



**United Nations Development Programme
Democratic People's Republic of Korea
Project Document**

Project Title	Strengthening of Food and Agriculture Information System
UN Strategic Framework (UNSF) Priority Area:	Area 3: Nutrition
UNSF Strategic Priority Outcome(s):	<ol style="list-style-type: none">1. Improved Nutritional Status of targeted populations to enable them to lead healthy lives2. Sustained Household Food Security
UNSF OUTPUT:	2.3 Increased capacity to assess and monitor national food situation
Expected CP Outcome(s):	Improved nutritional status and enhanced resiliency of communities through food security, sustained household food security
Expected CP Output:	2.1. Food and Agriculture Information System established to enhance management, analysis, dissemination to enhance food security
Expected Project Output(s):	<ol style="list-style-type: none">1. Framework for FAIS established;2. Capacity building needs assessment undertaken and training planned and implemented;3. Support to equipment provision;4. Integrated FAIS established;5. System of periodic crop monitoring introduced in pilot areas
Executing Entity:	FAO


Brief Description


The lack of a timely, reliable and integrated food and agriculture information system has hampered efforts in addressing food security concerns and rehabilitation of the agricultural sector in the Democratic People's Republic of Korea. The Food and Agriculture Information Systems (FAIS) project aims to assist the Government of Democratic People's Republic of Korea to develop and establish a comprehensive Food and Agricultural Information System that responds to the needs of Government for policy and programme planning with a bid to increase and facilitate rehabilitation of the agriculture sector. It also aims to set in place a user friendly FAIS that will enhance Government policy formulation, planning and programming towards food security through the use of information based decision making processes.

The main project interventions are focused on: (a) institutional strengthening through improvements in inter-agency coordination, human resource development and enhancement in data processing and management facilities; (b) improvement in the quality and scope of food and agriculture information and (c) enhancement in the management, analysis, dissemination and use of food and agriculture information.

Programme Period:	<u>3 Years</u>
Key Result Area (Strategic Plan)	_____
Atlas Award ID:	_____
Start date:	<u>March 2011</u>
End Date:	<u>February 2014</u>
PAC Meeting Date	_____
Management Arrangements	_____

Total resources required	<u>USD 1,575,062</u>
Total allocated resources:	<u>USD 1,575,062</u>
• Regular	<u>USD 1,575,062</u>
• Other:	
○ Donor	_____
○ Donor	_____
○ Donor	_____
○ Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by (Government):  Acting Secretary General, NCC
23 MAR 2011

Agreed by (Executing Entity):  VINCENT MARTIN, FAOR a.i

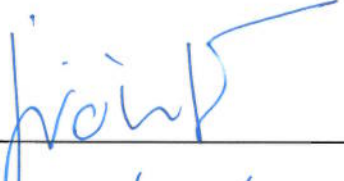
Agreed by (UNDP):  22/03/2011

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List of Acronyms

APR	Annual Project Report
AREP	Agricultural Recovery and Environmental Protection Program
CBS	Central Bureau of Statistics
CTA	Chief Technical Adviser
FAIS	Food and Agriculture Information System
FAISU	Food and Agriculture Information System Unit
FAO	Food and Agriculture Organization of the United Nations
ICT	Information and Communication Technology
MDG	Millennium Development Goals
MLEP	Ministry of Land and Environment Protection
MoA	Ministry of Agriculture
MOA	Memorandum of Agreement
NCC	National Coordinating Committee for the United Nations Development Programme, Democratic People's Republic of Korea
NPD	National Project Director
PIU	Project Implementation Unit
PB	Project Board
RBM	Results-based Management
TWG	Technical Working Group
UNEP	United Nations Environment Programme
UNFPA	United Nations Population Fund
UNICEF	United Nations Children Fund
UNDP	United Nations Development Programme
UNOPS	UN Office for Project Service

I. Situation Analysis

The economy of Democratic People's Republic of Korea, like many developing countries in Asia and Pacific Region, is largely dependent on agriculture. The Food and Agriculture Organization of the United Nations (FAO) estimates that almost 30 percent of the country's population is engaged in agricultural activities. Agriculture in the country is practiced largely through cooperatives and a few state farms.

A series of economic setbacks and natural calamities hit this country in the 1990s, especially the collapse of its major export market - the Soviet bloc. The economy has not yet fully recovered from this shock but things are slowly improving. Despite the above the country is still managing to supply food to its people, although not yet enough in terms of either quantity or quality, obliging the Government to access international food aid programmes of the United Nations and other donors.

Acknowledging that reliance on food aid will not be sustainable in the long term, the Government and the United Nations System joined forces to implement an Agricultural Recovery and Environment Protection (AREP) programme during 1999 to 2007 which focuses on achieving food security through the restoration of sustainable food production in the country.

These new developments have, in turn, generated increased demands for reliable and timely data on food and agriculture from users within and outside the country. However, the existing agricultural information base in the country, which is in general, dependent on limited information provided by state farms and cooperatives, is not adequate to support the data needs of knowledge-based policy formulation, planning and food security monitoring and measurement. The country's statistics institutions therefore need modern practices for collection, analysis and validation of results to support economic policy and planning at the sector and macro levels.

Under the existing statistical institutional setup in the country, the Central Bureau of Statistics (CBS) is the principal source of all official government statistics. The Ministry of Agriculture (MoA), like other line ministries, is considered among the key users of data generated by the CBS.

At present, copies of agricultural reports prepared by the cooperatives and state farms are sent separately to both CBS and MoA. Transmission delays and differences in data processing systems employed by the two agencies, coupled with human errors that get in the process, currently contribute to the poor quality, lack of timeliness and inconsistencies in information and statistics on food and agriculture conditions in the country. The Government has, therefore, expressed the need for technical assistance in this area in order to address pressing issues in food security and agriculture sector development.

The present project "Strengthening of the Food and Agriculture Information System", originally formulated in 2006, aims to assist the Government of the Democratic People's Republic of Korea to develop and establish a comprehensive Food and Agricultural Information System (FAIS) that responds to the needs of Government to restore production levels achieved in previous years of abundance and accelerates rehabilitation of the agriculture sector. It also aims to set in place a user-friendly FAIS to enhance Government's policy formulation, planning, and programming to achieve food security at all levels. The targeted interventions and site selection envisaged in the project have been based on an analysis of national policies and strategies; assessments undertaken by the Government and stakeholder institutions; and further validated during the programme formulation in July 2010.

II. Strategy

Since the 1990s, it has been a national goal to restore the quality of life for the people and vulnerable groups to levels achieved before economic and humanitarian difficulties that ensued during the decade. To achieve these goals, the Government strategy called for increased production, distribution and management in agriculture, industry and basic services, such as cereal production, the provision of electricity, efficient transport services, and improved health and education facilities. Part of the Government's strategy in organizing the rural sector to provide food security and sustainable livelihoods is to improve the planning base for agricultural development by strengthening national systems for agricultural data collection, analysis and dissemination.

There is acknowledgement that that capacity constraints have implications for the ability of Democratic People's Republic of Korea to manage external assistance for optimized benefits for the people and to measure progress towards attainment of the MDGs. UNDP recognizes that food security in the country will require efforts to promote efficiency and more sustainable techniques in agriculture and in the exploitation of natural resources. To this end, UNDP supports initiatives that contribute towards improving the efficiency and sustainability of the rural sector.

The project aims to assist the Government of the Democratic People's Republic of Korea to develop and establish a comprehensive Food and Agricultural Information System (FAIS) that responds to the needs of Government to restore production levels achieved in previous years of abundance and accelerates rehabilitation of the agriculture sector. The project will address the needs of Government for a technically sound agricultural statistics and information system through:

- a. Establishing and/or strengthening the needed structures and organs in Government for inter-agency coordination i.e. the establishment and maintenance of an effective network (information infrastructure and relevant people networked) or technical working group for data management infrastructure (DMI).
- b. Skills improvement in the maintenance and management of a DMI.
- c. Capacity enhancement in the analysis, dissemination and use of food and agriculture information for policy and programme planning.

Focus will be given to strengthening the capacity of the FAIS staff to analyze information and prepare periodic reports to support the need for more informed decisions on the directions of development of the food and agriculture sector. This will increase the probability that project initiatives will be sustained after outside support is withdrawn. The advantages offered by fast-changing information and communication technology will be exploited to strengthen the use and dissemination of data holdings in the FAIS. To reinforce sustainability of the project at its conclusion, the project will have an in built strategy involving continual skills and knowledge transfer during project implementation; a sustainability strategy and plan will also be present at the inception, regularly updated and incorporated into its final report.

The project will throughout the life of the project identify relevant stakeholders and individuals and put in place and describe a system of incentives comprised of techniques, technologies, training modalities that ensures practices are adopted, behavioral change enduring, and knowledge products and services effectively disseminated and shared. These will for part of the project exit strategy.

Many external assistance programmes are incorporating lessons learned in earlier interventions and in the process of shifting towards a more "development-oriented" approach and away from relief,

rehabilitation responses. Such programmes support the agricultural production/sector, improving food security for vulnerable groups, and have an environmental dimension on issues impacting on the agricultural sector such as deforestation, erosion and watershed management. External assistance strategies are directed toward community-based approaches, introducing innovative resource-efficient technologies on farms, environmental protection, diversification of crops and crop systems, post-harvest losses and processing, integrating with sustainable employment and household income diversification, and recovery and resilience strategies against natural disasters and economic hardship. More detailed analysis of lessons learned and best practices will be incorporated at the Inception Stage of the project.

The project will primarily consist of three inter-related components that will directly address the needs of the country for a technically sound agricultural statistics and information system:

- a. **Institutional strengthening i.e. establishment of the needed structures and organs - the Technical Working Group (TWG).** This will be achieved, *inter alia*, through improvements in the coordination mechanism among stakeholders in the food and agriculture sector. A Government inter-agency TWG will be established at the inception of the project. The TWG will serve as the project's main vehicle for coordination. It will also provide strategic guidance for the project. The project will be implemented, on pilot basis, in Pyongyang and South Pyongan provinces. Two counties each in the two provinces viz Hyongjesan, Sadong in Pyongyang and Sukchon, Kaechon in South Pyongan and three Cooperative Farms each in these four counties (as indicated in Section-V: Management Arrangements) have been identified for this purpose. The project's linkage with the local Government units (provinces, counties including cooperatives) will be strengthened. The capacities of the institutions participating in the project will be enhanced through improvements in human resource development and provision of facilities for data processing, analysis, dissemination and management of information.
- b. **Improvements in the maintenance and management of DMI.** The quality of food and agriculture information in terms of scope, reliability and timeliness will be enhanced. The existing administrative forms, which are the backbone of the food and agriculture information in the country, will be scrutinized. Improvements in the formats, contents and data flow from source agencies to MoA, as deemed necessary, will be initiated to accelerate electronic data capture and effect synchronization of the data processing systems among participating stakeholders.
- c. **capacity enhancement in the analysis, dissemination and use of food and agriculture information to inform policy planning and programming.** Focus will be given to strengthening the capacity of the FAIS staff to analyse the information and prepare periodic reports to support the need for more informed decisions on the directions of development of the food and agriculture sector. This will be complemented by a statistically sound crop monitoring system to improve periodic assessment of crop conditions prior to harvest. These efforts will improve periodic measurement and monitoring of national food security in the country. The advantages offered by the fast-changing information and communication technology will be exploited to strengthen the use and dissemination of data.

III. Results and Resources Framework

<p>Project title and ID (ATLAS Award ID): Strengthening of Food and Agriculture Information System</p> <p>Intended outcome as stated in the Country Programme Document 2011-2015:</p> <p>Improved nutritional status and enhanced resiliency of communities through food security;</p> <p>Intended outputs stated in the Country Programme Document: Food and agriculture information system established to enhance management, analysis, dissemination to enhance food security;</p> <p>Outcome indicators:</p> <ol style="list-style-type: none"> 1. Enhanced coordination among data producers through a unified and integrated food and agriculture information system 2. Strengthened system for tracking, measuring and monitoring food security issues and developments in the agriculture sector 3. Enhanced access to timely and reliable agricultural development indicators 4. Strengthened capacity of Government of the Democratic People's Republic of Korea to analyse, disseminate, and manage food and agriculture information. <p>Indicator baselines:</p> <ol style="list-style-type: none"> 1. Dispersed and unorganized food and agriculture information. 2. Unreliable benchmark data on agriculture 3. Absence of networked infrastructure and relevant professionals <p>Applicable Key Result Area: Partnership For Knowledge and Development Management</p>	
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Intended Outputs	Output Targets For (Years)	Indicative Activities	Responsible Parties	Inputs
<p>1. Framework of FAIS conceptualized</p> <p><i>Baseline: No FAIS framework in place;</i></p>	<p>Year 1</p> <p>Components of the Integrated FAIS identified and Mechanism for Government inter-agency</p>	<p>1.1 Identify key stakeholders in the envisaged FAIS to determine composition of TWG;</p> <p>1.2 Prepare TOR of the TWG and agenda for organizational meeting;</p>	<p>UNDP, FAO and MoA</p>	<p><i>-Personnel(International)</i></p> <p>Chief Technical Adviser: USD 708 960 UNDP UNV IT specialist USD 24 000</p>

<p>Indicators: Existence of FAIS framework; Targets: Development of integrated agricultural statistics system by end of Year 1; Related CP outcome: Enhanced coordination among data producers</p>	<p>coordination established</p>	<p>1.3 Organize initial meeting of the TWG and agree on frequency of meeting; 1.4 Prepare draft conceptual framework for the FAIS; 1.5 Organize workshop for presentation of framework and subsequent revision; 1.6 Secure commitments of identified data sources to support FAIS</p>	<p>- Travel International Travel: USD 29 800 Local Travel: USD 17 000 Training(In-country) Workshop: USD 4 000 - General Operating Expenditure Sundry: USD 7 000 Rental & Maintenance-Premises: USD 5 000</p>
<p>2. Capacity development needs assessed, required training plan prepared and implemented Baseline: low capacity for data collection, analysis for agriculture programming; Indicators: Existence of capacity within Government to run and manage an AIS for evidence based programming ; Targets: Enhanced professional capacity by end of project; Related CP outcome: 2.1. Food and agriculture information system established to enhance</p>	<p>Year 1 –Year 2 FAIS staff for foreign study tours , in-country group training identified, Arrangements with International institutions worked out, foreign study tours and in-country group training completed</p>	<p>2.1 Prepare the TOR of International/ National Consultants to be recruited for FAIS ; 2.2. Initiate process of recruitment; 2.3. Issue detailed orders and/or appointments to recruited personnel; 2.4. Assess the qualification and work experience of personnel (national) detailed or appointed to FAIS at all levels; 2.5. Prepare a training plan to enhance capacity of FAIS staff; 2.6. Identify local and international training institutions to manage training needs of FAIS staff; 2.7. Formalize arrangements with training institutions and facilitate all administrative requirements; 2.8. Implement international training component ; 2.9. Execute local group training</p>	<p>-Personnel(International) Consultant on Data Management and IT: USD 69 000 - Personnel(National) Consultant on Data Management and IT: USD 16 000 Consultant on Agriculture Statistics: USD 20 000 Consultant on Analysis and Information Dissemination: USD 3 200 National M&E Officer: USD 3 200 Project Driver: USD 7 200 - Training(International) Fellowship: USD 96 480 Study Tour: USD 79 000 - Training(In-country)</p>

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<p>management, analysis, dissemination to enhance food security</p>				<p>In- Country Group Training: USD 22 430</p>
<p>3. Equipment procured and installed <i>Baseline: poor state of Data Management Infrastructure (DMI);</i> <i>Indicators: existence and effective use of DMI;</i> <i>Targets: equipment procured, installed and staff trained in its use by end of Year 1;</i> Related CP outcome: Strengthened System of monitoring Food Security situation</p>	<p>Year 1 Technical Configuration of FAIS prepared, specifications of equipment finalized, equipment procured and installed</p>	<p>3.1 Prepare the technical and organizational configuration/ design of the FAIS with the center, province, county and cooperative networks interlinked; 3.2. Finalize the list of non-expendable equipment for procurement; 3.3 Initiate procurement process; 3.4 Install equipment</p>	<p>UNDP, FAO and MoA</p>	<p>-Personnel(International) UNDP Procurement Officer: USD 54 400 - Equipment FAO Project Equipment: USD 179 650 UNDP Project Equipment: USD 3 000</p>
<p>4. An Integrated FAIS established <i>Baseline: No integrated FAIS in place;</i> <i>Indicators: Quality of agriculture statistics supporting agriculture policy, planning and programming framework</i></p>	<p>Year 2 Existing data collection format/system reviewed Format for Reporting finalized ; Existing data reporting format/system improved Data flow and processing mechanism established</p>	<p>4.1. Organize study teams to review/ assess quality, reliability and timeliness of interagency data inputs to FAIS; 4.2. Revise, existing input data reporting forms from source agencies into more computer-friendly format; 4.3. Prepare data processing systems and computer-generated output formats;</p>	<p>UNDP, FAO and MoA</p>	<p>- Personnel(National) UNDP National Admin Assistant: USD 3 200 - Training(Local) On-the-job Training: USD 33 774 Meetings: USD 2 000</p>

<p>Targets: Integrated FAIS system established by end of Year 2.</p> <p>Related CP outcome: Strengthened System of monitoring Food Security situation</p>	<p>Year 3 First issue of the Agriculture Statistics report is prepared Documentation of the operations manual and the training completed</p>	<p>4.4. Prepare Operations Manual as guide for the implementation of the FAIS; 4.5. Organize training and on-the-job workshop sessions at national, province, county and cooperative levels; 4.6. Develop medium-term inter-agency data improvement plan as may be necessary. 4.7. Review existing benchmark data at farm level for major information parameters of the food and agriculture sector; 4.8. Matching adequacy of field level data with province and central level needs for policy, planning and food security monitoring; 4.9. Re-design field level data collection forms, and sub-national level processing to improve timeliness and reliability of data; 4.10. Develop and implement field level training plan for improved data collection and processing systems; 4.11. Document results of all trainings conducted 4.12. Constitute analysis and writing teams for the report preparation component of FAIS; 4.13. Develop the format, sections and contents of the Report; 4.14. Prepare the first issue and</p>		
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<p>5. A system of periodic crop monitoring introduced in pilot areas</p> <p>Baseline: No effective system in place; Indicators: Existence and effective use of a crop monitoring system; Targets: crop monitoring system in selected pilot areas by end of project; Related CP outcome: Strengthened System of monitoring Food Security situation</p>	<p>Year1, 2, 3 Existing system of crop monitoring reviewed Improved Format for data reporting developed Data flow integrated with FAIS First issue of situation and outlook report prepared</p>	<p>conduct a workshop to get feedback from user(s) 4.15 Institute necessary modification/improvement as required</p> <p>5.1. Review existing system for monitoring crop yield and production, if any; 5.2. Design format for crop monitoring system for staple crops (viz. rice, maize); 5.3. Conduct pilot tests of field instruments and processing system; 5.4. Implement crop monitoring system; 5.5. Analyze, evaluate results and prepare first situation and outlook report; 5.6. Organize Workshop to present the output and invite feedback for improvement; 5.7 Improve the report by incorporating the suggestions received; 5.8. Prepare document for follow-up activity as may be required (e.g. feasibility of expansion of crop/area coverage) from Government and/or UNDP/FAO</p>	<p>UNDP, FAO and MoA</p>	<p>FAO Technical backstopping: USD 35 600 FAO Back stopping missions: USD 12 200</p> <p>- Training(In-country) Workshop: USD 4 381</p> <p>- Project Management FAO Project Support cost (10%): USD 134 587</p>
<p>Project Total: USD 1 575 062</p>				

IV. 2011 Annual Work Plan

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
Output 1 Framework of FAIS conceptualized Baseline: No FAIS in place Indicators: Existence of FAIS; Targets: Development of integrated agricultural statistics system; Related CP outcome: Enhanced coordination among data producers	1. Establishing mechanism for Government inter-agency coordination								
	1.1 Prepare TOR for IT consultant and recruit IT consultant								
		X				FAO	UNDP	71200-International Consultant- Data Management and IT	69 000
						UNDP	UNDP	71200- UNDP UNV IT specialist	24 000
						FAO	UNDP	71600 International Travel	10 000
						FAO	UNDP	71600 In-Country Travel	3 000
					UNDP	UNDP	71600 In-Country Travel	3 000	
	1.2 Identify key stakeholders in the envisaged FAIS to determine composition of TWG	X							
	1.3 Prepare TOR of the TWG and agenda for organizational meeting		X						
	1.4. Organize initial meeting of the TWG and agree on frequency of meeting		X						
	1.5. Prepare draft conceptual framework for the FAIS		X						

	1.6 Organize workshop for presentation of framework and subsequent revision								75700-Workshop for presentation of Framework	4 000	
	1.7 Secure commitments of identified data sources to support FAIS										
<p>Output 2 Capacity Development needs assessed, required training plan prepared and implemented</p> <p>Baseline: No assessment data in place for planning</p> <p>Indicators: Existence of baseline data for training planning</p> <p>Targets: Data and set of information available for planning</p> <p>Related CP outcome: 2.1. Food and agriculture information system established to enhance management, analysis, dissemination to enhance food security</p>	2. FAIS staff for foreign study tours , in-country group training identified, arrangements with International institutions worked out, foreign study tours and in-country group training completed										
	2.1 Prepare the TOR of the National Consultants to be recruited for FAIS					X					
	2.2. Initiate process of recruitment									71300- National Consultant- Data Management and IT	9 000
										71300 National Consultant- Agriculture Statistics	10 000
							X			71300-National Consultant- Analysis and Information Dissemination	3 200
										71300-National M&E Officer	3 200
								61200- Project Driver	7 200		
	2.3. Issue detailed orders and/or appointments to recruited personnel					X					
	2.4. Assess the qualification and work experience of personnel (national) detailed or appointed to FAIS at all levels					X					

<p>Output 3: Procurement and Installation of Equipment</p> <p>Baseline: No equipment in place Indicators: Existence of equipment installed and in effective use; Targets: Equipment installed by end of Q3.</p>	2.5. Prepare a training plan to enhance capacity of FAIS staff					X	X													
	2.6. Identify local and international training institutions to manage training needs of FAIS staff						X													
	2.7. Formalize arrangements with training institutions and facilitate all administrative requirements							X												
	2.8. Implement international training component ;								FAO	UNDP	75700 Training- International Fellowship				96 480					
							X		FAO	UNDP	75700 Training- International Study Tour				79 000					
	2.9. Execute local group training								FAO	UNDP	75700 In- Country Group Training				22 430					
	3. Technical Configuration of FAIS prepared, specifications of equipment finalized, equipment procured and installed																			
	3.1 Prepare the technical and organizational configuration/design of the FAIS with the center, province, county and cooperative networks interlinked																			
							X			UNDP	UNDP	71200- UNDP Procurement Officer				54 400				
3.2. Finalize the list of non-expendable equipment for procurement						X														

Related CP outcome: Strengthened System of monitoring Food Security situation	3.3 Initiate procurement process	X	X	FAO	UNDP	72200- FAO Project Equipment	175 650
				UNDP	UNDP	72200- UNDP Project Equipment	3 000
Project Management	3.4 Install equipment		X				
		FAO	UNDP	71200- Chief Technical Adviser	237 000		
		UNDP	UNDP	71300- UNDP National Admin Assistant	3 200		
		FAO	UNDP	72100-FAO Technical Backstopping	15 000		
		FAO	UNDP	71600-FAO Backstopping missions	5 000		
		FAO	UNDP	75100-FAO Project support cost (10 percent)	83 376		
Project Total							920 136

V. Management Arrangements

Execution Arrangements

The project will be executed by FAO. Financial accountability will rest with both UNDP and FAO as will be established in an LOA. Project implementation will be undertaken in accordance with Agency Execution guidelines. It is however expected that the UNDP Resident Representative and the National Project Director (NPD) will endeavour to gradually transfer responsibility and accountability to the Government upon completion of the project.

A **Project Board (PB)**, with representation from the Democratic People's Republic of Korea Government, the UNDP, FAO and the various national stakeholders, will be responsible for overseeing and advising on the execution of the project and will be chaired by UNDP/the Democratic People's Republic of Korea.

As Executing Agency, FAO has the overall responsibility for project implementation. It will execute the project in close co-operation with UNDP and other relevant agencies of the Democratic People's Republic of Korea Government and will be responsible for timely implementation of project activities.

The project implementation will also be coordinated with the Democratic People's Republic of Korea Government through the National Coordinating Committee (NCC), which will provide guidance on policy matters, strategic priorities of the Government and appropriate supporting measures.

The project CTA will be responsible for day-to-day project management, timely field implementation of project outputs and activities, coordination of Individual consultants and their specific assigned tasks, under the overall guidance of FAO.

Procurement

For the implementation of procurement aspect of the project and bearing in mind the special regime under which the UNDP country office has to operate vis-à-vis assets acquisition and maintenance the following shall apply:

The executing agency (FAO) is expected to follow its own rules and regulations for its procurement activities under this project and shall ensure that procurement risks are mitigated.

In particular, the executing agency shall pay special attention to the following specific requirements for export licensing.

The executing agency should ensure that its contractors must comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of its contract and must obtain at its own expense any necessary export licenses for the machinery, equipment and supplies procured by the agency and machinery, equipment, and supplies used for civil works under the project.

The executing agency should provide the selected contractors with all necessary information in order for the contractors to make export license application in a timely manner.

The executing agency should obtain from the contractors all licensing conditions attached the item and strictly follow the licensing conditions.

The executing agency should maintain the list of procured items and their location.

The executing agency should advise UNDP any changes to the procurement plan in a timely manner.

Government's Obligations

The Government of Democratic People's Republic of Korea shall ensure the smooth implementation of the project, allowing unhindered access to project sites and timely issuance of visas for persons visiting under the project.

The Government shall designate a senior officer of the Ministry of Agriculture with adequate expertise in data management and information technology as **National Project Director (NPD)**. He or she will liaise and coordinate between the project office and all Government offices and agencies involved in the execution of the project activities and will take decisions on behalf of the Government. The NPD will support the CTA in the preparation of the technical and progress reports as required by UNDP and FAO. S/he will also assist the CTA in planning and implementing the trainings, providing information on specifications of equipment to be procured and overall activities planning and execution.

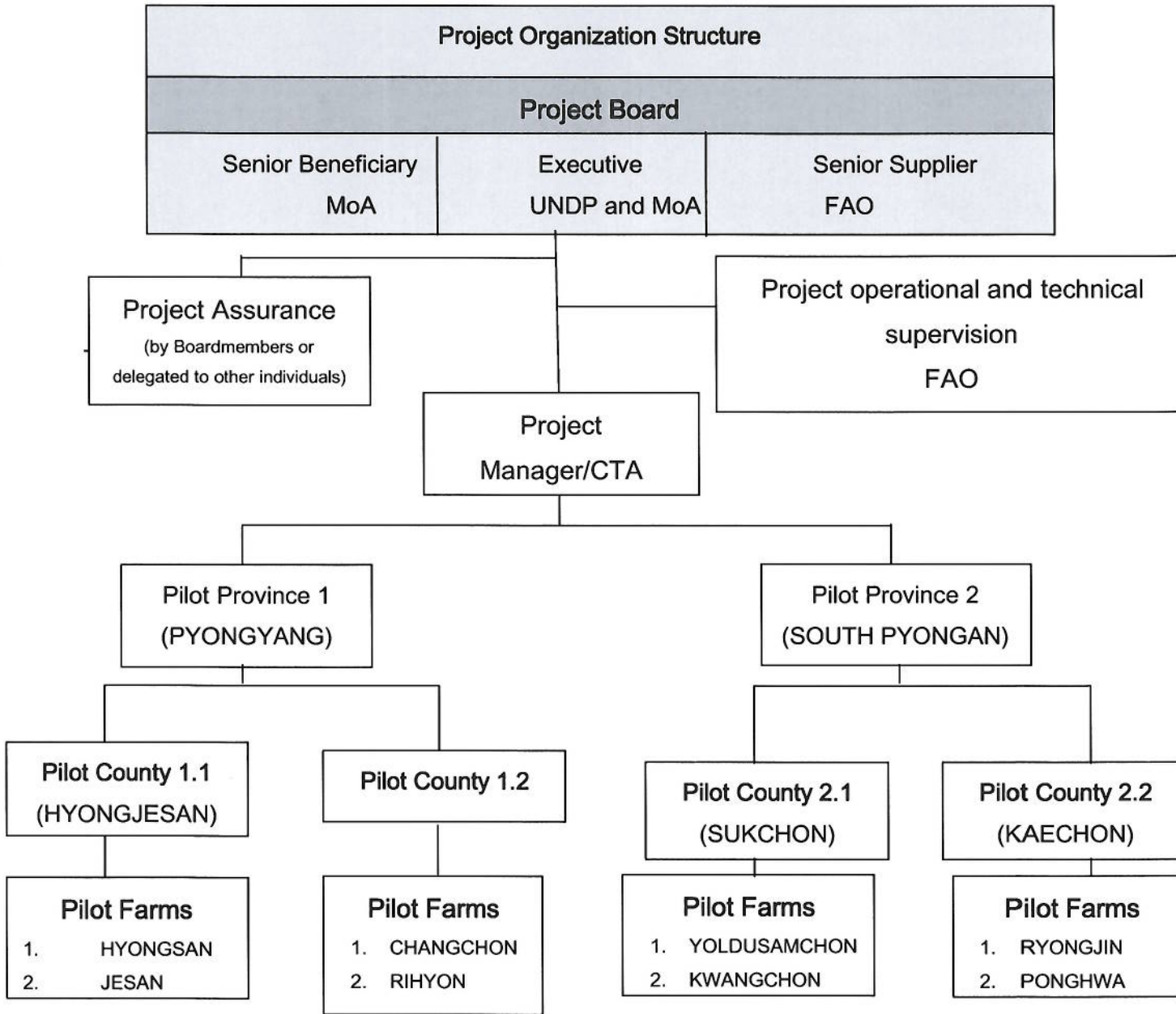
There will be a Project Technical Working Group (TWG) which will serve as the project's principal instrument for inter-agency coordination. It shall consist of the State Planning Commission, Central Bureau of Statistics, Central Meteorological Station, Ministry of Agriculture, Ministry of Land and Environment Protection, National Academy of Science and the Academy for Agricultural Sciences. The TWG shall be chaired by the National Project Director and shall meet as often as necessary.

The Programme will be executed in close coordination with relevant Government partners, who will provide technical and operational support to the Programme and liaise with the authorities and stakeholders in the target provinces, counties and farm cooperatives. These Government partners will consist of, but not limited to, the following Government ministries:

- ◆ Ministry of Agriculture;
- ◆ Central Bureau of Statistics;
- ◆ State Planning Commission;
- ◆ Central Meteorological Station;
- ◆ Ministry of Land and Environment Protection;
- ◆ National/State Academy of Science;
- ◆ Academy for Agricultural Sciences.

The representatives of the above national stakeholders, together with the project personnel consisting of the Chief Technical Adviser, the National Project Director will comprise the Project Technical Committee (PTC). The PTC will meet every six months to discuss and decide on technical issues of the Programme.

The following diagram shows the above implementation and reporting arrangements.



Results of capacity assessment of Implementing Partner: Through the years, FAO has developed a knowledge-based expertise in all areas of food and agriculture development viz. food security policy analysis, developing regional and national food security information systems including emergency needs assessments, crop forecasting, market information systems and vulnerability analyses for informed decision-making. FAO has been providing expert technical support services to member countries for the establishment, development and improvement of their respective national agricultural statistics services. FAO has, therefore, the capacity to implement this project and assist the Democratic People's Republic of Korea in strengthening its Food and Agriculture Information System through (a) institutional strengthening; (b) improvement in food and agriculture information and (c) enhancement in data management.

VI. Monitoring Framework and Evaluation

The following Monitoring and Evaluation activities are an integral part of the broader programme monitoring and evaluation arrangements established by UNDP that include provisions stipulated in Executive Board Decision 2009/1, which states that "UNDP will have unhindered access to project sites, as necessary for the implementation, monitoring and oversight of its programmes. UNDP will verify delivery of all equipment to project sites and will ensure that international personnel conduct an annual physical verification of project equipment against inventories".

M&E Activities	Frequency /Timing	Aspects to be Monitored & Evaluated/ Description	In-charge of Activity	Approval
Detailed Quarterly Work plan	Beginning of every Quarter	Quarterly work plan produced with detailed activities, schedule, milestones, deliverables, manpower inputs for the next quarter	CTA	PROJECT BOARD
Annual Work plan and budget	Beginning of each year	AWP produced with detailed activities, budget, milestones, deliverables, manpower inputs for the next year	CTA, NPD	PROJECT BOARD
Quarterly Progress Report ¹ by CTA and SPA	Quarterly	Quarterly report produced detailing quarterly accomplishments, lessons learned/problems faced during the execution of the activities, remedial action taken and planned activities for the next quarter. As per the ICF, location, utilization of select physical and other resources will be verified on a quarterly basis through specially designed M&E tools.	CTA, NPD SPA	PROJECT BOARD
Activate and Regularly Update of Activity, Issue and Risk Logs in Atlas	At opening of project in ATLAS	ATLAS M&E logs activated to Update Output progress, activity performance (quality log), risks and issues logs in ATLAS.	CTA, PSU, SPA	SPA, IP
Annual Progress Report	Annual (at end of Year)	Annual progress report produced for annual accomplishments; Expenses for the year completed; update of Project work plan; lessons learned, recommendations and suggestions for re-orientation of activities (if necessary).APR will also verify assets use and contribution towards outputs.	CTA, NPD, IP	PROJECT BOARD, UNDP

¹ Use a specially designed format will be agreed with the CTA to meet CO Internal Control Framework (ICF) reporting obligation.

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Mid-Term evaluation (if necessary)	Once at midterm	MTR conducted and a report produced that reviews strategy and accomplishments; Expenses for the period completed; update of Project work plan; lessons learned, recommendations and suggestions for re-orientation of activities (if necessary). MTR will also verify use of assets and contribution towards outputs	SPA	PROJECT BOARD
Mission reports	After each mission	Mission reports produced on relevant aspects of the mission (according to defined template). These missions could include Senior Programme Adviser and other CO staff for verification of use of physical and other resources	Individual experts	CTA, PROJECT BOARD
Other reports and deliverables	After each TA or subcontract	Reports and deliverables produced vis-à-vis the TOR of the TA. These reports will also include reports on field visits by programme staff. The reporting will be in such format as to comply with CO ICF reporting obligation and use of assets.	Individual experts	CTA, PROJECT BOARD
PROJECT BOARD meetings	Every 3 months (or as determined by body)	Report and/or minutes of Project Board or Project Board produced on project progress towards outputs; existing and/or emerging issues and risks; approve work plans and reports; provide policy guidance on implementation; budget and analysis of expenditure;	CTA; SPA	PROJECT BOARD, UNDP
Financial recording & reporting	Throughout the Project; continuous	Financial reports produced on monitoring and control of project expenditures; financial management & reporting; Project resource data tracking inputted in and regularly accessed from, the Atlas system	CTA; SPA	UNDP
Terminal Report	End of Project	Terminal report produced on project accomplishments especially as regards output achievement; Project expenses and financial report; Records and evidences of all outputs; verification of the existence/location of physical assets and their utilization; Lessons learned and recommendations for future actions	SPA	PROJECT BOARD, UNDP
Project Evaluation	End of Project	Project evaluation report produced on accomplishments vis-à-vis targets set out in the project document and identification of areas of comparative advantage for follow-up	SPA	PROJECT BOARD

Quality Management for Project Activity Results

OUTPUT 1: Framework of FAIS conceptualized		
Activity Result (ATLAS Activity ID)	Project management established	Start Date: March 2011 End Date: April 2011
Purpose	Establish project management and Government inter-agency coordination for SFAIS put in place	
Description	Establishing mechanism for Government inter-agency coordination through a Technical Working Group (TWG)	
Quality Criteria	Quality Method	Date of Assessment
Enhanced coordination among Governments participating agencies	Assessment by the TWG	In every TWG meeting
OUTPUT 2: Capacity development needs assessed, required training plan prepared and implemented		
Activity Result (ATLAS Activity ID)	Training	Start Date: March 2011 End Date: December 2013
Purpose	Capacity Building of the FAIS staff	
Description	Identification of FAIS staff for foreign study tours, in-country group training, working out arrangements with International institutions, completion of foreign study tours and in-country group training programmes	
Quality Criteria	Quality Method	Date of Assessment
Enhanced Capacity	Assessment by the Training Institution	At the end of each course
OUTPUT 3: Equipment procured and installed		
Activity Result (ATLAS Activity ID)	Equipment	Start Date: March 2011 End Date: December 2011
Purpose	Procurement and Installation of Equipment	
Description	Preparation of Technical Configuration of FAIS, finalization of specifications, procurement and installation of equipment	
Quality Criteria	Quality Method	Date of Assessment
Confirmation with Procurement document specifications	Assessment by the IT consultant	After the installation of the equipment and before the release of payment to the vendor
OUTPUT 4: An Integrated FAIS established		
Activity Result (ATLAS Activity ID)	Establish FAIS	Start Date: June 2011 End Date: December 2013
Purpose	Establishing the FAIS	
Description	Existing data collection format/system reviewed and improved, report format prepared, Data flow and processing mechanism established, first issue of Agriculture Statistics brought out, documentation of the operations manual and the trainings imparted completed	
Quality Criteria	Quality Method	Date of Assessment
Evaluation of the format, content and timeliness of the Agriculture Statistics Report	Assessment by the TWG	After the Report is prepared

OUTPUT 5: A system of periodic crop monitoring introduced in pilot areas		
Activity Result (ATLAS Activity ID)	CROP Monitoring established	Start Date: July 2012 End Date: December 2013
Purpose	Introduction of periodic crop monitoring system in pilot areas	
Description	To Review existing system of crop monitoring, Develop improved Format for data reporting, Integrate data flow with FAIS and bring out First issue of crop situation and outlook report	
Quality Criteria	Quality Method	Date of Assessment
Evaluation of the format, content and timeliness of the Crop situation and outlook Report	Assessment by the TWG	After the Report is prepared

VII. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of the Democratic People's Republic of Korea and UNDP, signed on 8th November 1979.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

The project shall be executed in line with the UNDP rules and regulations.

VIII. Annexes

Annex 1 – Risk Analysis

Annex 2 - Terms of Reference International Personnel

Appendix 1 - Training Plan

Appendix 2 – Equipment List

Appendix 3 – TOR International Consultant in Database Management and Information Technology

Appendix 4 – TOR FAO Technical Backstopping Officer (RAP)

Appendix 5 – TOR Project Board

Appendix 6 – Project Budget

Appendix 7 – Pre-Implementation Prerequisites

Annex 1 Risk Analysis

No.	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Labour market yet to conform to international standards	Jan 2011	operational	Narrow HR market could affect quality of project support; P= 1 I = slow project implementation	NCC, TWG and UNDP working with national government to ensure facilitation;	UNDP, NCC	UNDP	N/A	N/A
2	Connectivity/ accessibility with Govt. Intranet	Jan 2011	Institutional and regulatory	Failure to secure Approval of national / Govt. required for accessing Govt Intranet could delay project implementation P=1, I=1	NCC to work with national government to ensure approval;	UNDP, MoA	UNDP		
3	Approvals for M&E visits and access to project sites	July 2010	Operational	P 1. Unhindered and unfettered access to project sites at short notice is needed. Approval process may delay restrict this.	CO, UNDP maintaining close contact and work relations	UNDP, NCC	UNDP	N/A	N/A
4	Translation requirement of forms, reports, questionnaire etc	January 2010	Managerial	P2: translation requirements in terms of time and material input could delay progress of implementation	Proactiveness on part of EA ,NPD and PM	FAO/NPD	UNDP	N/A	N/A
5	Non Compliance with procurement rules and operating	Jan 2011	Regulatory	technical nature of equipment list makes procurement process complex and could delay implementation P= 2 I= delay in acquiring and	Adherence to procurement rules and processes;	UNDP, MoA	UNDP	N/A	N/A

Annex 2 Terms of Reference-International Personnel

<u>Post Title:</u>	Chief Technical Adviser (Senior Agricultural Statistician)
<u>Duty Station:</u>	Pyongyang, the Democratic People's Republic of Korea with travel in the pilot provinces and counties
<u>Duration:</u>	36 months
<u>Qualifications:</u>	University degree in agricultural statistics or a related field with specialization in survey design, statistical methods crop monitoring and forecasting. At least ten years of progressively responsible professional experience in the organization of agricultural statistical services, crop and market data collection and in data analysis for crop forecasting and related areas. Working experiences in developing countries, especially in Asia and Pacific Countries. Advanced computer skills. Full working knowledge of English.
<u>Duties:</u>	<p>The Chief Technical Adviser (CTA) under the overall operational and technical supervision of FAO and the guidance of the Senior Programme Adviser, UNDP will assist the Ministry of Agriculture (MoA) with the implementation of the Project Strengthening Capacity for the Improvement of Food Agricultural Statistical Information System (FAIS). He/she will work closely with the Project Implementation Team. Specifically, the expert will:</p> <ul style="list-style-type: none">◆ be responsible for the overall management of the project and the achievement of the project output in a timely manner;◆ prepare a detailed and prioritised plan of work for the project based on the listed project outputs and activities, including travel and training schedule;◆ provide the direction in strengthening capacity of institutions involve in the development and management of FAIS;◆ in collaboration with the International Consultant in Data Management and Information Technology, assist in the establishment of support mechanisms (e.g., functional inter-agency coordination) that will promote the existence of a robust agricultural statistical information service;◆ review, with project staff, the existing agricultural benchmark data, crop monitoring and forecasting system and related agricultural statistical activities;◆ assist in the development and implementation of methodologies for strengthening the food and agricultural statistical information service with special focus on setting in place an on-time and reliable national crop monitoring;◆ organise training for national and provincial staff in the management of FAIS and statistical operations including crop monitoring system and in analysis of related data;◆ take charge of management of the project, including administrative and financial matters;◆ prepare the terms of reference for international and national consultants paying due attention to their training and experience;◆ assist in the selection of equipment such as computers to be purchased for the project in line with UNDP procurement guidelines;

- ◆ participate in PROJECT BOARD meetings and prepare reports of such meetings;
- ◆ prepare project progress reports as required;
- ◆ review/revise as necessary for finalization, project manuals, technical documents/materials;
- ◆ after each mission, prepare a detailed end-of-assignment report describing the work undertaken, progress towards achieving assignment objectives with conclusions and recommendations;
- ◆ make appropriate recommendations for partnerships, networking for technical cooperation and resource mobilisation for FAIS in the Democratic People's Republic of Korea.

Activity	Location	Duration	No. of Participants	Per diem/Participants/Resouce Persons	Room Rental	Stationery	Snacks	Costs in USD
In-country group training								
Survey design and statistical methods	Pyongyang	10 days	20	2,780	650	40	400	3 870
Processing and database management	Pyongyang	10 days	40	5380	650	80	800	6 910
Statistical analysis and dissemination	Pyongyang	10 days	20	2780	650	40	400	3 870
Local and wide area networking	Pyongyang	10 days	20	2780	650	40	400	3 870
Web development	Pyongyang	5 days	20	1390	325	40	200	1 955
Introduction to Geographic Information System	Pyongyang	5 days	20	1390	325	40	200	1 955
Subtotal								22 430
On-the-job training								
Inter-agency training in Food and Agriculture Information system (FAIS)	Pyongyang	5 days	25	1715	325	50	250	2 340
Province and county-level training in FAIS	Pyongyang	5 days	30	2040	325	60	300	2 725
Interagency training on the revised reporting and processing system for FAIS	Pyongyang	5 days	25	1715	325	50	250	2 340
Province and county-level training in revised reporting and processing system for FAIS	Pyongyang	5 days	30	2040	325	60	300	2 725
Cooperative level training revised reporting and processing system for FAIS	Pyongyang	3 days	80	3174	195	160	480	4 009
Training of trainers in data collection and processing of agricultural benchmark survey	Pyongyang	5 days	10	740	325	20	100	1,185
Training of data collectors for agricultural benchmark survey	Pyongyang	15 days	20	4170	975	40	600	5,785
Training of data processors for agricultural benchmark survey	Pyongyang	20 days	15	4260	1300	30	600	6,190

Activity	Location	Duration	No. of Participants	Per diem/Participant/Resource Persons	Room Rental	Stationery	Snacks	Costs in USD	
Training of trainers in crop monitoring survey	Pyongyang	3 days	10	444	195	20	60	719	
Training of data collectors for crop monitoring survey	Farms	5 days (with six repeats)	4	1740		48	240	2 028	
Training of data processors for crop monitoring survey	Farms	5 days (with six repeats)	4	1740		48	240	2 028	
Training of analysts and writers for FAIS crop conditions	Pyongyang	10 days	10	1480		20	200	1 700	
Subtotal								33 774	
Workshops									
3 Workshops	Pyongyang	9 days	20	7506	675	20	180	8 381	
Subtotal								8 381	
Meetings									
Meetings	Pyongyang							2 000	
Subtotal								2 000	
International Training									
Fellowship								96 480	
Study Tour								79 000	
Subtotal								175 480	
Total									242 065

* Fellowship

Six weeks fellowship in informatics at Asian Institute of Technology for six staff members of FAIS (special course to be designed by IT international consultant); fellowship should include visit to Thailand's Ministry of Agriculture and Cooperatives' agricultural information system and FAO's Regional Office for Asia and the Pacific for an overview of FAOSTAT, Countrystat and the regional data exchange project)

Cost breakdown per person

Training (Instruction) cost:	5 000
Daily subsistence allowance: USD 224 * 45 days	10 080
Airfare:	1 000
Cost per person:	16 080
Total cost for 6 fellows:	96 480

Study tour

1. Three weeks (one week per country) study tour for four FAIS staff to Malaysia (focal point Department of Statistics, Malaysia), Philippines (focal point Bureau of Agricultural Statistics) and Indonesia (focal point Central Bureau of Statistics) for orientation on operation of national statistical service and agricultural database management systems.
2. Three weeks (one week per country) study tour for four FAIS staff to FAO Rome Headquarters (focal point Statistics Division), India (focal point Department of Agriculture and Cooperation), and China (focal point Ministry of Agriculture) for orientation on operation of FAOSTAT, countrystat, food balance sheet (specific to FAO), national statistical service and agricultural database management systems.

Cost per person

DSA: USD 225 * 25 days =	5 625
Airfare:	2 000
Cost per person:	7 625
Cost for 8 project officers	61 000
Training overhead per country: USD 2 000 * 3	6 000
Training overhead for two study group teams	12 000
Total cost for 8 persons:	79 000

In-Country Training

The rates follow HACT agreed and applied by EXCOM agencies. The rates are; 1 300 Korean Won (equivalent to around USD 13 at current UN rate) per participant per day in Pyongyang and Provincial capitals and 963 Korean Won (equivalent to around USD 10) in counties and elsewhere. Meeting room charges in Pyongyang and Provincial capitals is around USD 65 per day and there is no room charge in counties and elsewhere. Stationeries cost 180 Korean Won (around USD 2) per participant, while snacks cost the same per day. Resource person's per diem is 1 670 Korean Won or USD 18.

Equipment List

The procurement of the following list of equipment will be subject to a joint FAO- UNDP assessment described under Part V - Management Arrangements.

Total computer system: 52

Provinces: 4

Counties: 8

Coop: 24

MOA: 8

CBS: 2

Hydro: 2

Reserve: 4

Computer system will consist of: Tower CPU, 17" Flat panel monitor, printer, UPS, AVR, scanner, pre-installed MS Office and Windows.

Item No.	Description	Procuring Agency	Unit	Cost (USD)
Computer				
1.	Desk Top computer (Dell, Core Duo, 3 GHz,/320GB, pre-installed Windows and MS Office)	FAO	52	41 600
2	UPS	FAO	52	5 200
3	AVR	FAO	52	5 200
4	Printer (4-MOA, 2- others per agency; 1 per coop)	FAO	32	4 800
5	Scanner (2-MOA, 1 others per agency)	FAO	10	2 500
6	Server Computer	FAO	2	15 000
7	Laptop Computer (Dell, Core Duo, 2.5GHz)	UNDP	2	3 000
8	Software	FAO		25 000
9	Heavy duty photocopying machine	FAO	1	5 000
10	LCD projector	FAO	1	2 000
11	Digital camera	FAO	1	350
Vehicles²				
12	Four wheel drive	FAO	1	20 000
13	Mini Bus	FAO	1	18 000
14	Miscellaneous equipment	FAO		15 000
15	Expendable equipment	FAO		20 000
Total				182 650

² A minibus and a 4x4 vehicle are needed for in-country training some of which will be undertaken in the counties and service this project and the two other FAO-executed projects in Seed Production and Post-Harvest Losses. The transportation will also be employed to assess and monitor the participating statistical entities and infrastructure at the sub-national level and facilitate technical visits to the information system nodes in the pilot counties.

Appendix 3 Terms of Reference- International Consultant

Post Title: **International Consultant in Database Management and Information Technology**

Duty Station: Pyongyang, Democratic People's Republic of Korea with travel in the pilot provinces and counties

Duration: 3.5 months in several missions³

Qualifications: University degree in computer science or a related field. Advanced computer skills. At least five years of progressively responsible professional experience in database management and information technology, with special focus on processing statistics and survey data. Working experiences in developing countries, especially in Asia and Pacific countries. Full working knowledge of English.

Duties: The International Consultant, under the technical supervision of the Senior Statistician, FAO and the guidance of the Senior Programme Adviser, UNDP, will assist the Ministry of Agriculture (MoA) with the implementation of the Project Strengthening Capacity for the Improvement of Food Agricultural Statistical Information System (FAIS). He/she will be located in MoA and work closely with the Project Implementation Team. Specifically, the expert will:

- ◆ assist in the review of available information important for food and agriculture development and initiate revision/modification of input reporting forms and processing systems as deemed necessary;
- ◆ prepare and implement the structural plan of the FAIS including supporting computer software and documentation;
- ◆ In collaboration with CTA, design a six-week fellowship program for the IT staff of the project;
- ◆ collaborate and coordinate with the CTA in the preparation of required data processing and information management systems to support planned pilot surveys;
- ◆ train project staff in data inputting, data tabulation and analysis;
- ◆ train users within and outside MoA in the operation and access to the database;
- ◆ prepare and/or finalize the different manuals and system documentation and ensure complete translation where necessary;
- ◆ prepare periodic assignment reports and an End-of-Assignment Report, presenting an account of work done, findings, results, conclusions and recommendations of the mission.

³ The timing and duration of each assignment will be determined by the NPD in consultation with UNDP, FAO and the CTA.

Appendix 4 Terms of Reference-FAO Backstopping

The FAO Technical Backstopping Officer (RAP) will have 3 missions during the project implementation period of 2½ years. The mission period and activities during each mission are detailed below:

(a) 1st year: One Mission of 10 days and 5 days desk review (Senior Statistician FAORAP)

The FAO Technical Backstopping Officer shall -

- ◆ brief the international consultants, as appropriate;
- ◆ review the start-up activities of the project and advise on developing the detailed project work plan;
- ◆ provide technical advice and guidance on the components of the FAIS;
- ◆ participate in the workshop for presentation of FAIS framework;
- ◆ review and advise on contents of the foreign study tour and in-country group training programmes for FAIS staff;
- ◆ check and advise on the equipment to be procured for the project;
- ◆ prepare a back-to-office report with a summary of activities undertaken, findings, conclusions and recommendations for follow-up.

(b) 2nd year: One Mission of 10 days (Senior Statistician FAORAP)

In addition to the updating of the project work plan, briefing of project personnel and the normal backstopping duties, the Backstopping officer will:

- ◆ review the work undertaken by the consultants and the progress made by the project;
- ◆ review the progress of in-country group training programme and the training materials;
- ◆ review and advise on suitability of institutions for foreign study tours for FAIS staff;
- ◆ review the contents and design of the data collection/flow format and system;
- ◆ review and advise on the data processing procedures and manuals to be prepared;
- ◆ review and advise on the design and format of the Agriculture Statistics Report;
- ◆ participate in the presentation workshop of the Agriculture Statistics Report;
- ◆ prepare a back-to-office report with a summary of activities undertaken, findings, conclusions and recommendations for follow-up.

(c) 3rd year: One Mission of 10 days (Senior Statistician FAORAP)

In addition to the updating of the project work plan, briefing of project personnel and the normal backstopping duties, the Backstopping officer will:

- ◆ review the work undertaken by the consultants and the progress made by the project;
- ◆ review the preparation for the introduction of crop monitoring system;
- ◆ review and advise on the design and content of the situation and outlook report;
- ◆ review the documentation of operations manual of FAIS software;
- ◆ participate in the system presentation workshop;
- ◆ review the draft terminal statement;
- ◆ prepare a back-to-office report with a summary of activities undertaken, findings, conclusions and recommendations for follow-up.

Appendix 5 Terms of Reference - Project Board

Overall responsibilities⁴: The Project Board is the group responsible for making 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. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance to standards⁵ that shall ensure best value to money, fairness, integrity transparency and effective international competition. In case a consensus cannot be reached, final decision shall rest with the UNDP Programme Manager. Project reviews by this group are made at designated decision points during the running of a project, or as necessary when raised by the Project Manager. This group is consulted by the Project Manager for decisions when PM tolerances (normally in terms of time and budget) have been exceeded.

Based on the approved annual work plan (AWP), the Project Board may review and approve project quarterly plans when required and authorizes any major deviation from these agreed quarterly plans. It is the authority that signs off the completion of each quarterly plan as well as authorizes the start of the next quarterly plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities.

Composition and organization: This group contains three roles, including:

- 1) An Executive: individual representing the project ownership to chair the group.
- 2) Senior Supplier: individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project. The Senior Supplier's primary function within the Board is to provide guidance regarding the technical and operational feasibility of the project.
- 3) Senior Beneficiary: individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.
- 4) Project Assurance: this role supports the Project Board executive by carrying out objective and independent project oversight and monitoring functions. Project Manager and Project Assurance are distinct functions not be held out by same individual.

⁴ Source: Guidelines on UNDP Implementation of UNDAF Annual Review Process

⁵ **UNDP Financial Rules and Regulations: Chapter E, Regulation 16.05: a) The administration by executing entities or, under the harmonized operational modalities, implementing partners, of resources obtained from or through UNDP shall be carried out under their respective financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. b) Where the financial governance of an executing entity or, under the harmonized operational modalities, implementing partner, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, that of UNDP shall apply.**

- 5) **Project Operational and Technical Supervision:** this involves project administrative, management and technical supervision to Project Manager as required by needs of individual project or Project Manager

Potential members of the Project Board are reviewed and recommended for approval during the LPAC⁶ meeting. For example, the Executive role can be held by a representative from the Government Cooperating Agency or UNDP, the Senior Supplier role is held by a representative of FAO, and the Senior Beneficiary role is held by a representative of the government or civil society. Representative of other stakeholders can be included in the Board as appropriate.

Specific responsibilities:

Defining a project

- ◆ Review and approve the Initiation Plan (if such plan was required and submitted to the LPAC).

Initiating a project

- ◆ Agree on Project Manager's responsibilities, as well as the responsibilities of the other members of the Project Management team;
- ◆ delegate any Project Assurance function as appropriate;
- ◆ review the Progress Report for the Initiation Stage (if an Initiation Plan was required);
- ◆ review and appraise detailed Project Plan and AWP, including Atlas reports covering activity definition, quality criteria, issue log, updated risk log and the monitoring and communication plan.

Running a project

- ◆ 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;
- ◆ agree on Project Manager's tolerances in the Annual Work Plan and quarterly plans when required;
- ◆ conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- ◆ review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- ◆ appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Project Board about the results of the review;
- ◆ review and approve end project report, make recommendations for follow-on actions;
- ◆ provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded;
- ◆ assess and decide on project changes through revisions.

Closing a project

Depending on its composition, the Project Board can fulfill the function of the Project Appraisal Committee (LPAC)

- ◆ Assure that all Project deliverables have been produced satisfactorily;
- ◆ review and approve the Final Project Review Report, including Lessons-learned;
- ◆ make recommendations for follow-on actions to be submitted to the Board;
- ◆ commission project evaluation (only when required by partnership agreement).

Notify operational completion of the project to the Board.

Project Inter-agency Technical Working Group

The project Technical Working Group (TWG) shall be created to serve as the project's principal instrument for inter-agency coordination. It shall consist of the State Planning Commission, Central Bureau of Statistics, Central Meteorological Station, Ministry of Agriculture, Ministry of Land and Environment Protection, National Academy of Science and the Academy for Agricultural Sciences. Membership may be increased as project activities gain momentum. The TWG shall be chaired by the National Project Director and shall meet as often as necessary. Specifically, the TWG shall:

- ◆ promulgate rules and regulations for establishing a functional coordination mechanism among stakeholders participating in the project;
- ◆ delineate specific tasks to be carried out by a participating agency to avoid duplication of efforts;
- ◆ prepare the procedures and schedule for data sharing between the project on the one hand, and the other participating institutions, on the other;
- ◆ assist the Project Implementation Unit in preparing the annual project work plan;
- ◆ assist the National Project Director in the implementation of project activities;
- ◆ perform other tasks as may be delegated by the Project Board.

Appendix 6 Project Budget

Budget Line	Description	Period		m/m	Total USD
		from	to		
FAO					1 480 462
Personnel (International)					777 960
71200	Senior Agriculture Statistician /Chief Technical Adviser			36	708 960
71200	Data Management and IT Consultant			3.5	69 000
Personnel (National)					49 600
71300	Consultant-Data Management and IT			20	16 000
71300	Consultant-Agriculture Statistics			25	20 000
71300	Analysis and Information Dissemination			4	3 200
71300	National M & E Officer			4	3 200
61200	Project Driver			12	7 200
Training					242 065
75700	International Training				175 480
75700	In-country Training				66 585
Equipment					179 650
72200	Non-expendable				159 650
72200	Expendable				20 000
Travel					36 800
71600	International Airfare+DSA				29 800
71600	Local				7 000
General Operating Expenditure					12 000
74500	Sundry				7 000
73100	Rental & Maintenance-Premises				5 000

72100	FAO Technical Backstopping					35 600
71600	Backstopping missions (DSA + travel)					12 200
	Total FAO (excluding support costs)					1 345 875
	FAO Project Support Cost					134 587
	Grand Total FAO					1 480 462
UNDP						
Personnel(International)						
71200	UNDP Procurement Officer				4	54 400
71200	UNDP UNV IT Specialist				4	24 000
Personnel(National)						
71300	UNDP National Admin Assistant				4	3 200
Equipment						
72200	Non-expendable					3 000
Travel						
71600	Travel-Other (Monitoring & Evaluation Cost)					10 000
Total USD						1 575 062

Appendix 7 Pre-Implementation Prerequisites

A major bottleneck that could impede smooth implementation of the project is the absence of adequately English-translated documents that are vital to the more informed understanding of the state of the food and agriculture situation in Democratic People's Republic of Korea. To forestall this problem from occurring in the project, the Government should immediately take steps to effect the translation into the English language of all documents which should provide a clear description of the nature, processes applied and uses of existing agricultural information. Specifically, the documentation/English translation should focus on the following:

- a) input reporting forms;
- b) frequency of collection of information;
- c) description of the flow of data from the source agency to the Ministry of Agriculture's computer center;
- d) data processing and computer program algorithms used for data capture and report preparation; and
- e) type of reports including samples of report formats and contents.

All documentation processes should be completed and made available for use by the International Consultants prior to their arrival to the country for the first mission.