**United Nations Volunteers (UNV) Programme**

**Project Document**

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| **Project Title:** | UNV Support to UNDP Comprehensive Disaster Risk Management Programme (CDRMP) | |
| **UNV Strategic Framework Outcome(s):** | **Outcome 1:** UN entities are more effective in delivering their results by integrating high quality and well supported UN volunteers and volunteerism in their programmes | |
| **UNV Programme Tree Outcome (s):** | **UNV\_Outcome 1:** Volunteerism is integrated in UN system projects that promote community-focussed resilience for environmental management, climate change and DRR | |
| **UNV Global Programme Outputs(s):** | **Output 1.1**: Community resilience in urban settings in South Asia and Sub-Sahara Africa strengthened in UN system projects  **Output 1.4:** Local disaster preparedness plans with emphasise on the social inclusion – of women, youth, people with disabilities and other marginalized people – developed with 20 communities  **Output 2.3:** Communities’ DRR planning and response mechanisms established and  strengthened, with a gender perspective, in 10 countries | |
| **Expected Output(s):** | **Output 1:** Strengthened Emergency Operation Centers in 2 districts  **Output 2**: Communities fully aware of the need for and means to (re)build safely in alignment with the National Building Code | |
| **Executing Entity:** | UNDP | |
| **Brief Description**    The proposed project will streamline volunteerism as a strategic resource to strengthen disaster management capacities and the awareness of the communities on national reconstruction with technical assistance for implementation of the National Building Code and safe construction. Within this context, it is anticipated that communities will be prepared for hazards and supported in managing those, thereby reducing vulnerabilities. UNV’s experience in immediate mobilization of volunteers in disaster situations combined with its capacity to integrate volunteerism as a development resource for recovery and reconstruction will be applied systematically in achieving expected results.  The project will be implemented jointly with UNDP. | | |
| **Programme Period:** 2016 - 2017  **Key Result Area**  Outcome 1  **(Strategic Framework)**  **Atlas Project ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Start date:** 2016 **End Date** 2017  **PAC Meeting Date**  **Management Arrangements** DIM | | **Total resources required** $ 72,000  **Total allocated resources:** $ 72,000     * **UNV** $ 72,000     **Unfunded budget:**  **Fully Funded:** |
| Agreed by: Date:  xxxxxxxxx, Executive Coordinator | | |

Annex (C)

**SSP/I Annual Work Plan**

(for Small Scale Projects/Initiative SSP/I larger than USD 30,000 and below 150,000)

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| **SSP/I Title:** (UNV Support to UNDP Comprehensive Disaster Risk Management Programme) | | **Focal Point:** Yvonne Maharoof-Marathovouniotis | **Country:** Nepal | **Total Budget: USD 75,000** |
| **Year:** 2016 | **Global Project Title:** Community Resilience for Environment and Disaster Risk Reduction | | **Is this SSP/I related to an existing Global Project activity?**   1. **Yes:** (Please insert existing activity number) 2. **No:** A new project will be created by project team | |
| **Is this SSP/I related to an existing Global Project Output?:**   1. **Yes:** Output 1: Volunteerism is integrated in UN system projects that promote community-focussed resilience for environmental management, climate change and DRR | | |
| **Background and Expected Results:**  Background  Following the April 2015 earthquake in Nepal and its succeeding aftershocks, UNV immediately put in place a rapid facility to deploy UN Volunteers to support relief & recovery efforts. UNV likewise earmarked funding from the Special Volunteer Fund as additional support to mid/long-term recovery efforts, in anticipation of the release of the results of the Post Disaster Needs Assessment (PDNA).  Based on this, UNVHQ missions identified programmatic interventions where volunteers and volunteerism can add value to disaster response strategies under development by UN agencies and government. During a senior management mission, discussions also took place between Government and the UN wherein UNV’s commitment to support recovery and reconstruction efforts was clearly communicated.  Following the release of the PDNA findings at a donor conference, UNDP developed the Early Recovery Strategy and Rehabilitation Program, which highlights the role of community ownership, youth leadership and volunteerism to build back better. It further elaborates that community action in response to disasters is one of the most visible expressions of volunteerism. UNV and UNDP then entered into jointly supporting the recovery efforts of the government based on the PDNA results with debris management and safe demolition through 89 national UNV engineers in 3 districts who engaged over 4000 cash for work workers of whom 41% were women. They managed over 3377 damaged structures (103 public building and 3274 private houses and paved way for reconstruction).  The proposed initiative responds to the needs identified in the PDNA and complements the support the existing Japan-UNDP partnership with UNDP focusing on building capacity of the local government on NBC compliant building permit systems, and strengthening service delivery. The PDNA identified areas where it sees need for strengthening enforcement of building codes for safer construction. The PDNA elaborates the types of resources it will require for recovery and Disaster Risk Reduction and highlights the need to optimize the spirit of volunteerism and institutionalize a community based approach.  Expected Results  In this context, the project aims to strengthen the disaster management capacities and the awareness of the communities. It is divided into 2 main outputs, addressing preparedness, coordination and technical knowledge in both institutional level (output 1) and community level (output 2). The expected outcomes are the following:   1. To strengthen the Emergency Operation Centres  * Improving preparedness of the districts to plan for and respond to disaster, by supporting better linking, potential impact outlooks and effective communication between DEOCs and at risk-communities. * Coordinating capacities and mechanism at districts by orientations for district authorities and other stakeholders, collection of information from every level and conduct of simulations, meeting, reviews, etc.  1. Awareness of the communities of the need for and mean to (re)build safely  * Establishing a building support centre and mechanisms for weekly orientations. * Supporting women’s groups and networks active engagement on housing reconstruction. * Establishing a Code Compliant Building Permit System, providing support on technical and orientation issues through mobilization of volunteers. * Training engineers, masons (women and men) and masonry trainers to enhance the building sector in safe construction. | | | | |

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| **EXPECTED OUTPUTS**  *And baseline, associated indicators and annual targets* | **PLANNED ACTIVITIES**  *List activity results and associated actions* | **TIMEFRAME** | | | | **RESPONSIBLE PARTY** | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount |
| Output 1: Strengthened Emergency Operation Centers in 2 districts  *Baseline:*   * DEOCs performing below functional benchmarks * DEOC does not serve as a disaster information centre at district level (DDRC relies on DLSA for DPRP development and review)   *Indicators:*   * DEOCs performance meeting basic functional benchmarks including EWS * DEOC serving as a disaster information center at district level[[1]](#footnote-1)   *Targets:*   * DEOCs performance meeting basic functional benchmarks including EWS * 2 DEOCs serving as disaster information centres in 2 districts | **Activity Result 1: Preparedness of the districts to plan for and respond to disasters enhanced through strengthened EOCs**   * 1. Support the linking of 2 DEOCs and CBEWSs with the DHM 72-hour weather (rainfall) forecasts   2. Support 2 DEOCs to formulate potential impact outlooks, based on past disasters and impacts   3. Support 2 DEOCs to communicate such outlooks to at-risk communities through SMS from DEOC to community leaders and heads of local disaster management committees, and district / sub-district authorities | X | X | X | X | UNDP  DDRC at district level | UNDP | Equipment/ workshops/ events/ meetings/ consultancies/ travel | 68,900 |
|  | **Activity Result 2: Coordination capacities and mechanisms at districts for disaster preparedness strengthened**   * 1. 2 Orientation trainings for district authorities and other stakeholders on hazard and capacity information collection   2. Collection of information from communities at risk, local authorities and other stakeholders by collaborating with ongoing community based disaster preparedness initiatives in 2 districts   3. Conduct of 4 simulations/ drills and coordination meetings as well asperiodic reviews/ updates of the preparedness/ contingency plans   4. 3 NUNV placed in 2 DEOCs and 1 NUNV in NEOC | X | X | X | X | UNDP, UNV | UNDP, UNV | Workshops/ events/ meetings/ consultancies/ travel/3 NUNVs | 28,000  **35,000 (UNV)** |
| **Output 2:** Communities fully aware of the need for and means to (re)build safely in alignment with the National Building Code  ***Baseline 1:*** The targeted municipalities do not have mechanisms to provide information to home builders on safe construction  *Indicators:*  # of municipalities set up mechanisms to provide information to home builders on safe construction  *Targets:*  - 4 municipalities have set up mechanisms to provide information to home builders on safe construction  ***Baseline 2:***  Masons in rural areas have not received training on safer construction  ; Engineers in municipalities have not yet been trained on NBC implementation  *Indicators:*  # of engineers in municipalities trained on NBC implementation    # of masons trained for safer construction disaggregated by gender  *Targets:*  - 30 engineers are trained in each municipality on NBC implementation  - At least 90 masons trained for safe construction in each target municipality | **Activity Result 1:** Awareness among people on safer building construction increased |  |  |  |  |  |  | Consultancy Services, Equipment, Travel, publications, producing material | 68,200 |
| 1.1 Establish mechanisms for weekly orientations in the 3 municipalities | X | X | X | X | UNDP | UNDP |
| 1.2 Establish a building construction support centre in each municipality in form of of a technology demonstration unit/ building construction technology support centre.   * Support establishment and operation of the centre. | X | X | X | X | UNDP | UNDP |
|  |  |  |  |  |  |
| 1.4 Support Women’s groups and networks active engagement in housing reconstruction through 3 events | X | X | X | X | UNDP | UNDP |
| **Activity Result 2:** Code Compliant Building Permit System established, operationalized |  |  |  |  |  |  | Consultancy Services, Equipment, Travel, publications, producing material | 100,550 |
| 2.1 Support municipalities to establish the processes for issuing code-compliant building permits  - Preparation of 3 flyers and brochures on building codes through volunteers | X | X | X | X | UNDP | UNDP |
| 2.2 Provide technical support to the building permit section engineer   * Preliminary examination of building drawings submitted for municipal approval in 3 municipalities | X | X | X | X | UNDP | UNDP |
| 2.3 Provide support to enforce code-compliance in 3 municipalities.   * Volunteer based monitoring of field implementation of building codes * Mobilization of volunteers to monitor compliance in construction and in land use |  | X | X | X | UNDP | UNDP |
| 2.4 Support 1 municipality to develop Risk Sensitive Land Use Plan (RSLUP) for the municipality; update building bye-laws accordingly and integrate into building permit system   * Assist technical experts and support engineers for the preparation of RSLUP and updating building-bye laws | X | X | X |  | UNDP | UNDP |
| **Activity Result 3:** Human resource capacity for safe building construction at municipal level increased |  |  |  |  |  |  | Salaries, Consultancy Services, Equipment, Travel, publications, producing material | 60,300  **35,000 (UNV)** |
| 3.1 Training of engineers and sub-engineers on building codes implementation through 3 events | X | X |  |  | UNDP | UNDP |
| 3.2 Training of masons (women and men) in municipalities on safe construction through 9 events and creation of a roster of trained masons   * Coaching of masons and local constructors through on-the-job approach * Training provided to masons and local constructors on seismic resistant building, RSLUP, use of locally available resources and NBC | X | X | X | X | UNDP | UNDP |
| 3.3 Training of trainers (TOT) for Mason’s training through 3 events   * Preparation of training manuals and support in training   3 NUNV based in 3 municipalities |  | X | X |  | UNDP, UNV | UNDP, UNV |
| Monitoring and Institutional Effectiveness | DPS Support |  |  |  |  | UNV | UNV | Monitoring Travel and Apportionment of staff salaries | 2,000 |
| TOTAL |  |  |  |  |  |  |  |  | **72,000** |

# Management Arrangements

The UNV Programme Advisory Board will serve as the Project Board and will be chaired by the DEC and include as permanent members: Chief of Communications Section (CS), Chief of Development Programming Section (DPS), Chief of Finance Section (FS), Chief of Peace Programming Section (PPS), Chief of Partnerships Section (PS), Chief of Results Management Support Section (RMSS), and Chief of Volunteer Knowledge and Innovation Section (VKIS). The Programme Coordination Section (PCS) will serve as a Secretariat to the Project Board.

**Project Manager**

Portfolio Manager South Asia, DPS

**Project Assurance**

Chief, DPS

**Project Support**

UNV Field Unit

UNV Project Coordinator / Assistant

**Project Organisation Structure**

**UNV Programme Advisory Board**

Chiefs – DPS, PCS, RMSS

**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 Manager, including approval of project plans and revisions. In order to ensure UNV’s ultimate accountability, Project Board decisions should be made in accordance to standards[[2]](#footnote-2) 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 Chief of DPS. 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.

**Project Manager:**

The Project Manager with support from the UNV Programme Officer will have the authority to run the project on a day-to-day basis and is responsible for day-to-day management and decision-making for the project, within the constraints laid down by the Project Board. In addition, the Project Manager will ensure that the necessary programming, financial and legal procedures are followed. The Project Manager will also assume the responsibility of liaison / interface with different UNV sections and other partners, to coordinate the implementation and monitoring of the project. The Project Manager’s prime responsibility is to ensure that the project procedures follows the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Project Manager for this project will be Portfolio Manager for South Asia at UNV headquarters.

**Project Assurance:**

Project Assurance is the responsibility of each Project Board member; however, the role is delegated to the Chief of DPS. 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 Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Manager.

**Project Support:**

The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the project or Project Manager. The provision of any Project Support on a formal basis is optional. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

The administrative support needed for this project will be supported by a Portfolio Associate for South Asia at UNV headquarters.

1. * DEOC serves as a secretariat to DDRC and coordinates DPRP review processes

   [↑](#footnote-ref-1)
2. 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, which of UNDP shall apply. [↑](#footnote-ref-2)