

**STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
PLANNING AND DEVELOPMENT DEPARTMENT KHYBER PAKHTUNKHWA  
TO CARRY OUT ACTIVITIES  
WHEN UNDP PROVIDES SUPPORT SERVICES TO THE SCALING UP OF GLACIAL LAKE  
OUTBURST FLOOD RISK REDUCTION IN NORTHERN PAKISTAN PROJECT**

Dear Sir/Madame,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Pakistan and officials of Planning and Development Department Khyber Pakhtunkhwa (hereinafter referred to as "P&DD KP") with respect to the realization of activities by P&DD KP in the implementation of the UNDP support services to the project (00104582: Scaling up of glacial lake outburst flood risk reduction in northern Pakistan), as specified in Attachment 1: Project Document, to which UNDP has been selected as a responsible party.
2. In accordance with the LOA signed between the government implementing partner and UNDP for support services and with the following terms and conditions, we confirm our acceptance of the activities to be provided by P&DD KP towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Total budget of Activities is **PKR 295,313,219** to be implemented between **2 April, 2021 to 31 December, 2021**. Close consultations will be held between P&DD KP and UNDP on all aspects of the Activities
3. P&DD KP shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of P&DD KP shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of P&DD KP or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by P&DD KP, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with P&DD KP, shall work under the supervision of the designated official of P&DD KP. These subcontractors shall remain accountable to P&DD KP for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to P&DD KP, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. P&DD KP shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. P&DD KP shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when P&DD KP is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide P&DD KP with any funds or to make any reimbursement for expenses incurred by P&DD KP in excess of the total budget as set forth in Attachment 3.
8. P&DD KP shall submit a cumulative financial report each quarter (30 June, 30 September and 31 December, 2021). The report will be submitted to UNDP through the UNDP Resident Representative within 15 days following those dates. The format will follow the standard UNDP expenditure report in Attachment 4. UNDP will include the financial report by P&DD KP in the

financial report for (00104582: Scaling up of glacial lake outburst flood risk reduction in northern Pakistan) project.

9. P&DD KP shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.

10. P&DD KP shall furnish a final report within 3 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by P&DD KP and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and P&DD KP.

12. Any changes to the LOA between the government implementing partner and UNDP for support services which would affect the work being performed by P&DD KP in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the LOA for support services and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the P&DD KP and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of Activities according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by P&DD KP unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to:

For UNDP

Knut Ostby  
UNDP Resident Representative  
UNDP Pakistan  
Serena Business Complex, 4<sup>th</sup> Floor  
Khayaban-e-Suhurwardy  
Islamabad, Pakistan

For P&DD KP

Amir Sultan Tareen  
Secretary P&DD Khyber Pakhtunkhwa  
Planning and Development Department, Peshawar

18. P&DD KP shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and P&DD KP arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your P&DD KP participation in the implementation of the project.

Yours sincerely,  
Signed on behalf of UNDP



Knut Ostby  
Resident Representative,  
UNDP Pakistan  
01-Apr-2021

Signed on behalf of P&DD KP

P&DD Khyber Pakhtunkhwa

## **Attachment 1 - PROJECT DOCUMENT**

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### Risk Management (from signed Project Document) (Also see Attachment 5)

1. Consistent with the *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.

2. 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.

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no 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).

4. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).

5. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

7. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

8. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at [www.undp.org](http://www.undp.org).

9. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

10. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

11. Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

12. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

13. Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

## Attachment 2

### DESCRIPTION OF ACTIVITIES

Project number: 00104582

Project title: Scaling up of glacial lake outburst flood risk reduction in northern Pakistan

#### Results to be achieved by P&DD KP

The objective of this assignment is to facilitate UNDP in implementing activities as outlined in the GLOF II Annual Work Plan 2021, approved by the Project Steering Committee. AWP 2021 has outlined relevant Government departments at national and provincial level, to implement a set of defined activities. Planning and Development Departments in KP will act as the lead partner for the project at provincial level and provide support in coordinating activities and making disbursements to the line departments in the province.

The partners of P&DD KP receiving funds to implement GLOF-II AWP 2021 activities may also be subject to 3<sup>rd</sup> party HACT Micro Assessment by UNDP if required. . In addition, P&DD KP will also be responsible for making original copies of FACE forms submitted to UNDP as well as other supporting documents available (vouchers, transaction listing, running bills etc. for the expenses incurred by P&DD KP partners) to UNDP auditors during HACT Assurance activities of Spot Checks and Financial Audits.

The release of subsequent tranche will be conditional to the financial settlement of the tranche disbursed in the previous quarter. The KP P&DD will return the unspent balance amount to UNDP along with settlement for each quarter.

#### Expected Results:

- a) GLOF risk assessments (HVRA) and GIS mapping of hazard locations and forestry surveys completed
- b) Provincial Climate Change Adaptation Action Plans formulated, with a particular focus on GLOF risk reduction
- c) Specific subject matter consultants to support project interventions at provincial levels recruited
- d) Final selection of project sites and specific set of interventions for each site in 2021 and beyond
- e) Small scale GLOF risk reduction infrastructure built, water efficient and risk-informed farming technologies promoted

#### Work to be performed by P&DD KP

P&DD KP will be responsible for coordinating activities to be implemented by its Partners (relevant line departments, etc) as defined in the Annual Work Plan 2020:

1. Action 1.1.1.a – Hazard, Vulnerability and Risk Assessments of 05 target valleys and 05 districts in KP in line with prevailing methodologies for HVRA
2. Action 1.1.1.e – Individual consultants (Provincial Technical Expert, Civil Engineer, bioengineering, glaciologist, DRR)

3. Action 1.1.1.g - GIS mapping of hazard communities, identification of potential hazard locations (GLOF lakes) and selection of project sites/interventions in KP completed
4. Action 1.1.1.h – Conducting forestry surveys of target districts/valleys/sites and conservation of 05 sites
5. Action 1.1.1.J – Preparation of an Integrated provincial Climate Change Adaptation Action Plan encompassing key sectors and incorporating GLOF risk-reduction strategies into national and sub-national policies
6. Action 2.1.1.i: Provincial Government field missions (PDMA, Forest, OFWM, Civil Defense)
7. Action 2.2.2.b. Establishing SOP and conduct 16 No. of mock-drills in 08 targeted valleys and 15 Districts by engaging Stakeholders and communities (CBDRMC/TERC/HWG/CBOs etc)
8. Action 2.2.2.h: 30 – interns under “Nature/Climate Internship Programme”
9. Action 2.3.1.a – Construction of small-scale infrastructure to reduce medium- and long-term risks of floods (gabion walls, check dams, spillways – 70 structures in KP)
10. Action 2.3.1.b – Slope stabilization activities through bio-engineering structures (150ha in KP)
11. Action 2.3.1.c - Repair and rehabilitation of irrigation systems, and installation of drip irrigation/sprinkler irrigation systems, water efficient farming technologies (KP 70 schemes)
12. Action 2.3.1.e - Establishment/Construction/Repair of 16 No. of Safe Havens and Safe Access Routes in the vulnerable communities for rescue and response activities (02 sites per 08 Valleys)

**Description of inputs:**

|   | <b>Activities</b>   | <b>Inputs</b>  | <b>Deliverables</b>   | <b>Responsible Party</b>                               | <b>Partners engaged by RP</b>   | <b>Budget (PKR)</b> |
|---|---|--|---|--|---|---------------------|
| 1 | <b>Action 1.1.1.a:</b><br>Hazard, Vulnerability Risk Assessments (HVRA) of target valleys (08 valleys) in KP, in line with criteria for HVRA  | Recruitment of experts /firm or engaging Government Line Department for conducting the HVRA assessments in KP  | <ul style="list-style-type: none"> <li>• Terms of Reference for experts prepared and agreed with UNDP</li> <li>• Experts recruited</li> <li>• In consultation with NDMA, identify HVRA methodology to be applied for this assessment</li> <li>• Draft work-plan for conducting the assessment prepared and agreed with UNDP</li> <li>• HVRA studies conducted and reports finalized, presented to Project Steering Committee</li> </ul> | P&DD<br><br>(in close coordination with PMD Islamabad) | KP Provincial Disaster Management Authority (PDMA)  | 3,052,800           |
| 2 | <b>Action 1.1.1.e:</b> <ul style="list-style-type: none"> <li>• 01 Provincial Technical Expert on Climate Change Adaptation (1 KP PKR. 3,052,800 per expert for 12 months)</li> <li>• 01 Glaciologists PKR. 2,289,600</li> <li>• 01 DRR Specialist PKR. 3,052,800</li> <li>• 01 Civil Engineer PKR. 1,526,400</li> <li>• 02 Bio-Engineering Consultant (PKR. 3,052,800 for 02 pax)</li> </ul> | <ul style="list-style-type: none"> <li>• Recruitment of 06 Subject specialists.</li> </ul>   | <ul style="list-style-type: none"> <li>• Terms of Reference for experts prepared and agreed with UNDP</li> <li>• Experts recruited</li> <li>• Individual workplans/deliverables for consultants defined and agreed with UNDP</li> <li>• Reporting by consultants as per schedule defined in individual workplans. Reports shared with UNDP</li> </ul>   | P&DD   | KP Meteorological Department,<br><br>KP Forest Department<br><br>KP Provincial Disaster Management Authority (PDMA) | 12,974,400          |
| 3 | <b>Activity 1.1.1.g:</b><br>GIS Mapping of Hazard community (Contractual services-companies for GIS mapping of potential hazard locations (GLOF lakes) and selection of project sites/ interventions  | <ul style="list-style-type: none"> <li>• Procurement of services of a specialized company/organization</li> <li>• Recruitment of 1 expert</li> <li>• Procurement of digital imagery for 8 valleys</li> </ul> | <ul style="list-style-type: none"> <li>• GIS maps of all hazard communities in KP</li> <li>• Report outlining the process and outcome of the mapping, with proposal for 8 valleys for project interventions</li> <li>•</li> </ul>   | P&DD   | KP DMA  | 5,495,040           |



|   |  |  |   |      |  |            |
|---|--|--|---|------|--|------------|
| 4 | <p><b>Action 1.1.1.h:</b></p> <p>Forestry/environmental conservation surveys of project sites and develop conservation plan (forest, rangelands, biodiversity, Conservation, restoration/repair of 05 conservation sites (Civil works –, 3 Number of 7,632,000 Consultants (1 Forestry, 2 Conservation/Biodiversity i.e. PKR. 1,526,400 each IC)</p> | <ul style="list-style-type: none"> <li>Recruitment of experts/firm or engaging government line department (Conservation expert, Rangeland Expert, Biodiversity Expert, Forestry Expert)</li> </ul> | <ul style="list-style-type: none"> <li>Terms of Reference for experts prepared and agreed with UNDP</li> <li>Experts recruited</li> <li>Individual workplans/deliverables for consultants defined and agreed with UNDP</li> <li>Reporting by consultants as per schedule defined in individual workplans. Reports shared with UNDP</li> </ul> | P&DD | KP Forest Department   | 12,211,200 |
| 5 | <p>Action 1.1.1.j:</p> <p><b>Preparation and Review of Integrated National and Provincial Climate Change Adaptation Plan (CCAAP) – (1 KP) (PKR. 3,052,800 KP)</b></p>  | <ul style="list-style-type: none"> <li>Recruitment of expert/firm or engaging government line department</li> </ul>  | <ul style="list-style-type: none"> <li>Terms of Reference for experts prepared and agreed with UNDP</li> <li>Experts recruited</li> <li>Individual workplans/deliverables for consultants defined and agreed with UNDP</li> <li>Reporting by consultants as per schedule defined in individual workplans. Reports shared with UNDP</li> </ul> | P&DD | EPA  | 3,052,800  |
| 6 | <p>Action 2.1.1.i:</p> <p><b>Provincial Government field missions (PDMA, EPA, Forest, OFWM )</b></p>   | <ul style="list-style-type: none"> <li>Travel costs, and subsistence allowance</li> </ul>  | <ul style="list-style-type: none"> <li>Mission plan for the entire duration of 2021 with details of proposed visits/participants and expected outcomes to be submitted to UNDP/MoCC for approval</li> <li>Technical field mission reports</li> </ul>  | P&DD | KP DMA (PKR 2,289,600)<br>KP Forest (PKR 2,289,600)<br>KP Agri.Deptt (PKR 2,289,600) | 6,868,800  |

|   |  |  |   |              |                                    |           |
|---|--|--|---|--------------|------------------------------------|-----------|
| 7 | <p>Action 2.2.2.b<br/> <b>Establishing SOP and conduct 16 No. of mock-drills</b> in 08 targeted valleys and 05 Districts by engaging Stakeholders and communities (CBDRMC/TERC/HWG/CBOs etc) –</p>                 | <ul style="list-style-type: none"> <li>Recruitment or engagement of expert/firms/line department to establish a valley based SOPs and Plans for Disaster Risk Management and Reduction.</li> <li>Conduct 16 Number of Mock-drills on the establish SOPs and plans to sensitize and prepare communities and stakeholders for any CC induced disasters</li> </ul>  | <ul style="list-style-type: none"> <li>Terms of Reference for experts /executing Department prepared and agreed with UNDP</li> <li>Individual workplans/deliverables for activity defined and agreed with UNDP</li> <li>Reporting by consultant/firm/department as per schedule defined in individual workplans. Reports shared with UNDP</li> </ul>  | P&DD KP      | Department of Civil Defense (DoCD) | 6,868,800 |
| 8 | <p>Action 2.2.2.c<br/> <b>02 number of inter-agency multi-level SOPs/Plans</b> Developed for GLOF/Disaster risk reduction (PMD, NDMA/PDMA/DDMA) i.e. Contingency Planning and Disaster Risk Reduction Planning</p> | <ul style="list-style-type: none"> <li>Engagement of expert/firms/line department to establish at provincial level to establish inter-agencies (Departmental, Divisional, District and Tehsil level) SOPs and Plans for Disaster Risk Management and Reduction.(Monsoon Contingency Planning and Winter Contingency planning)</li> <li>SOPS and guidelines developed and approved by Provincial Government in consultation with UNDP.</li> </ul> | <ul style="list-style-type: none"> <li>Terms of Reference for experts /executing Department prepared and agreed with UNDP</li> <li>Individual workplans/deliverables for activity defined and agreed with UNDP</li> <li>Reporting by consultant/firm/department as per schedule defined in individual workplans. Reports shared with UNDP</li> <li>Branding of GLOF-II Project, UNDP and MoCC ensured on the plans and SOPs.</li> </ul> | P&DD KP      | PDMA                               | 4,579,200 |
| 9 | <p>Action 2.2.2.h:<br/> <b>30 – interns under “Nature/Climate Internship Programme”</b></p>  | <ul style="list-style-type: none"> <li>Interns ToRs developed.</li> <li>Hiring process initiated</li> <li>Interns category defined</li> <li>GLOF-II Project representative endorsed the ToRs and hiring process.</li> </ul>  | <ul style="list-style-type: none"> <li>30 Interns hired on Government contract.</li> <li>Induction completed</li> <li>Monthly Reports shared with UNDP.</li> <li>Completion report submitted.</li> </ul>  | P&DD KP/UNDP | P&DD KP/UNDP                       | 5,144,579 |

|    |  |   |  |         |                      |             |
|----|--|---|--|---------|----------------------|-------------|
|    |  | <ul style="list-style-type: none"> <li>• Advertised the interns</li> <li>• Placement of Intern at relevant department</li> </ul>  |  |         |                      |             |
| 10 | <p><b>Action 2.3.1.a:</b></p> <p><b>70 No. of Construction, repair and reconstruction of small-scale infrastructure</b> to reduce medium- and long-term risks of floods (gabion walls, check dams, spillways) (KP 70 structures)</p> | <ul style="list-style-type: none"> <li>• Recruitment of an engineer/firm or government line department for design of flood protection infrastructure (in line with findings of baseline assessments/GIS mapping and ground-truthing, ensuring alignment with FFC Flood Protection Plan, and GLOF-1 experience)</li> <li>• Procurement of services of a company for construction of flood protection infrastructure</li> </ul> | <ul style="list-style-type: none"> <li>• Engineering designs of 70 structures in KP prepared and approved by UNDP</li> <li>• 70 structures (gabion walls, check-dams, spillways, etc.) constructed in approved target valleys, in consultation with local communities (also in conformity with Grievance Redress Mechanism/Social and Environmental Management Plan)</li> <li>• Report outlining the process and outcomes of the construction process (before and after) prepared and presented to Project Steering Committee</li> </ul> | P&DD KP | PDMA                 | 106,848,000 |
| 11 | <p><b>Action 2.3.1.b:</b></p> <p><b>Slope stabilization activities through bio-engineering structures</b> covering 150 Ha (150 ha in KP)</p>   | <ul style="list-style-type: none"> <li>• Recruitment of a bioengineer/firm or engaging government line department for design of interventions in KP (to cover all target valleys in the province) based on baseline assessments/GIS mapping and ground-truthing</li> </ul>  | <ul style="list-style-type: none"> <li>• Engineering designs across 150 ha in target valleys in KP prepared and approved by UNDP</li> <li>• Slope stabilization activities carried out in target valleys, in consultation with local communities (also in conformity with Grievance Redress Mechanism/Social and Environmental Management Plan)</li> <li>• Report outlining the process and outcomes of the process (before and after) prepared and presented to Project Steering Committee</li> </ul>                                   | P&DD    | KP Forest Department | 30,528,000  |
|    | <p><b>Action 2.3.1.c:</b></p> <p><b>70 No. of construction, Repair and reconstruction of irrigation systems, and</b></p>   | <ul style="list-style-type: none"> <li>• Recruitment of an irrigation engineer for design of irrigation systems, drip irrigation/sprinkler systems</li> </ul>   | <ul style="list-style-type: none"> <li>• Engineering designs of 70 schemes in KP prepared and approved by UNDP/MoCC</li> <li>• 70 schemes (repair and</li> </ul>   |         |                      |             |

|    |   |  |  |              |                               |                    |
|----|---|--|--|--------------|-------------------------------|--------------------|
| 12 | installation of drip irrigation/sprinkler irrigation systems; water efficient farming technologies/ irrigation systems (KP 70 Schemes)  | (in line with findings of baseline assessments/GIS mapping and ground-truthing)<br><ul style="list-style-type: none"> <li>• Procurement of services of a company for construction of irrigation schemes (70 schemes)</li> </ul>  | rehabilitation of irrigation systems, drip/sprinkler irrigation, water efficient farming technologies etc.) constructed in approved target valleys, in consultation with local communities (also in conformity with Grievance Redress Mechanism/Social and Environmental Management Plan)<br><ul style="list-style-type: none"> <li>• Report outlining the process and outcomes of the construction process (before and after) prepared and presented to Project Steering Committee</li> </ul>       | P&DD         | KP – On Farm Water Management | 85,478,400         |
| 13 | <b>Action 2.3.1.e:</b><br><br><b>Establishment/Construction/Repair of 16 No. of Safe Havens and Safe Access Routes</b> in the vulnerable communities for rescue and response activities (02 sites per 08 Valleys) | <ul style="list-style-type: none"> <li>• Recruitment of a bioengineer/firm or engaging government line department for design of interventions in KP (to cover all target valleys in the province) based on baseline assessments/GIS mapping and ground-truthing</li> </ul> | <ul style="list-style-type: none"> <li>• Engineering designs across 60ha in target valleys in KP prepared and approved by UNDP</li> <li>• Slope stabilization activities carried out in target valleys, in consultation with local communities (also in conformity with Grievance Redress Mechanism/Social and Environmental Management Plan)</li> <li>• Report outlining the process and outcomes of the process (before and after) prepared and presented to Project Steering Committee</li> </ul> | P&DD         | KP PDMA                       | 12,211,200         |
|    |   |  |  | <b>Total</b> |                               | <b>295,313,219</b> |

## Attachment 3 - Schedule of Activities, Facilities and Payments

| Signed Project<br>AWP Activities<br>(please indicate<br>AWP Action<br>ID/Number) | PLANNED ACTIVITIES<br><i>List all activities to be undertaken during under this LoA (as<br/>listed and described in Attachment 2)</i>   | AWP Timeframe<br>(01/04/2021 -<br>31/12/2021) |    |    |    | Planned Budget        |                     | Schedule of payment by UNDP *<br>(against total amount of planned budget) |                           |                           |
|--|---|---|----|----|----|-----------------------|---------------------|---|---------------------------|---------------------------|
|  |   | Q1  | Q2 | Q3 | Q4 | Budget<br>Description | Total Amount<br>PKR | Tranche 1<br>(01/04/2021)   | Tranche 2<br>(01/07/2021) | Tranche 3<br>(01/10/2021) |
|  |   |   |    |    |    |                       |                     | PKR   | PKR                       | PKR                       |
| <b>Action<br/>1.1.1.a</b>  | <b>Hazard, Vulnerability Risk Assessments (HVRA)</b> of target valleys (08 valleys) in KP, in line with criteria for HVRA   | x   | x  |    |    | 71300                 | 3,052,800           | 3,052,800   | -                         | -                         |
| <b>Action<br/>1.1.1.e</b>  | 01 Provincial Technical Expert on Climate Change Adaptation (1 KP - expert for 12 months)   |   |    |    |    |                       |                     |   |                           |                           |
|  | 01 Glaciologists  |   |    |    |    |                       |                     |   |                           |                           |
|  | 01 DRR Specialist   | x   | x  | x  | x  | 71300                 | 12,974,400          | 1,526,400   | 6,487,200                 | 4,960,800                 |
|  | 01 Civil Engineer   |   |    |    |    |                       |                     |   |                           |                           |
|  | 02 Bio-Engineering Consultant   |   |    |    |    |                       |                     |   |                           |                           |
| <b>Action<br/>1.1.1.g</b>  | <b>GIS Mapping of Hazard community</b> (Contractual services-companies for GIS mapping of potential hazard locations (GLOF lakes) and selection of project sites/ interventions)  | x   | x  | x  |    | 72100                 | 1,526,400           | 915,840   | 610,560                   | -                         |
|  |   | x   | x  | x  |    | 72100                 | 3,968,640           | 1,617,984   | 2,350,656                 | -                         |
| <b>Action<br/>1.1.1.h</b>  | <b>Forestry/environmental conservation surveys of project sites</b> and develop conservation plan (forest, rangelands, biodiversity, Conservation, restoration/repair of 05 conservation sites (Civil works – 3 Number of 7,632,000 Consultants (1 Forestry, 2 Conservation/Biodiversity i.e. PKR. 1,526,400 each IC) |   |    | x  |    | 71300                 | 4,579,200           | -   | 4,579,200                 | -                         |
|  |   |   |    | x  | x  | 72100                 | 7,632,000           | -   | 3,052,800                 | 4,579,200                 |

|                              |   |   |   |   |   |       |                    |                   |                    |                   |
|------------------------------|---|---|---|---|---|-------|--------------------|-------------------|--------------------|-------------------|
| <b>Action 1.1.1.j</b>        | <b>Preparation and Review of Integrated National and Provincial Climate Change Adaptation Plan (CCAAP) – (1 KP and 1 PMU)</b>   | x | x | x |   | 71300 | 3,052,800          | 1,526,400         | 1,526,400          | -                 |
| <b>Action 2.1.1.i</b>        | <b>Provincial Government field missions (PDMA, Forest &amp; Agriculture/OFWM)</b>   | x | x | x |   | 71600 | 6,868,800          | 2,289,600         | 4,579,200          | -                 |
| <b>Action 2.2.2.b</b>        | <b>Establishing SOP and conduct 16 No. of mock-drills</b> in 08 targeted valleys and 5 Districts by engaging Stakeholders and communities (CBDRMC/TERC/HWG/CBOs etc   | x | x | x |   | 72100 | 6,868,800          | 2,575,800         | 4,293,000          | -                 |
| <b>Action 2.2.2.c</b>        | <b>02 numbers of inter-agency multi-level SOPs/Plans</b> Developed for GLOF/Disaster risk reduction (PMD, NDMA/PDMA/DDMA) i.e. Contingency Planning and Disaster Risk Reduction Planning                                  | x | x |   | x | 72100 | 4,579,200          | 2,289,600         | -                  | 2,289,600         |
| <b>Action 2.2.2.h</b>        | 30 – interns under “Nature/Climate Internship Programme”  | x | x | x |   | 75700 | 5,144,579          | 3,858,434         | 1,286,145          | -                 |
| <b>Action 2.3.1.a</b>        | <b>70 No. of Construction, repair and reconstruction of small-scale infrastructure</b> to reduce medium- and long-term risks of floods (gabion walls, check dams, spillways) (KP 70 structures)                           | x | x | x | x | 72100 | 3,052,800          | 610,560           | 915,840            | 1,526,400         |
|                              |   | x | x | x | x | 72100 | 103,795,200        | 1,860,834         | 48,553,977         | 53,380,389        |
| <b>Action 2.3.1.b</b>        | <b>Slope stabilization activities through bio-engineering structures</b> covering 150 Ha (150 ha in KP)   | x | x | x |   | 72100 | 6,105,600          | 1,526,400         | 4,579,200          | -                 |
|                              |   | x | x | x |   | 72100 | 24,422,400         | 2,442,240         | 21,980,160         | -                 |
| <b>Action 2.3.1.c</b>        | <b>70 No. of construction, Repair and reconstruction of irrigation systems,</b> and installation of drip irrigation/sprinkler irrigation systems; water efficient farming technologies/ irrigation systems (KP 70 Schemes | x | x | x |   | 72100 | 29,917,440         | 4,986,240         | 24,931,200         | -                 |
|                              |   | x | x | x |   | 72100 | 55,560,960         | 3,968,640         | 51,592,320         | -                 |
| <b>Action 2.3.1.e</b>        | <b>Establishment/Construction/Repair of 16 No. of Safe Havens and Safe Access Routes</b> in the vulnerable communities for rescue and response activities (02 sites per 08 Valleys)                                       |   |   | x | x | 72100 | 12,211,200         | -                 | 7,632,000          | 4,579,200         |
| <b>Total LOA Budget (KP)</b> |   |   |   |   |   |       | <b>295,313,219</b> | <b>35,047,772</b> | <b>188,949,858</b> | <b>71,315,589</b> |

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\* Estimated Schedule for the release of Payments

**NOTE:**

- Tranches between the 1st and the second tranche will be paid on submission of a report with progress of activities implemented utilizing previous tranche; demonstrating liquidation of 80% of the previous tranche.

UN Operational Rate of Exchange for April,2021      1 USD/152.64 PKR

- The release of subsequent tranche will be conditional to the financial settlement of the tranche disbursed in the previous quarter. The KP P&DD will return the unspent balance amount to UNDP along with settlement for each quarter.
- Adjustments within each of the sections may be made in consultation between UNDP and P&DD KP. Such adjustments may be made if they are in keeping with the provisions of the Project Document and if they are found to be in the best interest of the project.

Attachment 3a – Itemized Cost Estimate

| Item No.              | Item Description  | Unit    | Quantity | Unit Price (PKR) | Quarter 1 & 2    | Quarter 3        | Quarter 4        | Total Amount      |
|-----------------------|---|---------|----------|------------------|------------------|------------------|------------------|-------------------|
|                       |   |         |          |                  | PKR              | PKR              | PKR              | PKR               |
| <b>Action 1.1.1.a</b> | <b>Hazard, Vulnerability Risk Assessments (HVRA) of target valleys (08 valleys) in KP, in line with criteria for HVRA</b>   |         |          |                  |                  |                  |                  |                   |
|                       | Consultant fees (inclusive of travel)   |         |          |                  |                  |                  |                  |                   |
|                       | Consultancy/Firm/Line Department/Academia -1  | Month   | 4        | 381,600          | 1,526,400        | -                | -                | 1,526,400         |
|                       | Consultancy/Firm/Line Department/Academia -2  | Month   | 4        | 381,600          | 1,526,400        | -                | -                | 1,526,400         |
|                       | <b>Sub-Total</b>  |         |          |                  | <b>3,052,800</b> | <b>-</b>         | <b>-</b>         | <b>3,052,800</b>  |
| <b>Action 1.1.1.e</b> | <b>Technical Expert/Consultants/Subject Specialists</b>   |         |          |                  |                  |                  |                  |                   |
|                       | 01 Provincial Technical Expert on Climate Change Adaptation   | Month   | 10       | 305,280          | -                | 1,526,400        | 1,526,400        | 3,052,800         |
|                       | 01 Glaciologists  | Month   | 10       | 228,960          | -                | 1,144,800        | 1,144,800        | 2,289,600         |
|                       | 01 DRR Specialist   | Month   | 10       | 305,280          | 610,560          | 1,526,400        | 915,840          | 3,052,800         |
|                       | 01 Civil Engineer   | Month   | 10       | 152,640          | 305,280          | 763,200          | 457,920          | 1,526,400         |
|                       | 02 Bio-Engineering Consultant   | Month   | 10       | 305,280          | 610,560          | 1,526,400        | 915,840          | 3,052,800         |
|                       | <b>Sub-Total</b>  |         |          |                  | <b>1,526,400</b> | <b>6,487,200</b> | <b>4,960,800</b> | <b>12,974,400</b> |
| <b>Action 1.1.1.g</b> | <b>GIS Mapping of Hazard community (Contractual services-companies for GIS mapping of potential hazard locations (GLOF lakes) and selection of project sites/ interventions</b> |         |          |                  |                  |                  |                  |                   |
| <b>1</b>              | Consultant fees (inclusive of travel)   |         |          |                  |                  |                  |                  |                   |
|                       | GIS/MIS Consultancy/Firm/Line Department/Academia - 1   | Month   | 5        | 305,280          | 915,840          | 610,560          | -                | 1,526,400         |
| <b>2</b>              | Procurement of services of a specialized company/organization, procurement of digital imagery for GIS mapping of vulnerable valleys   | Lumpsum | 1        | 3,968,640        | 1,617,984        | 2,350,656        | -                | 3,968,640         |
|                       | <b>Sub-Total</b>  |         |          |                  | <b>2,533,824</b> | <b>2,961,216</b> | <b>-</b>         | <b>5,495,040</b>  |



|                       |   |         |     |           |                  |                  |                  |                   |
|-----------------------|---|---------|-----|-----------|------------------|------------------|------------------|-------------------|
| <b>Action 1.1.1.h</b> | <b>Forestry/environmental conservation surveys of project sites</b> and develop conservation plan (forest, rangelands, biodiversity, Conservation, restoration/repair of 05 conservation sites (Civil works – , 3 Number of 7,632,000 Consultants (1 Forestry, 2 Conservation/Biodiversity i.e. PKR. 1,526,400 each IC) |         |     |           |                  |                  |                  |                   |
| <b>1</b>              | Consultant fees (inclusive of travel)   |         |     |           |                  |                  |                  | -                 |
|                       | Consultant 1 - Conservation (Firm/Line Dpt/Academia)  | Month   | 5   | 305,280   | -                | 1,526,400        | -                | 1,526,400         |
|                       | Consultant 2 - Biodiversity (Firm/Line Dpt/Academia)  | Month   | 5   | 305,280   | -                | 1,526,400        | -                | 1,526,400         |
|                       | Consultant 3 - Forestry (Firm/Line Dpt/Academia)  | Month   | 5   | 305,280   | -                | 1,526,400        | -                | 1,526,400         |
|                       | Repair & Renovation of Conservation Sites (Civil Works)   | Lumpsum | 5   | 1,526,400 | -                | 3,052,800        | 4,579,200        | 7,632,000         |
|                       | <b>Sub-Total</b>  |         |     |           | -                | <b>7,632,000</b> | <b>4,579,200</b> | <b>12,211,200</b> |
| <b>Action 1.1.1.j</b> | <b>Preparation and Review of Integrated National and Provincial Climate Change Adaptation Plan (CCAAP)</b>  |         |     |           |                  |                  |                  |                   |
|                       | Consultant Fee including travel- 1  | Lumpsum | 1   | 3,052,800 | 1,526,400        | 1,526,400        | -                | 3,052,800         |
|                       | <b>Sub-Total</b>  |         |     |           | <b>1,526,400</b> | <b>1,526,400</b> | -                | <b>3,052,800</b>  |
| <b>Action 2.1.1.i</b> | <b>Provincial Government field missions</b> (PDMA, Forest & Agriculture/OFWM)   |         |     |           |                  |                  |                  |                   |
|                       | Rented Vehicles/Transportation/DSA for Technical Team (10 Consultants X 7 days of travel each X PKR. 10,000/day) PDMA-KP  | Days    | 140 | 16,354    | 763,200          | 1,526,400        | -                | 2,289,600         |
|                       | Rented Vehicles/Transportation/DSA for Technical Team (10 Consultants X 7 days of travel each X PKR. 10,000/day)- Forest-KP   | Days    | 140 | 16,354    | 763,200          | 1,526,400        | -                | 2,289,600         |
|                       | Rented Vehicles/Transportation/DSA for Technical Team (10 Consultants X 7 days of travel each X PKR. 10,000/day) Agriculture/OFWM-KP  | Days    | 140 | 16,354    | 763,200          | 1,526,400        | -                | 2,289,600         |
|                       | <b>Sub-Total</b>  |         |     |           | <b>2,289,600</b> | <b>4,579,200</b> | -                | <b>6,868,800</b>  |
| <b>Action 2.2.2.b</b> | <b>Establishing SOP and conduct 16 No. of mock-drills</b> in 08 targeted valleys and 5 Districts by engaging Stakeholders and communities (CBDRMC/TERC/HWG/CBOs etc)  |         |     |           |                  |                  |                  |                   |

|                       |  |               |     |           |                  |                   |                   |                    |
|-----------------------|--|---------------|-----|-----------|------------------|-------------------|-------------------|--------------------|
|                       | 08 No. of Consultative Workshops SOP and conduct 16 No. of mock-drills in 08 targeted valleys and 5 Districts by engaging Stakeholders and communities (CBDRMC/TERC/HWG/CBOs etc)                        | Workshops     | 8   | 381,600   | 1,144,800        | 1,908,000         | -                 | 3,052,800          |
|                       | 08 No. of mock-drills in 08 targeted valleys and 5 Districts by engaging Stakeholders and communities (CBDRMC/TERC/HWG/CBOs etc)   | No. of Events | 8   | 477,000   | 1,431,000        | 2,385,000         | -                 | 3,816,000          |
|                       | <b>Sub-Total</b>   |               |     |           | <b>2,575,800</b> | <b>4,293,000</b>  | <b>-</b>          | <b>6,868,800</b>   |
| <b>Action 2.2.2.c</b> | <b>02 numbers of inter-agency multi-level SOPs/Plans</b> Developed for GLOF/Disaster risk reduction (PMD, NDMA/PDMA/DDMA) i.e. Contingency Planning and Disaster Risk Reduction Planning                 |               |     |           |                  |                   |                   |                    |
|                       | 01- Provincial Level Coordination & consultation Workshops to Develop SOPs & Plans for GLOF/Disaster risk reduction (PMD, NDMA/PDMA/DDMA) i.e. Contingency Planning and Disaster Risk Reduction Planning | Workshops     | 1   | 1,373,760 | 1,373,760        | -                 | -                 | 1,373,760          |
|                       | 02 Divisional Level Coordination & consultation Workshops to Develop SOPs & Plans for GLOF/Disaster risk reduction (PMD, NDMA/PDMA/DDMA) i.e. Contingency Planning and Disaster Risk Reduction Planning  | Workshops     | 7   | 457,920   | 915,840          | -                 | 2,289,600         | 3,205,440          |
|                       | <b>Sub-Total</b>   |               |     |           | <b>2,289,600</b> | <b>-</b>          | <b>2,289,600</b>  | <b>4,579,200</b>   |
| <b>Action 2.2.2.h</b> | Interns under "Nature/Climate Internship Programme"  |               |     |           |                  |                   |                   |                    |
|                       | Interns  | Intern        | 180 | 30,000    | 3,858,434        | 1,286,145         | -                 | 5,144,579          |
|                       | <b>Sub-Total</b>   |               |     |           | <b>3,858,434</b> | <b>1,286,145</b>  | <b>-</b>          | <b>5,144,579</b>   |
| <b>Action 2.3.1.a</b> | <b>70 No. of Construction, repair and reconstruction of small-scale infrastructure</b> to reduce medium- and long-term risks of floods (gabion walls, check dams, spillways) (KP 70 structures)          |               |     |           |                  |                   |                   |                    |
|                       | Consultancy - Engineer (Firm/Line Dpt/Academia)  | Month         | 10  | 305,280   | 610,560          | 915,840           | 1,526,400         | 3,052,800          |
|                       | Procurement of services of a company/organization for construction of small scale infrastructure   | Lumpsum       | 70  | 1,482,789 | 1,860,834        | 48,553,977        | 53,380,389        | 103,795,200        |
|                       | <b>Sub-Total</b>   |               |     |           | <b>2,471,394</b> | <b>49,469,817</b> | <b>54,906,789</b> | <b>106,848,000</b> |

|                       |   |         |    |            |                   |                    |                   |                    |
|-----------------------|---|---------|----|------------|-------------------|--------------------|-------------------|--------------------|
| <b>Action 2.3.1.b</b> | <b>Slope stabilization activities through bio-engineering structures</b> covering 150 Ha (150 ha in KP)   |         |    |            |                   |                    |                   |                    |
|                       | Consultancy/Firm/Line Dpt/Academia  | Month   | 4  | 1,526,400  | 1,526,400         | 4,579,200          | -                 | 6,105,600          |
|                       | Procurement of services of a company/organization for slope stabilization activities  | Lumpsum | 1  | 24,422,400 | 2,442,240         | 21,980,160         | -                 | 24,422,400         |
|                       | <b>Sub-Total</b>  |         |    |            | <b>3,968,640</b>  | <b>26,559,360</b>  | -                 | <b>30,528,000</b>  |
| <b>Action 2.3.1.c</b> | <b>70 No. of construction, Repair and reconstruction of irrigation systems</b> , and installation of drip irrigation/sprinkler irrigation systems; water efficient farming technologies/ irrigation systems (KP 70 Schemes) |         |    |            |                   |                    |                   |                    |
|                       | Consultancy - Engineer (Firm/Line Dpt/Academia)   | Month   | 6  | 4,986,240  | 4,986,240         | 24,931,200         | -                 | 29,917,440         |
|                       | Procurement of services of a company/organization for construction of irrigation schemes  | Lumpsum | 70 | 793,728    | 3,968,640         | 51,592,320         | -                 | 55,560,960         |
|                       | <b>Sub-Total</b>  |         |    |            | <b>8,954,880</b>  | <b>76,523,520</b>  | -                 | <b>85,478,400</b>  |
| <b>Action 2.3.1.e</b> | <b>Establishment/Construction/Repair of 16 No. of Safe Havens and Safe Access Routes</b> in the vulnerable communities for rescue and response activities (02 sites per 08 Valleys)   |         |    |            |                   |                    |                   |                    |
|                       | 16 Safe Havens in 08 Valleys  | Valleys | 8  | 1,526,400  | -                 | 7,632,000          | 4,579,200         | 12,211,200         |
|                       | <b>Sub-Total</b>  |         |    |            | -                 | <b>7,632,000</b>   | <b>4,579,200</b>  | <b>12,211,200</b>  |
|                       | <b>Total LOA Budget (KP)</b>  |         |    |            | <b>35,047,772</b> | <b>188,949,858</b> | <b>71,315,589</b> | <b>295,313,219</b> |

### Attachment 4 – FACE Form

Funding Authorization and Certificate of Expenditures UN Agency: XXXXXXXXXX Date: DD/MM/YYYY

Country: XXXXXX  
 Programme Code & Title: XXXXXX  
 Project Code & Title: XXXXXX  
 Responsible Officer(s): XXXXXX  
 Implementing Partner: XXXXXX

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

|  |                  |                                | REPORTING         |                            |                                 |                         | REQUESTS / AUTHORIZATIONS   |                   |                               | Budget Vs Actual   |                           |                         |                         |
|--|------------------|--------------------------------|-------------------|----------------------------|---------------------------------|-------------------------|-----------------------------|-------------------|-------------------------------|--------------------|---------------------------|-------------------------|-------------------------|
| Activity Description from LOA/RPA/AWP  | Item Description | Coding for UNDP, UNFPA and WFP | Authorized Amount | Actual Project Expenditure | Expenditures accepted by Agency | Balance                 | New Request Period & Amount | Authorized Amount | Outstanding Authorized Amount | LOA/RPA/AWP Amount | Prior Project Expenditure | Cumulative Expenditure  | Budget Balance          |
|  |                  |                                | MM-MM YYYY<br>A   | MM-MM YYYY<br>B            | MM-MM YYYY<br>C                 | MM-MM YYYY<br>D = A - C | MM-MM YYYY<br>E             | MM-MM YYYY<br>F   | MM-MM YYYY<br>G = D + F       | MM-MM YYYY<br>H    | MM-MM YYYY<br>I           | MM-MM YYYY<br>J = C + I | MM-MM YYYY<br>K = H - J |
| Key Activity: <u>XXXXXX</u> (MM/YYYY - |                  |                                |                   |                            |                                 | -                       |                             |                   |                               |                    |                           |                         | -                       |
| Action:                                |                  |                                |                   |                            |                                 | -                       |                             |                   |                               |                    |                           |                         | -                       |
| <u>XXXXXXXX</u> (MM/YYYY - MM/YYYY)    |                  |                                |                   |                            |                                 | -                       |                             |                   |                               |                    |                           |                         | -                       |
|  |                  |                                |                   |                            |                                 | -                       |                             |                   |                               |                    |                           |                         | -                       |
| <u>XXXXXXXX</u> (MM/YYYY - MM/YYYY)    |                  |                                |                   |                            |                                 | -                       |                             |                   |                               |                    |                           |                         | -                       |
|  |                  |                                |                   |                            |                                 | -                       |                             |                   |                               |                    |                           |                         | -                       |
| <b>Total</b>                           |                  |                                | -                 | -                          | -                               | -                       | -                           | -                 | -                             | -                  | -                         | -                       | -                       |

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP/CPAP and itemized cost estimates attached (as Applicable). Variations between Itemized Cost Estimates and reported expenses must not exceed 20% in any budget line item.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP/CPAP and previously approved itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

**FOR AGENCY USE ONLY:**

For All Agencies

Approved by:

All progress reports have been received and accepted

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment 5

| Risk Mitigation Plan                         |   |  |                    |
|--|---|--|--------------------|
| Sr No  | Observation   | Recommendation   | Timeline           |
| <b>Programme Management</b>                  |   |  |                    |
| 1  | There is no practice to identify risks for programmes and to mitigate them.                                     | We recommend that the P&D Department shall develop and implement policies addressing identification of potential risks for UNDP project and roll-out processes / controls to mitigate such risks.  | July, 2021         |
| <b>Organizational Structure and Staffing</b> |   |  |                    |
| 1  | Trainings have not been provided to the Finance & Accounts staff and no formal training plan has been prepared. | We recommend that management shall develop a training schedule/plan for its Finance & Accounts/procurement/asset management staff involved in UNDP project on financial monitoring and reporting, procurement processes, contract management and asset management.   | March - June, 2021 |
| <b>Accounting Policies and Procedures</b>    |   |  |                    |
| 1  | Invoices are not stamped as "PAID".   | We recommend that the management shall follow the practice of stamping the invoices as "PAID" for UNDP funds.  | July, 2021         |
| 2  | GC does not follow the practice to maintain detailed timesheets.  | We recommend that for UNDP Project, management shall follow the practice to maintain detailed timesheets with employee name/ ID, project code, time allocated to the UNDP project.<br><br>All per diem payments should be supported by the following documents at minimum:<br>1- approved travel plans<br>2- Travel requisition forms<br>3- Travel reports/ field report evidencing the progress of programme activities | July, 2021         |
| 3  | GC has not established an independent internal audit function.  | We recommend that internal audit function shall be established by the P&D Department to add value to the existing operations, control procedures and overall control environment of the P&D Department.  | September, 2021    |

| <b>Fixed Assets and Inventory</b>         |   |  |                    |
|---|---|--|--------------------|
| 1   | There is no documented policy for protection of assets from fraud, waste and abuse.   | We recommend that the P&D shall issue a formal communication with its own or UNDP comprehensive anti-fraud/whistleblowing policy to all staff members working on UNDP project outlining the reporting line to report if they suspect fraud, waste or misuse of assets / resources.   | August, 2021       |
| 2   | Lack of segregation of duties in the inventory management system.   | We recommend that for UNDP Project, the role of receiving, recording and issuance of inventory shall be segregated in order to minimize the probability of theft and mis appropriation of inventory.   | August, 2021       |
| 3   | No practice to carry out physical verification of fixed assets on regular basis.  | We recommend that P&D Department shall conduct physical verification of UNDP funded fixed assets and stock shall be performed and formally documented on a monthly basis, to ensure that records and UNDP funded fixed assets physically present reconcile with each other and any major discrepancies are identified and resolved. such record shall be shared with UNDP auditors for their review during spot checks and audit.  | March - June, 2021 |
| <b>Financial Reporting and Monitoring</b> |   |  |                    |
| 1   | Control evidence not provided to ascertain / validate the responses provided by the management regarding audit reports issued by DG Audit for the financial year 2017-18. | <p>We recommend that GC shall regularly maintain an audit trail of various controls/processes via documented evidence specially for UNDP funds, for follow up and audit trail purposes. Training to be provided to finance/procurement/asset managemnet staff working on UNDP projects on how to maintain complete audit trail</p> <p>We recommend that finance staff on UNDP Project ensures that proper vouchers are prepared and account codes are assigned to the vouchers and all supporting documents are also attached with the voucher relating to UNDP project. These vouchers should be labelled with Serial Number appearing in Itemised cost Estimates (Column A) for every activity/item.</p> <p>We recommend that cash and bank reconciliations for UNDP funds shall be prepared and reviewed independently on a monthly basis. It is an important tool to provide adequate control over cash and bank balances and highlight anomalies in a timely manner. cash and bank reconciliations for UNDP funds</p> | March - June, 2021 |

|                    |   |   |                                |
|--------------------|---|---|--------------------------------|
|                    |   | <p>will be readily available during spot check and audits and also will be submitted with FACE form to UNDP.</p> <p>P&amp;D KP should prepare and maintain an activity-level budget-expense variance analysis and share it with UNDP with each FACE Form. In case it want to make any variation exceeding 20%, it should take prior approval from UNDP.</p>   |                                |
| <b>Procurement</b> |   |   |                                |
| 1                  | <p>Deficiencies noted in the procurement process such as no practice to prepare procurement reports, vendor prequalification , performance evaluation and no separate procurement department.</p> | <p>We recommend to the management of P&amp;D Department to take following measures to improve the procurement process for UNDP Project:</p> <ul style="list-style-type: none"> <li>▶ There shall be separate department to cater the procurement needs of P&amp;D;</li> <li>▶ P&amp;D Department shall prepare procurement reports for UNDP funded procurements of goods and services which shall provide to UNDP and its auditors details about the procurement activities conducted during the project; and</li> <li>▶ P&amp;D Department shall consider following the practice of conducting periodic vendor evaluation on standard templates.</li> </ul> <p>We recommend that payments against contract deliverables are only released upon satisfactory and timely completion of agreed deliverables demonstrated through concrete evidence of completion of deliverables.</p> | <p>March - September, 2021</p> |
| 2                  | <p>No ethical guidelines integrated to procurement contracts</p>  | <p>We recommend that procurement procedures and templates of for UNDP funded contracts shall integrate references to ethical procurement principles, exclusion and ineligibility criteria.</p>  | <p>July, 2021</p>              |