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Resilient nations.*

**United Nations Development Programme  
Country: Kingdom of Tonga  
Project Document**

<b>Project Title</b>	Tonga support to Early Recovery following the Cyclone Ian
<b>UNDAF Sub-regional Project Document Outcome 1:</b>	Improved resilience of PICTS, with particular focus on communities, through integrated implementation of sustainable environmental management, climate change adaptation/mitigation, and disaster risk management.
<b>Expected Country Program Outcome1:1:</b>	National, local and community effectively manage climate change and natural disasters and integrate sustainable natural resource management and biodiversity conservation, with Tongan cultural traditions.
<b>Expected Output: 1.1.</b>	Relevant authorities have strengthened capacity to formulate, mainstream and harmonize climate change, Disaster risk reduction and disaster Risk Management legislations across ministerial, sectoral and provincial plans.
<b>Implementing Partner: Responsible Party/Implementing agencies</b>	Directly Implemented by UNDP Fiji Multicounty office. Ministry of Finance & National Planning, National Emergency Management Office Tonga

**Project Summary**

In the early hours of Saturday 11 January, the cyclone passed east of the Vava'u group (population 15,000) before the eye passed directly over Ha'apai (population 6,600) in the afternoon. As at 13 January 2014, there has been one confirmed death and significant damage to houses, infrastructure and agriculture across the northeast islands of Ha'apai, including Uiha, Uoleva, Lifuka, Foa, Ha'ano and Mo'unga'one. It resulted in extensive loss of crops, livestock, fisheries and other livelihoods assets primarily in four sub-districts of north-eastern Ha'apai, with damage also sustained in southern Ha'apai and a single district in Vava'u. Damage estimated of up to 95% has affected root crops (mostly cassava) which represented the staple food (at least 80% of local food source) for the entire population; extensive loss of planting materials and farming tools and the sole local agricultural input nursery, owned by MAFF, has also occurred. These impacts exacerbate the drought situation which has been ongoing since April 2013 (and which is forecasted to continue), which had already reduced local agricultural production.


UNDP proposes to support the Government of Tonga by providing expertise to support the recovery coordination mechanism, conduct assessments of mid-and long-term recovery needs and support the transition to post –cyclone recovery and reconstruction planning. The recovery and reconstruction plans will also identify areas in which UNDP can assist with the design, implementation and/or resource mobilization of recovery projects. This will lay the foundations for broader recovery initiatives in the future. The overall objective of the project is to "Support and strengthen the capacity of the Government to implement the early recovery process effectively".

Programme Period: 2013-2017  
 Programme Component: Environmental management, climate and disaster risk management  
 Project Title: Tonga support to Early Recovery after Cyclone Ian  
 Project ID: 00089177


Project Duration: 1 Feb 2014 – 31 Feb 2015

Management Arrangement: DIM

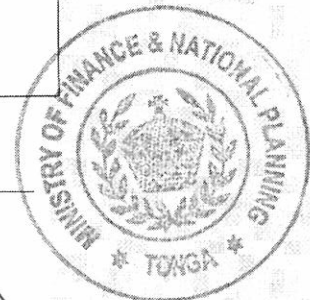
Total Budget USD100,000  
 Allocated resources: \_\_\_\_\_  
 • Government \_\_\_\_\_  
 • Regular \_\_\_\_\_  
 • Other:  
     ○ BCPR USD 100,000  
     ○ Donor \_\_\_\_\_  
     ○ Donor \_\_\_\_\_  
 • In kind contributions USD5,000

Agreed by:   
 Government of Tonga

Date: 18/2/14

Agreed by:   
 UNDP

Date: 31/03/2014



## 2. SITUATION ANALYSIS

Tonga consists of 170 groups of inhabited islands scattered across a sea area between latitudes of 15°S and 24°S and between longitudes of 173°W and 179°W, spread over a vast expanse of the Pacific Ocean. The total land area, including about 8,000 hectares of inland water, is about 75,000 hectares. Tonga has a population of about 100,000. Tonga is known to be one of the most vulnerable countries in the world to natural disasters such as cyclone, earthquakes, tsunami, floods, drought and volcanic eruptions.

Severe Tropical cyclone Ian first appeared as a tropical depression on Monday 6 January and slowly tracked between Fiji and Tonga for several days, before intensifying into a Category 5 system with winds over 200 kilometers per hour (kph) and gusts nearing 300 kph.

In the early hours of Saturday 11 January, the cyclone passed east of the Vava'u group (population 15,000) before the eye passed directly over Ha'apai (population 6,600) in the afternoon. The Prime Minister declared a state of emergency for Vava'u and Ha'apai the same day. As at 13 January 2014, there has been one confirmed death and significant damage to houses, infrastructure and agriculture across the northeast islands of Ha'apai, including Uiha, Uoleva, Lifuka, Foa, Ha'ano and Mo'unga'one.

Initial aerial assessments and surveys conducted on Sunday 12 January and released by Government on Monday 19 January included the following findings:

- An estimated 85 per cent of homes either damaged or destroyed in Ha'apai;
- Around 2,000 people are currently in 51 evacuation centres;
- The restoration of power and communication is a key priority, in addition to emergency shelter, water, water, sanitation and food;
- Substantial damage to crops and agriculture.

The National Emergency Management Office (NEMO) continues to coordinate the response and is working with District committees, emergency services and other government agencies, as well as NGOs and the international partners. At the time of writing, the international community is awaiting the Government's formal request for assistance. Offers of bilateral support from Australia, New Zealand, OCHA and IFRC have been accepted however, and there have been ongoing discussions with the UN Resident Coordinator confirming that the UN is on standby to assist.

The affected areas of Ha'apai and Vava'u consist of about 34 inhabited islands. Cost of transportation to the remote islands is very expensive as they can only be accessed by boat. While flights are available during the week, these are very small airplanes. Also access from the affected remote islands to the primary islands has stalled as most of the smaller vessels were either damaged or destroyed by the cyclone and travel may require contributing to charter of vessels. The government has two patrol boats and there are military vessels that are fully utilized for the purposes of delivering humanitarian assistance and coordinating relief efforts to the affected islands.

According to the sectoral needs analysis conducted in Tonga, the passage of cyclone Ian has resulted in extensive loss of crops, livestock, fisheries and other livelihoods assets primarily in four sub-districts of north-eastern Ha'apai, with damage also sustained in southern Ha'apai and a single district in Vava'u. Damage<sup>1</sup> estimated of up to 95% has affected root crops (mostly cassava) which represented the staple food (at least 80% of local food source) for the entire population; extensive loss of planting materials and farming tools and the sole local agricultural input nursery, owned by MAFF, has also occurred. These impacts exacerbate the drought situation which has been ongoing since April 2013 (and which is forecasted to continue), which had already reduced local agricultural production. As a result, it is very likely that the affected population will be without local staple food supply by end of January 2014 and until at least mid-April when the first harvest from fast-growing food crops is anticipated<sup>2</sup>.

## **2. LESSONS LEARNT, RESULTS OF THE EARLY RECOVERY**

### **RATIONALE FOR SUPPORT:**

UNDP has proven its expertise in the area of early recovery in the Pacific, with the lessons learnt in early recovery situations in Fiji since 2009- 2013, Tonga in 2009, Palau in 2012/2013, Republic of Marshall Islands in 2013 in the areas of livelihoods recovery and improved food security. For example, UNDP was instrumental in developing highly successful cash-for-work programmes in September 2009 for the communities in Niutoputapu, in the Northern Islands of Tonga that were affected by an earthquake of 8.3 magnitude. The program worked with more than 60% of the Niutoputapu women (in the three villages) who are members of the National Council of Women. This resulted in increased injection of money into the local economy through enhanced financial management/literacy and marketing skills for their mat production.

UNDP will assist with the design and coordination of appropriate livelihoods recovery programmes in the affected communities to supplement lost income from traditional income generating activities such as handicrafts and fishing due to damage to pandanus trees and fishing equipment. Such livelihoods recovery projects could include cash for work programmes using best practices and lessons learnt from previous UNDP implemented cash for work programmes.

In terms of ongoing support to Tonga in the area of disaster risk management, the UNDP Pacific Center is implementing a regional "Pacific Risk Resilience Programme" with the overall goal "*to strengthen the resilience of Pacific island communities to disasters and climate change related risk*". To avoid duplication and stream delivery on the ground, the PRRP will coordinate efforts with the BCPR funded project in the areas of (1) Recovery Coordination, Assessment and Programming; and (2) Support to communities on livelihoods recovery.

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<sup>1</sup> A complete damage assessment is underway, the results of which are to be issued on 31 January 2014. Figures provided in this plan are based on rapid assessment and initial data analysis.

<sup>2</sup> Distribution by MAFFF of inputs for vegetables, sweet potato and corn is due to commence by early February.

### 3. STRATEGY:

The intervention is the immediate response by providing expertise to support the recovery coordination mechanism, conduct assessments of mid-and long-term recovery needs and support the transition to post –cyclone recovery and reconstruction planning. Bulding on lessons learnt and following up on the recommendations of the recent response plan, the project will support the Government of Tonga with the following strategies:

**Activity Results 1:** Early recovery Co-ordination and support to the early recovery process - UNDP will provide a Recovery Advisor to act as a senior advisor to the Government on all aspects of recovery coordination. The Recovery advisor will assist the Government of Tonga to coordinate national, regional and international parties for the preparation of a comprehensive Recovery Strategy and subsequent implementation plans and gender-sensitive programmes. The recovery coordination expert will be based within the Ministry of Finance and National Planning unless or until advised otherwise by the Government of Tonga.

**Activity Result 2:** Participate in Post Disaster Assessments – Through the project, relevant technical expertise will be provided to undertake further post-disaster assessments should this be a Tonga Government priority. This assistance will include sectoral assessments that would feed into the formulation of a recovery strategy.

**Activity Result 3:** Contribute to the formulation of Early Recovery and Reconstruction Plans – UNDP will provide, through further consultations with the Government of Tonga, an appropriate expert to assist with the formulation of Early Recovery and Reconstruction Plans. The formulation process will consider the post disaster needs assessments as resource documents. The Recovery and Reconstruction plans will also identify areas in which UNDP can assist with the design, implementation and/or resource mobilization of recovery projects

**Activity Result 4:** Project managed and monitored effectively. The Project will be directly implemented by UNDP in collaboration by the Ministry of Finance and National Planning and the National Emergency Office. All activities will be co-ordinate by the UNDP Multicounty office in Fiji, in collaboration with the responsible parties and the UN Joint presence office in Nukualofa. The UNDP Project manager in collaborations with the Country Development Manager based in Tonga will ensure smooth implementation of the project components, through timely procurements, review and reporting processes.

#### 4. RESULTS AND RESOURCES FRAMEWORK.

<p><b>INTENDED OUTCOME AS STATED IN THE REPUBLIC OF PALAU COUNTRY PROGRAMME (UNDAF COUNTRY MATRIX)</b>  <b>Outcome 1.1.:</b> Improved resilience of PICTs, with particular focus on communities, through integrated implementation of sustainable environmental management, climate change adaptation/mitigation, and disaster risk management.</p> <p><b>OUTCOME INDICATORS AS STATED IN THE TONGA COUNTRY PROGRAMME (UNDAF COUNTRY MATRIX):</b>  <b>Tonga UNDAF Outcome 1.1:</b> National, local and community effectively manage climate change and natural disasters and integrate sustainability natural resources management and biodiversity conservation with Tongan cultural traditions.  <b>Tonga UNDAF Output 1.1.1:</b> Relevant authorities have strengthened capacity to formulate, mainstream and harmonize climate change, Disaster Risk Reduction and disaster Risk Management legislation across ministerial, sectoral and provincial plans.  <b>Indicator:</b> Number of sectoral and corporate plans, and annual budgets that explicitly reflect CCA and DRR/DRM considerations that are gender and child sensitive.  <b>APPLICABLE KEY RESULTS AREAS:</b> Crisis Prevention and Recovery, Environment management, climate change and disaster risk management.</p> <p><b>PARTNERSHIP STRATEGY:</b> UNDP will implement the project in close consultation with the Ministry of Finance &amp; National Planning, and the National Emergency Management Office. The joint presence office in Tonga will provide support to in country coordination and quality assurance in collaboration with the Food Security and Livelihoods Cluster and members of the humanitarian team in the Pacific.</p> <p><b>Project title:</b> Tonga Support to Early Recovery after Cyclone Ian.</p>				
INTENDED OUTPUTS, BASELINE & INDICATORS	OUTPUT TARGETS (Disaggregated by Year)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS (US\$)
<p><b>Output:</b> Capacity of the Government officials strengthened to effectively implement early recovery processes in affected communities</p> <p><b>Baseline:</b> 1. Limited capacity within the national staff to contribute to ER. 2. Absence of Recovery Plan and reconstruction plan. 3. Extensive damage to crops and agriculture in Ha'apai (95% of root crops destroyed)</p>	<p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>Recruitment of Advisor within a month.</li> <li>Effective Coordination of national and international partners.</li> <li>Completion of Early Recovery plan and adoption by GOT</li> </ul>	<p><b>Activity Result 1. Early recovery Co-ordination and Plans developed to support the early recovery process.</b></p> <p><b>Activity 1.1.</b> Recruit recovery advisor and national officer</p> <p><b>Activity 1.2.</b> Assit relevant government authorities in co-ordinating national, regional and international assistance in</p>	<p>NEMO National Planning &amp; Finance.</p>	<p>Consultant (71200) – 20,000</p> <p>Travel (71600) – 10,000</p> <p>Works shop costs (75700) – 10,000</p> <p>Supplies and materials:</p>

<p><b>Sources:</b> Situation Reports, Response Plan, Recovery Plan,</p> <p><b>Output Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Early Recovery and Disaster Needs assessment Plan endorsed and used by GoT.</li> <li>2. CfW activities established contributing to improved disposable income available to affected communities including at least 50% of women, youth and beneficiaries</li> </ol>		<p>support of early recovery efforts.</p>	<p>(74200) 10,000</p> <p>–</p>
	<p><b>Activity Result 1:</b></p> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>• Disaster Needs assessments plans developed and implementation monitored for affected communities.</li> <li>• Set up CfW in affected communities</li> </ul>	<p><b>Activity Result 2: Contribute to the formulation of Early Recovery and Reconstruction Plans</b></p> <p><b>Activity 2.1.</b> Participate or undertake post disaster assessments at the national and sectoral levels.</p> <p><b>Activity 2.2.</b> Contribute to the formulation of Early Recovery and Reconstruction Plans based on findings from post disaster assessments conducted at the national and sectoral level.</p> <p><b>Activity 2.3.</b> Outcome report</p>	<p><b>Sub-Total</b></p> <p><b>USD \$50,000</b></p> <p>TA (71200) – 20,000 Travel (71600) – 10,000 Workshop costs (75700) – 9,000</p>

		<p>provided by the ER Advisor on the progress against intended deliverables including documentation of lessons learnt and best practices relating to the response coordination process and the formulation and implementation of the Recovery and Reconstruction plan.</p> <p><b>Activity 2.4.</b> Develop tools and convene rapid assessments for establishing cash-for-work programmes in affected communities.</p> <p><b>Activity 2.5.</b> Select beneficiaries and implement CFW.</p>		
	<b>Activity Result 2: Sub-Total</b>			<b>USD \$39,000</b>
	<b>Activity Result 3:</b>			
<p><b>Baseline:</b></p> <ol style="list-style-type: none"> <li>Inconsistent reporting (quarterly)</li> <li>Absence of sex disaggregated data in</li> </ol>	<p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>Project established and results areas coordinated with timely results achieved and reported on in the required formats</li> </ul>	<p><b>Activity Result 3.</b> Project managed and monitored effectively</p> <p><b>Activity 3.1.</b> Quarterly Reporting (financial &amp; narrative)</p>	<p>Ministry of Finance National Planning NEMO.</p> <p>of &amp; &amp;</p>	<p>Project coordinator – 7,000</p> <p>Travel – 71600 – 3,000</p> <p>Comms – \$1,000</p>



reports				Activity 3.2. Effective technical oversight carried out incl. technical missions Activity 3.3. Project monitoring missions conducted Activity 3.4. Terminal reporting. Communication (1%) Activity 3.7. Design, print and disseminate project reports for publication.		
<b>Source:</b>						
BTOR report						
Project Quarterly Report						
Project Annual Report						
<b>Budget Total</b>			Activity Result 3: Subtotal			<b>11,000-00</b> <b>USD100,000</b>

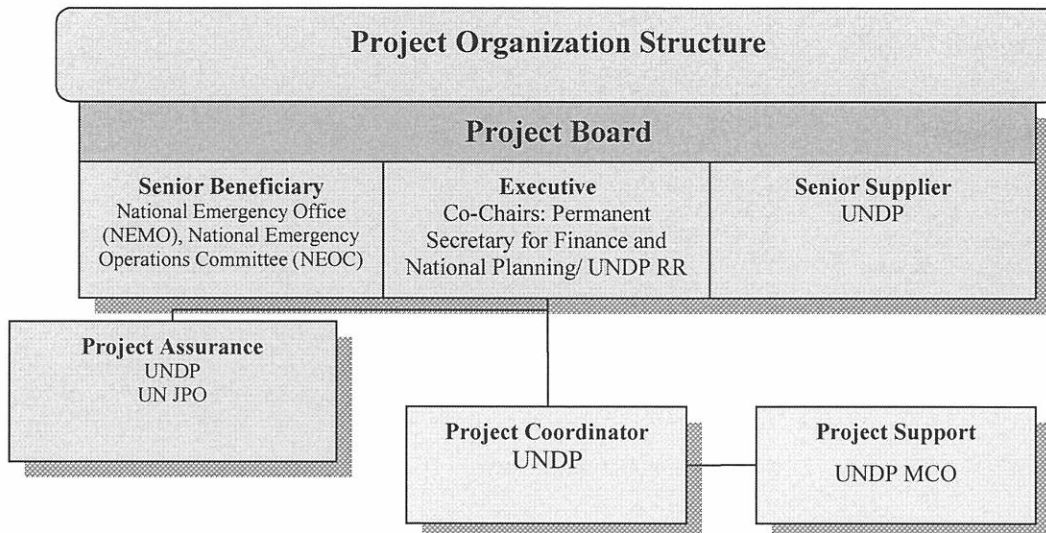
#### 4. 2014 ANNUAL WORKPLAN (AWP)

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	
		Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount	

<p><b>Output:</b> Capacity of the Government officials strengthened to effectively implement early recovery processes in affected communities</p> <p><b>Baseline:</b> 1. Limited capacity within the national staff to contribute to ER. 2. Absence of Recovery Plan and reconstruction plan. 3. Extensive damage to crops and agriculture in Ha'apai (95% of root crops destroyed)</p> <p><b>Sources:</b> Situation Reports, Response Plan, Recovery Plan,</p> <p><b>Output Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Early Recovery and Disaster Needs Plan assessment endorsed and used by GoT.</li> <li>2. CfW activities established contributing to improved disposable income available to affected communities including at least 50% of women, youth and beneficiaries.</li> </ol>	<p><b>Activity Result 1. Early recovery Co-ordination and Plans developed to support the early recovery process.</b></p> <p><b>Activity 1.1.</b> Recruit Early recovery advisor and national officer</p> <p><b>Activity 1.2.</b> Assit relevant government authorities in co-ordinating national, regional and international assistance in support of early recovery efforts.</p> <p><b>Activity Result 2: Contribute to the formulation of Early Recovery and Reconstruction Plans</b></p> <p><b>Activity 2.1.</b> Participate or undertake post disaster assessments at the national and sectoral levels taking into account lessons learnt from previous recovery efforts</p> <p><b>Activity 2.2.</b> Through consultations with key stakeholders contribute to the formulation of Early Recovery and Reconstruction Plans based on findings from post disaster assessments conducted at the national and sectoral level.</p> <p><b>Activity 2.3.</b> Develop tools and convene rapid assessments for establishing cash-for-work programmes in affected communities.</p> <p><b>Activity 2.4.</b> Select beneficiaries and implement CfW.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>BCPR Trac 1.1.3.</p>	<p>Consultant - 71200 – Travel-71600 Workshops- 75700 Supplies &amp; Materials- 74200</p> <p>TA-71200 Travel 71600 Workshop costs</p>	<p>30,000 10,000 10,000 10,000</p> <p>Sub- total:50,000</p> <p>20,000 10,000 9,000</p> <p>Sub- total:39,000</p>
								11

	<p><b>Activity Result 3.</b> Project managed and monitored effectively.</p> <p><b>Activity 3.1.</b> Quarterly Reporting (financial &amp; narrative)</p> <p><b>Activity 3.2.</b> Effective technical oversight carried out incl. technical missions</p> <p><b>Activity 3.3.</b> Project monitoring missions conducted</p> <p><b>Activity 3.4.</b> Terminal reporting and Communication (1%)</p> <p><b>Activity 3.5.</b> Design, print and disseminate project reports for publication</p>		X	X	X	X	Ministry of Finance & National Planning, UNDP & NEMO.	BCPR Trac 1.1.3.	Project coordinator – Cost recovery Travel - 71600	7,000 4,000 Sub-total: 11,000
<b>TOTAL</b>										100,000

## 5. MANAGEMENT ARRANGEMENTS



This project will be managed by UNDP using the Directly Implementation Modality (DIM), under the guidance of a Project Board (refer Annex 1 for ToR). The Project Board will be co-chaired by the Permanent Secretary for Finance and National Planning and UNDP Resident Representative. Under the DIM modality, the UNDP Resident Representative is responsible to the UNDP Administrator and the Government of Tonga for reporting on progress towards achievement of results and is accountable to the UNDP Administrator for documenting prudent and proper use of resources. Use of the DIM modality will reduce the administrative burden to the Government of Tonga to coordinate and report on the various project components. UNDP will work in close cooperation and consultation with the National Emergency Office (NEMO) and the National Emergency Operations Committee (NEOC), which is the main coordination body for the response, and other relevant Government counterparts.

The UNDP Project Coordinator will be responsible for project management, including financial management and reporting. The Project Coordinator will also manage the technical inputs to the project in close liaison with NEOC. UNDP will ensure provision of project technical inputs, including the provision of technical experts to conduct various assignments detailed in project annual work plans and documented in Terms of Reference annexed hereto. Procurement and recruitment will be conducted by the Project Coordinator in accordance with the agreed Annual Work Plan using UNDP Financial Rules and Regulations.

The Project Coordinator will work closely with stakeholders in country to ensure collaboration and complementarily with other disaster recovery and mitigation initiatives. A key role for UNDP will be to ensure that development partners and stakeholders are kept fully informed of project's progress. Refer to annex 5 for the ToR of the Project coordinator.

To ensure the on-going quality assurance of the programme outcomes and outputs, the Project Board will meet quarterly to review project progress. In addition, the Chairpersons may call for special meetings should the need arise. The UNDP Project Coordinator, in conjunction with the NEMO and the NEOC, will prepare the Agenda for circulation at least two weeks prior to the meeting date and ensure the

Minutes of the Meeting are circulated within one week of the meeting being held. Project Reports will verify the achievement of the project management milestones and ensure that these are delivered within the allocated budget in accordance with approved annual work plans (AWPs). The Project Board will be responsible for approving amendments to the annual work plans for achievement of project results.

Project Assurance is the responsibility of each Project Board member; however the role can be delegated. The project assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Coordinator; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Coordinator. In addition to Board Members, project assurance for this project will be provided by the UNDP MCO and UNDP Pacific Centre, the UN JPO in Nuku'alofa.

In-kind contribution in the form of operational support such as office space, transport within the Central Business District (CBD), meetings, printing and access to internet will be provided by the Government, mainly by the Ministry of Finance and National Planning.

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## 6. Monitoring Framework and Evaluation

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

### Within the annual cycle

- On a quarterly basis, a quarterly report shall be submitted by the Project Coordinator to the Project Board through Project Assurance, using the UNDP standard report format
- An Issue Log shall be activated in Atlas and updated by the Project Coordinator to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

### Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Coordinator and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders

as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

#### **Terminal/Final**

- A final report shall be compiled by the Project Coordinator and will be reviewed by the Project Board, three months before the scheduled completion of the project.

#### **7. Legal Context**

UNDP as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

UNDP agrees to undertake all reasonable efforts to ensure that none of the project funds are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

## **Annex 1: Terms of Reference of Project Board**

The Project Board is the group responsible for making by consensus, management decisions for a project when guidance is required by the Project Coordinator 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 with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with UNDP. The project board's responsibilities are summarized as follows:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Coordinator
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks;
- Review the project progress on a quarterly basis and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Review combined delivery reports prior to certification by UNDP;
- Appraise the project annual review report, make recommendations for the next annual work plan, and inform the outcome group about the results of the review;
- Provide ad-hoc direction and advice for exception situations when Project Manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

The Project Board will meet quarterly or as and when required by the chairpersons. In addition, the Chairpersons may call for special meetings should the need arise. The UNDP Project Coordinator in collaboration with the Permanent Secretary, Ministry of Finance a National Planning and UN joint presence office will prepare the agenda for circulation at least two weeks prior to the meeting date and ensure the minutes of the meeting are circulated within one week of the meeting. Project reports will verify the achievement of the project management milestones and ensure that these are delivered within the allocated budget in accordance with approved annual work plans (AWPs). The Project Board will be responsible for approving amendments to the annual work plans for achievement of project results.

## Annex 2: Terms of Reference for Disaster Recovery Advisor

<b>Location:</b>	Nuku'alofa, Tonga
<b>Reports to:</b>	Director of National Emergency and Management Office (NEMO), And UNDP Deputy Resident Representative
<b>Type of contract:</b>	Individual Contract
<b>Duration:</b>	4 months (with possibility of extension)

### Background

On Saturday 11<sup>th</sup> January 2014 Tropical Cyclone Ian, a Category 5 system with winds over 200 kilometers per hour and gusts around 300 kilometers, was the most powerful storm ever recorded in Tongan waters and passed directly over the northeast islands of Ha'apai and parts of Vava'u. The Prime Minister endorsed a state of emergency declaration for Ha'apai and Vava'u the same day. Despite the low casualty rate, the cyclone caused significant damage to homes, infrastructure and vegetation in 18 villages the islands of Ha'apai and Vava'u. Around 5,000 people were directly affected and more than 3,500 people were left homeless. Priority areas for immediate response are shelter, water, food security, education and psychosocial support services.

At the national level the main coordination body for response is the *National Emergency Operations Committee* (NEOC) with the National Emergency Office (NEMO) acting as the Secretariat. On Wednesday 22 January, the NEOC took the decision to develop the **TC Ian Response Plan** to address the short and medium terms needs of the effected population. Clusters for each key sector were formulated to ensure coherent approaches led by Government agencies with support from development partners. Clusters included: Health, Education, WASH, Shelter and Housing, Logistics, Food Security & Livelihoods, Safety and Protection, Public Works, Communications, and Power. In total 81 activities have been articulated addressing needs in 11 clusters costing approximately T\$88million. A significant portion of these activities now focus on early to medium term recovery and reconstruction.

Moving towards medium to longer term recovery and reconstruction, the Government will activate the *National Emergency Recovery Committee*. A more detailed **recovery and reconstruction plan** will be developed through this committee and will build on the relevant areas already outlined in this Response Plan. The committee is represented mainly of central line agencies and NGOs.

### UNDP support for disaster recovery

A major role of the Bureau for Crisis Prevention and Recovery (BCPR) of the United Nations Development Programme (UNDP) is to support Governments in the formulation and implementation of programmes and projects in an immediate crisis and recovery context. At the same time, BCPR supports the Resident Coordinators in leading early recovery efforts at the country level on behalf of the UN system. BCPR's support in post disaster is organized around three key areas: conducting post disaster assessments; coordination of recovery activities; and recovery programming for countries.

### Objective and Outputs of Assignment

The *overall objective* of this assignment is to support the Government of Tonga in transitioning toward full recovery following Tropical Cyclone Ian. The assignment is subject to some adjustments, depending on: 1) requests from the Government of Tonga; and 2) funding availability. The specific objectives from this assignment are as follows:

- i) To assist the Government of Tonga in coordinating recovery aspects of the Tropical Cyclone Ian Response Plan



- ii) To assist the Government in transitioning to towards post-cyclone recovery and reconstruction planning
- iii) To design and initiate the implementation of a gender-inclusive livelihood recovery programme in affected communities, based on lessons learned from the previous livelihood recovery project in Niutaputapu (following the tsunami of September 2009).

#### **Activities and Expected Deliverables**

1. **Support the Government in the implementation, monitoring and evaluating the ‘Tropical Cyclone Ian Response Plan’:**
  - Provide advisory support to the National Emergency Management Office of Tonga through the NEOC and the clusters on recovery aspects in the implementation of the Response Plan.
  - Provide technical assistance to NEMO in reporting back to the Government of Tonga and UN system on the implementation progress of the ‘Tropical Cyclone Ian Response Plan’ (monthly reports).
2. **Assist the Government in transitioning towards medium to longer term planning:**
  - Support the Government, through the Clusters, in designing and conducting additional assessments for post-cyclone recovery as required, ensuring collection of sex-disaggregated data and identification of gender issues;
  - Support the Government, through the National Emergency Recovery Committee (NERC), in formulating a recovery and reconstruction plan (April 2014);
  - Draft an analysis report on the lessons learnt and best practices from recovery assessments and coordination in Tonga (April 2014).
3. **Design and initiate the implementation of a livelihoods recovery programme in affected communities as a follow-up to the next phase of recovery:** design and initiate the implementation of a gender-inclusive Cash-for-Work Programme in Ha’apai, in close consultation with the Government of Tonga. Key deliverables from this assignment should include:
  - Develop a Programme on a Cash for Work Programme in Ha’apai following the success in Niutaputapu and integrating it in the next phase of Recovery Plan (February, 2014)
  - Develop a Work Plan for the Cash-for-Work Programme in Ha’apai and initiation of its implementation (March, 2014)

**Annex 3: Risk Log**

Risk Log						
1.	Type of risk: Financial	Project Formulation Stage:	Funds not disbursed to project on time	<u>Impact:</u> Implementation of project activities will be delayed <u>Probability:</u> Medium <u>Counter</u> <u>Measures:</u> Project will be Direct Implementation Modality	Status: Date:	UNDP
2.	Type of risk: Financial	Running Stage:	<u>Risk:</u> Coordination of the different agencies.	<u>Impact:</u> Delay delivery of activities <u>Probability:</u> Medium <u>Counter</u> <u>measures:</u> Project coordinator to liaise and coordinate with responsible parties.	Status: Date:	UNDP
3.	Type of risk: Logistical	Running Stage:	<u>Risk:</u> Transportation	<u>Impact:</u> Delay delivery of activities <u>Probability:</u> Medium <u>Counter</u> <u>measures:</u> Project coordinator to liaise with Government counterparts, responsible parties and existing projects to cost share on transportation.	Status: Date:	UNDP

4.	Type of risk: Operational	Running Stage:	<u>Risk:</u> Time frame to implement	<u>Impact:</u> Delay delivery of activities <u>Probability:</u> High <u>Counter measures:</u> Project to consider planting fast yield climate resistant crops	Status: Date:	UNDP
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#### Annex 4: Monitoring Plan

<b>Quarterly progress reports, including Financial (Combined delivery reports)</b>	End of each quarter (April/July/Sept)	Progress to be reported in the UNDP template	Measurement of progress/ indicators Explanations for slippage and variance against budget Risk Log	Project Coordinator
<b>Review of Progress</b>	(April/July)	Progress to be reviewed by the project board including monitoring of the Capacity Development Plan	Risks/issues/ progress reviewed and analyzed Action recommended	Project Board UNDP
<b>Annual Reports</b>	Q3 2014 (for JTC/JSM)	Annual report in the format prescribed in the Prodoc/Mgt Arrangements	Annual report based on QPRs to be compiled for review by an Annual Review Mtg	Project Coordinator
<b>Terminal Report (Annual</b>	February 2015.	UNDP Terminal Report Format, Lessons Learned log		Project Coordinator

### **Annex 5 - Terms of Reference: Project Coordinator**

The key functions of the project coordinator are provided as follows:

- Coordinate and plan for the delivery of project inputs; including recruit of international experts, national experts, training and equipment.
- Prepare annual/quarterly work plans based on inputs from stakeholders.
- Assist with the direct implementation of the project based on UNDP procedures, rules and regulations.
- Assist with recruitment of all project staff through close liaison with Government and UNDP Suva.
- Monitor and assist the delivery of inputs to achieve outputs according to UNDP procedures and produce quarterly work plans.
- Work closely with Government counterparts on technical aspects of the project.
- Produce project progress reports and plan annual review meetings of the project.
- Ensure that project reports, including the terminal reports and documentation on best practices and lessons learnt are delivered.
- Assist with the management and accounting for all project finances, including quarterly financial reporting and maintain project budget.
- Assist in documenting outstanding project experiences for dissemination to all stakeholders, including national policymakers, planners and donors.