

3/7/2018



UN Development Programme Papua New Guinea- Port Moresby

Award ID: 00089438

Award Title: Strengthen Disaster Risk Management in Papua New Guinea

Start Year: 2015

End Year: 2018

Implementing Partner (Executing Agency): UNDP

Budget (US\$) as of Last Revision on 21-February-2018		
Donor	Fund	Amount
UNDP	04120 TRAC3 - Response	70,000.00
COCA	30000 Programme Cost Sharing	75,000.00
PNG_One_U	30000 Programme Cost Sharing	1,272,494.00
Total Budget (2018 and Beyond)		1,417,494.00
Total Expenditure (2017 and Prior)		719,516.42
Award Total		0.00
Unprogrammed/Unfunded		-2,137,010.42

Responsible Party (Implementing Agent): PNG-National Execution UNDP

Revision Type:

Brief Description:

Agreed by: Khusrav Sharifov

[Handwritten signature] 3.7.18

Agreed by: Edward Vrkic

[Handwritten signature] 3.7.18

Agreed by: Momenat Al-Khateeb

[Handwritten signature] 3 Jul 2018

Agreed by: Tracy Vienings

[Handwritten signature] 3.7.18

NEW BUDGET REVISION FOR FY 2018

Project title & ID: 00110819 - Strengthen DRM in PNG
 Project duration: Jun2018 - Dec2018
 Funded by: UNDP/DFAT
 Implemented by: UNDP/PNDC

Justification:

Award ID: 00089438
 Modality: NIM

Budget account	Budget line description	Sub-recipient (Short description)	JA Code	Fund code	Donor code	Total budget amount	Prior years expenditures	Budget 2018	Budget leftovers for the future years
							2018	Acc. To AMP 2018	2019
ACTIVITY 1: DRMWs Preparedness Response									
61300	Salary & Post Adj Cst - IP Staff		001981	30000	11344	\$ 100,000	-	\$ 28,813	\$ 71,187
71400	Contractual Services_Individual		001981	30000	11344	\$ 24,000	-	\$ 7,331	\$ 16,669
71600	Travel		001981	30000	11344	\$ 30,000	-	\$ 20,800	\$ 9,200
72300	Materials and Goods		001981	30000	11344	\$ 49,881	-	\$ 2,500	\$ 47,381
72300	Materials and Goods		001981	30000	11344	\$ 20,000	-	\$ 2,250	\$ 17,750
72300	Materials and Goods		001981	30000	11344	\$ 30,000	-	\$ 1,000	\$ 29,000
73100	Rental & Maint - Premises		001981	30000	11344	\$ 30,000	-	\$ 22,000	\$ 8,000
73400	Rental & Maint of other equipments		001981	30000	11344	\$ 30,000	-	\$ 500	\$ 29,500
74500	Miscellaneous Expenses		001981	30000	11344	\$ 60,000	-	\$ 500	\$ 59,500
75700	Training, Workshops and Conference		001981	30000	11344	\$ 25,000	-	\$ 1,855	\$ 23,135
	Sub-total:					\$ 549,881	-	\$ 90,738	\$ 459,143

ACTIVITY 2: Integrate DRM in Development Planning									
61300	Salary & Post Adj Cst - IP Staff		001981	30000	11344	\$ 150,000	-	\$ 57,626	\$ 92,374
71400	Contractual Services_Individual		001981	30000	11344	\$ 25,000	-	\$ 14,662	\$ 10,338
71600	Travel		001981	30000	11344	\$ 125,000	-	\$ 20,700	\$ 104,300
72300	Materials and Goods		001981	30000	11344	\$ 60,000	-	\$ 300	\$ 59,700
72300	Materials and Goods		001981	30000	11344	\$ 20,881	-	\$ 4,550	\$ 16,331
73100	Rental & Maint - Premises		001981	30000	11344	\$ 45,000	-	\$ 22,000	\$ 23,000
73400	Rental & Maint of other equipments		001981	30000	11344	\$ 30,000	-	\$ 500	\$ 29,500
74500	Miscellaneous Expenses		001981	30000	11344	\$ 21,000	-	\$ 500	\$ 20,500
75700	Training, Workshops and Conference		001981	30000	11344	\$ 10,000	-	\$ 1,855	\$ 8,135
	Sub-total:					\$ 63,000	-	\$ 5,700	\$ 57,300
						\$ 549,881	-	\$ 126,403	\$ 423,478

ACTIVITY 3: Early Recovery							Prior years expenditures	Budget 2018	Budget leftovers for the future years
							2018	Acc. To AMP 2018	2019
63100	Salary & Post Adj Cst - IP Staff		001981	30000	11344	\$ 100,000	-	\$ 57,626	\$ 42,374
71400	Contractual Services_Individual		001981	30000	11344	\$ 24,000	-	\$ 14,662	\$ 9,338
71600	Travel		001981	30000	11344	\$ 25,000	-	\$ 20,950	\$ 4,050
72300	Materials and Goods		001981	30000	11344	\$ 5,000	-	\$ 1,500	\$ 3,500
72300	Materials and Goods		001981	30000	11344	\$ 4,000	-	\$ 3,826	\$ 175
73100	Rental & Maint - Premises		001981	30000	11344	\$ 44,000	-	\$ 22,000	\$ 22,000
73400	Rental & Maint of other equipments		001981	30000	11344	\$ 8,000	-	\$ 500	\$ 7,500
74500	Miscellaneous Expenses		001981	30000	11344	\$ 15,000	-	\$ 500	\$ 14,500
75700	Training, Workshops and Conference		001981	30000	11344	\$ 35,000	-	\$ 1,855	\$ 33,135
	Sub-total:					\$ 40,000	-	\$ 600	\$ 39,400
						\$ 300,000	-	\$ 124,028	\$ 175,972

ACTIVITY 4: Preparedness Response Readiness										
61300	Salary & Post Adj Cat - IP Staff	001981	30000	11344	\$	50,000	\$	57,626	\$	(7,626)
61300	Salary & Post Adj Cat - IP Staff	001981	30000	11344	\$	200,000	\$	155,481	\$	44,519
71200	International Consultants	001981	30000	11344	\$	60,000	\$	50,240	\$	9,760
71300	Local Consultant	001981	30000	11344	\$	40,000	\$	29,220	\$	10,780
71400	Contractual Services_Individual	001981	30000	11344	\$	10,000	\$	6,450	\$	3,550
71600	Travels	001981	30000	11344	\$	38,000	\$	14,662	\$	23,338
73100	Travels	001981	30000	11344	\$	35,000	\$	20,000	\$	15,000
73400	Rental & Maint - Premises	001981	30000	11344	\$	10,000	\$	8,800	\$	1,200
73400	Rental & Maint of other equipments	001981	30000	11344	\$	49,881	\$	22,000	\$	27,881
73400	Rental & Maint of other equipments	001981	30000	11344	\$	3,000	\$	500	\$	2,500
74500	Miscellaneous Expenses	001981	30000	11344	\$	1,000	\$	500	\$	500
75700	Training, Workshops and Conference	001981	30000	11344	\$	2,000	\$	1,865	\$	135
	Sub-total:	001981	30000	11344	\$	51,000	\$	50,700	\$	300
					\$	549,881	\$	418,044	\$	131,837
ACTIVITY 5: Project Management										
71200	International Consultants	001981	30000	11344	\$	107,000	\$	26,705	\$	80,295
71600	Travels	001981	30000	11344	\$	15,000	\$	8,400	\$	6,600
72300	Materials and Goods	001981	30000	11344	\$	20,000	\$	16,097	\$	3,903
73100	Rental & Maint - Premises	001981	30000	11344	\$	28,000	\$	27,276	\$	724
74500	Miscellaneous Expenses	001981	30000	11344	\$	9,881	\$	1,879	\$	8,002
75100	Facilities and Administration	001981	30000	11344	\$	85,000	\$	63,645	\$	1,355
75700	Training, Workshops and Conference	001981	30000	11344	\$	5,000	\$	4,000	\$	1,000
	Sub-total:				\$	249,881	\$	148,002	\$	101,879
	GRAND TOTAL:				\$	2,199,524	\$	909,215	\$	1,290,309

Prepared by: Michael Sembombo Date: 03 July 2018

Approved by: [Signature] Date: 02.7.18
 Project Manager
 DRM Project

Approved by: [Signature] Date: 3.7.18
 Technical Specialist
 DRM Project

Approved by: [Signature]
 Senior Climate Change Advisor
 Energy & Environment Portfolio

Cleared by: [Signature] Date: 3 July 2018
 Momqat Al-Khateeb
 Programme Specialist

Note: Final approval/signature on the Cover Page of the Alias generated AWP will be done by ARRP



Annual Work Plan

Papua New Guinea- Port Moresby

Project: 00089438

Project Title: Strengthen Disaster Risk Management in Papua New Guinea

Report Date: 3/7/2018

Year: 2018

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00096683 Strengthen Disaster Risk Manag	APEC	1/2/2015	31/12/2017	UNDP	30000	PNG_One_UN	75100	Facilities & Administration	0.00
				UNDP	30000	PNG_One_UN	71600	Travel	0.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	20,055.00
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	0.00
				UNDP	30000	PNG_One_UN	75100	Facilities & Administration	0.00
				UNDP	30000	PNG_One_UN	62300	Recurrent Payroll Costs-IP Stf	19,706.00
				UNDP	30000	PNG_One_UN	63100	Non-Recurrent Payroll - NP Stf	14,662.00
				UNDP	30000	PNG_One_UN	71300	Local Consultants	6,293.00
				UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	0.00
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	0.00
				UNDP	30000	PNG_One_UN	71600	Travel	0.00
				UNDP	30000	PNG_One_UN	61300	Salary & Post Adj Cst-IP Staff	37,920.00
				UNDP	30000	PNG_One_UN	63300	Non-Recurrent Payroll - IP Stf	0.00
				UNDP	30000	PNG_One_UN	72300	Materials & Goods	0.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	0.00
				UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	0.00
				UNDP	30000	PNG_One_UN	63500	Insurance and Security Costs	0.00
UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	0.00				
UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	0.00				
UNDP	30000	PNG_One_UN	63300	Non-Recurrent Payroll - IP Stf	0.00				
UNDP	30000	PNG_One_UN	62300	Recurrent Payroll Costs-IP Stf	0.00				
UNDP	30000	PNG_One_UN	61300	Salary & Post Adj Cst-IP Staff	28,813.00				
UNDP	30000	PNG_One_UN	75100	Facilities & Administration	0.00				
UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	0.00				
UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	0.00				
UNDP	30000	PNG_One_UN	63100	Non-Recurrent Payroll - NP Stf	7,331.00				
UNDP	30000	PNG_One_UN	63500	Insurance and Security Costs	0.00				
UNDP	30000	PNG_One_UN	72300	Materials & Goods	0.00				



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		Start	End		Fund	Donor	Budget Descr	Amount US\$	
	Early Recovery	1/2/2015	1/2/2017	UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	0.00
	Earthquake Emergency	1/2/2015	1/2/2017	UNDP	04120	UNDP	71600	Travel	30,000.00
				UNDP	04120	UNDP	74200	Audio Visual&Print Prod Costs	10,000.00
				UNDP	04120	UNDP	75700	Training, Workshops and Confer	30,000.00
	Integrated DRM in Devt Plann	1/2/2015	1/2/2017	UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	0.00
				UNDP	30000	PNG_One_UN	63500	Insurance and Security Costs	0.00
				UNDP	30000	PNG_One_UN	72300	Materials & Goods	0.00
				UNDP	30000	COCA COLA	75700	Training, Workshops and Confer	0.00
				PNG-National Execution	30000	PNG_One_UN	75700	Training, Workshops and Confer	0.00
				UNDP	30000	PNG_One_UN	63300	Non-Recurent Payroll - IP Stf	0.00
				UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	0.00
				UNDP	30000	PNG_One_UN	75100	Facilities & Administration	0.00
				UNDP	30000	PNG_One_UN	71600	Travel	0.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	0.00
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	0.00
				UNDP	30000	PNG_One_UN	63100	Non-Recurent Payroll - NP Stf	7,331.00
				UNDP	30000	PNG_One_UN	62300	Recurent Payroll Costs-IP Stf	0.00
				UNDP	30000	PNG_One_UN	61300	Salary & Post Adj Cst-IP Staff	28,813.00
	Preparedness Response Rea	1/2/2015	1/2/2017	UNDP	30000	PNG_One_UN	71200	International Consultants	0.00
				UNDP	30000	PNG_One_UN	63500	Insurance and Security Costs	20,402.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	0.00
				UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	0.00
				UNDP	30000	PNG_One_UN	62300	Recurent Payroll Costs-IP Stf	33,835.00
				UNDP	30000	PNG_One_UN	71300	Local Consultants	4,057.00
				UNDP	30000	PNG_One_UN	71600	Travel	0.00
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	0.00
				UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	0.00
				PNG-National Execution	30000	PNG_One_UN	61300	Salary & Post Adj Cst-IP Staff	0.00



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Report Date: 3/7/2018

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Output	Key Activities	Timeframe		Responsible Party	Planned Budget						
		Start	End		Fund	Donor	Budget Descr	Amount US\$			
TOTAL	Preparedness/Response/Res	1/2/2018	5/11/2/2017	UNDP	30000	PNG_One_UN	75100	Facilities & Administration	0.00		
				UNDP	30000	PNG_One_UN	61300	Salary & Post Adj Cst-IP Staff	101,314.00		
				UNDP	30000	PNG_One_UN	63100	Non-Recurent Payroll - NP St	7,331.00		
				UNDP	30000	PNG_One_UN	63300	Non-Recurent Payroll - IP St	25,416.00		
				UNDP	30000	PNG_One_UN	75100	Facilities & Administration	0.00		
				UNDP	30000	PNG_One_UN	71600	Travel	0.00		
				UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	0.00		
				UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	0.00		
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	0.00		
				UNDP	30000	PNG_One_UN	71200	International Consultants	0.00		
				UNDP	30000	COCA COLA	73100	Rental & Maintenance-Premises	0.00		
				UNDP	30000	COCA COLA	71300	Local Consultants	61,168.00		
				UNDP	30000	COCA COLA	75100	Facilities & Administration	4,849.00		
				UNDP	30000	COCA COLA	72100	Contractual Services-Companie	8,983.00		
				TOTAL							
00110618	Strengthen Disaster Risk Manag	DRM/EWSP	Preparedness/Res	24/5/2018	5/11/2/2019	UNDP	30000	PNG_One_UN	71400	Contractual Services - Individ	7,331.00
						UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	3,179.00
						UNDP	30000	PNG_One_UN	71600	Travel	20,800.00
						UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	22,000.00
						UNDP	30000	PNG_One_UN	61300	Salary & Post Adj Cst-IP Staff	28,813.00
						UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
						UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	1,865.00
						UNDP	30000	PNG_One_UN	72300	Materials & Goods	5,750.00
	Early Recovery			24/5/2018	5/11/2/2019	UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	22,000.00
						UNDP	30000	PNG_One_UN	71400	Contractual Services - Individ	14,662.00
						UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	1,865.00
						UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	600.00



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Report Date: 3/7/2018

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		Start	End		Fund	Donor	Budget Descr	Amount US\$	
Early Recovery		24/5/2018	31/12/2019	UNDP	30000	PNG_One_UN	72300	Materials & Goods	5,325.00
				UNDP	30000	PNG_One_UN	71600	Travel	20,950.00
				UNDP	30000	PNG_One_UN	63100	Non-Recurent Payroll - NP Stf	57,626.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	61300	Salary & Post Adj CstHP Staff	57,626.00
				UNDP	30000	PNG_One_UN	71600	Travel	20,700.00
				UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	5,700.00
				UNDP	30000	PNG_One_UN	71400	Contractual Services - Indvid	14,662.00
				UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	1,865.00
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	22,000.00
IntegratedDRM in Devt Plann		24/5/2018	31/12/2019	UNDP	30000	PNG_One_UN	72300	Materials & Goods	4,850.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	71400	Contractual Services - Indvid	14,662.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
PreparednessResponseRea		24/5/2018	31/12/2019	UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	14,662.00
				UNDP	30000	PNG_One_UN	73400	Rental & Maint of Other Equip	1,000.00
				UNDP	30000	PNG_One_UN	71300	Local Consultants	6,450.00
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	22,000.00
				UNDP	30000	PNG_One_UN	71600	Travel	28,800.00
				UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	1,865.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	79,480.00
				UNDP	30000	PNG_One_UN	61300	Salary & Post Adj CstHP Staff	213,107.00
				UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	50,700.00
				UNDP	30000	PNG_One_UN	75700	Training, Workshops and Confer	4,000.00
Project Management		24/5/2018	31/12/2019	UNDP	30000	PNG_One_UN	74500	Miscellaneous Expenses	1,879.00
				UNDP	30000	PNG_One_UN	75100	Facilities & Administration	63,645.00
				UNDP	30000	PNG_One_UN	71600	Travel	8,400.00
				UNDP	30000	PNG_One_UN	73100	Rental & Maintenance-Premises	27,276.00
				UNDP	30000	PNG_One_UN	72300	Materials & Goods	16,097.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	26,705.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	26,705.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	26,705.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	26,705.00
				UNDP	30000	PNG_One_UN	71200	International Consultants	26,705.00



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Report Date: 3/7/2018

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		Start	End		Fund	Donor	Budget Descr
TOTAL							
GRAND TOTAL							
							909,215.00
							1,417,494.00

**United Nations Development Programme
Country: Papua New Guinea
Project Document**

Project Title	Strengthening Disaster Risk Management in Papua New Guinea
UNDAF Outcome:	Outcome 4: ENVIRONMENT, CLIMATE CHANGE AND DISASTER RISK MANAGEMENT
Inter-Agency Outcome:	By 2017, GoPNG and civil society have enhanced their capacity to implement biodiversity conservation, low carbon and climate resilient development initiatives for environmental sustainability and improved community livelihoods to reduce the vulnerability of women, girls, men and boys to disaster risks
Expected Outputs:	OUTPUT-10.4.5: "Improved enabling environment for effective and inclusive disaster risk management (DRM)". OUTPUT-10.4.5: "Enhanced governance structures and systems for disaster risk management". OUTPUT-10.4.6: "Selected communities effectively manage disasters".
Executing Entity:	UNDP, Papua New Guinea
Implementing Agencies:	National Disaster Centre and select Provincial Governments

Brief Description

This project is geared towards helping the Government of Papua New Guinea to strengthen its overall Disaster Risk Management capacities. It will also contribute to the strengthening disaster preparedness mechanisms and response procedures at the national and sub-national level. It will do so through: the establishment and strengthening of disaster risk management committees to strengthen the planning processes; strengthening of Provincial Disaster Management offices through provision of emergency communication systems/equipment; and the strengthening of disaster response and preparedness through development of disaster management plans and . This will include the development of standard operating procedures for the following; early warning dissemination; disaster response, including control, command and coordination; and damage assessment and reporting. The project will provide the essential interface between the UN System, members of the Disaster Management Team and Government disaster management authorities and envisages enhancing the capacities within the country for better response and early recovery planning. In addition, the project also aims at strengthening the link among National Disaster Centre (NDC), which is the lead agency for DRM in PNG with the regional and international partners. The project will be implemented in partnership with a range of stakeholders with the National Disaster Centre (NDC) playing an effective coordination role and pursuing the objectives of social inclusion and equality, gender empowerment and dissemination of knowledge and skills.

Programme Period:	2015-2017
Key Result Area (Strategic Plan)	Environment, Climate Change/DRM/Environment
Atlas Award ID:	
Start date:	2015
End Date	2017
Management Arrangements	National Execution

Total resources required	US\$3,450,000.00
Total allocated resources:	US\$ 2,692,756.84
• Regular TRAC 1 (UNDP)	
• Other:	
o DFAT	US \$ 2,672,756.84
o Government	
Unfunded budget:	US \$ 757,243.32

Agreed by (Government): Martin Mose, National Disaster Centre

Agreed by UNDP: Roy Trivedy, Resident Representative

1.3 Climate change induced vulnerability:

The impact of climate change-related hazard in Papua New Guinea has been increasing in intensity and frequency, which is particularly evident in increasingly frequency and impactful occurrences of flooding in different parts of the country. Besides sea level rise is occurring in the coastal and island regions. As per the climate scientists PNG is also prone to the impacts of El Niño induced drought. Scientific evidence suggest that frequency and intensity of El Niño events has increased over the last 50 years and a major El Niño event may result in severe drought conditions in most parts of PNG. Climate change is also likely to exacerbate the risk of natural hazards by causing extreme weather events more frequently and sea-level rise to magnify the impact of storm surges and waves on coastal areas.

Communities also lack adequate adaptation knowledge to cope with the climate change. At the same times there are lack of capacities, procedures and systems in place to generate and disseminate climate forecasts on different time scales to enable various sectors and communities prepare for the adverse impacts of extreme weather and climate change. The Government of Papua New Guinea's (GoPNG) through a series of studies have identified flooding, landslides, malaria, agricultural yield loss, coral reef decay are to be the main climate risks in the country. Based on these studies on climate risks it is established that the impacts will be most profoundly felt in regions along the northern coastlines and island regions of the country.

1.4 Exposure to climate hazards:

The highlands, with 2.2 million people, are subject to weather extremes of heavy rainfall and drought. Increasingly, landslides are occurring from population pressures on uncontrolled land use. The coastal areas and the many coral atolls are low-lying and nearly 500,000 people in 2,000 coastal villages are vulnerable to weather extremes and inundation. Over 80 percent of the population live in a rural environment and are susceptible to extremes of climate (rains and drought) related to the El Niño Southern Oscillation (ENSO).

1.5 Vulnerability of infrastructure:

The physical vulnerability of PNG is very high. Most of the building and infrastructure in the country are constructed without appropriate hazard resistant technology; therefore, these structures are vulnerable to natural hazards. Infrastructure development such as improvement of the road network is one of the top priorities of the GoPNG. A major proportion of the development budget of the GoPNG is spent on development and rehabilitation of infrastructure. Unless built with appropriate hazard risk considerations these large scale investments are likely to be impacted by disasters induced by natural hazards and climate change. For instance, it is possible that road networks could be severely damaged by heavy rainfall or landslides.

1.6 Disaster risk management system in Papua New Guinea:

The National Disaster Centre (NDC) was established by an Act of Parliament to manage and coordinate all disasters and emergencies in Papua New Guinea. The office is headed by Director General, who is appointed by the National Executive Council (NEC). The Centre acts as the executive arm of the National Disaster Committee and is responsible for carrying out its day-to-day responsibilities. The Minister for Inter-Government Relations and Ministry of Provincial and Local Government Affairs is the responsible government ministry directly responsible for disaster management in Papua New Guinea.

The National Disaster Committee consists of representatives from the key government departments is the highest decision making body in relation to disaster management in PNG. The Committee's responsibilities include the following;

1.10 Key DRM frameworks:

Disaster Risk Management in PNG is guided by The Papua New Guinea Disaster Risk Reduction and Disaster Management National Framework for Action 2005—2015 following the adaption of the global frame work of disaster risk reduction in Japan in 2005 which is also known as Hyogo Framework of Action. The framework outlines key strategies for disaster risk reduction and disaster management in Papua New Guinea.

In line with the recommendations of the framework the GoPNG has taken a number of steps to reduce the risks posed by climate change and natural hazards. There has been a shift in the approach of the GoPNG from post disaster relief to pre disaster prevention and preparedness. In this connection, the GoPNG has strengthened its institutional framework for DRM through adaptation of a National Disaster Risk Management Plan. The plan provides a framework for DRM at different levels and elaborates a number of responsibilities, roles and tasks and assigns these responsibilities to different stakeholders. The GoPNG is further working to strengthen the implementation of the plan by reinforcing the current disaster management legislation.

The National Disaster Mitigation Policy was approved by the National Executive Council (NEC) in 2003 and was launched in 2004. It changed the emphasis in disaster management from disaster response to preparedness and mitigation. NDC had been promoting the policy in its provinces with partners.

1.11 DRM challenges and issues in Papua New Guinea:

Despite the policy commitments of the GoPNG to move towards strengthening of DRM institution mechanisms for a broader role in response, recovery and risk reduction, the DRM system in PNG continues to be relief and response oriented. A comprehensive DRM agenda encompassing disaster preparedness, response and mitigation is lacking. Although the National DRM Plan had already been in place it has never been widely circulated. Sectoral agencies, in general, lack understanding about their roles in disaster prevention, mitigation, preparedness and/or recovery as elaborated in the DRM Plan.

The DRM Plan it yet to be supported by a legal framework. The existing disaster management act, last revised in 1987 is outdated. In the absence of the law, corresponding mandates, functions and roles are not clearly defined amongst the key government ministries. It also limits the authority vested on NDC as the primary coordinating body for DRM.

While NDC is the focal agency for DRM in the country, it is beset with inadequate capacity to fully and effectively perform its mandate. It lacks adequate human resource to dispense its functions. The budget allocation to NDC is also limited which further hinders implementation of strategic activities it is expected to undertake.

Hazard Early Warning System (EWS) in PNG is weak: forecasting, prediction and detection capacities exist, At the national level, there are procedures and protocols in place to generate early warning information however, the dissemination of warning is cause of concern. Most of the provinces do not have emergency operation centres that operates round the clock. Lack of communication facilities and absence of efficient operational early warning dissemination plans at the provincial levels hinder effective dissemination of disaster warnings. It is urgently needed to develop appropriate and functioning EWS standard operating procedures and protocols for warning dissemination.

The hazard profile of Papua New Guinea is limited and localized. There are frequent incidents of localized disaster affecting the communities, rather than a large-scale disaster affecting the entire country. This suggests the need to focus operational attention at the provincial and district level.

planning process. *The challenge is to lobby to promote its integration into provincial and sub-provincial development planning and budgeting.*

Disaster recovery- The GoPNG and other stakeholders currently focus on responding to disasters through humanitarian responses. Although disasters warrant humanitarian response appropriate post crisis recovery measures are not implemented that further exacerbate vulnerabilities. There is a disconnect between the response and recovery processes and the different types of assessments that are conducted to inform both processes. *The challenge is to developing capacity in conducting assessment of damages and needs and develop recovery plans for disaster affected population.*

1.12 The need for sustained capacity development for DRM in PNG:

There is a general recognition that substantial leaps has been achieved by the Country towards institutionalization of disaster risk management bolstered by approval of the DRM Plan. It is however, yet to be reinforced by a legal framework. There still exists limited and weak capacity within the NDC and other relevant institutions of the Government to advance and operationalize the DRM agenda. It is also recognized that there is lack of coordination among relevant ministries and key stakeholders on DRM issues. There is still inadequate disaster risk knowledge at all levels and lack of public awareness of disasters and the corresponding risks. The absence of an effective Early Warning Systems and disaster preparedness capacities at all levels are yet lingering areas which require equal priority and attention if the country is to achieve resilience and aim for reduction of risks. While it is acknowledged that DRM is a multi-stakeholder, inter-sectoral and a multi-disciplinary field, it remains not fully mainstreamed into other sectoral and local development plans and programmes.

In this above context, UNDP has been supporting the GoPNG in the area of DRM for many years that has provided a good foundation for DRM in the country. UNDP has been recognized as a trusted partner of the Government. Through various programmatic interventions, UNDP has established a strong relationship with some of the key National counter parts including the National Disaster Centre (NDC). In Papua New Guinea UNDP's DRM interventions focus on institutional strengthening, hazard and risk mapping, mainstreaming DRM into government policies and plans and public awareness. UNDP's support to Government on DRM is summarized below.

UNDP provided strategic support to the NDC, the lead agency for DRM, to strengthen its position within the wider governance context of PNG. UNDP assisted the GoPNG strengthen the current DRM governance arrangements through the revision of the National Disaster Risk Management Plan (NDRM Plan) that provides an institutional framework for DRM at all levels and paved the way for the revision of the existing DM legislation. UNDP's advocacy and technical support provided to the government on mainstreaming DRM in development processes, led to development of a Disaster Risk Management Policy for the Department of Education and inclusion of DRM concerns in the 'Public Investment Guidelines' of Department of National Planning and Monitoring and the 'Physical Planning Act'. For the first time, with the assistance from UNDP, the GoPNG has reviewed its progress and challenges in the implementation of disaster risk reduction and recovery action undertaken at the national level, in accordance with the Hyogo Framework's priorities. UNDP also assisted NDC in the development of a five year DRM strategy. UNDP's capacity building efforts at the national level is complemented by tangible risk reduction strategies in four risk provinces.. Provincial interventions include development of multi-year DRM plans, establishment of provincial DRM coordination mechanisms, strengthening and capacity building of Provincial Disaster Offices through training and provision of equipment. UNDP has also implemented a community based disaster risk reduction project in Autonomous Region of Bougainville.

Overall, the progress that has been achieved in Papua New Guinea through UNDP's DRM project has been significant and it is important to provide continuous support to government on DRM for achievement of objectives set out in DRM Plan. The support framework of any new DRM program should therefore be anchored on the key achievements and existing capacities in DRM and sustain on-going efforts and initiatives towards resilience through continued capacity development of institutions, organizations and communities.

The project will be implemented in partnership with a range of stakeholders including the government, civil society organization and other agencies to develop institutional capacities at the national and sub-national level with the NDC playing an effective coordination role. UNDP will actively promote the participation of women and socially vulnerable groups in the project. It will seek to achieve these objectives by proactively including these groups in planning and implementation of various components of the project.

2.2 Programming Approach

UNDP will work closely with relevant partners and provide support to the GoPNG to strengthen institutions at various levels for disaster risk reduction. The hazard profile of PNG is limited and localized. There is a greater probability of small disaster events happening frequently in different parts of the country, rather than a large-scale disaster affecting the entire country. In this context the project will focus to enhance the DRM capacities at the sub-national level. The project will work through the existing institutions rather work through the existing systems and institutions.

Development of DRM systems and capacities in PNG is a long term undertaking and UNDP will work with a range of partners in this regard. At the same time UNDP will coordinate with relevant stakeholder in order to avoid conflict of programming and maximise synergies in the area of DRM. UNDP will strive to expand its network of partners through working with relevant Non-Governmental Organizations (NGOs), civil societies, donor partners and communities.

The project will be implemented in a way that strengthens the national ownership that requires working closely with GoPNG and address its core priorities. UNDP will draw upon a number of agencies working in partnership with the NDC playing an effective coordination role. UNDP will actively promote knowledge management through its interventions. It will support a number of workshops, publications, and development of other knowledge products on DRM.

The key areas which will be supported through the project are as follows;

Output 1. Disaster preparedness and response mechanisms enhanced and disaster early warning procedures strengthened:

Development of Post Hyogo DRM framework: As noted earlier DRM in PNG is guided by The Papua New Guinea Disaster Risk Reduction and Disaster Management National Framework for Action 2005—2015 which was developed following the adaption of the global frame work of disaster risk reduction in Japan in 2005 which is also known as Hyogo Framework of Action. The framework outlines key strategies for disaster risk reduction and disaster management in Papua New Guinea. The framework expires in 2015 and there is an opportunity to develop a new framework that would guide the DRM in PNG. The project will facilitate the development of a post 2015 from disaster risk management in a consultative fashion. The development of the new framework will take into account the recommendations of regional and global frameworks (Sendai framework) adapted recently.

Strengthening DRM capacities at provincial and sub-provincial level: Despite the thrust of national policy for greater decentralisation of DRM responsibility, capacity for DRM at the provincial and sub-provincial level is generally very weak. As stated earlier most of the disaster events in PNG are localized that warrants response from the provincial administration. Although in the recent past wide spread flooding has occurred in some provinces requiring assistance from the national government. The provinces and districts are the units at which most of disaster response and recovery operations are organized. As was mentioned earlier, the DRM at the provincial and district levels is coordinated by the provincial administrators and executive managers. UNDP will work with the NDC, Provincial Administrations and District Authorities and the DRM focal points to augment the capacity and strengthen the DRM systems at the district level through strengthening of Provincial Disaster Offices, capacity building of the Provincial Disaster Committees, strengthening of preparedness and response capacities at the district level through disaster preparedness planning and simulation exercises. The interventions under the DRM project are specifically designed to improve the preparedness and response capacities of the provincial and district authorities and

Hazard risk assessments: In order to appropriately integrate risk reduction in the planning and budgeting processes it is necessary to understand the risks emanating from various hazards. The project will support disaster risk assessments at the provincial level. The overall objective of the exercise is to understand the nature and level of disaster risk that the provinces face, where these risks come from and what and who will be the worst affected and what needs to be done to reduce disaster risks. This information derived from this exercise will be used for development planning of the provinces as well as inform preparedness and response planning. DFAT through Geoscience Australia is currently supporting development of risk assessment for geological hazards that includes earthquakes and tsunami. Over the past years the incidents and severity of flooding in PNG has intensified and there is a need to fully understand the risks of flooding. In this context the DRM project will support a national level flood risk analysis.

Output 3. Preparedness and planning mechanisms and tools to manage disaster recovery processes at national and sub-national levels strengthened:

Development of Recovery Policy: This outcome will focus on strengthening capacities such as planning mechanisms and tools to manage disaster recovery processes at national and local levels. This will be undertaken through support in a) developing appropriate government policies, appropriate tools, training and capacity building activities; and b) support establishment of mechanisms for disaster recovery, and assist governments with pre disaster recovery planning, as well as post disaster needs assessment and recovery frameworks. UNDP has been designated as the cluster lead for early recovery at the global level and supporting early recovery in several countries. In PNG too UNDP will support development of broad -based early recovery planning/policy to cover all the areas of recovery support. The project will aim at assisting the GoPNG if required recovery preparedness plan in collaboration with the government, other UN agencies and NGOs. UNDP will provide technical support in the development of a new recovery policy including areas such as livelihoods, health, education and small-scale infrastructure, and promote interventions such as cash for work, small grants, and government assistance (e.g. aid coordination and information management).

Strengthening of Post Disaster Damage and Needs Assessment: In addition, UNDP will work towards developing capacity in conducting assessment of damages and needs. A cadre of officials drawn from various agencies should be able to assess jointly damages and losses following a disaster event through provision of training in post-disaster needs assessment for relevant stakeholders in PNG.

Output 4. Readiness of the Disaster Management Team members and the National Disaster Centre to prepare and response to disasters enhanced:

Strengthening of humanitarian coordination: A key component of disaster response preparedness is ensuring coordination between the Government of PNG and the international humanitarian communities. After nine years in Papua New Guinea, UN OCHA, which has maintained its presence within the Office of the UN Resident Coordinator, will no longer have a permanent presence in the country after June 2015, which will be supported remotely by OCHA's Regional Office for Asia and the Pacific. OCHA in support of the UNRC, provides technical support to ensure information-sharing and coordination of UN agency and other humanitarian partners' interventions and acts as focal point for emergencies within the UN System and provides secretariat support to the UNRC, UN Country Team (UNCT) and IASC Disaster Management Team (DMT). In view of UN OCHA's planned departure and to continue the required ongoing support to the UN Resident Coordinator, UNDP will assume the humanitarian coordination role in addition to its overall responsibility to conduct operational activities for disaster mitigation, prevention and preparedness. The project will continue to maintain links with the humanitarian community in PNG through the meetings of the Disaster Management Team (DMT). The project will also support the RC in his role of DMT Chair by providing secretariat support to DMT, monitor the situation in the country, with particular relevance to early warning indicators for any natural or man-made disasters, and maintain regular contact National Disaster Management Office and relevant Government institutions and liaise for information-sharing, capacity building and any other support that might be required;

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:

Cluster 4: Environment, climate change and disaster risk management

Interagency outcome: Government and civil society at the national and provincial level contribute to the reduce vulnerability of women, girls, men and boys to disaster risk

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

- Enhanced governance structures and systems for disaster risk management
- Enhanced governance structures and systems for disaster risk management
- Selected communities effectively manage disasters

Applicable Key Result Area (from UNDP strategic plan):

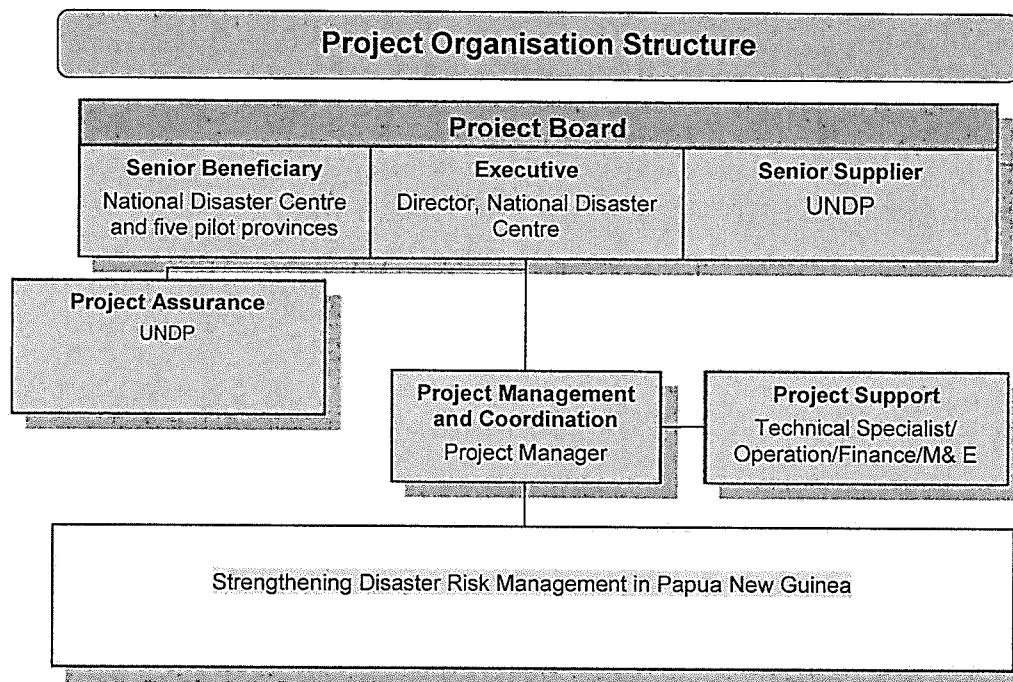
Partnership Strategy: The project will be implemented in partnership with a range of stakeholders including the government, civil society organization and other agencies to develop institutional capacities at the national and sub-national level with the NDC playing an effective coordination role.

Project title and ID (ATLAS Award ID): TBD

INTENDED OUTPUTS	OUTPUT TARGETS FOR 3 YEARS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<i>Output 1. Disaster preparedness and response mechanisms enhanced and disaster early warning procedures strengthened</i>	National DRM framework develop	<ul style="list-style-type: none"> • Drafting and preparation of a new DRM framework through multi-stakeholder consultation • Sensitise key sectors and stakeholders on the DRM Framework • Develop NDC capacities on implementation of DRM framework through annual action planning 		<p>US\$950,000</p> <ul style="list-style-type: none"> - Workshops - Trainings - Meetings/Miscellaneous - Supplies/Equipment - Software (for database and portal) - Consultancy costs

	DRM awareness enhanced	<ul style="list-style-type: none"> Develop and support DRM awareness strategies at different levels Designing, development and dissemination of various DRM awareness products 		
<p>Output 2. Disaster risk management integrated into development plans and budget:</p> <p>Baseline:</p> <p>Substantial resources allocated for development at local levels</p> <p>Opportunities exists for DRM integration at different levels</p> <p>Indicators:</p> <p>Number of officers (disaggregated by gender) trained in integrated DRM planning and budgeting</p> <p>Number of DRM integrated plans developed</p> <p>DRM curriculum developed for civil servants</p> <p>Number of civil servants trained in the DRM curriculum.</p>	DRM integrated in planning and budgeting processes	<ul style="list-style-type: none"> Training of key departments in DRM integrated planning and budgeting Technical support to agencies to identify risk reduction opportunities Advocacy to enhance DRM fund allocation. 		<p>US\$1,500,000</p> <ul style="list-style-type: none"> Workshops Trainings Meetings Supplies/Equipment Mitigation projects DRM curriculum and training Expert Materials/supplies Consultancy costs(hazard and risk assessment) Printing publication Operation costs Staff
	DRM integrated in the training curriculum of Civil Servants	<ul style="list-style-type: none"> Development of a DRM training curriculum based on the needs assessment that include gender aspects Develop a cadre of qualified trainers (women and men) at IPA through 'training of trainers' Provide initial support to the training of Civil Servants 		
	Hazard and risk assessments	<ul style="list-style-type: none"> Assessment of hazards and vulnerabilities in selected areas Dissemination of the information Advocacy for the use of the information with key ministries for the application of hazard/ risk assessment recommendations in their plans and policies. 		
<p>Output 3. Preparedness and planning mechanisms and tools to manage disaster</p>	Early recovery policy and plans developed	<ul style="list-style-type: none"> Develop the national early recovery framework 		<p>US \$ 500,000</p> <ul style="list-style-type: none"> Trainings

<i>Number of Coordination meetings held</i>		capacity building and any other support that might be required;		
<i>Number of joint assessments done</i>		<ul style="list-style-type: none"> • Lead inter-agency dialogue on the development of joint rapid needs assessment, analysis, and reporting 		



Main roles and responsibilities of the Project Board (Executive, Senior Beneficiary and Senior Supplier), Project Manager, Project Assurance and Project Support are as follows:

Project Board is a group responsible for making decisions by consensus, management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. The Project Board will:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Review the Project Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review.
- Assess and decide on project changes through revisions.

Executive is an individual representing the project ownership to chair the Project Board. The executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The Executive has to ensure that the project gives value for money, ensuring a cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

Project Assurance is the responsibility of each Project Board member; but can be delegated. The project assurance role supports the Project Board through independent project oversight and monitoring functions. Project Assurance will:

- Ensure that funds are made available to the project;
- Ensure that risks and issues are properly managed, and that the logs in Atlas are regularly updated;
- Ensure that critical project information is monitored and updated in Atlas, using the Activity Quality Assessment page in particular;
- Ensure that Project Progress Reports are prepared and submitted on time, and according to standards in terms of format and content quality;
- Ensure that financial reports are submitted to UNDP on time, and that CDRs are prepared and submitted to the Project Board;
- Perform oversight activities, such as periodic monitoring visits and “spot checks”.
- Ensure that the Project Data Quality Dashboard remains “green”

Project Support provides project administration, management and technical support to the Project Manager as required by the needs of the Project Manager. Project Support will:

- Set up and maintain project files
- Collect project related information data
- Update plans
- Administer Project Board meetings
- Administer project revision control
- Establish document control procedures
- Compile, copy and distribute all project reports
- Assist in the financial management tasks under the responsibility of the Project Manager
- Provide support in the use of Atlas for monitoring and reporting
- Review technical reports
- Monitor technical activities carried out by responsible parties

Fund flow arrangements and Financial Management:

Funds will be released according to the approved Annual Work Plans (AWPs) and Quarterly Work Plans (QWPs). UNDP rules and regulations as well as charges will apply with respect to procurement of goods and services. The Project Manager will be responsible for compilation and collation of periodical financial reports. Unspent funds from the approved AWPs will be reviewed in the early part of the last quarter of the calendar year and funds reallocated accordingly. The Project Board will reserve 25% as tolerance rate for overriding the budget of various outputs. Beyond this, the Project Manager need to request revision of the QWP by the Project Board. Cost recovery of project implementation support services by UNDP will be charged as per UNDP rules and regulations.

Regular Audits

Local financial management regulations require that regular audits are conducted of the Parliament. However, it is understood that these audits have not been undertaken for some time. The UNDP Office in Suva will commission audits of the Project, as and when necessary, and following consultation with the NPD as to timing. A budget of **US\$100,000** has been provided, based on undertaking two audits within the life of the Project.

End of Project Evaluation

At the end of the Project, an Evaluation will be commissioned from an external evaluator, to assess project achievements against this Project Document, identify good practice and lessons learned, and provide recommendations on future assistance requirements, if any. The Evaluation will be commissioned in Quarter 3 of the final year of the Project, to allow time for a proper response to the recommendations of the Evaluation, prior to the end of the Project.

VII. ANNEXES

ANNEX-I. RISKS AND MITIGATION ACTIONS

#	Description	Type	Impact(I) & Probability (P) Note: scale 1-5 (5 being the highest)	Countermeasures/ Management response
1	A severe and multiple disaster events occurring would hinder project implementation	Environmental	A high impact disaster may hinder or delay project implementation as focus would be diverted to responding to the current emergency	<ul style="list-style-type: none"> - Develop a contingency plan within the UNDP so as to be ready with response when a disaster strikes thus limiting the implications/effects to project implementation.
2	The NDC and other Government agencies directly associated with management and implementation of the project have limited staff capacity and/ or do not assign sufficient or appropriate staff	Organizational	The project intends to develop the capacities of NDC and targeted provinces in disaster risk management. NDC and provinces are the Implementing Partners (IPs) of this project. Thus it is a given that the IPS have existing capacity constraints which the project seeks to address. It is therefore very likely that project implementation will be affected/delayed due to these given capacity gaps.	<ul style="list-style-type: none"> - Close monitoring and tracking of implementation of planned activities and provide technical guidance on a regular basis - Organization of regular project meeting to discuss the issues, refine the management/action plans and implementation strategy - coaching/mentoring to NDC and provincial administration staff by the Project Manager.
3	Necessary operational support such as the recruitment of staff and contracting of consultants or professional services are not provided in a timely manner	Operational	Delay in procurement process often delay recruitment of staff or procure goods and services	<ul style="list-style-type: none"> - The Programme Unit in UNDP will backstop in some operational matters i.e. preparation of documents, evaluation, minutes of meetings in order to expedite the process and ease the burden of the operations team which is looking after a number of projects - Prepare well in advance a recruitment and procurement plan
4	Lack of government's commitment to	Political	Stakeholders are overstretched with their regular functions	<ul style="list-style-type: none"> - UNDP to provide regular updates to all concerned stakeholders involved in the project

ANNEX II. PROJECT MANAGER

Summary of Key Functions:

- Plan the activities of the project and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- Monitor events as determined in the Project Monitoring Schedule Plan, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures) (including signature of FACE forms);
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks initially identified, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare the Project Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual review Report, and submit the report to the Project Board and the Outcome Board;
- Prepare the AWP for the following year, as well as Quarterly Plans if required;
- Update the Atlas Project Management module if external access is made available.

- Support establishment of mechanisms for disaster recovery, and assist governments with pre disaster recovery planning, as well as post disaster needs assessment and recovery frameworks.

Humanitarian coordination:

- Monitor the situation in the country, with particular relevance to early warning indicators for any natural or man-made disasters;
- Support UNRC's coordination and response support when required, in close collaboration with national authorities;
- Report as required on major events with humanitarian scope and in line with reporting needs;
- Organise the monthly Disaster Management Team (DMT) meetings in coordination with NDC and the RCO.
- Support the RC in his role of DMT Chair by providing secretariat support to DMT;
- Maintain regular contact National Disaster Management Office and relevant Government institutions and liaise for information-sharing, capacity building and any other support that might be required;
- Lead inter-agency dialogue on the development of joint rapid needs assessment, analysis, and reporting;

Partnerships and resource mobilization:

- Contribute to the dialogue between NDC and any regional partner based in-country;
- Contribute to communication of NDC's priorities;
- Resource mobilization for disaster risk reduction.

DRM framework and Project management:

- Facilitate development of a DRM framework for GoPNG;
- highlighting emerging issues and problems, and proposing options for their resolution;
- Contribute to the preparation of annual work plans and monitor the programme implementation in close collaboration with the relevant agencies;
- Represent UNDP and act as a resource person in workshops, conferences and in meetings, and the wider donor community;
- Ensure that implementation is in accordance with UNDP procedures and regulations;
- Supervise and mentor the technical experts hired to implement the programme and ensure a high quality of programme implementation;
- Supervise implementation of appropriate M&E mechanisms;
- Oversee and provide technical input to the design of DRM systems, procedures, framework and guidelines as needed;
- Oversee and provide technical input to the design of a capacity-building strategy and programme for government staff at all levels to ensure coherent implementation of regulatory framework and procedures;

In addition to the above responsibilities, the incumbent will carry out other related tasks as assigned by DRR.