9. GMS (8%)							SFD	SFD	SFD		180,024
<b>Total Operational Cost (C)</b>							UNDP	UNDP	UNDP	UNDP		<b>317,446</b>
<b>Total Project Management Cost (B+C)</b>												<b>601,024</b>
<b>TOTAL BUDGET (USD) (A+B+C)</b>												<b>2,880,326</b>

## 2. MONITORING PLAN 2017

(Include all monitoring and evaluation activities/events)

Project ID: 00058104 Project Title: Community Resilience in Malakand

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 3-3:</b> Vulnerable populations in crises situations benefit from improved prevention, risk reduction, and response (Mitigation), and are assisted to reach goals development including MDG targets	3-3 Number of affected/eligible populations that have returned to pre-disaster income and production levels within 18 month (obtained from CPAP and project result framework)							
<b>CPAP Output 3-3-1:</b> Vulnerable community particularly women affected by crises have access to training, entrepreneurship, livelihoods and community infrastructure	3-3-1 Number of crises affected population (Sex disaggregated) with improved livelihoods, economic opportunities, and community infrastructure							

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				Risks and Assumptions	
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)		
<b>Project Output 1:</b> Communities/village councils are mobilized and trained for community development in their areas	<b>1.1:</b> Extent to which target communities/village councils are engaged in supporting implementation and oversight of project activities	<b>1.1 Scale-2:</b> To a very partial extent, (upto 20%) communities undergoing initial community mobilization process. Informal capacity building process is continued. Communities in response somehow extending their time for project meetings.	<b>1.1 Scale-4</b> To a significant extent, (51-85%) target communities are trained to oversight the infrastructure rehabilitation work, target communities are resolving conflicts arising against project implementation.	Success Stories Progress reports Activity Reports Monthly Progress Report	Quarterly Bi-annually Monthly	SM Team M&E Team SM Team Team Lead - Swat & Field Team	25,000		
<b>Output 2:</b> Target communities have increased access to basic social services including market, education, health and have improved livelihoods due to restored community infrastructure.	<b>2.1:</b> Number of people including men, women and persons with disabilities benefiting from completed social services infrastructures. <b>2.2:</b> Evidences of improved access of communities to basic social services including market, health and livelihoods facilities due to restored community infrastructure.	<b>2.1:</b> 185,656 individuals, including 9,4638 males and 91,008 females of all age groups. Among these inhabitants 345 are persons with disability benefited during 2016 <b>2.2 Scale-1-</b> There is (Little evidence ) very small number of people have access to basic social services including market, education, health and have improved livelihoods facilities without Project intervention (community infrastructure rehabilitation).	<b>2.1:</b> 75,000 individuals including men, women and persons with disabilities of all age groups are expected to be benefited with 50 community based infrastructure schemes (CBIs). <b>2.2 Scale-2</b> There are 60% of (Moderate evidence) target communities have success stories of improved access to basic social services including market, health and livelihoods facilities due to restored community	Monthly Progress Reports Scheme Profiles Third Party Monitoring Reports	Monthly Monthly Monthly/Bi Monthly	Team Lead Swat & Field Team PDMA-PARRSA	30,000 25,000	Double Counting of beneficiaries can make the exercise futile.	
				Success Stories Monitoring Checklists Progress reports	Quarterly Bi-Annually Monthly	SM Team M&E/SM Team SM team	30,000		
TOTAL								110,000	





#### 4. PROCUREMENT PLAN 2017

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2017 – including goods, assets, services and works)

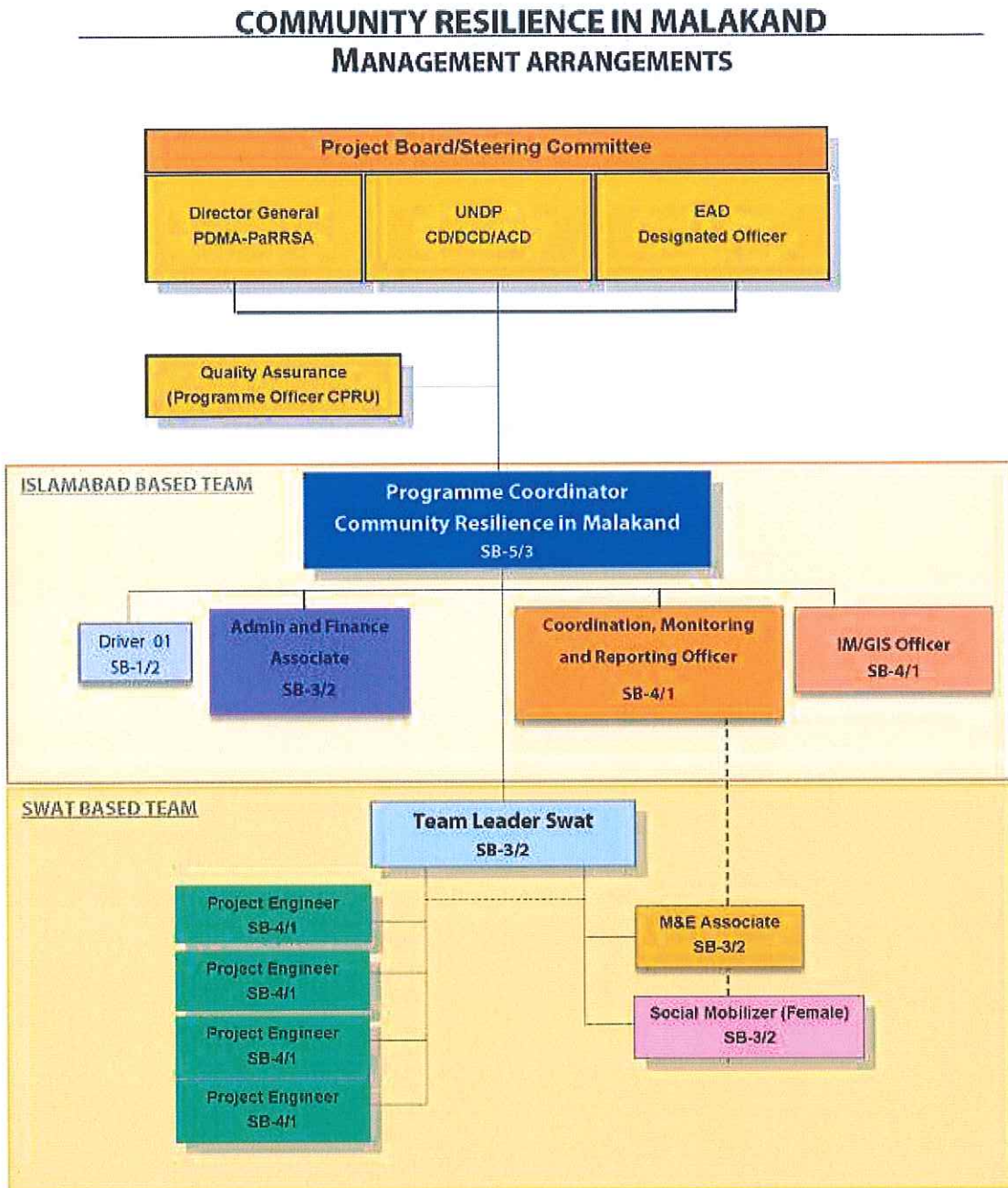
Project ID: 00083038 Project Title: Community Resilience in Malakand

#	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.	Hiring of Private construction firms	Works	250,000	UNDP	ITB	1 <sup>st</sup> Jan- 2017	31 <sup>st</sup> Jan- 2017	RACP/CAP	15 <sup>th</sup> Feb- 2017	1 <sup>st</sup> March- 2017	30 <sup>th</sup> June- 2017	NPC
2.	Hiring of Private construction firms	Works	1,000,151	UNDP	ITB	31 <sup>st</sup> Jan- 2017	28 <sup>th</sup> Feb- 2017	RACP/CAP	15 <sup>th</sup> March- 2017	1 <sup>st</sup> April- 2017	30 <sup>th</sup> June- 2017	NPC
3.	Hiring of Private construction firms	Works	1,000,151	UNDP	ITB	1 <sup>st</sup> April – 2017	30 <sup>th</sup> April- 2017	RACP/CAP	15 <sup>th</sup> May- 2017	1 <sup>st</sup> June- 2017	30 <sup>th</sup> Aug- 2017	NPC
4.	Institutional contract for Rented Vehicle-Swat Based	Goods & Services	15,882	UNDP	RFQ	Jan, 2017	February, 2017	Evaluation Committee	15 <sup>th</sup> Feb, 2017	1 <sup>st</sup> March- 2017	30 <sup>th</sup> September- 2017	Finance Associate

## 5. 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.



## 6. PLANNING, MONITORING AND REPORTING

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

*necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.*

Timeline /Target Date	Activity	Primary Responsibility
28th October 2016	Submit draft 2017 AWP to UNDP Program Officer for review (AWP draft developed in consultation with partners)	Project Manager
31 Oct – 07 November 2016	Review of AWP (quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability)	ACD UNDP and Program Officer
16 - 30 Nov. 2016	Schedule Project Steering Committees to: a) Review of project contribution to results and financial delivery 2016 b) Review and endorsement of AWP 2016	Project Manager
1-Dec-2016	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP DCD-P	ACD with Project Manager
12-Dec-2016	All budgets uploaded in ATLAS and STAR	Projects
15 Dec 2016	Submit final Annual Progress Report: submit revised Project Briefs	Project Manager
21-Nov-2016	IRRF/CPD indicators reporting/Update evaluation findings and share with SMU	Programme Units
12-Dec-2016	First draft ROAR shared with SMU	Programme Units
15 Dec. - Jan. 2017, 2017	ROAR Finalization: IRRF/CPD indicators reporting/Update evaluation	SMU
20 February 2017	Annual audit of the project	SMU-UNDP
30 April 2017 31 July 2017 31 October 2017	Quarterly Progress Reports, 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
15 July 2017	Organize Project Steering Committee (Mid-year review of project progress and, if needed, revision of the AWP)	Project Manager
30 November 2017	Organize Project Steering Committee to: c) Review of project contribution to results and financial delivery 2017; d) Review and endorsement of AWP 2018	Project Manager

## 7. LEGAL CONTEXT

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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]**

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

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

UNDP agrees to undertake all reasonable efforts to ensure that none of the [USD 2,880,326]<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.



## OFFLINE RISK LOG

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

#	Project Title: Description	Community Resilience in Malakand		Award ID	Countermeasures / Mngt response	Owner	Date		November 2016 Last Update	November 2016 Status
		Type	Date Identified				Submitted, updated by	Updated by		
0	Enter a brief description of the risk  <i>In Atlas, use the Description field.            Note: This field cannot be modified after first data entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other  <i>(In Atlas, select from list) Environmental, Financial, Operational, Organizational, Political, Regulatory, Strategic, Other</i>	When was the risk first identified  <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	00058104	What actions have been taken/will be taken to counter this risk  <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk  <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk  <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked  <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change  <i>(in Atlas, use the Management Response box)</i>	

1	Security/Safety2009 likelihood of random terrorist attacks	November 2016	Political	Text P = 3 I = 5	Low visibility, abiding local norms and customs, hiring local staff, coordination with district line agencies, security depts. and UNDSS	Programme Coordinator	Programme Coordinator	Nov-2016	No change
2	Natural Disasters: floods, snow, earthquakes (Earthquake hit the area on 6 October 2015)	November 2016	Environmental	Text P = 3 I = 5	DRR mainstreaming in project activities	Programme Coordinator	Programme Coordinator	Nov-2016	No change
3	Double counting of beneficiary data	October 2014	Organizational	Text P = 3 I = 5	Project team capacity is built how to collect the data	Programme Coordinator	Programme Coordinator	Nov 2016	Reducing
4	Performance and timely delivery by contractors	November 2014	Operational	P=3 I=4	Assessment of contractors strengths and weaknesses at the time of pre-qualification and later before the award of contracts  Pre-contract meeting, elaboration of required standards and receipt of bank guarantee  Regular field monitoring and reporting  Setting up payment schedule so that contractor's due payments are timely released.	Procurement Unit  Programme Coordinator	Programme Coordinator	Nov 2016	Reducing

5	<p>Agreement with donor and government on selection of new/alternate schemes in case of approved non feasible schemes (low impact; already constructed by govt./other agency; technically not feasible</p>	<p>April 2013</p>	<p>Strategic</p>	<p>P=3 I=4</p>	<p>A clear alternate strategy and criteria to be devised and shared with donors for approval</p> <p>Stakeholders meeting and joint field assessment taking relevant government counter parts (provincial, district and local govt.) on board</p> <p>Sharing of results/identified schemes with relevant department to avoid any duplication</p>	<p>Programme Coordinator</p>	<p>Programme Coordinator</p>	<p>November 2016</p>	<p>Reducing</p>
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