



**United Nations Development Programme**  
**Country: St Vincent and the Grenadines**  
**Project Document**

<b>Project Title</b>	Strengthening Disaster Risk Reduction in St Vincent and the Grenadines
<b>UNDAF Outcome(s):</b>	Enhanced capacity of national, sub-regional and regional institutions and stakeholders to effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards; improved energy efficiency and use of renewable energy; improved policy, legal, regulatory and institutional frameworks for environmental and energy governance
<b>Expected CP Outcome(s):</b>	Enhanced capacity of national, sub-regional and regional institutions and stakeholders to effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards; improved energy efficiency and use of renewable energy; improved policy, legal, regulatory and institutional frameworks for environmental and energy governance
<b>Expected Output(s):</b>	Strengthened community resilience Improved National Disaster Risk Management structures and mechanisms
<b>Implementing Partner:</b>	Central Planning Division, Ministry of Finance and Economic Planning
<b>Responsible Parties:</b>	National Emergency Management Organisation, UNDP Barbados and the OECS

**Brief Description**

UNDP Barbados and the OECS has provided support to St Vincent and the Grenadines in the area of disaster risk reduction and specifically through the national partner, the National Emergency Management Organisation (NEMO). Based on the workplan of NEMO and priorities established at the national level including implementing the Comprehensive Disaster Management Strategy (2006 – 2012) and the Hyogo Framework for Action (2005 – 2015), the focus of the support has been in three specific areas, notably:

- Public awareness and education (PAE) in DRR
- Community Resilience
- Enhancing national DRR structures, including in emergency communications, post disaster assessment and recovery.

The project will build on the areas of support provided by UNDP over the period 2013 to 2014. The specific areas for attention will include:

- PAE for multiple natural hazards, including tropical storms, tsunamis and volcanoes
- An evaluation of the UNDP Support to DRR during the period 2008 – 2012
- Enhanced community resilience through capacity building and emergency communications

Programme Period:	2013 - 2014
Key Result Area (Strategic Plan):	_____
Atlas Award ID:	_____
Start date:	September 16 <sup>th</sup> 2013
End Date	December 31 <sup>st</sup> 2014
PAC Meeting Date	September 9 <sup>th</sup> 2013
Management Arrangements	NIM

2013 AWP budget:	\$20,000
Total resources required	\$50,000
Total allocated resources:	_____
• Regular	\$50,000
• In-kind Contributions	

Agreed by Central Planning Division:

Agreed by UNDP:


## I. RESULTS AND RESOURCES FRAMEWORK

<p><b>Intended Outcome as stated in the Country Programme Results and Resource Framework:</b>  Enhanced capacity of national, sub-regional and regional institutions and stakeholders to effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards; improved energy efficiency and use of renewable energy; improved policy, legal, regulatory and institutional frameworks for environmental and energy governance</p>				
<p><b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b> Number of countries with improved capacities for disaster preparedness and response at national and community levels</p>				
<p><b>Applicable Key Result Area:</b> Knowledge transferred on the scope, structure and organisation of the Centres for local disaster risk management through south-south cooperation</p>				
<p><b>Partnership Strategy:</b> National Implementation</p>				
<p><b>Project title and ID (ATLAS Award ID):</b> Strengthening Disaster Risk Reduction in St Vincent and the Grenadines</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p><b>Output 1:</b> An effective mechanism &amp; programme for comprehensive disaster management knowledge has been established</p> <p><b>Baseline:</b> <i>St Vincent and the Grenadines has employed a rigorous PAE strategy for multiple hazards with a specific focus on hurricanes and community awareness and resilience based on the CDM Strategy. UNDP has supported this area consistently over the past 5 years. While the awareness of hurricanes remains high the country is still vulnerable to these and other hydrometeorological events resulting in landslides and flooding. Additionally, raising awareness of other hazards is vital to generating more resilient</i></p>	<p>Targets (year 1)</p> <ul style="list-style-type: none"> <li>Heighten awareness of all hazards among communities with a specific focus on hurricanes, tsunamis and storm surges</li> </ul> <p>Targets (year 2)</p> <ul style="list-style-type: none"> <li>Revised preparedness and education strategies for 2 or 3 communities</li> </ul>	<p>1 Detailed and sustained Education programme for all six hazards</p> <ul style="list-style-type: none"> <li>Preparing and designing templates for all 6 hazards, and the printing of materials for the identified hazards</li> </ul> <p>2 Annual Public Education Programme on Hurricane Hazards is promoted</p> <ul style="list-style-type: none"> <li>Exhibitions and in-community events with a focus on the vulnerable communities of: Georgetown, Kingstown, Belle Isles to Fitz Hughes</li> </ul> <p>3 Revision of community based strategies and plans</p>	NEMO	<p>Supplies, local consultants, local meetings</p> <ul style="list-style-type: none"> <li>\$30,000</li> </ul>

<p>communities.</p> <p><b>Indicators:</b> Detailed and sustained Public Education programme for all six hazards</p> <p><b>Output 2:</b> Assessment of the impact of UNDP support to the DRR program in St Vincent and the Grenadines from 2008 to 2012</p> <p><b>Baseline:</b> While 50% or more of TRAC resources has supported the SVG DRR programme, there has not been an independent evaluation of this area to inform the future investment in this area noting the declining resources available and the new UNDAF and CPAP</p> <p><b>Indicators:</b> Evaluation complete</p>	<p>Targets (year 1)</p> <ul style="list-style-type: none"> <li>• Availability of Evaluation report</li> </ul> <p>Targets (year 2)</p> <ul style="list-style-type: none"> <li>• Development of revised UNDP strategy to support DRR in SVG</li> </ul>	<p>1 Evaluation of TRAC support to DRR activities in SVG</p> <ul style="list-style-type: none"> <li>▪ contract a consultant</li> <li>▪ review documentation and discuss with stakeholders</li> </ul> <p>2 UNDP monitoring and evaluation of activity</p> <ul style="list-style-type: none"> <li>▪ Communication</li> <li>▪ Travel</li> </ul> <p>3 Project Board meeting to review results of evaluation and proposed new initiatives</p>	<p>Central Planning, NEMO, UNDP</p>	<p>Consultants, travel, meeting costs</p> <ul style="list-style-type: none"> <li>• \$20,000</li> </ul>
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## II. ANNUAL WORK PLAN

Year: 2013

EXPECTED OUTPUTS <i>And baseline, associated indicators and 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 1:</b> An effective mechanism &amp; programme for comprehensive disaster management knowledge has been established</p> <p><b>Baseline:</b> St Vincent and the Grenadines has employed a rigorous PAE strategy for multiple hazards with a specific focus on hurricanes and community awareness and resilience based on the CDM Strategy. UNDP has supported this area consistently over the past 5 years. While the awareness of hurricanes remains high the country is still vulnerable to these and other hydrometeorological events resulting in landslides and flooding. Additionally, raising awareness of other hazards is vital to generating more resilient communities.</p> <p><b>Indicators:</b> Detailed and sustained Public Education programme for all six hazards</p> <p><b>Targets:</b> Heighten awareness of all hazards among communities with a specific focus on hurricanes, tsunamis and storm surges</p> <p><b>Related CP outcome:</b> Enhanced capacity of national, sub-regional and regional institutions and stakeholders to effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards ....</p>	<p>1. Detailed and sustained Public Education programme for all six hazards</p> <ul style="list-style-type: none"> <li>- Preparing and designing templates for all 6 hazards, and the printing of materials for the identified hazards</li> </ul>					NEMO	UNDP	Local consultancy, Publications, Goods	5,000
	<p>2. Annual Public Education Programme on Hurricane Hazards is promoted</p> <ul style="list-style-type: none"> <li>- Exhibitions and in-community events with a focus on the vulnerable communities of: Georgetown, Kingstown, Belle Isles to Fitz Hughes</li> </ul>					NEMO	UNDP	Local consultancy, Publications, Goods	2,500

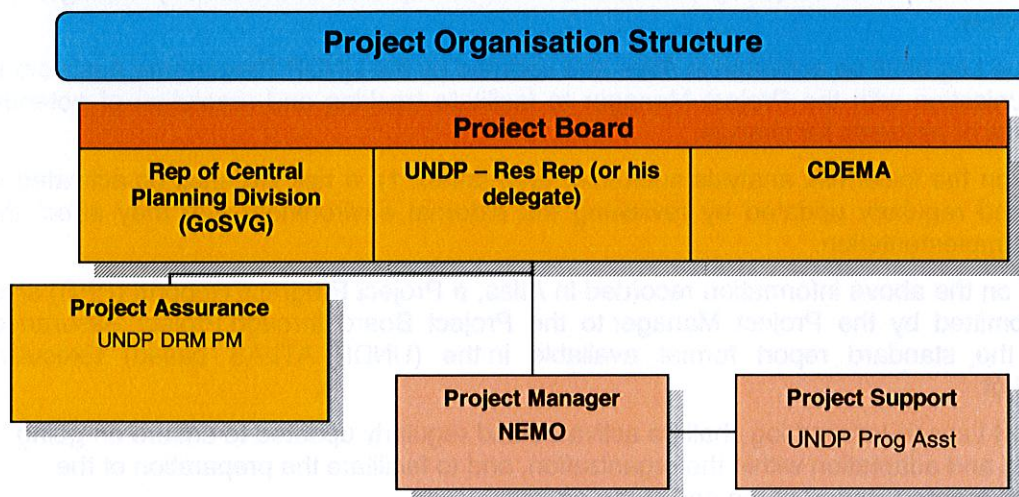
EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount
<p><b>Output 2:</b> Assessment of the impact of UNDP support to the DRR program in St Vincent and the Grenadines from 2008 to 2012</p> <p><b>Baseline:</b> While 50% or more of TRAC resources has supported the SVG DRR programme, there has not been an independent evaluation of this area to inform the future investment in this area noting the declining resources available and the new UNDAF and CPAP</p> <p>Indicators: Evaluation complete</p> <p><b>Targets:</b> Report available to inform 2014 to 2016 programming</p> <p><b>Related CP outcome:</b> Enhanced capacity of national, sub-regional and regional institutions and stakeholders to effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards ....</p>	<p>1. Evaluation of TRAC support to DRR activities in SVG</p> <ul style="list-style-type: none"> <li>- contract a consultant</li> <li>- review documentation and discuss with stakeholders</li> </ul>					UNDP	UNDP	10,000
	<p>2. UNDP monitoring and evaluation of activity</p> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Travel</li> </ul>					UNDP	UNDP	2,500
<b>TOTAL</b>								<b>20,000</b>

### III. MANAGEMENT ARRANGEMENTS

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the [Project Document - Deliverable Description](#) to complete this component of the template.

Use the diagram below for the composition of the Project Board.



#### UNDP Support Services

UNDP will provide direct payment to suppliers of services. Additionally UNDP will support the Evaluation through preparation of the draft terms of reference and assist in selecting the consultant.

#### Collaborative arrangements with related projects

The initiative will closely collaborate with DIPECHO funded and UNDP implemented Community Alerts Project, particularly relating to tsunami and coastal hazards public awareness and education in three pilot communities.

#### Summary of the inputs to be provided by all partners

The National Emergency management organisation (NEMO) will coordinate and directly execute the PAE activities and link this to its multi-year work program. Central planning will be responsible for the Evaluation with support from UNDP and NEMO.

#### Agreement on intellectual property rights and use of logo on the project's deliverables

All materials and communication relating to the activities supported will reflect the government of St Vincent and the Grenadines and UNDP Barbados and the OECS.

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## IV. 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 quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the UNDP Programme Assistant in communication with the Project Manager 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.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the (UNDP ATLAS based) Executive Snapshot.
- 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 Manager 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 2013 or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for 2014. 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.

*In case a project evaluation is required, please indicate the justification and proposed timing for the evaluation. A project evaluation is required only when mandated by partnership protocols such as GEF. However, a project evaluation may be required due to the complexity or innovative aspects of the project.*



## Quality Management for Project Activity Results

<b>OUTPUT 1: An effective mechanism &amp; programme for comprehensive disaster management knowledge has been established</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	Public Education programme for all six hazards	Start Date: July 2013 End Date: Dec 2014
<b>Purpose</b>	Enhancing public awareness to the multiple natural hazards faced and the necessary DRR activities to be undertaken in order to reduce vulnerability	
<b>Description</b>	<ul style="list-style-type: none"> <li>Preparing and designing templates for all 6 hazards, and the printing of materials for the identified hazards</li> <li>Exhibitions and in-community events with a focus on the vulnerable communities of: Georgetown, Kingstown, Belle Isles to Fitz Hughes</li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Materials and programmes design and implemented to meet the targets specified	Materials and programmes produced and disseminated	
Target communities reached and influenced	NEMO regular reporting including biennial HFA monitor and annual CDM audit	
<b>OUTPUT 2: Assessment of the impact of UNDP support to the DRR program in St Vincent and the Grenadines from 2008 to 2012</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	Programme M&E	Start Date: October 2013 End Date: Nov 2013
<b>Purpose</b>	Review of current and recent past support to disaster risk reduction from TRAC activities to determine outcomes of this support	
<b>Description</b>	<ul style="list-style-type: none"> <li>Evaluation of TRAC support to DRR activities in SVG                             <ul style="list-style-type: none"> <li>contract a consultant</li> <li>review documentation and discuss with stakeholders</li> </ul> </li> <li>Monitoring of programme deliverables</li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Evaluation report completed and approved	Review of programme deliverables against budget	December 2013
	Review of expenditure against planned budget	

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## V. LEGAL CONTEXT

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner 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 implementing partner'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 the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner] .

The Implementing Partner 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/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/further to this Project Document".

### ANNEXES

**Risk Analysis:** An assessment of risks that may affect the project should be conducted during the formulation. Please refer to the section "[Defining a Project](#)".

Use the standard [Risk Log template](#)

Please refer to the [Deliverable Description of the Risk Log](#) for instructions

**Agreements:** Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs<sup>1</sup> (where the NGO is designated as the "executing entity") should be attached.

**Terms of Reference:** TOR for key project personnel should be developed and attached

**Capacity Assessment:** Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

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<sup>1</sup> For GEF projects, the agreement with any NGO pre-selected to be the main contractor should include the rationale for having pre-selected that NGO.