

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

Project Title: Community Alerts Project - An effective implementation in the Caribbean through integrated Early Warning Systems

Implementing Partner: UNDP Barbados and the OECS

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

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

The communities targeted under the present action are located in low lying coastal areas, and are therefore particularly vulnerable to rapidly forming events generating flood both from rainfall and from coastal hazards such as storm surges. Tsunamis are also a threat which tends to be overlooked. The Caribbean is a region prone to Earthquakes, and other phenomenon such as submarine landslides and underwater volcanoes (Kick'em Jenny offshore of Grenada and the Grenadines) are potentially tsunamigenic. In addition to a particular exposure, these communities have comparatively higher vulnerabilities caused by their lack of preparedness. Economic risks are also important since assets are concentrated in low-lying areas subject to flooding and coastal hazards.

It is therefore up to community stakeholders to take an active role in enhancing their state of readiness, on a long term basis, as well as during disasters lead-time. Unfortunately, incentives for community action are still largely dominated by the impact of disasters themselves. Currently, communication at the national level and in particular between, national disaster management authorities and communities is not efficient nor robust as there is not the necessary redundancy to support emergency situations. This has implications for effective preparation for and response to hazard events and related disasters. Their specificities (disabled, minority groups, languages etc.) are not adequately considered by usual medias such as the radio broadcast. The challenge of alerting communities is multiple: an effective alert must be issued in multiple formats to reach the larger proportion of the population. Most importantly, it must be robust (consistent), intelligible and trusted. If a tsunami approaches, the lead-time can be of the order of a few minutes to an hour, and minutes spared can save lives. Currently existing systems are challenged to reach all publics segments in all time and in a coherent and effective manner. While "scientific" components of the EWS are being addressed by several regional projects reinforcing forecasting capacities such as the CIMH-lead ERC project and the DEWETRA platform, much remains to be done to achieve a risk information flow from forecaster to population at risk, through coordinated national mechanism.

- **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.**
 - Work in terms of policy and protocols
 - Strengthening of communication strategies including the introduction of the Common Alerting Protocol
 - Some alerting systems may apply for the entire island (like Radio broadcast interrupt)
 - Some communication tools (for instance website) would not be limited to the targeted communities
- **List the gender issues in this AWP and specific ways in which they will be addressed.**
 - Effective alerting to communities at risk would need to incorporate gender analysis, noting that the differing publics, with varying resources, responsibilities and perspectives need to be understood to be effectively reached
- **List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.**
 - This initiative was developed from an earlier one and can provide a clear proof of concept.
 - The three pilot countries will be expected to cooperate with each other in the development of the EWS. The experiences and lessons learnt are also expected to be shared with other territories for possible replication.

Programme Period:	2015
Key Result Area (Strategic Plan):	_____
Atlas Project ID:	86915
Atlas Output ID	74562
Start date:	June 2013
End Date	March 2015
PAC Meeting Date	13 May 2013
Implementation modality	DIM

2014 AWP budget:	USD 34,775
MULTI YEAR INDICATIVE Budget	_____
<i>(Subject to the availability of the necessary funds to the UNDP)</i>	
▪ Regular	_____
▪ Other:	
○ ECHO	34,775
○ TRAC	
○ Donor	_____
○ Government	_____

Agreed by UNDP: Ibraheem

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	Funding Source	Budget Description	Amount ¹
Output 4						
2 Communities equipped with a redundant alerting system in Grenada	Testing at community level		UNDP	DIPECHO	meeting workshops and	500
	Sub-total					500
Output 5						
Communications and Outreach	Travel and Logistics		UNDP	DIPECHO	Miscellaneous	22,000
						22,000
TOTAL IN USD						22,500
	Project staff salaries and project management expenses²					10,000

Annual Audit, Evaluations, Micro assessment costs ³			0,00
	AWP TOTAL IN USD		32,500
	7% General management services ⁴		2,275
	AWP GRAND TOTAL IN USD		34,775

2 Costs for communication and state offices will **not** be charged to each core funded AWP separately. For non-core projects this will be charged up to 2%.

3 Once a project has incurred expenditure for micro-assessment, do not budget for it in subsequent years.

4 This is chargeable on third party cost sharing

II. MANAGEMENT ARRANGEMENTS

The project will be directly executed by UNDP Barbados and the OECS SRO using the UNDP direct implementation (DIM) modality. The achievement of the impacts identified, including sustainability of the interventions, will require close linkages with existing regional institutions (e.g. CDEMA, CIMH), some of which will serve as implementing partners where most suitable. Reinforcement of institutional and project management capacities will be a key capacity development objective to ensure sustainability of the intervention.

As the Implementing Agent, UNDP SRO will assign a project manager and will also have support of a finance associate and other administrative functions in the SRO. The Project Manager will report to the Deputy Resident Representative through the Programme Manager for Disaster Risk Reduction.

Project Board: The Project Board (PB) is responsible for making management decisions for the project when guidance is required by the Project Coordinator, including recommendation for UNDP/Implementing Partner approval of project revisions. 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 the latter's tolerances (i.e. constraints normally in terms of time and budget) have been exceeded. The Project Manager acts as the secretary to the Board and is responsible for convening meetings, preparing meeting documents and follow up on Project Board recommendations. The Project Board will meet every three to six months and can meet extraordinarily whenever circumstances require.

This group plays three roles:

- Executive representing the project ownership to chair the group
- Senior Supplier role to provide guidance regarding the technical feasibility of the project
- Senior Beneficiary role to ensure the realisation of project benefits from the perspective of project beneficiaries.

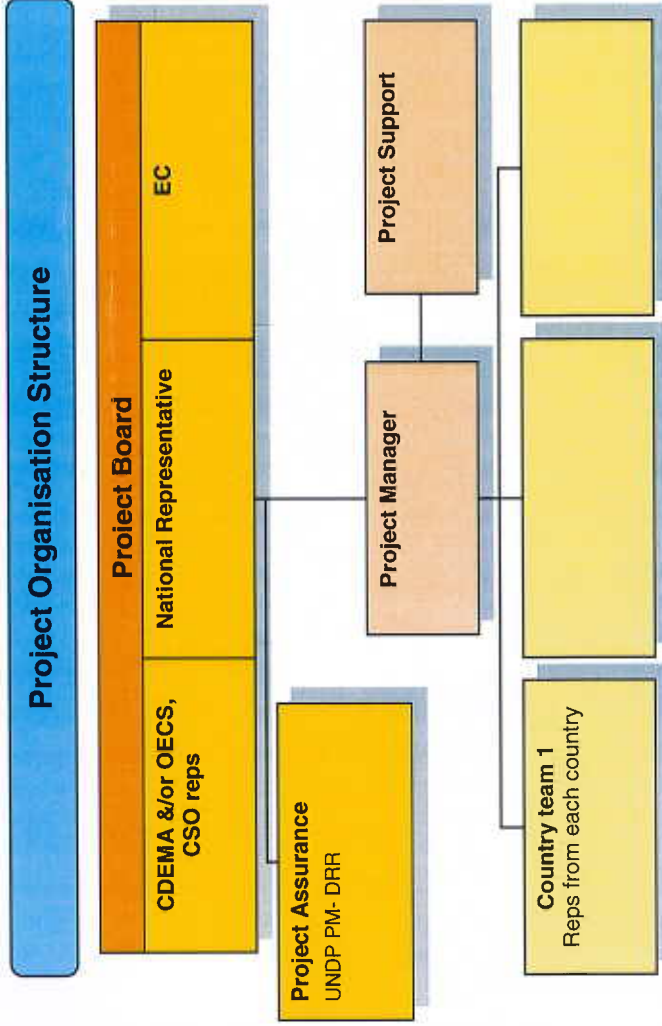
The Executive role will be held by UNDP Barbados and the OECS SRO.

The Senior Supplier role will be held by ECHO

The Senior Beneficiary role will be held by representatives of the three pilot countries

Project Assurance is the responsibility of each Project Board member. However, the role can be delegated to a UNDP Programme Manager in consultation with the Project Board. 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 Manager: The Project Manager will be appointed by UNDP Barbados and the OECS and provided the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints they lay down, including preparing and revising work plans, technical support to the Project Board, ensuring project activities are carried out within budget and supervising the technical and administrative support personnel.



Collaborative arrangements with related projects

This project will collaborate with other ECHO partners and DIPECHO projects. The project will also seek to build on the structures within the countries and target communities. Finally the project will be aligned with the revised CDEMA-led CDM Strategy 2015 – 2025.

Prior Obligations and Prerequisites

The methodology to be applied will be consistent with the approaches agreed between UNDP BCPR, the World Bank and other development partners at the global level. The approach will also be consistent with the Damage and Loss Assessment (DaLA) methodology adapted by the UN ECLAC Caribbean office to meet the needs of small developing states such as those in the Caribbean.

Summary of the inputs to be provided by partners

UNDP Barbados and the OECS

- Implementing Agency providing project coordination

National Governments

- Coordination of local engagement and definition of priorities

Target communities

- Host online and modular PDNA course

Audit arrangements

An internal evaluation may be conducted at the end of the project

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

Based on UNDP ECHO grant Agreement

- Funds can **be transferred as:** a) direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner; and b) direct payments to vendors or third parties for obligations incurred by UN agencies in support of activities agreed with Implementing Partners. Advance fund transfers shall be requested and released for programme implementation periods not exceeding three months. Reimbursements of previously authorized expenditures will be requested and released quarterly or after completion of activities. The UNDP shall not be obligated to reimburse expenditure made by the Implementing Partner over and above the authorized amounts. Also Partner needs to report interest earned immediately to UNDP through next submitted FACE Form.

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 **Annex 1**. 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 be 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

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

UNDP will 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/qa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

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 NGOs⁵ (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)

⁵ 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.