

 <p>United Nations Development Programme Pacific Office in Fiji</p>	<p>BACK TO OFFICE REPORT (BTOR) EDCR Project Mission to Kosrae Submitted by: Anthony de la Cruz Date Submitted: 2 December 2019</p>
<p>1. Practice Area: Resilience and Sustainable Development (RSD) 2. Service Line(s):</p>	
<p>3. Mission Period (incl. of travel \days): From: 25 to 30 November 2019</p>	
<p>4. Type of Mission</p> <p><input checked="" type="checkbox"/> Oversight/Monitoring <input type="checkbox"/> Event Related <input type="checkbox"/> Resource Person <input type="checkbox"/> Training/Knowledge sharing <input type="checkbox"/> Others (specify):</p>	<p>5. Clients</p> <p>Kosrae State Government</p> <ul style="list-style-type: none"> • Disaster Coordination Office • Police • Transportation and Infrastructure (T&I) Office
<p>6. Purpose of Mission:</p> <p>To coordinate delivery certification and asset management procedures for the UNDP rescue equipment for Kosrae State and to meet with project partners</p>	<p>7. Documents, Materials, Resources from Mission</p> <ul style="list-style-type: none"> • UNDP transfer of title signed by Kosrae State government officials • Bill of Lading with government clearances • Declaration of Impartiality (for evaluation of tree-clearing equipment)
<p>8. Mission Member(s) (include consultants if any)</p> <p>Anthony de la Cruz Victorina Loyola</p>	<p>9. Cost (for RCC staff only)</p> <p>Air ticket = DSA and Terminals =</p>
<p>10. Brief Summary of the Mission:</p> <p>The EDCR Project Mission to Kosrae was conducted to perform the needed procedures and obtain the required documents for the release of the rescue equipment, which were purchased by the EDCR Project, from the Kosrae Port and facilitate its delivery to the Police Office which is the intended end-user. Meetings with the project stakeholders, particularly the Disaster Coordination Office, Police, and Transportation and Infrastructure (T&I) Office, were held to touch-base with Kosrae-based partners and discuss project updates.</p> <p>10A. Findings</p> <p><u>Delivery of rescue equipment</u></p> <ul style="list-style-type: none"> • UNDP and Mr Nena William, Special Assistant for Disaster Management/Disaster Coordination Officer from the Office of the Governor, went to different government offices to secure the required clearances needed for the release of the equipment from the port. These offices were: 1) Finance Office; 2) Customs; and 3) Port Authority. Relevant government clearances were stamped on the bill of lading. • The rescue equipment were transported from the port to the Police Office and were jointly inspected by UNDP and Mr William. It was verified that the delivered equipment matched the items listed in the UNDP Purchase Order (PO). • The serial numbers of each equipment were documented and indicated in the Transfer of Title of Assets. The document was signed by Mr Rinson Phillip, Chief of Police, and Mr William. It was explained to Mr Phillip and Mr William that the document will be sent to UNDP Fiji for the signature of UNDP officials, after which a copy of the document with complete signatures will be emailed to them for their record. 	

Meetings with stakeholders

- **Disaster Coordination Office.** The meeting focused on the various procedures and documents that needed to be carried out jointly by UNDP and Mr William during the mission. Regarding the evaluation of bids for the tree-clearing equipment where Mr William is an evaluation panel member, UNDP requested Mr William to sign the declaration of impartiality and informed him that UNDP is currently preparing the evaluation report for final review of the panel. Mr William signed the declaration form and submitted it to UNDP.
- **Police.** UNDP informed Mr Phillip that the procurement of the fire truck is currently in the latter stages of evaluation and is expected to be finalized before the end of the year. It was relayed to Mr Phillip that the fire truck will be delivered nine months from the confirmation of the purchase order. Mr Phillip and Mr William expressed concern because the last information they had received from UNDP was that the fire truck would arrive by February 2020. Their office had likewise designated a number of firefighters for training, and they are just waiting for the fire truck to arrive so that the training may proceed. UNDP informed Mr Phillip and Mr William that originally UNDP had requested bidders to deliver within four months, so that the fire truck would reach Kosrae approximately by February 2020, but the bidders requested for nine months due to the combined time needed for manufacturing the vehicle and transporting it by sea. Mr Phillip and Mr William understood the situation and noted the difficulty.
- **Transportation and Infrastructure (T&I).** For the first time, UNDP met with the Director and a staff of T&I and updated them regarding the ongoing procurement of the forestry bucket truck and tree-clearing equipment. UNDP emphasized to T&I that the equipment were being purchased within the context of the EDCR Project the objective of which are to improve disaster preparedness, and response in case of disasters; hence, the use of such equipment must be oriented towards such objective. UNDP relayed to T&I that the procurement of the forestry bucket truck and tree-clearing equipment are both in the final stages, and that delivery would be six months and five months, respectively, from the issuance of the purchase order, essentially for the same reasons behind the delay of the delivery of the fire truck. It was also mentioned to them that once the equipment arrive in Kosrae next year, UNDP will explore the possibility of holding an inauguration to be joined by officials from UNDP, Kosrae State and Embassy of Japan.

10B. Results Achieved (concrete outputs)

- Transfer of Title of Assets signed by Chief of Police and Disaster Coordination Officer
- Bill of Lading stamped with government clearances
- Declaration of Impartiality signed by Mr Nena William

10C. Expected Outcome(s) and Impact

- Transfer to Title to be processed further within UNDP

11. Key counterpart (s) and persons you met in each location and their contact details:

- **Disaster Coordination Office** – Mr Nena William, Special Assistant for Disaster Management/Disaster Coordination Officer
- **Police** – Mr Rinson Phillip, Chief of Police
- **Transportation & Infrastructure (T&I) Office** – Director and staff (name unavailable)

12. Follow-up Action Matrix

- Submit signed Transfer of Title of Assets to UNDP Fiji for further processing, together with Bill of Lading
- Once Transfer of Title of Assets has complete signatures, provide copy to:
 - Police – Kosrae State
 - Disaster Coordination Office – Kosrae State
 - DECEM

13. Distribution List (BTOR to be sent to):

- Yoko Ebisawa, Project manager