

United Nations Development Programme
Country: Barbados and the OECS
2015 Annual Work Plan

Project Title: Strengthening Disaster Risk Reduction in St. Vincent & the Grenadines

Implementing Partner: Government of St. Vincent & the Grenadines

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

- **State the specific development challenge or gap that this AWP is addressing.**

St Vincent and the Grenadines is a Participating State of the Caribbean Disaster Emergency Management Agency (CDEMA), and as a result has adopted the Enhanced Comprehensive Disaster Management (CDM) Strategy 2014-2024, based on a revision of the 2007-2012 Strategy. St Vincent and the Grenadines has also ratified the Hyogo Framework for Action (HFA) 2005-2015 strategy. The CDM Strategy was amended to improve monitoring and implementation using a results-based management approach and more importantly, sought to have greater alignment to the HFA which all countries also adopted.

Through this project UNDP will continue to build on the support to the Comprehensive Disaster Management (CDM) Strategy led by the Caribbean Disaster Emergency Management Agency and the Hyogo Framework for Action to advance disaster risk reduction in St. Vincent & the Grenadines. This will be seen through investments in hazard mapping and vulnerability assessments; support to early warning systems; and continued capacity development of disaster risk reduction infrastructure. Where necessary, the development and implementation of recovery strategies will also be central to disaster risk reduction mainstreaming and will be formulated around poverty reduction and democratic governance strategies, with emphasis on sustainable livelihoods and inclusive consultative processes. Also central to activities for the period will be strengthening the links between the disaster risk reduction and climate change adaptation agendas, and improving disaster response and assessment capabilities at both the national and regional levels.

- **Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:**
 - Changes in attitudes and access to decision making through awareness raising, brokering, convening**
 - Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making
 - **Changes in the lives of individuals and communities through implementation for inclusive development**
 - **List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.**
 - Continued awareness building to hazards
 - Strengthening of communication strategies through the enhancement of the Common Alerting Protocol Based Early Warning System (EWS)
 - Developing mechanisms for continued capacity development of the EWS
 - Developing mechanisms for continued national capacity in baseline data collection
 - **List the gender issues in this AWP and specific ways in which they will be addressed.**

Representatives of respective agencies may be dominated by male officers

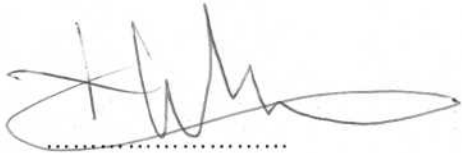
 - Recommend agencies seek to have some gender balance in the representatives at the training
 - Recommend the national gender agency be represented in capacity building initiatives and identification of priorities
 - **List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.**

Programme Period:	2012 - 2016
Key Result Area (Strategic Plan):	_____
Atlas Project ID:	_____
Atlas Output ID	_____
Start date:	January 2015
End Date	December 2015
Implementation modality	__NIM__

2015 AWP budget:	_____	39,500	_____
MULTI YEAR INDICATIVE Budget _____			
<i>(Subject to the availability of the necessary funds to the UNDP)</i>			
• Regular	_____		
• Other:			
○ TRAC		39,500	
○ Donor	_____		
○ Government	_____		
In-kind Contributions (GEF)	_____		

Agreed by UNDP:

Agreed by Implementing Partner: National Emergency Management Organisation (NEMO) and Central Planning Division (CPD)



Howie Prince
 Director
 NEMO



Laura Anthony-Browne
 Director of Planning

I. ANNUAL WORK PLAN

Year: 2015

Key area of UNDP strategic Plan: Disaster risk reduction better integrated into development planning and disaster response and recovery improved

UNDAF / CPAP OUTCOME 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

CPAP OUTCOME Indicators Number of updated and tested contingency plans per country

CONTRIBUTING TO CPAP OUTPUT Disaster risk reduction better integrated into development planning and disaster response and recovery improved

CONTRIBUTING TO CPAP 5 year target

Annual OUTPUTS	PLANNED ACTIVITIES	Month of completion	RESPONSIBLE PARTY	PLANNED BUDGET		
				Funding Source	Budget Description	Amount ¹
Output 1 Reconstruction process for the tourism sector commenced	Tourism Disaster Plan Developed	May - October	Ministry of Tourism and NEMO	UNDP	Local Consultants	5,000
	Literature Review Consultations and workshops Report writing				Training workshops and	3,000
	Sub-total					8,000
Output 2 Census Training conducted	National Workshop on data collection methodologies for census data	May - August	Central Planning Division, Statistical Department, NEMO	UNDP	Training Workshops and	4,000
	Sub-total					4,000
Output 3 St. Vincent & the Grenadines CAP based	Installation and testing of CAP	April - June	NEMO	UNDP	Local Technical Expert	2,800
	Training workshop for activators,				Meeting costs (meals, printing of	1,800

EWS enhanced	requestors and approvers of the EWS				documents)	
	Sub-total					4,600
	Planned Activities	Month Completion	of Responsible Party	Funding Source	Budget Description	Amount
Output 4 Public Education and outreach	Volcano Awareness Activities					
	School Outreach					
	<ul style="list-style-type: none"> ▪ Presentations in schools on volcano science 	April	NEMO and SRC	UNDP	Preparing of materials and provision of meals for SRC and NEMO Staff	800
	Presenting and Testing of Revised Draft Volcano Emergency Plan					
	<ul style="list-style-type: none"> ▪ Consultant to present revised plan to stakeholders 	April	NEMO, Consultant, SRC	UNDP	Consultant guides the presentation of the revised plan	1,852
	<ul style="list-style-type: none"> ▪ Presentation and testing of the NVEP 	April	NEMO, Consultant	UNDP	Workshop and simulation exercise	1,800
	<ul style="list-style-type: none"> ▪ Printing of NVEP 	April - May	NEMO	UNDP	Printing of plans	848
	Education Field Tour					
	<ul style="list-style-type: none"> ▪ Transportation ▪ Refreshments 	April April	NEMO NEMO	UNDP	Transportation of students Provision of a meal after field tour	1,300 1,200
	Hurricane Awareness Activities					
	Public Education and Outreach					
	<ul style="list-style-type: none"> ▪ Transportation and Refreshments ▪ Printing of Materials 	May - August	NEMO	UNDP	Whistle Stops	4,000 3,500
	Sub-total					15,300

	Planned Activities	Month of Completion	Responsible Party	Funding Source	Budget Description	Amount
Output 5 Strengthening of the National Emergency Operations Centre (NEOC)	Presentation of the Standard Operating Procedures for the NEOC <ul style="list-style-type: none"> ▪ Orientation Workshop to NEOC SOP ▪ Printing of SOPs 	May - June	NEMO	UNDP	Workshop and Orientation Exercise	2,000 1,600
	Sub-Total					3,600
TOTAL IN USD						
	Monitoring and Evaluation					3,000
	Administrative Costs					1,000
			AWP GRAND TOTAL IN USD			39,500

II. MANAGEMENT ARRANGEMENTS

The project will be executed by the Government of St. Vincent and the Grenadines using the UNDP national implementation (NIM) modality.

Audit arrangements

An independent evaluation and audit may be conducted at the end of the project

III. 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:

- A. **MONTHLY PROGRESS REPORT:** The Implementing Partner, in consultation with the project teams, will provide brief monthly updates on progress against planned activities and budgets. These monthly reports will be provided in the format provided at **Annex1**. These monthly reports will be consolidated, as required, by UNDP's quality assurance team for progress review meetings.
- B. **ONE TIME RISK LOG:** Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. This will be completed by UNDP project assurance team in consultation with the Implementing partner. Use the standard Risk Log template
- C. 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.
- D. **ANNUAL REVIEW REPORT:** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. The reporting format at **Annex 2** will used to provide brief description of results achieved in the year against pre-defined annual targets.
- E. **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.

IV. LEGAL CONTEXT

The project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The Executing Agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

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

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

V. ANNEXES

Annex 1 – Monthly progress report format

Project Title						
Implementing Partner						
Month/Year						
Annual Outputs	Planned activities	Month of completion	Responsible party	Budget	Monitoring framework	
				Amount	Cumulative Expenditures	Progress towards meeting AWP annual outputs
TOTAL						

Annex 2 – Annual progress report format

Key area of UNDP strategic Plan:			
UNDAF / CPAP OUTCOME			
CPAP OUTCOME Indicators			
CONTRIBUTING TO CPAP OUTPUT			
CONTRIBUTING TO CPAP 5 year target			
Project title			
Implementing partner			
Year			
Annual Outputs	Allocated budget	Total Expenditure	Progress on planned outputs and key successes
1			
2			
3			
Policy results and any additional results achieved			
Lessons learned, project shortcomings and solutions			
Follow-up Actions			

Annex 3

Agreements: as applicable, any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs² (where the NGO is designated as the "executing entity") should be attached.

Annex 4

Capacity Assessment: as applicable, results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

² 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.