



Country: TAJIKISTAN
Initiation Plan

Project Title:	Strengthening Coordination, DRR and Response Capacities in Tajikistan
UNDAF OUTCOME 6:	People in Tajikistan are more resilient to natural and human-disasters benefiting from improved policy and operational frameworks for environmental protection and sustainable management of natural resources.
Expected CP Outcome: CPD Output 6.2. <i>(Those that are linked to the project and extracted from the CPAP)</i>	Output 6.2: Effective institutional, legislative, policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels
Initiation Plan Start Date:	1 June 2016
Initiation Plan End Date:	31 December 2016
Implementing Partner:	UNDP in Tajikistan, Committee of Emergency Situations and Civil Defence

Brief Description
<p>The objectives of this Initiation Plan are the following:</p> <ul style="list-style-type: none"> - Provide technical assistance to build the response capacity of the Committee of Emergency Situations to ensure non-interruptible operation of the United Nation’s Emergency Reserve for Tajikistan; - Mobilize technical assistance on development of new proposal to strengthen the disaster risk governance to be submitted to SDC; - Mobilize international technical expertise to finalize a “Strengthening preparedness and response capacity” project (to be funded by Russian Trust Fund for Development) and “Strengthening DRR and Search and Rescue capacities” proposal to be submitted to the Government of Japan; - Ensure timely technical support is provided in development of the National Disaster Risk Management Strategy and implementation of Sendai DRR priorities in Tajikistan; - Ensure continued functioning of the National Platform for DRR and the REACT.

CPD Programme Period:	January 2016 – December 2019
Initiation Plan Period:	June-Dec’16
Atlas Award ID:	TBD
PAC Meeting Date	_____

Total resources required	\$ 108,000
Total allocated resources:	\$ 108,000
• Regular	\$ 108,000
• Other:	
o Donor	_____
o Donor	_____
o Donor	_____
o Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by CoES: Mr. Rustam Nazarzoda, Chairman of the Committee of Emergency Situations and Civil Defense

Agreed by UNDP: Mr. Jan Harfst, Country Director, UNDP Tajikistan

I. PURPOSE

A short description justifying the need for an Initiation Plan for this project.

Within the implementation period of the Country Programme Action Plan (CPAP) 2010-2015, UNDP through its Disaster Risk Management Programme played a leading role to support the Government of Tajikistan in design and implementation of the National Disaster Risk Management Strategy (2010-2015).

Thanks to UNDP's support, Tajikistan's disaster risk management system has expanded significantly over the last decade. UNDP's efforts ensured that Government understands and adheres to international DRR frameworks and implements their recommendations at the national level. Government's support for the Hyogo Framework for Action (HFA) with subsequent development of the National Disaster Risk Management Strategy for 2010-2015 (NDRMS), and creation of the National Platform for Disaster Risk Reduction in 2012, demonstrated a willingness on the part of the Government of Tajikistan to shift focus from structural disaster mitigation and response to reducing the root causes of disaster. More recently, this commitment has been reiterated by the country's support of the Sendai Framework for Disaster Risk Reduction.

During the last CPAP programme cycle (2010-2015), the Government of Tajikistan made a significant progress in advancing the disaster risk reduction (DRR) and disaster risk management (DRM) agendas. Considerable work was done to integrate DRR into the local development management processes through elaboration of District Development Plans. Within this period UNDP supported the Government to fulfil the recommendations of the HFA and developed a National Strategy on DRM, as well as established a National Platform for DRR. To improve the institutional capacity of the members of the National Platform for DRR and the Committee of Emergency Situations in particular, National Recovery Guide, DRR Integration Guidance, Risk Assessment Methodology and many other strategic documents were developed and presented to stakeholders. This work was complemented with grass root level activities through development of infrastructure and services with due consideration of disaster related aspects.

In light of adoption of the Sendai DRR Framework which designed a new DRR architecture for 2015-2030, there is a need for logical continuity of UNDP's institutional and technical support and knowledge building for key Government actors to ensure further improvement of DRR and recovery policies, strengthened DRR, response and Recovery capacities and well as improved coordination amongst all stakeholders.

Within the course of this Initiation plan, UNDP intends to involve international expertise for resource mobilization to ensure implementation of above brought priorities in the country.

The new project document will be prepared to mobilize donors' resources to continue the policy dialogue, institutional and technical capacity building support to CoES and the National Platform and improving coordination amongst REACT members.

Proposed vision of future integrated project is in line with UNDP strategic priorities outlined in the new Country Program Document 2016-2020 in terms of (a) Effective institutional, legislative, policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels and b) Strengthened livelihoods through solutions for disaster and climate risk management.

The objectives of this Initiative Plan are as follow:

- Provide technical assistance to build the response capacity of the Committee of Emergency Situations to ensure non-interruptible operation of the United Nation's Emergency Reserve for Tajikistan;
- Mobilize technical assistance on development of new proposal to strengthen the disaster risk governance to be submitted to SDC;
- Mobilize international technical expertise to finalize a "Strengthening preparedness and response capacity" project (to be funded by Russian Trust Fund for Development) and "Strengthening DRR and Search and Rescue capacities" proposal to be submitted to the Government of Japan;
- Ensure timely technical support is provided in development of the National Disaster Risk Management Strategy and implementation of Sendai DRR priorities in Tajikistan;

- Ensure continued functioning of the National Platform for DRR and the REACT;

II. EXPECTED OUTPUT

A description of the expected output for the Initiation Plan.

Output 1: Provision of the technical assistance on building coordination and the response capacity of CoES

Activities:

- 1.1.1 Ensure non-interruptible operation and maintenance of UNERT premises;
- 1.1.2 Ensure stocks within UNERT are refreshed regularly;
- 1.1.3 Ensure stocks are ready to be dispatched immediately after a disaster;
- 1.1.4 Organization and facilitation of regular REACT meetings;
- 1.1.6 Ensure handover of REACT secretariat functions at regional level;
- 1.1.6 Provision of support to National Platform Secretariat in organization of two NP meetings;
- 1.1.7 Conduct at least four NP Expert Group meetings;
- 1.1.8 Support the Secretariat of the National Platform on implementation of approved NP annual work plan for 2016 and participation of NP members in Regional DRR events;

Output 2: Strengthening disaster risk governance and DRR in Tajikistan

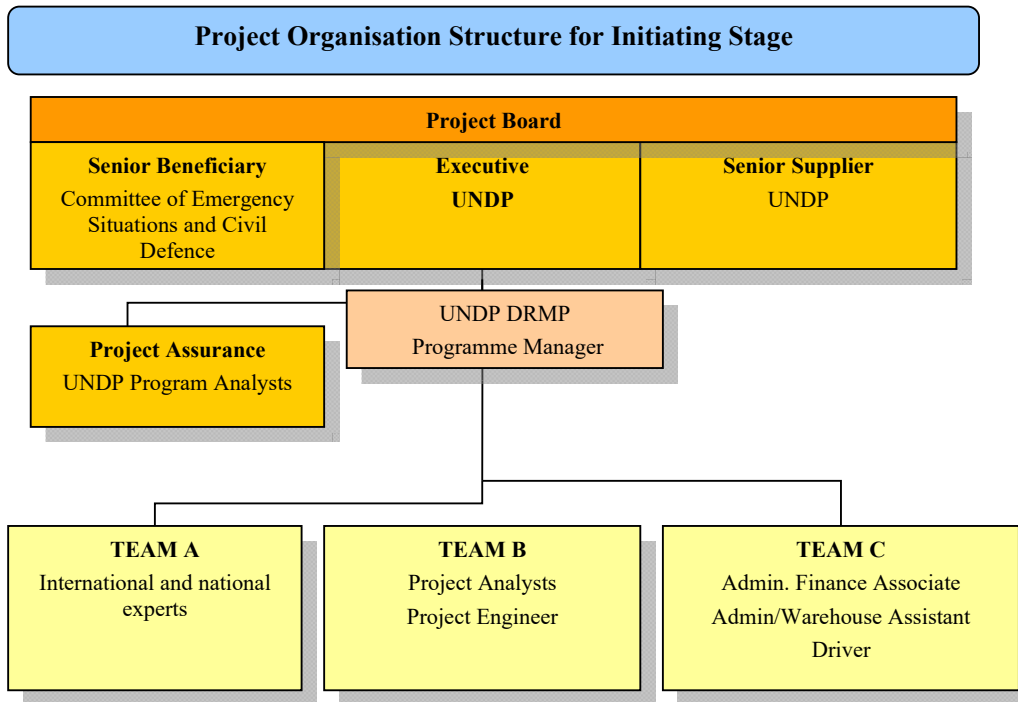
Activities:

- 2.1.1 Support the Government/CoES in conducting of the Regional Conference on implementation of Sendai DRR Framework and Regional Ministerial Forum
- 2.1.2 Resource mobilization: involvement of experts of Emercom of Russia to finalize the “Strengthening preparedness and response capacity” project submitted for consideration of the Russian Trust Fund and follow up to finalize the DRR proposal submitted to the Government of Japan;
- 2.1.3 Involvement of International Consultant to develop proposals focused on disaster risk governance and strengthening DRR and response capacities through extensive consultations with the key stakeholders, including but not limited to the donors, government, and else development actors dealing with DRR issues;

III. MANAGEMENT ARRANGEMENTS

A short description of the individuals, organisations, and/or team structure required to conduct the activities of the Initiation Plan.

Use the diagram below for the composition of the Project Board, if there is a need to establish such a board depending on the size and scope of the Initiation Plan. Please refer to the section “[Programme & Project Management Organization Structure](#)”.



UNDP DRMP Programme Manager will work under the guidance of UNDP Senior Management and in close coordination with the responsible UNDP Programme Analyst, and has the authority to run the project on a day-to-day basis on behalf of the Project Board. The Programme Manager is responsible for day-to-day management and decision-making for the project. The Programme Manager's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

Project Analysts (2 persons) role provides project administration, management and technical support to the Programme Manager as required by the needs of the project.

Project Engineer cost-shared with other projects, will be responsible for compiling the technical specifications of heavy machinery, search and rescue equipment, which will be procured under this project. Within his/her established level of authority, he/she will also be responsible for procurement and contracts management from planning of the tender to handover of the goods and services to target beneficiaries.

Administrative/Finance Assistant (AFA) cost-shared with other projects under UNDP's Disaster Risk Management Programme, will be responsible for all administrative, including human resources, and financial management of the Project in line with UNDP financial rules and regulations. As well, the AFA will provide the required logistical and else administrative support in organizing project related high level meetings and events.

Admin/Warehouse Assistant will be responsible for establishment of emergency stockpiles, procurement of non-food items, maintenance of the stock, organization of trainings, handling all logistics.

Driver cost-shared with other will provide driving services and will also ensure safety of staff while on missions.

The Terms of References of the staff listed above, are attached to the present initiation plan.

IV. MONITORING

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Regular meetings	National Platform meetings will be conducted at least twice a year, Expert Group meeting on quarterly basis to review DRR and Recovery related strategic documents (National Strategy on DRM, establishment of unified emergency preparedness and response system, etc.). REACT quarterly meetings to discuss the emergency response coordination and possible synergies in DRR activities.	NP and REACT strategic level meetings will be conducted twice a year, Expert Group and REACT technical level meetings on quarterly basis	DRR, response and recovery issues are coordinated amongst Government and international agencies.	CoES, Secretariat of NP for DRR, REACT partners	Included into the project.
Project Report	A progress report will be presented to key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level.	At the end of the project (final report)		CoES, Secretariat of NP for DRR	
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	At the end of the project	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	CoES, Secretariat of NP for DRR	

V. ANNUAL WORK PLAN

Year: 2016

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q 1	Q 2	Q 3	Q 4		Funding Source	Budget Description	Amount
<p>Output 1. Support to the unified and coordinated disaster response policy and practice in Tajikistan</p> <p>1.1 Effective emergency response enabled</p> <p>Baseline:</p> <ul style="list-style-type: none"> - UNERT is an emergency response mechanism managed by UNDP capable to provide 600 families with non-food items; - In 2015 REACT technical level meetings were conducted on monthly (ad-hoc) and strategic level on quarterly basis. - In 2015 the NP meetings were conducted twice a year and NP Expert group meetings were conducted on quarterly basis. - Limited funding for policy dialogue, DRR and capacity building in Tajikistan. <p>Indicators:</p> <p>1.1.1 # of Non-Food items ready to be dispatched in case of a disaster of a medium scale.</p> <p>1.1.2 # of REACT meetings organized.</p> <p>1.1.3 # of National Platform and Expert Group meetings conducted.</p> <p>1.1.4 # of project proposals developed and</p>	<p>Activity Result 1.1 Provision of the technical assistance on building coordination and the response capacity of CoES</p> <p><u>Actions:</u></p> <p>1.1.1 Ensure non-interruptible operation and maintenance of UNERT premises;</p> <p>1.1.2 Ensure stocks within UNERT are refreshed regularly;</p> <p>1.1.3 Ensure stocks are ready to be dispatched immediately after a disaster;</p> <p>1.1.4 Ensure office supplies inventoried on a regular basis;</p> <p>1.1.5 Organization and facilitation of regular REACT meetings;</p> <p>1.1.6 Ensure handover of REACT secretariat functions at regional level;</p> <p>1.1.6 Provision of support to National Platform Secretariat in organization of two NP meetings;</p> <p>1.1.7 Conduct at least four NP</p>					<p>UNDP DRMP</p>	<p>UNDP</p>	71405 Service Contracts-Individuals	64,100
		73100 Utilities and security cost	6,952						
		72445 Communications (IT cost 2016)	3,900						
		73105 Rent	6,809						
		Communication cost (landline, mobile)	1,890						
		Contractual service-companies (UNERT disinfection and sort out)	1,269						
		International travel	5,000						
		72505 Office supplies	2,050						
		74510 Miscellaneous (bank charges)	1,990						
		Training, workshops (NP and REACT meetings and trainings)	2,040						
International travel (cover expenses of Emercom staff and other events related to RTF project)	7,000								

<p>submitted to donors.</p> <p>Targets:</p> <p>1.1.1 Shelter and non-food emergency supplies sufficient to cover the needs of 1000 households are ready to be dispatched within 24 hours.</p> <p>1.1.2 At least two REACT meeting conducted.</p> <p>1.1.3 At least two NP and four Expert group meetings conducted.</p> <p>1.1.4 At least two proposals developed, finalized and submitted to donors.</p>	<p>Expert Group meetings;</p> <p>1.1.8 Support the Secretariat of the National Platform on implementation of approved NP annual work plan for 2016 and participation of NP members in Regional DRR events;</p> <p>Activity Result 2.1 Strengthening disaster risk governance and DRR in Tajikistan</p> <p>2.1.1 Support the Government/CoES in conducting of the Regional Conference on implementation of Sendai DRR Framework and Regional Ministerial Forum</p> <p>2.1.2 Resource mobilization: involvement of experts of Emercom of Russia to finalize the “Strengthening preparedness and response capacity” project submitted for consideration of the Russian Trust Fund and follow up to finalize the DRR proposal submitted to the Government of Japan;</p> <p>2.1.3 Involvement of International Consultant to develop proposals focused on disaster risk governance and strengthening DRR and response capacities through extensive consultations with the key stakeholders, including but not limited to the donors, government, and else development actors dealing with DRR issues;</p>						<p>Training, workshops (regional conference on Sendai framework implementation)</p>	<p>5,000</p>
TOTAL							108,000	