

27/1/2020



UN Development Programme Vanuatu - Cty Pgmm

Project: 00082472
Project Title: VU Adapt. to CC-Coastal Zones FSP
Start Year: 2014
End Year: 2020
Implementing Partner: Vanuatu Min. of Climate Change
Responsible Parties: UNDP
 Vanatu Min. of Climate Change
Revision Type: General Revision 6

Budget (US\$) as of Last Revision on 27-January-2020		
Donor	Fund	Amount
GEFTrustee	62160 GEF LDC/NAPA Programme Actv	170,744.28
Total Budget (2020 and Beyond)		170,744.28
Total Utilization (2019 and Prior)		7,867,028.16
Project Total		8,030,000.00
Unprogrammed/Unfunded		-7,772.44

Project Description:

Budget Revision Done to Program Funds for 2020, to facilitate Project Closure

Agreed by: Loraini Sivo *[Signature]*
Agreed by: Kevin Petrini *for Kmainoga - DIC-RSD 29/1/20*
Agreed by:
Agreed by:

* Unprogrammed amount is from the trace funds not included in the tot award amount
 Budget Template + clearance email from BKK regarding the 2020 budget attached.

Budgets Cleared:
 Luisa Aresand
 27/01/20



Annual Work Plan

Vanuatu - Cty Pgmm

Project: 00082472
 Project Title: VU Adapt. to CC-Coastal Zones FSP

Report Date: 27/1/2020


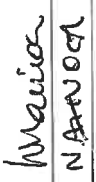
Year: 2020

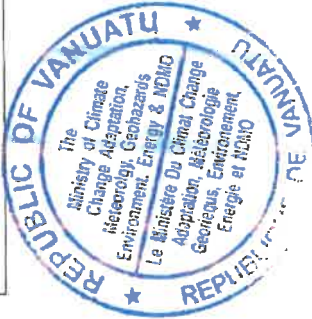
Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00091375 VU Adapt to CC-Coastal Zones	CC Governance	1/8/2014	31/12/2018	Vanatu Min. of Climate Change	62160	GEFTrustee	71300	Local Consultants	38,745.28
				Vanatu Min. of Climate Change	62160	GEFTrustee	71600	Travel	20,806.03
	Integrated Community Appr	1/8/2014	31/12/2018	Vanatu Min. of Climate Change	62160	GEFTrustee	72100	Contractual Services-Companie	49,440.32
	Knowledge management	1/8/2014	31/12/2018	Vanatu Min. of Climate Change	62160	GEFTrustee	71300	Local Consultants	11,752.65
				Vanatu Min. of Climate Change	62160	GEFTrustee	71600	Travel	10,000.00
	Project Management	1/8/2014	31/12/2018	UNDP	62160	GEFTrustee	74500	Miscellaneous Expenses	10,000.00
				Vanatu Min. of Climate Change	62160	GEFTrustee	71300	Local Consultants	20,000.00
				UNDP	62160	GEFTrustee	74100	Professional Services	10,000.00
TOTAL								170,744.28	
GRAND TOTAL								170,744.28	

BIENNIAL EXPECTED RESULT with annual indicators and targets against planned activities	List all activities including M&E to be undertaken during the year towards stated Agency 2016 output or Biennium Expected Result	Q1	Q2	Q3	Q4	(government or NGO partner)	Source of Funds	Budget Description	Amount (USD)
<p>5 YEAR OUTPUT: To improve the resilience of the coastal zone to the impacts of climate change in order to sustain livelihoods, food production and preserve and improve the quality of life in targeted vulnerable areas.</p> <p>OUTCOME 1: Integrated Community Approaches to Climate Change Adaptation</p> <p>Output 1.2.3 Improved resilience through climate proofing of selected public conveyance infrastructure (roads, bridges, etc. implemented by the Public Works Department) in the coastal zone in at least 6 priority vulnerable coastal communities</p>	<p>Component 1: Integrated community approaches to climate change adaptation</p> <p>Activity:</p> <ul style="list-style-type: none"> - Facilitate retention and pending contract payment 					Government of Vanuatu, Ministry of Climate Change Project Implementation Unit (PIU)	GEF	72100	\$49,440.32
								Subtotal Activity Result 1.0	49,440.32
<p>Outcome 3.1: Climate change adaptation enabling policies and supportive institutions in place.</p>	<p>Component 3: Climate Change Governance</p> <p>Activity:</p> <ul style="list-style-type: none"> - Financial Project Closure – NEX Advance Acquittals 					Government of Vanuatu, Ministry of Climate Change Project Implementation Unit (PIU)	GEF	71300 Local Consultants 71600 Travel	38,745.28 20,806.03
								Subtotal Activity Result 3.0	59,551.31

UNDP – Government of Vanuatu Annual Work Plan (AWP) 2020

SIGNATURE PAGE

<p>On behalf of implementing partner</p> <p>Approved by: _____ Signature:  Name: Esline Garaabiti Title: Acting Director General, Ministry of Climate Change Adaptation, Meteorology, Geo-hazards, Environment and Energy</p>	<p>On behalf of United Nations Development Program- Multi-Country Office</p> <p>Approved by: _____ Signature:  Name: W N Aarvog Title: OIC - RSD</p> <p>Date: 27/01/2020</p> <p>Date: 30/1/20</p>
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Loraini Sivo

From: Nittaya Saengow
Sent: Thursday, December 19, 2019 3:22 AM
To: Loraini Sivo
Cc: Luisa Katonibau; Josua Turaganivalu
Subject: RE: VCAP Budget for 2019 and 2020

Dear Loraini:

Our number is pretty much similar then, if excluding the NEX.

You could put the budget with that amount you got \$171K. When Daranee reviews this, I will let her know that you are trying to clear 2018 NEX in Jan.
For other PMC cost, you may need to charge to other technical outcome for the time being, for urgent payment.

Otherwise, you could reverse the cost of local consultant (#71300) from PMC to Outcome 3 as its local consultant expense is still underspent. Then, you have more resources under the PMC budget.

Best, Nid

From: Loraini Sivo <loraini.sivo@undp.org>
Sent: Wednesday, December 18, 2019 11:36 AM
To: Nittaya Saengow <nittaya.saengow@undp.org>
Cc: Luisa Katonibau <luisa.katonibau@undp.org>; Josua Turaganivalu <josua.turaganivalu@undp.org>
Subject: RE: VCAP Budget for 2019 and 2020

Hi Nid,

As per our records, we only have 2 PO for the total amount which I have included already in the calculation below. The same if for the NEX advance as we had cleared the 2018 NEX advance in Jan 2019. Can you please cross check this again. Also if I cannot allocate budget under PMC can I put it under the outcome budget – this will be for the audit cost and the salary of the coordinator ??

Regards

Total Award	8,030,000.00		
Less Exp 2015-2018	<u>7,392,254.90</u>		
	637,745.10		
Less 2019 Exp	423,028.40	<u>538,000.00</u>	2019 ASL
Less 2019 POs	8,404.76		
Less 2019 o/s nex	<u>34,575.00</u>		
Available Balance	<u>171,736.94</u>		

Cc: Luisa Katonibau <luisa.katonibau@undp.org>

Subject: RE: VCAP Budget for 2019

Hi Nid,

Can you please confirm as per analysis of Luisa that we have \$171,736 as available balance. The expenses is inclusive of outstanding Nex Advance and PO.

If so, then my figures for highlighted below for 2020 is correct. I am trying to reflect this on the excel spreadsheet but need to know the correct figure that I will have to work with.

Regards

From: Loraini Sivo

Sent: Tuesday, December 17, 2019 3:40 PM

To: Nittaya Saengow <nittaya.saengow@undp.org>

Cc: Luisa Katonibau <luisa.katonibau@undp.org>

Subject: RE: VCAP Budget for 2019

Sorry ignore my email below.

I will send revised figure in AWP and we can take discussion from there...

Cheers

From: Loraini Sivo

Sent: Tuesday, December 17, 2019 3:22 PM

To: Nittaya Saengow <nittaya.saengow@undp.org>

Cc: Luisa Katonibau <luisa.katonibau@undp.org>

Subject: RE: VCAP Budget for 2019

Hi Nid,

Below is the details of what I will programme for 2020 and budget revise down of 2019.

The total allocation for 2020 will be 172,000 and budget revision of 2019 will be \$466,008 (470,000 rounding off) from ASL of 538,000

The 2020 budget will include the following:

1. Retention amount of 2 contracts issued by government. As per contract issued by government, this will need to be paid after 1 year of the completion of work. UNDP will make RDP payments on this or we will release it as advance in 2020. Government – \$51,000
2. Overspending of advance which will be sorted out in Dec, noting that we have doing a lot of to and fro communication with Treasury and they are still sending us incorrect amount. We want to make sure that this cleared before the audit in Feb - \$90,000
3. Audit – 10K
4. Final Payment of Contract – 15,000
5. Salary for Project Coordinator till March (for audit and follow up on audit gaps) – 6,000

Regards

Total Award	8,030,000.00
Less Exp 2015-2018	<u>7,392,254.90</u>
	637,745.10

Also my question on programming remaining funds for 2020. Can this happen or do we have to spend everything this year ??? There is a contractor procured by government that still needs to be paid however we are still holding money back because they have not completed their work yet.

Looking forward to your advise.

Thank you

From: Nittaya Saengow <nittaya.saengow@undp.org>
Sent: Friday, December 13, 2019 1:06 AM
To: Loraini Sivo <loraini.sivo@undp.org>
Subject: RE: VCAP Budget for 2019

Dear Loraini:

Would it be possible to create and commit a PO for audit cost within this year 2019 & set the due date for 2020? You may need to consult with your procurement.

As long as PO is approved this year, you should be able to proceed with audit payment even for next year.

By the way, there are DPC expenses charged to all technical components, rather than the PMC budget.

Please reverse those costs, highlighted in the attached, to PMC budget. You may also consider to re-allocate other costs, such as printing cost from PMC to other tech. components instead.

After the reversal, and the next year audit cost, the total PMC expenses shouldn't exceed the PMC approved budget (\$ **380,000**).

Thank you. Best, Nid

From: Loraini Sivo <loraini.sivo@undp.org>
Sent: Thursday, December 12, 2019 11:03 AM
To: Nittaya Saengow <nittaya.saengow@undp.org>
Subject: VCAP Budget for 2019

Hi Nittaya,

We currently have a delayed spending on VCAP on this year's budget because of delayed work on a contractor so I want to know if we need to do budget programming for 2020. It looks like that we may be paying them at least by the 2nd week of Jan the latest.

Also VCAP is scheduled for a audit next year and we will have to pay for the audit exercise. Can you please advise what I should do.

Looking forward to your advise.

Regards

Award 82472 Dept B0439 Vanuatu
 Project ID 51375
 Title Adaptation to Climate Change in the Coastal Zone in Vanuatu
 Total Grant 8,030,000
 Period (5 Yrs-Oct 2014-Sept 2019)

UNDP GEF Budgeting Requirements
 Ensure that Total Amount Budgeted is within Project Balance. Budgets are expected to be aligned with available funding for the duration of the project.
 The use of following Budget Lines is not allowed in UNDP-GEF Projects:
 75100 (F&A), 72700 (Hospitality), 73500 (Reimbursement Costs), R, starting with 6xxxx (possible with DIM modality or UNDP support to NIM).
 Total Project Management Cost cannot exceed the amount approved in the ProDoc.
 Budget re-allocations among components in the project cannot exceed 10% of the total project grant.
 The introduction of new budget items/components cannot exceed 5% of original GEF allocation.
 Any Direct Project Cost must be charged to Project Management Costs (PMC) and cannot exceed the approved PMC amount in the Project Document.
 Total budget lines for Miscellaneous (74500) and Supplies (72500) should not exceed 3%-5% of the total budget.
 Ensure that any change or variations from the original budget are reasonable, justified and realistic.

GEF Outcome/Activities	Responsible Party (Implementing Agency)	Fund ID	Donor Name	Original budget from ProDoc - TBWP				Cumulative Expenses				revised 2019 AWP	2020	Total expenditure by end of project	+/-40,000\$ change from TBWP	Budget revision explanation for changes +/- 40,000 USD	
				Atlas Budgetary Account Code	ATLAS Budget Description	Total (USD)	Exp 2015	Exp 2016	Exp 2017	Exp 2018							
No act				72210	Equipment & Furniture		636.22							636.22	-		
				76120	Realized Loss		360.19	2,589.23	588.25					29,632.52	29,632.52		
				71660	Dep Exp Owned		44.16	1,440.75	1,440.75					4,322.25	4,322.25		
				71670	Dep Exp Owned		1,040.57	530.22	530.22					1,534.82	1,534.82		
				Total				(618.26)	2,559.22					16,918.70	36,586.00		
				71200	International Consultants		121,893.00	104,136.48	111,855.94					482,487.78	-186,112.22		
				71300	Local Consultants		1,330,400	129,297.73	324,798.92					484,964.62	-845,435.38		
				71600	Travel		302,100	142,595.09	271,936.54					754,143.49	452,043.49		
				72100	Contractual Services - Companies		2,110,800	16,592.09	204,130.83	823,242.59				2,603,150.10	492,350.10	Retention amount/pending contract payment	
													303,719.90	49,440.32			
				72200	Equipment & Furniture		269,700	11,245.00	73,346.62	261,149.29				291,229.71	21,529.71		
				72800	Information Technology/Equipment		23,430	1,311.67	13,916.33	718.49				36,995.91	13,585.91		
				72500	Supplies		47,430	10,414.41	6,145.66	13,219.50				33,772.24	-13,657.76		
				73400	Rental & Maint of Equip		151,480	41,635.21	16,875.12	16,875.12				63,576.52	-87,901.48		
				74200	Individual & Printing		110,620	23,967.14	9,939.94	1,469.04				35,390.12	-75,229.88		
				72100	Contractual Services-Companies		656,000							-	-654,000.00		
				74500	Miscellaneous		15,000	4,796.53	762.93	559.64				6,406.25	-8,593.75		
				75700	Training, Workshop & Conference		316,440	1,037.09	53,609.44	40,916.71				103,808.36	-212,631.64		
				71400	Staff related Cost-Others		0	1,708.31	1,708.31	3,404.47				5,782.42			
				71400	Service Contracts-Individuals		0	11,204.62	5,724.68	37,374.78				77,846.40			
				73100	Rental & Maint of Equip		0	11,259.51	4,230.28	2,564.71				18,054.50			
				76500	Realized Loss		104,020			696.56				19,441.14	-19,441.14		
				72300	Materials and goods		0	716.50	35,631.14	176,842.78				618,522.47			
				74710	Land transport		0		49,817.34	15,202.08				65,080.32			
				72400	Communication and Audio visual equipment		0	11,930.85	2,488.87	320,347.15				338,279.93			
					TOTAL OUTCOME 1		6,000,000	241,031.19	843,130.74	2,465,804.47			303,719.90	49,440.32	6,000,000.00	0.00	
				71200	International Consultants		147,000							19,507.50	-127,492.50		
				71500	National Consultants		84,000		20,157.13	(3,174.31)				52,669.40	-31,330.60		
				71600	Travel		24,600		15,517.11	23,776.71				58,466.93	33,866.93		
				72400	Equipment & Furniture		0			17,249.44				87,239.75			
				72800	Information Technology/Equipment		0		1,594.54	29,572.37				31,166.91			
				72500	Supplies		0	92.12	391.82	396.44				1,093.75			
				73400	Rental & Maint of Equip		6,000		1,100.02	1,374.68				2,474.70	-3,525.30		
				75700	Training, Workshop & Conference		55,000		6,776.67	(577.54)				11,095.76	-43,940.24		
				72100	Contractual SVC Companies		0		273,275.93	341,253.56				683,529.49			
				74500	Land transport		0		20.48	61.05				81.53			
				74700	Land transport		0		9,671.07	7,694.32				10,490.58			
				76100			0	92.12	-1,161.28	(5,310.55)				-5,590.45			

23400						3,278.41			3,278.41
71400						10,686.95			10,686.95
64998			772.01			337.74			1,385.96
63335						426.00			426.00
74500						223.53			223.53
TOTAL OUTCOME 5	380,000	42,772.60	68,173.03	84,556.85	21,406.88	410,000.00			410,000.00
TOTAL	8,030,000	299,344.34	1,337,288.48	3,116,912.67	2,638,671.23	170,745.28			8,030,000.00

Note

Steps to be taken during budget revision process: Cumulative expense till 2018

Country Office will do: Revised 2019 AWP
 1. excel sheet to be submitted to RCU for approval
 Total Expenses
 2. upon RCU approval, budget uploaded to Atlas, send budget to KK. Inform RCU and submit AWP generated from Atlas.
 Allocated Budget
 RCU will do: Balance to Date for 2020

3. ASL request submitted by RCU to regional MPFS