

Annual Work Plan 2015

Project Title: Institutional Support to Climate Change Adaptation and Mitigation

OP/ Country Programme Outcome (3.2): Vulnerable populations benefit from improved sustainable environmental management practices, including climate change mitigation and adaptation

Country Programme Output: (3.2.1) Climate change adaptation and mitigation strategies and action plans developed and piloted at local level by federal and provincial governments, private sector, academia and civil society, including women's groups.

Project Outputs: (Those that will result from the project and are taken from the Project Strategy)
 ▪ **Output 1:** Climate change adaptation and mitigation strategies and action plans developed and implemented

Implementing Partner: UNDP

Responsible Parties: UNDP

Project Brief Description

The Pakistan Federal Cabinet approved the "National Climate Change Policy" on September 26, 2012 and it was officially launched on February 26, 2013. The Policy includes Framework for Implementation of National Climate Change Policy and was developed through UNDP support. This DIM project aims at undertaking a series of activities to help mobilize substantially enhanced funding for climate change adaptation and mitigation related initiatives, within the over-arching framework defined by the Climate Change Policy. This project is, therefore, aimed at providing institutional support for the large scale operationalization of the National Climate Change Policy in the long term within the context of climate change adaptation and mitigation.

<p>Programme Period: 2013-2017 Key Result Area (Strategic Plan): Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.</p> <p>Atlas Award ID: 00075411 Atlas Project ID: 00087334 Start date: August 1, 2013 End Date: December 31, 2017 PAC Meeting Date: Management Arrangements: DIM</p>	<p>2015 AWP budget: US\$ 824,104.00</p> <p>Total allocated resources:</p> <ul style="list-style-type: none"> • TRAC US \$ 400,000.00 • IDC US\$ 249,104.00 • DFID US \$ 175,000.00 • Unfunded budget: - • In-kind contribution: -
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Agreed by UNDP (CD / DCD-P)

Whiteman

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<p>- Zero projects and action plans implemented</p> <p>- 0% resources mobilized for implementation of various programmes/projects under development</p> <p>Targets:</p> <ul style="list-style-type: none"> - 06 programmes/studies will be developed - 05 projects shall be implemented - 50% resources shall be mobilized to support various programmes/projects that will be developed. 	<p>1.2 Support Pakistan's SE4ALL (Sustainable Energy for All) initiative</p> <p>Activity Result: The RA/GA report has been finalized and now the action plan and investment plan has to be developed. The investment plan will be shared to open partnerships and bring in resources</p> <p>1.2.1 Develop action plan & investment plan</p> <p>1.2.2 Stakeholders dialogue to promote SE4ALL at various levels through workshops, events/seminars</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>UNDP</p>	<p>TRAC</p>	<p>IC, Workshops, travel</p>	<p>10,000</p>
<p>1.3 Scoping the potential for mainstreaming environment and climate change into the development agenda of Khyber-Pakhtunkhwa (KP). Technical support will be provided to develop a KP specific framework for action to manage climate change in the province.</p> <p>Activity Result: Based on the National Climate Change Policy, the institutional capacity in the province has to</p>	<p>1.3 Scoping the potential for mainstreaming environment and climate change into the development agenda of Khyber-Pakhtunkhwa (KP). Technical support will be provided to develop a KP specific framework for action to manage climate change in the province.</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>UNDP</p>	<p>TRAC</p>	<p>Consultant</p>	<p>20,000</p>

<p>be enhanced through technical support in order to streamline CC into KP's development initiatives</p> <p>1.4 Developing and Launching Minimum energy performance standards (MEPS) for EE products including Refrigerator / AC etc, moreover, the market survey of EE products</p> <p><u>Activity Result:</u> The BRESL project left over activities (development & launching of MEPS for EE products) of 2014 that require technical support has been catered for under this activity and moreover, smooth transition of activities from BRESL to ENERCON has to be ensured to enable the manufacturers and retailers of EE products</p> <p>1.5 Scoping the potential for Low Carbon, Low Emission Urban Development in Pakistan</p> <p><u>Activity Result:</u> Keeping in consideration an emerging and important activity for considering urban resilient development, this initiative is considered important as it may explore more avenues for partnerships and resource mobilization</p> <p>1.6 Manage "New World: Inclusive Sustainable Human Development Initiatives" project (UNDP's global programme funded by Coca-Cola)</p> <p>1.7 Support the process for strengthening the governance of Climate Change finance</p> <p><u>Activity Result:</u> DFID is supporting UNDP Pakistan for two and half years with a project on climate responsive budgeting and APRC is involved to support implementation of the activities with possibility of accessing more resources under this initiative</p>	x	x	x	x	x	x	UNDP	TRAC	Consultant	28,000	
	x	x	x	x	x	x	x	UNDP	TRAC	Consultant	15,000
								UNDP	TRAC		0
	x	x	x	x	x	x	x	UNDP	DFID	Project activities, staff salary, travel, workshop etc.	175,000

1.8	<p>These funds will be used to create partnerships at the federal, provincial and regional level related to climate change management. The partnerships are envisioned to mobilize resources & foster UNDP's relations and visibility. The fostering of relations will be with government entities with a role in climate management and research & academic entities as well.</p> <p><u>Activity Result:</u> Important activity that increase chances for developing and strengthening partnerships with related organizations and also help Pakistan meet its international obligations in Climate Change</p>	x	x	x	x	x	x	UNDP	TRAC	15,000
1.9	<p>Strengthening of Climate Finance Unit (CFU) in the Climate Change Division</p> <p><u>Activity Result:</u> The GEF Cell has now been upgraded to Climate Finance Unit (CFU) in CCD where the CFU team will ensure more resources and opportunities for CC related projects and increased involvement of UNDP in implementation.</p>	x	x	x	x	x	x	UNDP	TRAC	120,000
1.9.1	<p>Support continuation of the CFU in the GOP's Climate Change Division as a means to leverage various funds</p>	x	x	x	x	x	x	UNDP	TRAC	7,000
1.10	<p>Assessing Climate Change impacts on national security by developing a study and engagement of stakeholders through dialogue</p> <p><u>Activity Result:</u> An emerging issue that needs to be addressed with National Defence University including other stakeholders to better address CC impacts on national security; increased chances for developing new partnerships and more resources. This is an important aspect of Climate Change</p>	x	x	x	x	x	x	UNDP	TRAC	7,000

II. MONITORING PLAN 2015

(Include all monitoring and evaluation activities/events)

Project ID: 00087334 Project Title: Institutional Support to Climate Change Adaptation and Mitigation

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

<p>Project Output 1-Climate change adaptation and mitigation strategies and action plans developed and implemented.</p>	<ul style="list-style-type: none"> - # of new programmes/action plans developed - # of projects and action plans implemented - % of resources mobilized required to implement newly designed programmes/projects 	<ul style="list-style-type: none"> - Zero programmes/ action plans developed - Zero projects and action plans implemented - 0% resources mobilized for implementation of various programmes/ projects under development 	<ul style="list-style-type: none"> - 06 programmes/studies will be developed - 05 projects shall be implemented - 50% resources shall be mobilized to support various programmes/projects that will be developed 	<p>Office and field meetings, Email Correspondence, conference calls etc</p>	<ul style="list-style-type: none"> - 2nd and 4th week for one month consultancy assignment - monthly on two or more months assignment 	<p>Programme Analyst and Finance Assistant</p>	<p>As per Actual</p>	<ul style="list-style-type: none"> - Timelines to collect data through interviews, meetings, and conducting workshops might face delays in achieving deliverables - Security situation in terms of movement might also face delays in execution of various activities - Non availability of technical or relevant persons to be hired as consultants (national and international) might face delays in timely execution.
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III. Recruitment Plan 2015

(Include all the recruitments envisaged by the project in AWP 2015 - including national and international staff positions that are vacant or newly created)

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#	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

IV. PROCUREMENT PLAN 2015

Project ID: 00087334 Project Title: Institutional Support to Climate Change Adaptation and Mitigation

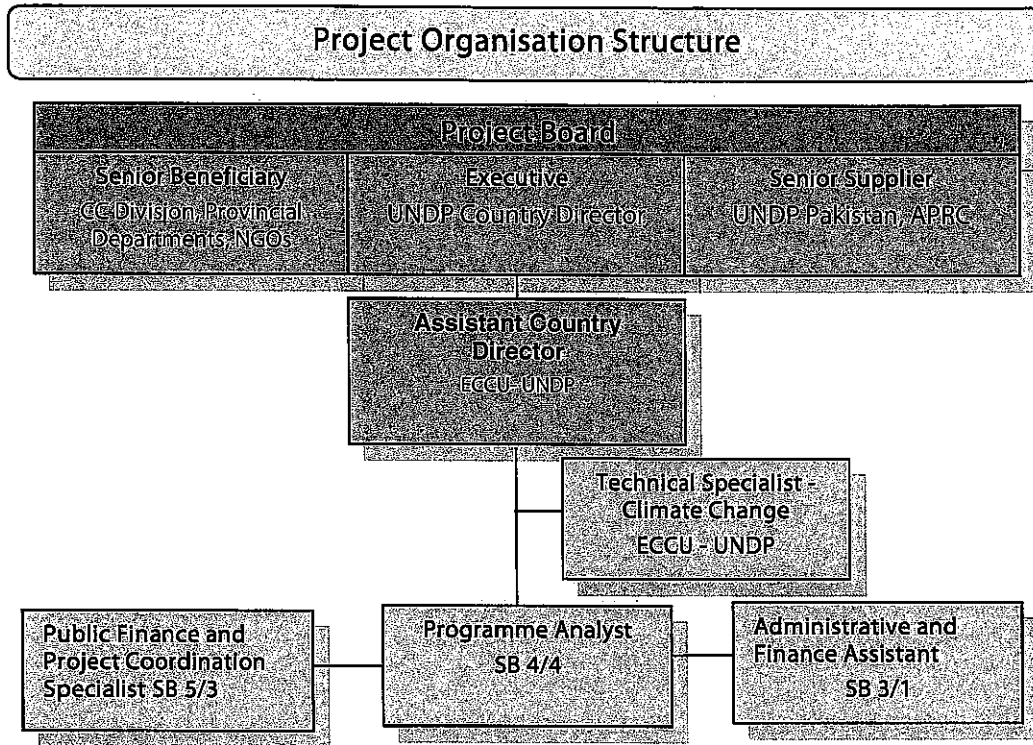
No.	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD / IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	Undertake Vulnerability Mapping and Assessment in the Tibetan Eco-region of Pakistan	Services	10,000	UNDP	Ongoing	Ongoing	NA	NA	NA	Oct 2014	Jan 2015	1x National Consultant
2	Scoping the potential for mainstreaming env and cc into dev agenda of KPK	Services	20,000	UNDP	RFP	Feb 2015	March 2015	NIL	March 2015	March 2015	Dec 2015	1x National Consultant
3	Developing MEPS for EE products including Refrigerator/AC, others	Services	28,000	UNDP	RFP	Feb 2015	March 2015	NIL	March 2015	March 2015	Dec 2015	1x National Consultant
4	Scoping the potential for Low Carbon, Low Emission Urban Development in Pakistan	Services	15,000	UNDP	RFP	Feb 2015	March 2015	NIL	March 2015	March 2015	Dec 2015	1x National Consultant
5	Assessing Climate Change impacts on national security by developing a study and engagement of stakeholders through dialogue	Services	7,000	UNDP	RFP	Feb 2015	March 2015	NIL	March 2015	March 2015	June 2015	1x National Consultant

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.



Prior obligations and prerequisites

A brief description/summary of the inputs to be provided by all partners

Audit and Oversight Arrangements

Implementing partners agree to cooperate with UNDP for monitoring all activities supported by cash transfers and will facilitate access to relevant financial records and personnel responsible for the administration of cash provided by the UNDP. To that effect, Implementing partners agree to the following:

1. Periodic on-site reviews and spot checks of their financial records by UNDP or its representatives,
2. Programmatic monitoring of activities following UNDP's standards and guidance for site visits and field monitoring,
3. Special or scheduled audits. UNDP will establish an annual audit plan, giving priority to audits of Implementing Partners with large amounts of cash assistance provided by UNDP, and those whose financial management capacity needs strengthening.

The audits will be commissioned by UNDP and undertaken by private audit services. Assessments and audits of non-government Implementing Partners will be conducted in accordance with the policies and procedures of UNDP.

VI. 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
1 November 2014	Prepare draft Annual Work Plan 2015 and budget and present at UNDP annual retreat on 4-5 November 2014	Project Manager
11 November 2014	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD UNDP and Program Officer
06 December 2014	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
6 December 2015	Submit draft Annual Progress Report 2015, including project contribution to outcomes, outputs, activities and financial delivery and lessons-learned, to UNDP	Project Director/ Project Manager
20 December 2015	Approval of AWPs and LOS by UNDPs	ACD UNDP and Program Officer
24 December 2015	Review and provide feedback on the project APR	ACD UNDP and Program Officer
27 December 2015	Submit final Annual Progress Report 2015 to UNDP	Project Director/ Project Manager
15 January 2016	Annual audit of the project	SMU-UNDP
30 April 2015	Quarterly Progress Reports, including:	Project Manager
31 July 2015	a) Report on project progress and financial delivery	
31 October 2015	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)	
15 July 2015	Mid-year review of project progress and, if needed, revision of the AWP	Project Director/ Project Manager
30 November 2015	a) Review of project contribution to results and financial delivery 2014; Review and endorsement of AWP 2016	Project Director/ Project Manager

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Programme Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Programme Manager to the Project Steering Committee through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Programme Manager and shared with the Project Steering Committee. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

VI. 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 Provision to the Project attached hereto and forming an integral part hereof, as the "Project Document".

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 (IP), 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 project funds¹ 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. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

¹ To be used where UNDP is the Implementing Partner

ANNEXES

Risk Log Matrix - ATTACHED

OFFLINE RISK LOG

Project Title: Institutional Support to Climate Change Adaptation and Mitigation		Award ID:00075411			Date: December 5, 2014				
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted / Updated by	Last Update	Status
1	Resource mobilization	5 December 2014	Financial	We should ensure enhanced resource mobilization. Failing to do so would impact our future funding and delivery with respect to our environment and climate change portfolio Enter probability on a scale from 1 (low) to 5 (high) P = 2	We will develop more marketable programmes and vigorously pursue global and local funding sources	DIM project		5 December 2014	New
2	Staff for the Project	5 December 2014	Operational Organizational	Enter impact on a scale from 1 (low) to 5 (high) I = 4 We should ensure the positions are advertised timely so that staff is on board in order to launch the activities as planned P = 3 I = 4	We will ensure that the AWP is signed in time and we post the advertisements for the positions to bring staff on board at the earliest	UNDP		5 December 2014	New
3	Hiring of Consultants	5 December 2014	Operational Organizational	Hiring of technical consultants require a lot of effort and time especially when the technical expertise are required. Sometimes they quote on the higher side so we have to ensure we have enough budget to facilitate them	We will ensure that the consultancies are advertised on the websites and also shared amongst stakeholders. We can also pick from the rosters if possible	DIM Project and UNDP Jointly		5 December 2014	New

Institutional Support to Climate Change Adaptation and Mitigation Project

Climate Finance Unit, Climate Change Division

Annual Work Plan for the Year 2015

Amounts expressed in US\$ @ Rs. 103.05

Key Activities	Time Frame				Responsible Party	Planned Budget		
	Q1	Q2	Q3	Q4		Funds Source	Account Code	Budget 2015
Outcome 1 Activity 1.1 Awareness Raising about GEF/GCF Development of Website to increase awareness about GEF and other Climate Finance Windows	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	72400	1,500
Activity 1.2 Printing / Publications related to GEF /GCF and other Climate Financing windows.	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	74210	1,500
						Sub Total		3,000
Outcome 2 Activity 2.1 Stakeholders participation in GEF / GCF Portfolio Management Holding National Steering Committee meetings, and consultations with proponents.		●		●	CFU/UNDP	UNDP TRAC Fund	72100	1,500
Activity 2.2 National Dialogue Initiative	●				CFU	GEF Secretariat		
Activity 2.3 National Portfolio Formulation Exercise	●				CFU	GEF Secretariat		
						Sub Total		1,500
Outcome 3 Activity 3.1 Representation in regional and international meetings/workshops/seminars etc./in country travel for GEF/GCF projects field visits/meetings Participation of GEF Focal Point and CFU Staff in regional and international meetings/workshops/seminars etc.	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	71600	25,000
						Sub Total		25,000
Outcome 4 Activity 4.1 CFU Management and Coordination Salaries of CFU Professional / Support Staff	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	71400	76,000.00
Activity 4.2 Procurement of Equipment, Furniture & Fixture	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	72200	1,500.00
Activity 4.3 Office Supplies	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	72500	2,500.00
Activity 4.4 Rental and Maintenance vehicles	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	73400	4,000.00
Activity 4.5 Communication Charges	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	72400	5,000.00
Activity 4.6 Miscellaneous Expenses	▲	▲	▲	▲	CFU/UNDP	UNDP TRAC Fund	74500	1,500.00
						Sub Total		90,500
						Sub Total		120,000
Total Amount Requested for Year 2015								