



**United Nations Development Programme
Country: Georgia
Project Document**

Project Title: **Strengthening National Disaster Risk Reduction Capacities in Georgia**

UNDAF Outcome(s): 3.1. Disaster Risk Reduction (DRR) is a national and local priority with an established, strong institutional basis for implementation.
3.3. A culture of safety and resilience is built at all levels using knowledge, innovation and education.
3.4. Underlying disaster risk factors are reduced, focusing on sustainable environmental and natural resource management.
3.5. Disaster Preparedness for effective response is strengthened at all levels.

Expected CPAP Outcome(s): 3.1. Disaster Risk Reduction (DRR) is a national and local priority with an established, strong institutional basis for implementation.
3.2. Underlying disaster risk factors are reduced, focusing on sustainable environmental and natural resource management.

Expected CPAP Output(s): 3.1.3. A proactive and preventive approach to risk management adopted in legal and policy frameworks.
3.2.3. Environmental concerns and climatic change risk considerations incorporated in national policies, strategies and programmes.

Executing Entity: UNDP
Implementing Entity: UNDP

Brief Description

Over the recent years, prevention of and preparedness for disasters has gradually evolved as a priority for the Government of Georgia (GoG) and progress in addressing disaster risk reduction (DRR) issues was made across various development sectors. However, the national DRR capacity assessment conducted by the UN Country Team and the Government through the inter-agency mechanism of Capacity Assessment for Disaster Reduction Initiative (CADRI) in early 2014 has revealed that traditional approaches focused on emergency response are still prevalent. The concept of DRR, as primarily a development issue is rather new for national and local authorities in Georgia and there is limited awareness of the potential consequences of the lack of risk-informed investment and planning on the economic and human development of the country. The proposed intervention envisages strengthening of the national DRR capacities by (1) provision of technical support, tools and resources to staff involved in national and sectorial planning in order to integrate DRR and recovery related issues into relevant national development programmes/frameworks and (2) strengthening disaster preparedness for effective response based on the recommendations provided by the CADRI assessment mission.

Programme Period:	2011-2015	Total Budget: 871,000 USD
Key Result Area (Strategic Plan):	Disaster Risk Reduction	Total Allocated Resources:
Atlas Award/Output ID:	00082291/00091280	<ul style="list-style-type: none"> • TRAC: 69,000 USD • Adaptation Fund: 302,000 USD
Start Date:	5 December, 2014	Total Budget Requested from BCPR:
End Date:	30 November, 2016	500,000 USD
BPAC Meeting Date:	<u>23 10 2014</u>	Unfunded Budget: N/A
Management Arrangements:	DIM	

Agreed by UNDP:

Niels Scott, Resident Representative

Date:

5/11/2014

I. SITUATION ANALYSIS

Introduction

Georgia belongs to a highly hazard-prone region where natural hazards (floods, flash floods, landslides, mudflows, snow avalanches, earthquakes, hail, heavy rains, storm winds, and droughts), coupled with significant levels of exposure and vulnerability, severely affect the national economy and human development, damaging significantly agriculture lands, buildings, roads, other public infrastructure and private assets. According to the Government, over the last 40 years, 70% of the territory experienced natural hazards of hydro-meteorological and geological origin. The disaster risk zones encompassed more than 3,000 settlements; more than 400,000 houses and facilities, 1.5 million ha of agricultural lands and 550km of roads were damaged and/or destroyed; approximately 60,000 households were resettled to other areas. Economic losses from the above mentioned hazards exceeded 14 billion USD, with more than 1,000 human casualties, including 600 people killed since 1987.¹ According to the International Disaster Database, only in 2000-2014 damage caused to Georgia by disasters exceeded the relevant indices of the neighboring countries in the South Caucasus three or more times reaching 646 million USD.²

Climate change projection models also predict even more increase of extreme weather conditions, translating into a heavier and uneven seasonal distribution of precipitation with possible dramatic consequences, with probability of devastating natural disasters.³

Poverty is a major contributor to economic and social vulnerability. Although Georgia is ranked as a lower-middle income country⁴ and has experienced an impressive economic growth⁵ over the recent years, poverty incidence varies between 10 and 45% for extreme poverty depending on the poverty threshold taken into account. In addition, there are regional disparities in poverty rates. Rural poverty rates (24.3%) are relatively higher than urban poverty rates (17.6 %), with the trend towards narrowing the gap interrupted by the 2008 crisis.⁶

Among social groups, households headed by women with children are particularly vulnerable to poverty. These households have fewer resources to cope with and are more vulnerable to various types of shocks and hazards (natural, social, and/or economic).

Georgia, like many other middle income countries is at a stage of its development, where the priority of risk management approaches should be protecting development gains against economic losses, rather than saving lives. A clear illustration of the case is the severe wind and hailstorms observed in East-Georgia on 19 July, 2012 – a medium-size hazard, which resulted in a disproportionate socio-economic disaster, affecting 75,000 people and causing 202 million GEL (123 million USD) losses in economic impacts. Losses were three times higher than the damage, and the private sector suffered ten times more financial impact than the public sector. Overall, 18,500 ha of crops were damaged, mainly high value crops (i.e. fruit and vegetables), affecting about 20,000 farmers. Severe damage also occurred to 5,255 houses and residential buildings, including the apartments of 75 families of internally displaced people in Telavi; 30 schools and kindergartens, affecting 4,442 children; eight Primary Healthcare Facilities, serving around 19,500 people; and, water head works, embankments, roads and energy system lines that supported municipal infrastructure.⁷

Rationale for the Intervention

¹ The Second National Environmental Action Programme of Georgia 2012-2016

² EM-DAT International Disaster Database, Centre for Research on the Epidemiology of Disasters (CRED), <http://www.emdat.be>

³ The Second National Communication on Climate Change in Georgia

⁴ Ranking 75th on the Human Development Index, 2012

⁵ Although the conflict with Russia in 2008 and the global economic crisis brought economic growth to halt, the country's economy recovered quickly with growth rates at almost pre-crisis levels in 2010 and 2011.

⁶ Economic and Social Vulnerability in Georgia 2012, UNDP

⁷ Joint Needs Assessment Report 2012, Georgia

Over the recent years, the Government of Georgia has taken a series of steps in addressing disaster risks in the country aimed at strengthening the institutional and legislative setup, improving disaster preparedness and coping capacities at local and central levels, and supporting integration of disaster risk reduction needs across development strategies, plans and frameworks. However, while DRR is gradually becoming one of the key priorities for the Government and there has been an obvious progress in addressing prevention issues, traditional approaches focused on emergency response – rather than risk reduction – still continue to influence both policy and practice.

Overall institutional arrangement for DRR is scattered and requires improvement for efficient sectorial coordination. Several state institutions are mandated to deal with risk reduction issues through their respective programmes and within their specific sector.

The following institutional structures currently have mandates related to disaster risk reduction (prevention), preparedness and disaster response in Georgia:

- The **Ministry of Environment and Natural Resources Protection of Georgia (MENRP)** recently established the **Natural and Technological Hazards Management Service**. Its functions include participation in coordination and implementation of: state strategy and policies, special state programmes on DRR and planning of natural and manmade disaster risk reduction activities; as well as creation of database on implemented DRR activities and support in hazard mapping and capacity development of Early Warning System under its sphere of competence. The Service aims to support a National Platform for DRR through consultations with national and international stakeholders. The Division hosts an informal forum for DRR stakeholders called the **DRR Think-Tank** of Georgia that unites representatives from about 60 governmental, non-governmental, international organizations, and academia.
- The **Disaster Prevention and Planning Division** and the **Standing Secretariat of Expert-Advisory Council** are both located under EMD. The Disaster Prevention and Planning Division is mandated to coordinate risk reduction, prevention and preparedness activities across the country within its area of competency. The Expert-Advisory Council is mandated to develop a strategy for the implementation of the National Response Plan that would: (i) ensure disaster management with a strong institutional basis for implementation and relevant legal and political framework; (ii) identify, assess and monitor disaster risks and enhance early warning; (iii) ensure knowledge and education related to safety matters during emergencies; (iv) reduce the underlying risk factors of emergency situations; (v) strengthen disaster preparedness for effective response at all levels.
- According to the PM Resolution #38, in January 2014 the **State Security and Crisis Management Council** under the Prime Minister's office has been recently established to adopt the highest level political decisions to ensure state security and crisis management of all types. The Council is mandated to elaborate proposals on preventive and response measures to political, social, economic and ecological threats. The Council also manages **National Crisis Management Center**, that will be activated as needed by the PM and that is equipped with necessary assets and means for functioning. The newly established Council plans to update the existing threat assessment that also defines natural hazards as one of the risks. Based on the revised risk matrix, the Council will define required capacities and resources to develop a risk reduction strategy and 4 year strategic plan for implementation.
- The **National Environmental Agency (NEA)** under the MENRP is mandated to monitor on-going hydro-meteorological, geodynamic and geologic processes, as well as to provide environment pollution monitoring, issue license permits for utilization of natural resources and ensure sound functioning of the respective systems. Until 2014 NEA was funded by MENRP, whereas currently the sources of funding (including for the staff salaries) are provided through service contracts between NEA and state institutions, private entities, donors, etc.
- Monitoring climate change risks lies within the mandate of **Climate Change Division** of MENRP. The unit provides assessments of climate change impacts on sectors of economy and ecosystems and prepares relevant predictions; develops national plan for adaptation to climate change of the

- vulnerable ecosystems and sectors of economy; coordinates development of UNFCCC climate change communications for Georgia and provides inventory of greenhouse gas.
- Regional development policy, introduction of water supply systems, development of integrated state policy on development and designing of networks of secondary and international roads and scientific-technical progress fall under the field of management of the **Ministry of Regional Development and Infrastructure (MRDI)**. The Roads Department of MRDI is primarily responsible for maintenance, rehabilitation and construction of the State owned property (7,000 km. roads). The Roads Department contains different Units, including the Units responsible for monitoring of the construction works and coastal zone protection, rehabilitation and development. MRDI is in charge of municipal planning in accordance with the State Strategy on Regional Development, which lacks consideration of DRR issues and is not based in the risk assessment. At the moment, the regional development program for 2015-2017 is being developed, where DRR issues should also be taken into account. For this purpose, MRDI plans to establish technical working groups where NEA and EMD specialists will be invited to contribute to this process.
 - In January 2014, the **Natural Disaster Prevention and Rapid Response Unit** within the Infrastructure Development Department of the Ministry of Regional Development and Infrastructure was established. The Unit also is mandated to ensure disaster prevention, early warning, response and post-disaster recovery are taken into account in infrastructure planning and development.
 - The responsible agency for urban planning and construction regulation is **Department of Spatial Planning and Construction Policy** of the Ministry of Economy and Sustainable Development. The Department is in charge of development, implementation, coordination, management and monitoring of spatial, urban planning and construction activities, including technical regulations, and building codes.
 - Disaster risk-induced resettlement issues fall under the **Ministry of IDPs from Occupied Territories, Refugees and Accommodation (MRA)**. The Department of Migration, Repatriation and Refugees Issues is mandated by the Ministry to develop system for management of migration caused by natural disasters, the entity provides monitoring of migration processes and prepares predictions and implements resettlement processes induced by natural disaster risks, develops adaptation-integration programme of eco-migrants at new settlements and keeps database.
 - The **Ministry of Labor, Health and Social Affairs (MOLHSA)** is in charge of defining public health policy to be implemented by the relevant public health protection services. At the local level, municipalities are responsible for prevention of public health risks through monitoring of environment and public health through the **municipal public health centers**.
 - The **National Centre for Disease Control and Public Health (NCDC)** is in charge of the protection and improvement of public health based on scientifically proven disease prevention mechanisms and preparedness and rapid response to public health related threats.
 - **LEPL Environmental Information and Education Center** of MENRP is mandated to organize and administer environmental information system in cooperation with the state organizations, academic, non-governmental, international organizations and business sector having the relevant competence; collect and share environmental information; collect the information on ongoing and completed environmental projects in Georgia, to create the data base and to ensure its publicity; collect statistical data related to the field of environmental protection; establish and maintain environmental library; facilitate the access to environmental information through the website and other information sources (internet-information network, media, etc); facilitate Environmental Education and for Sustainable Development and promote public awareness within the competence of MENRP area of work.

Numerous laws and bylaws adopted in the period of 1993-2014 regulate disaster management issues in Georgia, such as the newly enforced Civil Safety Law (2014), which predominantly addresses civil protection, defining functions and competencies of various state entities at the stages of preparedness, response, prevention of emergency situations and early recovery action as a part of immediate response stage. It introduces a common system of emergency management and centralized control of command at all levels (central/national, regional, municipal, and Autonomous Republic of Adjara). The law provides for

upgrading the current Emergency Management Department (EMD) to Agency (EMA), under the Ministry of Internal Affairs.

Several sectorial legislative acts, policies and strategies are relevant to disaster risk reduction (e.g.: Second National Environmental Action Programme-NEAP 2, where DRR is identified as one of the key areas); however with regard to risk reduction and prevention, detailed normative documents need to be developed. Similarly, post-disaster recovery is not clearly defined and addressed in the current legislation.

Considering the national importance of reducing disaster risks and vulnerability to disasters and at the same time, recognizing present deficiencies in the system, in August 2013, the Government officially requested the **UN Country Team** to provide support in conducting a comprehensive assessment of existing national DRR capacities and development of a roadmap for strengthening the national DRR system, through the inter-agency mechanism of **Capacity for Disaster Reduction Initiative (CADRI)**.

The DRR capacity assessment mission conducted in March 2014, under the leadership of the Government of Georgia and the UN Country Team has revealed the following:

“While DRR gradually evolved as a priority for the Government, and there has been an obvious progress in addressing disaster risk issues at sectorial level, traditional approaches focused on emergency response are still prevalent. The concept of risk reduction as primarily a development issue is rather new for national and local authorities in Georgia. There is low awareness of the potential consequences of the lack of investment and proper planning for risk reduction on the economic and human development of the country. A dedicated legislative and policy framework for disaster risk reduction is lacking. Institutional arrangements and multi-stakeholder coordination mechanisms are not fully functional and efficient. Technical, human and financial capacities exist, but are not well coordinated, prioritized and systematized across all relevant sectors, governance levels and institutions. Climate risk reduction and climate change adaptation efforts require better alignment at institutional, policy and programme implementation levels, as climate and disaster-related risks can no longer be addressed separately”⁸.

Overall, the assessment revealed that there is high Government willingness and potential to move from a reactive approach of disaster response to a more proactive disaster risk reduction approach. However, national leadership needs to be backed up by concrete actions, dedicated capacities, enabling legislation and necessary resources aimed at reducing existing risks, avoiding creating new risks, and improving preparedness for efficient response to disasters.

The Disaster Risk Reduction Capacity Assessment Report will inform the development of the National Plan of Action for Capacity Development in Disaster Risk Reduction in Georgia.

I. STRATEGY

⁸ Disaster Risk Reduction Capacity Assessment Report, Georgia, 2014

Project Objectives, Intended Outputs and Activities

The overall objective of the “Strengthening National Disaster Risk Reduction Capacities in Georgia” project is to enhance national disaster risk reduction capacities for increasing the resilience to potential disasters caused by natural hazards by achieving the following two outputs:

- i. Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national development programmes and frameworks;
- ii. National disaster preparedness capacities are strengthened for effective response at all levels.

The project will provide the Government of Georgia with technical support in enabling a favorable environment for development of effective DRR system, through assisting in implementation of the National Action Plan for DRR (to be finalized in autumn 2014). The project will facilitate the required change for increasing disaster resilience of Georgia, by providing guidance and strategic direction to develop and implement realistic plans and programmes suitable to the needs and requirements of the country, based on the experiences and the capacities of the stakeholders and national institutions.

In addition, the project will also facilitate fulfillment of the commitments of Georgia under the Hyogo Framework for Action (HFA) 2005-2015.

The actions proposed for achievement of the project objective were identified based upon UNDP the experience and lessons learned from implementation of the first and the second phases of DRR projects as well as consultations with key Government stakeholders.

Output 1: Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national/ regional development programmes and frameworks.

Activity 1.1. Develop technical guidelines and tools for staff involved in national and sectorial planning and support integration of DRR into relevant national development programmes and frameworks.

There is an imminent need that the country has to support and maintain sustainable development. This will only be achieved if the latent risk of adverse natural events is taken into consideration in development and at all governmental levels. However, usually the Government has multiple and often competing priorities and disaster risk reduction is not always on top of the list. National sector agencies need to be convinced in order to integrate risk management into their planning, procedures, and policies. Local level prevention is the most feasible way of demonstrating benefits and is needed in any case, as communities and governments are on the front line of disasters and need capacities, resources, and replicable approaches.

Currently the Ministry of Regional Development and Infrastructure (MRDI) has developed Regional Development Strategies for each region of Georgia with technical support from UNDP. One of the sectors that the working group is oriented is Environment and Disaster Risk Reduction, development of the strategies is planned to be supplemented by action plans per each sector. The next step within the process, as defined by the MRDI, is development of Action Plans for the aforementioned Strategies for which the Ministry requested technical support from UNDP.

The proposed activity seeks to support the Government in mainstreaming DRR in regional development planning through demonstrating complex local level risk management practices encouraging comprehensive risk assessment and follow-up formulation of risk management action plans in the municipalities of the Rioni river basin, with a potential for replication throughout high risk areas in Georgia.

In order to illustrate the importance and benefit of mainstreaming of DRR in relevant sector development action plans the following measures have to be implemented: a comprehensive disaster risk assessment and development of local disaster risk management action plans. The risk assessment should identify and determine the parameters of risk, including location, intensity and likelihood of the hazard and elements at

risk. It also involves determining the vulnerabilities of the elements at risk and their coping capacities. The basic issues that risk assessment should include are the following:

- Major hazards that affect the target group or sector, how they occur and their frequencies;
- Extent of losses, damage and injuries arising from the hazard;
- Communities and sectors most vulnerable to the negative effects of the hazard;
- Extent to which communities/sectors are vulnerable to hazards and the major factors that underlie or condition this vulnerability;
- The coping capacities of these communities/sectors.

Based on the results of risk assessment a comprehensive local/regional risk management action plan has to be developed with active participation of local communities. The action plans should provide with list of appropriate risk mitigation actions that would balance between structural and non-structural mitigation measures. As a follow-up to the development and implementation of risk management action plans, special attention should be given to advocacy of lessons learned and capacity development to authorities at national/regional/local levels, as well as to donors for up scaling.

The proposed activity will be implemented taking into account the experience from UNDP's climate change adaptation project in the Rioni river basin in West Georgia⁹. Particularly, based on the results of the assessment of the socio-economic impacts on the Rioni basin municipalities and cost benefit analysis of relevant mitigation measures, maximum 3 municipalities per each region identified as the highest risk areas, will be selected to serve as a pilot, with a potential for replication throughout other high risk areas in Georgia. Lessons learned from both projects will be accordingly analyzed and used for developing DRR mainstreaming guidelines.

Particularly, the activities implemented by the CC adaptation project are as follows:

The project is developing flood, flash flood, landslide and mudflow hazard maps for the Rioni basin. The hazard and inundation maps will be used to designate flood zones with the following zoning categories: a climate change flood zone, a designated floodway fringe, a flood plain, a designated floodway and body of water itself. Flood hazard maps will provide spatially distributed information on flood types, flood extent, water depth or water levels, and flow velocity or relevant water flow direction and other information. Flood hazard maps are produced by numerical modeling of the hydrological and hydraulic routing processes of the catchment. Based on the catchment wide hazard mapping, the socio-economic impacts of the flooding are being assessed and vulnerability maps for the river basin produced. The project aims to develop and implement climate resilient practices of flood management to reduce vulnerability of highly exposed communities in 6 municipalities of Rioni basin. The project intends to identify appropriate risk mitigating measures through quantitative and qualitative analysis of all structural and non-structural measures via existing models, socio-economic and environmental impact assessment and cost and benefit analysis mode. Activities described above are being implemented through local capacities by National Environmental Agency (NEA) under the Ministry of Environment and Natural Resources Protection (MENRP) with the support through international experts.

As an end result, the proposed project plans to produce detailed guidelines on DRR mainstreaming in planning that will supplement to development of a regional development action plan for identified areas. Since the document will provide a common understanding and approach to the process of integrating disaster risk concerns within development approaches at local and consequently national levels, UNDP will build on the existing practices and experiences from the ECIS region.¹⁰ Furthermore, the proposed activities will be in line with EU Directive on the assessment and management of flood risks, provisions of which are expected to be adopted by the Georgian Government as per the Association Agreement between EU European Atomic Energy Community and their Member States, of the one part, and Georgia, of the other part (EU-Georgia Association Agreement) signed in June, 2014. Through development of the EU-Georgia

⁹ "Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia" project, implemented in the following 18 municipalities of the river Rioni basin: Lentekhi, Tsageri, Oni, Ambrolauri, Kutaisi, Tskaltubo, Khoni, Martvili, Abasha, Senaki, Poti, Vani, Terjola, Baghdati, Samtredia, Lanchkhuti, Khobi, Zestaponi.

¹⁰ These will include consideration of similar DRR mainstreaming guidelines, being prepared in Tajikistan.

Association Agreement Georgia committed to progressively approximate its legislation in the relevant sectors with that of the European Union and to implement it effectively within identified timeframe. Thus, the activity would support the Government in better understanding the importance of utilization of the Directive provisions in practice.

Activity 1.2. Develop unified multi-hazard risk assessment methodology with inclusive staff development/training programme on disaster risk assessment for government representatives at all levels, in collaboration with various technical institutions, NGOs and international experts.

The assessment of the national disaster risk reduction capacity (2014) concluded that unified hazard mapping and risk assessment methodology regulated through a dedicated legal framework is lacking. As a consequence, hazard data collection and mapping remains predominant (although mistakenly named as “risk assessment”), and is being conducted in a sectorial or project-based manner. To tackle the issue, the project plans to support the government in development of the unified methodology for multi-hazard risk assessments that would be utilized in development planning and investment activities.

Development of the methodology will be ensured through complex approach that includes analysis of the state of art in risk assessment and development of relevant knowledge and skills to ensure sustainability of the activity. Particularly the first phase of the activity will be country situation analysis (CSA) for risk assessment aiming at creating a baseline for national risk assessment through mapping the country’s current disaster risk assessment situation, determine availability and quality of data, information and studies on risks and disasters, institutional capabilities, professional expertise and skills in the country.

Based on the results of the CSA, the unified multi-hazard risk assessment methodology will be developed that should include key concepts of risk assessment framework, disaster risk reduction priority setting and cost-benefit analysis, spatial analysis of risk information, the roles and duties of stakeholders. The comprehensive risk assessment methodology will serve as a crucial input to the formulation or revision of national disaster risk reduction strategies, associated action plans and sectorial development plans.

Disaster risk assessment is an integral part of the decision-making process. It therefore requires close cooperation and collaboration of different organizations and institutions, thus the activity will be implemented by relevant governmental representatives with technical support from the project, through provision of required consultancy services.

Elaboration of the methodology will be supplemented through development of technical skills and knowledge of stakeholders responsible for implementation of risk assessment given that currently there is no risk assessment training programme in Georgia, and training on hazard identification and mapping is mostly externally funded and ad hoc.

To address the aforementioned problem, the activity envisages development of a comprehensive training programme with multiple modules that will be provided through implementation of the above mentioned actions.

The training programme will be developed in close collaboration with relevant technical institutions, NGOs and international experts as well as line Ministries (e.g. the Ministry of Environment and Natural Resources Protection-MENRP, the Ministry of Regional Development and Infrastructure-MRDI, the Emergency Management Department of the Ministry of Internal Affairs) and the official endorsement/certification of the programme will be sought from the respective Government entities. For ensuring sustainability of the action, the project intends to institutionalize the training programme on the basis of a leading local NGO in the field of disaster risk reduction and disaster management, the DRR Centre¹¹ of the Association Rural

¹¹ The DRR Center closely partners with EMD and other stakeholders to facilitate the enhancement of disaster management system at the central and local levels in the country. As one of the initiators of common tools development process in Georgia for hazard, vulnerability and risk assessment, the DRR Center actively works and participates in design and revision of various guidelines, standards and templates and has translated

Development for Future Georgia (RDFG), which was established for facilitating coordination and systemic efforts in DRR awareness raising, capacity building and technical assistance.

Upon completion of the project, the training courses will be offered to all interested national stakeholders by the specially established core group of trainers associated with the DRR Centre, based on the signed MOUs with key Government institutions.

Activity 1.3. Develop unified post-disaster damage and recovery needs assessment methodology and train relevant UNCT and national sectorial staff in its application for improving mechanisms for inter-agency coordinated needs assessment.

The Joint Needs Assessment conducted in 2012 as a follow up to Kakheti severe storms and flooding provided the Government of Georgia with useful information on recovery needs that are required to build better and restore the livelihoods and sectors of economy. The assessment revealed that there is no unified methodology for post-disaster damage assessment in the country, but it is rather a surveying method that primarily relies on anecdotal observations, i.e. identify damaged structures of interest (mainly public infrastructure). While this kind of surveying produces usable results for rehabilitation of public infrastructure, it provides little information with regard to identification of losses of community or a sector needed to recover to their full potential. The assessment exercise also provided useful lessons learned for the UNCT, one of the challenges identified during the process was lack of in-house expertise regarding procedures of recovery needs assessment as identified in the Post Disaster Needs Assessment procedures.

The proposed project will develop capacities of post-disaster damage and recovery needs assessments through development of a unified methodology for assessment in close cooperation with relevant national institutions.

Technical support in development and application of a methodology for unified post-disaster damage and recovery needs assessments will be provided to relevant government counterparts (at all levels) through expertise/consultations that would provide clear understanding of damage assessment, recovery process, typology, stakeholders, and identification of thematic areas and cross cutting issues. These efforts will result in development of the methodology that will document the extent, nature and implications of damage that occurred as a result of a disaster, outline investments that are required to replace damaged or lost assets, restore access to services and determine the significance of economic losses.

The activity will start with the inception workshop on sensitizing the importance of the recovery planning as an entry point for disaster risk prevention and benefits of post-disaster needs assessment methodology in terms of reconstruction and improved preparedness capacities for further response to potential disasters. Following step will be elaboration of the post-disaster damage and recovery needs assessment methodology most appropriate for Georgia through technical expertise provided by the UNDP project.

The process of methodology development will encompass development of toolkit for post-disaster damage and recovery needs assessment that would provide the following information:

- Modules for the training of trainers from central and local government representatives;
- Post-disaster needs assessment manuals and forms.

Upon finalization of the toolkit, a training workshop will be organized with support of World Bank, UNDP and GFDRR experts which will provide with necessary knowledge on the methodology of Human Recovery Needs Assessment and the required procedures for collecting the relevant information to test the

into Georgian and is promoting commonly agreed UNISDR DRR terminology. Currently the DRR Centre is also the only national NGO with DRR knowledge management/education/training functions.

methodology to the UNCT and relevant government representatives, hereby contributing to the improvement of mechanisms for inter-agency coordinated needs assessment.

Output 2: National disaster preparedness capacities are strengthened for effective response at all levels.

Activity 2.1. Support the process of strengthening coordination for disaster preparedness between the UNCT, key government and non-governmental institution, aligning the UN Inter-Agency Contingency Plan with the National Civil Protection Plan and conducting simulation exercises with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels.

As of end 2014, the Emergency Management Department (EMD) of the Ministry of Interior and State Security and Crisis Management Council (SSCMC) will initiate the process of development of the new National Civil Protection Plan which will replace the current National Emergency Response Plan (NERP) based on the new law on “Civil Safety” and recommendations provided by the TWINNING project.¹² The National Civil Protection Plan will spell out in details the roles and responsibilities of line Ministries in the following four areas: prevention of, preparedness for and response to emergency situations, as well as early recovery actions. The process is expected to be finalized by early 2015 and carried out with wide participation of/consultation with relevant Government institutions, NGOs and the UNCT.

For building national and local capacities for adequate response to potential disasters, UNDP in collaboration with UNOCHA-ROCCA, will continue participation in Inter-agency disaster preparedness and response mechanisms and in development, regular update and testing of Inter-Agency Contingency plan with specific focus on gender and vulnerable groups, engaging relevant Government entities and the National Red Cross Society in the process. UNDP will participate actively in the development process of the National Civil Protection Plan and ensure that the UN Inter-Agency Contingency Plan will be revised/updated accordingly, to be afterwards followed by series of simulation exercises organized in collaboration with UNOCHA. In addition, UNDP/UNOCHA will support the process of strengthening coordination for disaster preparedness among UNCT and key governmental and non-governmental actors, including the Georgia Red Cross Society, by facilitating organization of meetings.

Besides, UNDP will participate in international training packages/events offered by partner organizations in the field of contingency planning/crisis management to ensure the planning exercise in Georgia reflects best international practice.

Activity 2.2. Strengthen disaster management information systems ensuring international standards for data collection, storage and sharing for effective response to emergencies.

According to the findings of the recent national DRR capacity assessment, there is a need to continue supporting the strengthening of a functional disaster management structure in the Government with an adequate level of seniority, authority and clear lines of responsibility. It is important that, together with a lead agency, all the participating Governmental entities are aware of their roles and capacities and of who is doing what in case of an emergency.

The Emergency Management Department (EMD) under the Ministry of Interior has an internal chain of reporting procedures linked with Government. Similar procedures, as an integral part of overall reporting procedure exist in other Ministries as well. However, there is no common information management system or framework ensuring agreed standards and formats among the stakeholders involved on the collection,

¹² The TWINNING project “Support the Emergency Management Department in Development of Emergency Services in Georgia” funded by the EU consisting of the following four key components: (1) enhancing risk mapping and response capacities of EMD, (2) improving legislation and regulations on civil protection/disaster management system in Georgia, (3) strengthening prevention activities and capacities of EMD at national level and (4) improving EMD capacities to run awareness programs on risk exposure, prevention and response, targeted to Georgia’s population.

storage and sharing the information. Development of common information management standard operating procedures (SOPs) and formats, as well as standards for reporting, monitoring and evaluation functions is seen as one of the main challenges of the newly established disaster management system. Consequently, one of the key recommendations provided by the CADRI assessment under the Hyogo Framework for Action (HFA) priority area 5 is to “strengthen disaster management information systems ensuring international standards for data collection, storage and sharing; improve mechanisms for inter-agency coordinated needs assessment”.¹³

Initial steps towards supporting improvement of the national disaster management information system were undertaken in 2012-2013 by the DRR Centre of the Association Rural Development for Future Georgia (RDFG), a local NGO with extensive expertise in disaster management and DRR and iMMAP, a pioneering NGO promoting the effective use of information management practices in support disaster preparedness for governments and humanitarian relief operations all over the world, based on a specially signed Memorandum of Understanding (MOU) with EMD, The partnership envisaged development/adaptation of the National Emergency Management Information System (NEMIS)¹⁴ to the Georgian context and building respective national capacities for system operationalization and its maintenance. To support the process, a special working group was also established and several workshops organized. However, due to the lack of funding and reorganization of EMD the process has been halted.

Building upon the already existing experience and good partnerships in place between relevant governmental and non-governmental stakeholders, the proposed activity will contribute to strengthening of the disaster management information system by supporting the Emergency Management Department (future Emergency Management Agency EMA, mandated by legislation as the lead agency for coordinating prevention, mitigation, preparedness and response to emergencies), in introduction of an improved National Emergency Management Information System (NEMIS),

NEMIS is an integrated data management system that supports four phases of Emergency Management (Preparedness, Risk Reduction, Crisis Management, and Recovery). The main functions of NEMIS are: Crisis Management; Resource and Facility Management; Shelter Management; Geographical Information System and Decision Support; Control Lists and Planning; Situation Awareness; Integration with early warning systems; Messaging and Integration Infrastructure; Coordination of International Aid.

Introduction/operationalization of NEMIS is particularly important for enhancing the national disaster management information system as it will enable EMD to use information as a strategic resource to undertake effective and timely response, recovery, mitigation/prevention, and other respective functions. Information exchange among programs and organizational elements will also facilitate coordinated EMD/national emergency management. In addition to providing automated support for a full range to integrated emergency management processes, NEMIS is a comprehensive effort to interface with such other systems in Georgia. Furthermore, NEMIS can serve as a valuable tool for improving the partnership and coordination between EMD, respective national institutions, non-state actors and international agencies by ensuring international standards for data collection, storage and enabling sharing of data as well as providing respective agencies and institutions with the same automated processes used by EMD for effective response to emergencies.

Consequently, with the UNDP support, the NEMIS working group will be re-established, and the respective activities for introduction of NEMIS will be resumed. During this process, series of trainings will be

¹³ Disaster Risk Reduction Capacity Assessment Report, Georgia, 2014

¹⁴ The NEMIS software was developed in line with the conceptual model of the US Federal Emergency Management Agency (FEMA) by iMMAP and the DRR Centre of RDFG. NEMIS is based on OASIS, is a user-friendly information management software platform that builds the Common Operating Picture in development and humanitarian contexts. This solution provides situational awareness for program activities, logistics, development, and gap analysis to generate real-time reporting and seamless information sharing. Utilizing a synchronization engine, OASIS works offline and is fully functional when internet is sporadic or unavailable. It is fully customizable and provides evidence driven insights to support informed decision-making about planning and effective use of resources. OASIS breaks complex tasks into easy-to-understand guided steps to minimize errors and visualize critical factors.

organized for the relevant EMD staff to enhance their technical capacities and ensure smooth system handover/national ownership upon completion of the project.

Activity 2.3. Provide support in conducting a comprehensive assessment of a multi-hazard early warning system for short term warning and develop recommendations for strengthening the system.

The recent national DRR capacity assessment has revealed that there is no systematized approach towards Early Warning (EW) in Georgia, although certain institutions have their own EW systems and that there is a need for the establishment of unified and standardized EW system which is seen as a precondition for timely initiation of effective preventive / preparedness measures.

The objective of people-centred early warning systems is to empower individuals and communities threatened by hazards to act in sufficient time and in an appropriate manner to reduce the possibility of personal injury, loss of life and damage to property and the environment. A complete and effective early warning system comprises four inter-related elements, spanning knowledge of hazards and vulnerabilities through to preparedness and capacity to respond. Best practice early warning systems also have strong inter-linkages and effective communication channels between all of the elements.

The proposed activity envisages (1) provision of support to key national stakeholders in undertaking a comprehensive assessment of the existing early warning system based on the UNISDR “Checklist for Developing Effective Early Warning Systems” and (2) recommending actions required for strengthening the multi-hazard early warning system for short-term warning. The assessment will look into the following elements: risk knowledge; monitoring and warning service, dissemination and communication; and response capability. Consequently, recommendations will be provided to the Government with regard to the following areas: systematic data collection and risk assessments; developing hazard monitoring and early warning services; communicating risk information and early warnings; and building respective national and community response capabilities.

Baseline for the Intervention

The proposed intervention is in line with:

- (1) UNDAF 2011-2015, contributing to achievement of the following UNDAF outcomes:
 - 3.1. Disaster Risk Reduction (DRR) is a national and local priority with an established, strong institutional basis for implementation.
 - 3.3. A culture of safety and resilience is built at all levels using knowledge, innovation and education.
 - 3.4. Underlying disaster risk factors are reduced, focusing on sustainable environmental and natural resource management.
 - 3.5. Disaster Preparedness for effective response is strengthened at all levels.
- (2) UNDP CPAP 2011-2015, contributing to achievement of the following:
 - Outcome: 3.2. Underlying disaster risk factors are reduced, focusing on sustainable environmental and natural resource management.
 - Outputs: 3.1.3. A proactive and preventive approach to risk management adopted in legal and policy frameworks; 3.2.3. Environmental concerns and climatic change risk considerations incorporated in national policies, strategies and programmes.
- (3) BCPR Multi-Year Support Strategy (MYSS), Georgia 2012-13:
 - Objective 4: Strengthening the Disaster Risk Reduction System.
- (4) UNDP Strategic Plan 2014-2017:
 - Outcome 6: Countries are able to reduce and manage risks of conflict and natural disasters, including from climate change.
 - Outputs: 6.1. Mechanisms in place to assess natural and man-made risks at national and sub-national levels; 6.2. Gender responsive disaster and climate risk management is integrated in the development planning and budgetary frameworks of key sectors (e.g. water, agriculture, health,

education); 6.4. Preparedness systems in place to effectively address the consequences of and response to natural hazards (geo-physical and climate related) and man-made crisis at all levels of government and community.

The proposed project outputs and activities have also been derived from the recovery priority actions for DRR, identified through the Joint Needs Assessment conducted by UN agencies, World Bank/GFDRR following the severe storms and flooding in Kakheti region (2012) and agreed with the Government of Georgia.

In particular, the project takes into account the following recovery needs and identified priority actions:

(1) Mainstreaming DRR in strategies and policies:

- Support mainstreaming of DRR in Regional Development Plans;
- Support qualification raising of local/municipal staff.

(2) Strengthening institutional and organizational DRR capacity:

- Strengthen capacities for post-disaster damage data collection and assessment, information systematization and inter-agency coordination.

The project is also in line with the Hyogo Framework for Action 2005-2015 and the recommendations from the comprehensive capacity assessment (2014) of the DRR system conducted by the UN Country Team through the inter-agency mechanism of Capacity for Disaster Reduction Initiative (CADRI) with active engagement of key government stakeholders.

These abovementioned documents will guide the overall strategy for implementation of the project which will be executed in close cooperation with senior government officials from the Ministry of Regional Development and Infrastructure (MRDI), the Ministry of Environment and Natural Resources Protection (MENRP), Ministry of Internal Affairs/Emergency Management Department (future Emergency Management Agency-EMA), other line ministries, regional and local municipality authorities, civil society representatives, community members, scientific institutions and international and national governmental and non-governmental organizations (e.g. DRR Centre of the Association Rural Development for Future Georgia).

Past and Ongoing UNDP Interventions

During the present UNDAF/CPAP period (2011-2015) UNDP has contributed significantly to strengthening the disaster risk reduction system in Georgia. The primary objective of UNDP interventions has been an introduction of a proactive and preventive risk management approaches in Georgia, implemented through various projects either focusing solely on DRR¹⁵ or separate projects that effectively integrated DRR activities under its agenda¹⁶.

Achievements in various thematic areas are given below:

- 1. Institutional and policy development at national level:** establishment of an inter-agency and multi-sectoral forum for policy dialogue - a DRR Think Tank, which gathered practically all key DRR stakeholders from approximately 60 national institutions, local and international organizations, academia and scientists and facilitated growth in understanding of the importance of disaster risk reduction in development planning among both national and international players. To further the collaboration and ensure information sharing among the stakeholders an online database on Who Does What Where in DRR in Georgia was developed in 2012. The fact that ownership of both the DRR think tank and the online tool was taken by the Ministry of Environment and Natural Resources Protection (MENRP) proves usefulness of the efforts implemented by UNDP in this regards.

¹⁵ Strengthening DRR system in Georgia, Phase I and Phase II, Immediate Response to 2012 Disasters in Georgia

¹⁶ Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia; Sustainable Livelihoods and Responsible Attitude to Environment; Third National Communication of Georgia on Climate Change

Furthermore, in order to increase disaster prevention capacities and adapt to changing climate at central and local levels, with the financial support of the Adaptation Fund, UNDP through the flood risk management project is working towards improvement of resilience of highly exposed regions of Georgia to hydro-meteorological threats. This complex project will deliver a set of comprehensive flood risk management package such as hazard and inundation mapping, complex risk assessment, regulations for long term climate resilient flood management, training of authorities to integrate land use and insurance policies into development planning, design of new flood-resistant building codes/standards taking into account climate change risks, including guidelines on retro-fitting existing properties. These products will be a significant benefit to the overall capacity development of the DRR system.

2. **Local level risk management:** implementation of local level participatory risk assessments in vulnerable areas that envisaged vulnerability and capacity assessments, as well as identification of small mitigation action plans by the target communities, raising awareness and trainings for target groups. Special efforts were made in certain places to increase local level preparedness to disasters through supporting the communities in establishing the Municipality Emergency Groups and Village Emergency Groups created on voluntary basis.
3. **Preparedness and recovery:** increasing preparedness levels to disasters of international community operating in Georgia. In 2012 a Disaster Management Team (DMT) and DMT technical working group were re-established and a series of meetings to update UN Contingency Plan with participation of UNDP, UNICEF, FAO, WHO, WFP, UNHCR, IOM and UNFPA were conducted. Upon the request of the UN Resident Coordinator/UNDP Resident Representative and in close collaboration with the UNOCHA Regional Office in Almaty, a workshop was conducted on Inter-Agency Contingency Planning, concluding with consultations with a large group of organizations interested to be part of the Humanitarian Country Team and technical working group. As a result, an Inter-Agency Contingency Plan has been revised/updated.
4. **Climate risk management:** scientific study and research of climate change induced risks. The Third National Communication (TNC), under UNFCCC and funded by The Global Environment Facility (GEF) is the continuation of these works. The TNC provides with updated information on national circumstances, greenhouse gas (GHG) inventories, climate change mitigation, vulnerability to climate change, steps taken to adapt to climate change, and information on public awareness, education, training, systematic research, and observation. The project will facilitate strengthening linkages between policies in adaptation and mitigation for concrete actions for implementation. The Climate Change strategy includes assessment of past and future climate change scenarios, assessment of vulnerability of different ecosystems and sectors of economy, and recommendations on adaptation measures. Integration of these CC strategies is strongly encouraged at municipal level as these papers provide local government with crucial information useful for consideration in development programmes, policy documents and action plans for vulnerable sectors of economy.
5. **Knowledge management:** during 2008-2013 the end-results and lessons learned materials were generated by the projects that were transformed into useful guidelines for both local and central government. One of the latest examples was the guidelines on effective flood risk management elaborated [as a part of UNDP/BCPR immediate response to 2012 disaster] based on implemented flood mitigation actions, i.e. hazard risk mapping and development of project design for flood/flash flood control system for Telavi town. As a result, the guidelines were used by the Ministry of Regional Development and Infrastructure (MRDI) as a basis for development of "Criteria for Development of Project Design Reports for Flood Control Facilities in Georgia".

In addition, UNDP facilitated development of knowledge management products through translation and publication of useful DRR materials and its distribution among the stakeholders along with development of new methodologies and guidelines. The clear illustration was development of an accurate translation of UNISDR DRR terminology. Prior to the translation of the terminology, different

interpretation of DRR terms among various stakeholders frequently created misunderstandings between the parties and to a certain extent complicated cooperation between them. Development of Georgian version of such a terminology with active participation of the DRR Think Tank members helped in significantly minimizing the problem of misinterpretation.

Collaboration with other DRR Initiatives

The proposed project will be coordinated with the following ongoing national and regional initiative and will ensure avoiding duplication of efforts where relevant:

- 1. EU-funded Programme for Prevention, Preparedness and Response to Man-made and Natural Disasters in the ENPI East Region (PPRD East, Phase II):** the purpose of the programme is to contribute to the development of the Partner Countries' civil protection capacities for disaster prevention, preparedness and response through regional cooperation. The program contributes to the development of the Electronic Regional Risk Atlas and increase of DRR awareness among the key stakeholders. In Georgia the programme is coordinated by REC Caucasus.
- 2. DG ECHO Disaster Preparedness Programme for South Caucasus (DIPECHO, Phase III):** the primary objective of the DIPECHO programme is to contribute to increased resilience and reduced vulnerability of children and communities in areas prone to natural hazards. The programme is implemented in regions and communities in Georgia highly exposed to natural hazards and disaster risks – targeting primarily community members and local institutions with special emphasis on children and youth. The importance and relevance of this project is found in its approach of combining community based activities directed to the enhancement of local capacities to better prepare for and respond to disasters with policy development work that aims to further develop and include disaster risk reduction in education and national disaster management planning. The implementing partners of DIPECHO phase III are UNICEF, Danish Red Cross in collaboration with Georgia Red Cross Society (GRCS), Oxfam, Save the Children and ASB.
- 3. Strengthening the Prevention and Preparedness Systems, SDC (Phase II):** SDC has a long standing cooperation with Georgian Government in the field of DRR on local, regional, and central levels. With the current project SDC plans to support disaster management efforts of Georgian government through the introduction of methodologies of risk mapping and cost benefit analysis and rolling out of the certified vocational training for municipal fire-fighter and rescuers.

II. RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome(s) as stated in the Country Programme Results and Resource Framework:</p> <p>3.1. Disaster Risk Reduction (DRR) is a national and local priority with an established, strong institutional basis for implementation.</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</p> <p>Indicators: 3.1.3. Risk reduction integrated into government development policies and poverty reduction strategies</p> <p>Baseline: Awareness of the importance of DRR exists but has not yet translated into mainstreaming actions</p> <p>Target: DRR explicitly mainstreamed into national development programmes and strategies</p> <p>Partnership Strategy: The project will be implemented in close collaboration with the Ministry of Regional Development and Infrastructure (MRDI), the Ministry of Environment and Natural Resources Protection (MENRP), the State Security and Crisis Management Council (SSCMC) the Emergency Management Department (Emergency Management Agency-EMA as of January 2015) under the Ministry of Interior and other line ministries, regional and local authorities, community members, scientific institutions and international and national governmental and non-governmental organizations, such as the DRR Centre of the Association Rural Development for Future Georgia.</p> <p>Project title and ID (ATLAS Award ID): Strengthening National Disaster Risk Reduction Capacities in Georgia</p>				
INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1: Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national/ regional development programmes and frameworks.</p> <p>Baseline 1.1. Absence of guidelines for effective mainstreaming of DRR in development</p> <p>Target indicator 1.1. Guidelines for effective mainstreaming of DRR developed</p> <p>Baseline 1.1.1. Limited knowledge of comprehensive local level risk management practices and their application in development programmes and strategies</p>	<p>Target year 1</p> <p>1.1. Guidelines for effective mainstreaming of DRR developed</p> <p>Target year 2</p> <p>1.1.1. DRR mainstreamed in at least 2 local/regional development plans</p> <p>Target year 2</p> <p>1.2. Unified multi-hazard risk assessment methodology developed</p> <p>Target year 21.2.1. Training programme on disaster risk assessment for government</p>	<p>Output 1: Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national/ regional development programmes and frameworks.</p> <p>Activity 1.1. Develop technical guidelines and tools for staff involved in national and sectorial planning and support integration of DRR into relevant national/ regional development programmes and frameworks.</p> <p>- <i>Identification of pilot areas through analysis of the results regarding risk assessment, vulnerability assessment, development of mitigation measures achieved under the project "Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia";</i></p>	<p>UNDP/ UN agencies/GoG/ local state institutions/DRR Centre of the Association Rural Development for Future Georgia</p>	<p>Output 1: National DRR Advisor (consultancy for supporting UNDP CO in strengthening capacities of the national disaster risk reduction system in Georgia, activities related to Output 1)- 36,250 USD</p> <p>International Consultancy on DRR mainstreaming, for development</p>

<p>Target indicator 1.1.1. DRR mainstreamed in at least 2 local /regional development plans</p> <p>Baseline 1.2. Absence of unified multi-hazard risk assessment methodology in the country</p> <p>Target indicator: 1.2. Unified multi-hazard risk assessment methodology in the country developed with participation of all key stakeholders</p> <p>Baseline 1.2.1. Absence of inclusive staff development/training programme on multi-hazard risk assessment for government representatives at all levels</p> <p>Target indicator 1.2.1. Training programme on multi-hazard risk assessment for government representatives at all levels developed in collaboration with various technical institutions, NGOs and international experts</p> <p>Baseline 1.2.2. Limited knowledge on disaster risk assessment among government staff</p> <p>Target indicator 1.2.2. At least 70 government representatives staff trained/equipped relevant knowledge and skills for disaster</p>	<p>representatives at all levels developed</p> <p>Target year 2 1.2.2. At least 70 Government representatives staff trained/equipped relevant knowledge and skills for disaster risk assessment</p> <p>Target year 1 1.3. Unified methodology on post disaster damage and recovery needs assessment developed</p> <p>Target year 2 1.3.1. At least 3 training workshops organized on PDNA methodology</p> <p>Target year 1 2.1. At least 1 coordination meeting organized</p> <p>Target year 2 2.1. At least coordination meetings organized</p> <p>Target year 1 2.1.1. The UN Inter-</p>	<p>- <i>Implementation of the most appropriate disaster risk mitigation measures;</i></p> <p>- <i>Development of guidelines for mainstreaming DRR in development planning;</i></p> <p>- <i>Integration of DRR into regional development action plan of the identified project sites.</i></p> <p><u>Activity 1.2.</u> Develop unified multi-hazard risk assessment methodology and inclusive staff development/training programme on disaster risk assessment for government representatives at all levels, in collaboration with various technical institutions, NGOs and international experts.</p> <p>- <i>Conducting Country Situation Analysis on disaster risk assessment;</i></p> <p>- <i>Development of a unified risk assessment methodology;</i></p> <p><i>Development of a comprehensive training programme with multiple modules on essentials of disaster risk assessment, how to plan, facilitate and conduct risk assessment, hazard-specific risk modeling scenario building, priority setting and cost-benefit analysis.</i></p> <p><u>Activity 1.3.</u> Develop unified post-disaster damage and recovery needs assessment methodology and train relevant UNCT and national sectorial staff in its application for improving mechanisms for inter-agency coordinated needs assessment.</p>	<p>of unified disaster risk assessment methodology and a training programme on disaster risk assessment for government representatives- 85,000 USD</p> <p>Local level risk assessment and direct measures of long term flood prevention and risk mitigation designed with participation of local governments and population in 6 municipalities- 296,400 USD¹⁷</p> <p>Training on disaster risk assessment Contractual services- 35,000 USD</p> <p>National consultancy on PDNA methodology-</p>
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¹⁷ In-kind contribution from the UNDP-Adaptation Fund "Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia" project

<p>risk assessment and DRR</p> <p>Baseline 1.3. Limited post disaster assessment capacities and absence of unified methodology for damage and recovery needs assessment</p> <p>Target indicator 1.3. Unified methodology on post disaster damage and recovery needs assessment developed</p>	<p>Agency Contingency Plan updated and brought in line with the National Civil Protection Plan</p> <p>Target year 2</p> <p>2.1.2. At least 3 Inter-Agency Contingency Planning simulation exercises conducted</p> <p>Target year 1</p> <p>2.2. Development of the National Emergency Management Information System (NEMIS) initiated: working group re-established and at least 2 meetings take place</p>	<p>- <i>Inception workshop on damage and recovery needs assessment with adequate participation of all stakeholders;</i></p> <p>- <i>Development of a methodology for assessment in close cooperation with the governmental (local, national) stakeholders;</i></p> <p>- <i>Development of the toolkit for implementation of the methodology with modules for training of trainers;</i></p> <p>- <i>Training workshops for methodology end-users (relevant UNCT staff and government representatives at local and central levels).</i></p> <p>Output 2: National disaster preparedness capacities are strengthened for effective response at all levels.</p>	<p>UNDP/OCHA/ UN agencies/ WB/GFDRR/GoG /DRR Centre</p>	<p>18,000 USD</p> <p>Inception workshop and training workshops on PDNA methodology/ Contractual services-15,000 USD</p> <p>Total for Output 1: 225,500 USD</p> <p><u>Output 2:</u> National DRR Advisor (consultancy for supporting UNDP CO in strengthening capacities of the national disaster risk reduction system in Georgia, activities related to Output 2)- 40,000 USD</p> <p>UNCT meetings- 1,000 USD</p> <p>Simulation exercises/ contractual services-7,500 USD</p>
<p>Baseline 1.3.1. Limited capacities for post-disaster human needs assessment</p> <p>Target indicator 1.3.1. At least 3 training workshops organized on PDNA methodology for end-users (relevant UNCT staff and government representatives at local and central levels)</p>	<p>Target year 2</p> <p>2.2. NEMIS introduced/ operationalized, ensuring international standards for data collection, storage and sharing for effective response to emergencies</p> <p>Target year 1</p> <p>2.3. A comprehensive assessment of a multi-hazard early warning system for short term warning conducted</p>	<p>Activity 2.1. Support the process of strengthening coordination for disaster preparedness among the UNCT and key government and non-governmental stakeholders, aligning the UN Inter-Agency Contingency Plan with the National Civil Protection Plan and conducting simulation exercises with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels.</p> <p><i>In collaboration with UNOCHA-ROCCA, support the process of:</i></p> <p>- <i>Organizing meetings for strengthening coordination for disaster preparedness;</i></p>		
<p>Baseline 2.1. Limited coordination for disaster preparedness among the UNCT and key government and non-governmental actors</p> <p>Target indicator 2.1. At least 5 coordination meetings organized</p> <p>Baseline 2.1.1. Outdated UN Inter-Agency Contingency Plan</p> <p>Target indicator 2.1.1. The UN Inter-Agency Contingency Plan</p>				

<p>updated and brought in line with the National Emergency Response Plan</p> <p>Baseline 2.1.2. Limited Inter-Agency Contingency Planning capacities</p> <p>Target indicator 2.1.2. At least 3 Inter-Agency Contingency Planning simulation exercises conducted with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels</p> <p>Baseline 2.2. Lack of national disaster management information system</p> <p>Target indicator 2.2. National Emergency Management Information System (NEMIS) introduced ensuring international standards for data collection, storage and sharing for effective response to emergencies</p> <p>Baseline 2.3. Absence of a comprehensive assessment of a multi-hazard early warning system for short term warning</p> <p>Target indicator 2.3. A comprehensive assessment of a multi-hazard early warning system for short term warning conducted</p> <p>Baseline 2.3.1. Absence of a plan of action for strengthening a multi-hazard early warning system</p>	<p>Target year 2</p> <p>2.3.1. Recommendations/ action plan for establishing a multi-hazard early warning system for short term warning provided</p>	<ul style="list-style-type: none"> - Developing new National Civil Protection Plan (replacing current NERP) by means of participating in the meetings organized by EMD and providing respective inputs to the document; - Organizing regular IACP working group meetings to update the IACP and align it with the new National Civil Protection Plan; - Organizing simulation exercises with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels. <p>Activity 2.2. Strengthen disaster management information systems ensuring international standards for data collection, storage and sharing for effective response to emergencies.</p> <ul style="list-style-type: none"> - Conduct Partners Meeting to establish the NEMIS Working Group; - Organize NEMIS Planning Workshop; - Evaluation of existing systems with EMD and other stakeholder's systems interoperability; - NEMIS Information needs identification, evaluation and assembly; - Define the NEMIS structure and reporting forms/formats to be introduced in the system; - NEMIS design and System Test; - Introduction of the NEMIS; - NEMIS Functionality Monitoring; - Identifying security and user roles/groups. <p>Activity 2.3. Provide support in</p>	<p>Strengthening disaster management information systems/ contractual services-158,000 USD</p> <p>Local consultancy on EW system assessment and recommendation for system improvement - 15,000 USD</p> <p>Total for Output 2: 181,500 USD</p>
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<p>for short term warning Target indicator 2.3.1. Recommendations/ action plan for strengthening a multi-hazard early warning system for short term warning provided</p>		<p>conducting a comprehensive assessment of a multi-hazard early warning system for short term warning and develop recommendations for strengthening the EW system accordingly. - <i>Conduct a comprehensive EW system analysis based on the UNISDR checklist for developing effective early warning systems;</i> - <i>Assist the relevant national stakeholders in development of recommendations/ action plan for strengthening the EW system.</i></p>		
<p>Visibility and publications</p>		<p>Visibility campaigns, printing and publications</p>		<p>Visibility campaigns, printing and publications- 7,500 USD</p>
<p>Evaluation services</p>		<p>End-of-project impact evaluation</p>		<p>Evaluation services- 10,000 USD</p>
<p>Administrative costs</p>		<p>Office rent and maintenance, communication costs, stationery, IT equipment and software</p>		<p>Office rent and maintenance- 15,700 USD Communication costs (mobile, internet)-4,000 USD Sundry-1,200 USD Procurement of IT equipment and software-5,000 USD Total administrative costs: 25,900 USD</p>

Project Management Unit ¹⁸		<u>Recruitment of the project team:</u> - National Project Coordinator (full-time) - Administrative Assistant (part-time)	National Project Coordinator, Service Contract- 65,000 USD Part-time fin/admin assistant (20%)- 9,600 USD Total management unit: 74,600 USD
UNDP TRAC Contribution			25,000 USD
Total Budget Requested from BCPR			500,000 USD
Grand Total			525,000 USD

¹⁸ Partially covered from UNDP-TRAC resources

IV. PROJECT GANTT CHART

#	Output/activity/sub-activity	Month																					
		1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24										
1.	Project support activities																						
1.1.	Recruitment of the National Project Coordinator and part-time fin/admin assistant																						
1.2.	Rent of office space and procurement of office equipment/stationery																						
1.3.	Regular project monitoring																						
2.	Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national/regional development programmes and frameworks.																						
2.1.	Recruitment of the National DRR Advisor and consultant(s) for support in mainstreaming DRR and recovery related issues in development.																						
2.2.	Develop technical guidelines and tools for staff involved in national and sectorial planning for DRR mainstreaming through demonstration of comprehensive risk assessment and local level risk management practices.																						
2.3.	Support integration of DRR into relevant national/regional development programmes and frameworks																						
2.4.	Develop unified multi-hazard risk assessment methodology and training module for government representatives at all levels, in collaboration with various technical institutions, NGOs and international experts.																						
2.5.	Conduct training of staff involved in national and sectorial planning.																						
2.6.	Develop unified post-disaster damage and recovery needs assessment methodology.																						
2.7.	Train relevant UNCT and national sectorial staff in application of the post-disaster damage and recovery needs assessment methodology.																						
3.	National disaster preparedness capacities are strengthened for effective response at all levels.																						

3.1.	In collaboration with UNOCHA-ROCCA support the process of strengthening coordination for disaster preparedness among the UNCT and key government and non-governmental stakeholders and organizing technical working group/coordination meetings.																			
3.2.	Participate in the meetings organized by EMD for developing the new National Civil Protection Plan and provide respective inputs/recommendations.																			
3.3.	In collaboration with UNOCHA support the process of aligning the UN Inter-Agency Contingency Plan with the National Civil Protection Plan.																			
3.4.	In collaboration with UNOCHA conduct simulation exercises with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels.																			
3.5.	Strengthen disaster management information systems ensuring international standards for data collection, storage and sharing for effective response to emergencies.																			
3.6.	Provide support in conducting a comprehensive assessment of a multi-hazard early warning system for short term warning and develop recommendations for strengthening the system/redefining standard operating procedures accordingly.																			

VI. BUDGET

#	Outputs/Activities	Unit Number	Unit Cost (USD)	Total (USD)
1.	Output 1. Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national development programmes and frameworks.			
1.1.	National DRR Advisor (for supporting UNDP CO in strengthening capacities of the national disaster risk reduction system in Georgia, activities related to Output 1)	145 days	250	36,250
1.2.	International consultancy for (1) development of technical guidelines and tools for staff involved in national and sectorial planning through demonstration of comprehensive risk assessment and local level risk management practices;(2) support to relevant stakeholders in mainstreaming DRR in development planning process; (3) development of a unified multi-hazard risk assessment methodology and (4) training programme government representatives at all levels, in collaboration with various technical institutions, NGOs and international experts	100 days	850	85,000
1.3.	Local level risk assessment and direct measures of long term flood prevention and risk mitigation designed with participation of local governments and population in 6 municipalities (Lentekhi, Oni, Ambrolauri, Tskaltubo, Samtredia, Tsageri) ¹⁹			296,400
1.4.	Training on DRR for staff involved in national and sectorial planning	7	5,000	35,000
1.5.	Consultancy work to support development of post disaster damage needs assessment methodology and toolkit	45 days	400	18,000
1.6.	Inception workshop	1	5,000	5,000
1.7.	Training workshops on post disaster damage and needs assessment methodology	2	5,000	10,000
	Subtotal for Output 1			503,900
2.	Output 2. National disaster preparedness capacities are strengthened for effective response at all levels.			
2.1.	National DRR Advisor (for supporting UNDP CO in strengthening capacities of the national disaster risk reduction system in Georgia, activities related to Output 2)	145 days	250	36,250
2.2.	UNCT meetings for aligning the UN Inter-Agency Contingency Plan with the National Civil Protection Plan, in collaboration with UNOCHA-ROCCA and			1,000

¹⁹ In-kind contribution from the UNDP-Adaptation Fund "Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia" project

	strengthening coordination for disaster preparedness (lump sum)			
2.3.	Simulation exercises with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels, in collaboration with UNOCHA	3	2,500	7,500
2.4.	Strengthening disaster management information systems ensuring international standards for data collection, storage and sharing for effective response to emergencies			158,000
2.5.	Support in conducting a comprehensive assessment of a multi-hazard early warning system for short term warning and develop recommendations for strengthening the EW system accordingly			15,000
	Subtotal for Output 2			242,600
3.	Visibility and publications (lump sum)			7,500
4.	Evaluation services	1	10,000	10,000
5.	Administrative Costs			
5.1.	Rent and Maintenance	2 years	7,850	15,700
5.2.	Communication costs (Mobile, internet)			4,000
5.3.	Sundry			1200
5.4.	Procurement of IT equipment and software(lump sum)			5,000
	Total for administrative costs			25,900
6.	Management Unit²⁰			
6.1.	National Project Coordinator	2 years	32,500	65,000
6.2.	Part-time fin/admin assistant (20%)	2 years	4,800	9,600
	Total for management unit			74,600
	UNDP TRAC and Other Donor Contribution			371,000
	Total Budget Requested from BCPR			500,000
	GRAND TOTAL			871,000

²⁰ Partially covered from UNDP-TRAC resources

VII. MANAGEMENT ARRANGEMENTS

The project will be implemented under the Direct Implementation modality (DIM) by the UNDP Country Office in Tbilisi. This implies UNDP taking full responsibility for the administration of the financial and human resources. The management of project funds will be carried out according to UNDP financial regulations.

As per UNDP internal procedures and requirements, project activities will be steered by the Project Executive Board (PEB). The Project Board will assume the roles of executive, supplier and user. While the executive will ensure funds are managed properly and in a cost-efficient manner, the user will actually use its benefits and the supplier will provide resources and skills to produce the output.

- The executive role will rest with UNDP, which will ensure effective and efficient use of available funds;
- The following three Ministries – the Ministry of Regional Development and Infrastructure, the Ministry of Internal Affairs (Emergency Management Agency) and the Ministry of Environment and Natural Resources Protection as well as the State Security and Crisis Management Council will be the beneficiaries of the project and senior Government officials from the aforementioned entities will serve as PEB members;
- One local NGO with expertise in DRR and donor will be elected as permanent PEB members.

Other line ministries, regional and district authorities, civil society representatives, community members, emergency services, scientific institutions and international and national organizations (government and non-governmental) will be invited as PEB observers, as needed.

Board meetings will take place on a quarterly basis during the project implementation period. In addition, the Project Coordinator will report regularly on an informal basis to UNDP BCPR, Government officials and other stakeholders to ensure there is full transparency and effective liaison between all parties.

Project assurance will be provided by the E&E Programme Analyst within UNDP.

Staffing: The project staff will comprise a National DRR Advisor, a National Project Coordinator, and a part-time Administrative Assistant. International and/or local consultants will be recruited as required to support implementation of project activities that would enable development of methodologies prepared in line with international standards and expertise in combination with local knowledge. The implementation module will ensure on one hand effective mixture of local and international expertise and support to development of local capacities as well.

VIII. 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 National Project Coordinator to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted, 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 National Project Coordinator to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lessons-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

- **Mid-term Review:** Technical mid-term review of the project shall be conducted by BCPR to assess the performance of the project and appraise the Annual Work Plan for the second half of the year.
- **Annual Review Report:** An Annual Review Report shall be prepared by the National DRR Advisor and shared with the Project Board and the Outcome Board based on the results of mid-term technical review. 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 mid-term review and annual review 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.

Quality Management for Project Activity Results

OUTPUT 1: Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national development programmes and frameworks.		
Activity Result 1.1 (Atlas Activity ID)	Technical guidelines and tools for mainstreaming DRR	Start Date: 1 October 2014 End Date: 30 September 2015
Purpose	Develop technical guidelines and tools for staff involved in national and sectorial planning and support integration of DRR into relevant national development programmes and frameworks.	
Description	Identification of pilot areas; implementation of the most appropriate disaster risk mitigation measures; Development of guidelines for mainstreaming DRR in development planning; Integration of DRR into regional development action plan of the identified project site.	
Quality Criteria	Quality Method	Date of Assessment
Existence of guidelines for effective mainstreaming	Guidelines for effective mainstreaming of DRR developed and adopted by national counterparts	30 September 2015
DRR mainstreamed in local/regional development plans	DRR mainstreamed in at least two local/regional development plans	30 September 2016
OUTPUT 1: Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national development programmes and frameworks.		
Activity Result 1.2 (Atlas Activity ID)	Development of unified multi-hazard risk assessment methodology and training programme for government representatives at all levels	Start Date: 1 January 2015 End Date: 30 September 2016
Purpose	Develop unified multi-hazard risk assessment methodology and training programme on disaster risk assessment for government representatives at all levels, in collaboration with various technical institutions, NGOs and international experts.	
Description	Development of a comprehensive risk assessment methodology and training programme; training of government representatives at various levels.	
Quality Criteria	Quality Method	Date of Assessment
Unified methodology for multi-hazard risk assessment developed and training module for the assessment elaborated	Comprehensive disaster risk assessment methodology officially adopted by government; Training module officially certified by the government	30 September, 2016
Government representatives trained/equipped with relevant knowledge in DRR	At least 70 Government representatives trained/equipped relevant knowledge and skills for DRR mainstreaming	30 September 2016
DRR mainstreamed in local/regional development plans	DRR mainstreamed in at least two local/regional development plans	Start: October 2014 End: September 2016

OUTPUT 1: Disaster Risk Reduction and recovery related issues are mainstreamed in sectorial planning and national development programmes and frameworks.		
Activity Result 1.3 (Atlas Activity ID)	Post-disaster damage and recovery needs assessment methodology	Start Date: 1 October 2014 End Date: 30 September 2016
Purpose	Develop unified post-disaster damage and recovery needs assessment methodology and train relevant UNCT and national sectorial staff.	
Description	Development of unified methodology on post disaster damage and recovery needs assessment developed; training for UNCT and national government staff of all levels and relevant sectors	
Quality Criteria	Quality Method	Date of Assessment
Existence of the unified methodology on post disaster damage and recovery needs assessment	Unified methodology on post disaster damage and recovery needs assessment developed	30 September 2015
Training workshops for end-users of the methodology	At least 3 training workshops organized for UNCT and relevant representatives of government	30 September 2016

OUTPUT 2: National disaster preparedness capacities are strengthened for effective response at all levels		
Activity Result 2.1 (Atlas Activity ID)	UN Inter-Agency Contingency plan	Start Date: 1 October 2014 End Date: 30 September 2015
Purpose	Support aligning of the UN Inter-Agency Contingency Plan with the National Civil Protection Plan	
Description	In collaboration with UNOCHA-ROCCA support the process of strengthening coordination for disaster preparedness, aligning the UN Inter-Agency Contingency Plan with the National Civil Protection Plan and conducting simulation exercises with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels.	
Quality Criteria	Quality Method	Date of Assessment
Regular DMT technical meetings revived	At least coordination meeting organized At least coordination meetings organized	Year 1 Year 2
Existence of updated UN Inter-Agency Contingency Plan in line with the National Emergency Response Plan	The UN Inter-Agency Contingency Plan updated and brought in line with the National Civil Protection Plan	30 September 2015

Inter-Agency Contingency Plan simulation exercises	At least 3 simulation exercises conducted with wide participation of the Government, UN, international and national NGOs and other key stakeholders at the national and regional levels	30 September 2015
OUTPUT 2: National disaster preparedness capacities are strengthened for effective response at all levels		
Activity Result 2.2 (Atlas Activity ID)	Disaster management information systems	Start Date: 1 October 2014 End Date: 30 September 2016
Purpose	Strengthen disaster management information systems	
Description	Conduct Partners Meeting to establish the NEMIS Working Group; Organize NEMIS Planning Workshop; Evaluate existing systems with EMD and other stakeholder's systems interoperability; NEMIS Information needs identification, evaluation and assembly; Define the NEMIS structure and reporting forms/formats to be introduced in the system; NEMIS design and System Test; Introduce the NEMIS; NEMIS Functionality Monitoring; Identify security and user roles/groups.	
Quality Criteria	Quality Method	Date of Assessment
Existence of National Emergency Management Information System	NEMIS introduced ensuring international standards for data collection, storage and sharing for effective response to emergencies	30 September 2016
OUTPUT 2: National disaster preparedness capacities are strengthened for effective response at all levels		
Activity Result 2.3 (Atlas Activity ID)	Multi-hazard early warning system assessment	Start Date: 1 October 2014 End Date: 30 September 2016
Purpose	Provide support in conducting a comprehensive assessment of a multi-hazard early warning system for short term warning and develop recommendations for improving the system/redefining standard operating procedures accordingly.	
Description	Conduct a comprehensive EW system analysis based on the UNISDR checklist for developing effective early warning systems; assist the relevant national stakeholders in development of recommendations for improving the system/redefining standard operating procedures accordingly.	
Quality Criteria	Quality Method	Date of Assessment
Multi-hazard early warning system for short term warning assessed	A comprehensive assessment of a multi-hazard early warning system for short term warning conducted	30 September 2015
Existence of a plan of action for strengthening a multi-hazard early warning system for short term warning	Recommendations for improving the multi-hazard early warning system for short term warning provided	30 September 2016

IX. LEGAL CONTEXT

This document together with the CPAP signed by the Government of Georgia and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, 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.

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 this agreement.

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/Docs/sc/committees/1267/1267ListEng.htm>.

This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

X. ANNEXES

ANNEX 1. Risk Analysis

Project Title: Strengthening National Disaster Risk Reduction Capacities in Georgia					Award ID:			
Description	Category	Impact & Probability	Countermeasures/Management response	Owner	Author	Date Identified	Last Update	Status
1 Potential change of government priorities	POLITICAL	Programme implications: • Delay in roll-out of planned activities and implementation P=2/1=4	Management response: • Close monitoring and continuous (formal and informal) contact with key government stakeholders at all levels to understand and incorporate changing priorities in the project	National DRR Advisor, National Project Coordinator				
2 Insufficient financial resources	OPERATIONAL	Programme implications: • Delay in roll out of planned activities and implementation P=1/1=3	Management response: • Maintain coordination with the donors and UN Agencies and formulate programme and project proposals on disaster risk/climate risk reduction for diversifying the funding sources	National DRR Advisor, Project Coordinator				
3 Lack or inadequate Government ownership and commitment	OPERATIONAL	Programme Implications: • Delay in roll-out of planned activities and implementation • No appreciation of works undertaken by the project P=1/1=4	Management Response: • Programme activities designed in close partnership with relevant government stakeholders • Management arrangements designed to mitigate the risk	National DRR Advisor, Project Coordinator				
4 Lack or inadequate commitment from local communities	OPERATIONAL	Programme Implications: • Lack of ownership from communities; • No appreciation of works undertaken by the project • Delay roll out of	Management Response: • Active involvement of and consultations with local communities • A communication strategy and public outreach strategy will be developed	Project Coordinator				

Project Title: Strengthening National Disaster Risk Reduction Capacities in Georgia					Award ID:			
Description	Category	Impact & Probability	Countermeasures/Management response	Owner	Author	Date Identified	Last Update	Status
		planned activities and implementation P=1/I=3						

ANNEX 2. Terms of References – Project Team

National Disaster Risk Reduction Advisor

I. Position Information

Job Code Title: **National Disaster Risk Reduction Advisor**

Department: UNDP Georgia

Reports to: UNDP E&E Team Leader

Type of Contract: Service Contract

Post Level: SB4/Q1

Contract Duration: 2 years

II. Organizational Context

Under the overall guidance of the UNDP of E&E team leader, the Disaster Risk Reduction (DRR) Advisor will be responsible for supporting UNDP CO in strengthening capacities of the national disaster risk reduction system in Georgia.

III. Functions / Key Results Expected

Summary of key functions:

1. Monitors progress of UNDP's overall progress in DRR, through systematically reviewing of progress and performance of all on-going DRR-related projects, identifying opportunities and entry points within the projects, supporting in drafting ToRs for consultants, proposing directions and solutions for improvement of DRR interventions, and seeking complementarities and integration with on-going projects in UNDP's other portfolios.
2. Analyses context, indicators; proposes UNDP's contribution and drafts policy, documents especially for Country Programme and other strategic documents, including UNPF, Country Program Action Plan (CPAP) in the thematic area of disaster risk reduction, seeking complementarities and mainstreaming into other UNDP practice areas where the Country Office has special interest and/or comparative advantages.
3. Proposes content of CPAP/AWPs and yearly formulate Outcome Targets of the Country Program and Results Oriented Annual Report (ROAR) in the thematic area of disaster reduction.
4. Negotiates, designs, and formulates programme and project documents in the thematic area in accordance with the UNDAF 2011-2015, and CPD 2011-2015. Supports submissions for TRAC 1.1.3 and CPR TTF funds, ensuring compliance with rules and regulations.
5. Distils and writes lessons learned and good practices and shares them with the CO, the UNCT, BCPR and other stakeholders and National counterparts. Promotes knowledge sharing between the COs in the region.
6. Contributes to learning and human resource development in the field of disaster reduction and disaster preparedness. Provides assistance in strengthening of the UNCT capacities in disaster preparedness and risk reduction. Organizes and conducts periodic and special training for UNDP, UN and government staff on disaster reduction policy and practice. Seeks support from BCPR and/or inter-agency mechanisms to ensure coherent and widely accepted approaches.
7. In collaboration with UNOHCA-ROCCA, contributes overseeing formulation, updating and testing of inter-agency contingency plan, definition of roles and responsibilities and identification of joint disaster preparedness and reduction programmes. Ensures collaboration and coordination with OCHA Regional and/or National Disaster Response Advisors, as applicable.
8. In the event of a disaster, assists in the formulation of UNDP components in situation reports and appeals and in the design of early recovery frameworks to ensure that risk reduction considerations are factored in the rehabilitation and reconstruction programmes.
9. Provides policy advice to government bodies, at all levels, in the adoption of relevant DRR practices.
10. Advocates and advices relevant partners on development and operationalization of inclusive, multi-hazard

and all-phase contingency plans.

11. Supports and provides advice on formulation and adoption of a national DRR strategy and/or action plan based on the Hyogo Framework for Action.
12. Provides necessary advice and supports national DRR coordination in close cooperation with UN agencies, government officials, ISDR and other partners.
13. Advises CO management on the issues that would benefit from high-level advocacy effort.

IV. Impact of Results

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Building Strategic Partnerships

- Identifying and building partnerships
- Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments
- Takes responsibility for achieving agreed outputs within set deadlines and strives until successful outputs are achieved

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Understanding of UNDP and the UN system, including thorough knowledge of its practices and procedures would be an asset

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Excellent computer literacy
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change
- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to disaster risk/climate risk reduction

Resource Mobilization

- Capability to mobilize resources, maintain coordination with the donors and UN Agencies and formulate programme and projects on disaster risk/climate risk reduction

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Self-motivated, ability to work with minimum supervision
- Leads teams effectively and shows conflict resolution skills
- Effective communication skills and ability to establish good working relationships with national and local authorities, and international interlocutors
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

VI. Required Skills and Experience

Education:	Master's Degree or equivalent in social sciences or discipline relevant to disaster risk management / reduction
Experience:	Proven record of achievement over 5 years of increasingly responsible experience in the development, planning, implementation, monitoring and evaluation of disaster risk reduction, emergency response and/or post disaster recovery programmes, including provision of policy advice on disaster risk reduction and capacity-building at local, regional and national levels. Experience working in the context of natural disaster response and an in-depth knowledge of development issues in the country. Demonstrated abilities and contributions to policy and guideline formulation, resource mobilization, team building, team leadership and management, preferably in a capacity related to the UN system. Experience in establishing inter-organizational networks and partnerships at the operational level.
Language Requirements:	Fluency in English and Georgian, both oral and written, is required; working knowledge of other UN official language, particularly Russian is an asset.

National Project Coordinator

I. Position Information

Job Code Title: **National Project Coordinator**
Department: UNDP Georgia
Reports to: UNDP E&E Team Leader
Type of Contract: Service Contract
Post Level: SB4/MIN
Contract Duration: 2 years

II. Organizational Context

Under the overall guidance of the UNDP of E&E team leader and in close collaboration with the National DRR Advisor, the National Project Coordinator will be responsible for supporting implementation and daily oversight of UNDP disaster risk reduction project(s) in Georgia.

The Project Coordinator has the authority to run the project(s) on a day-to-day basis on behalf of the Project Board within the framework laid down by the Board. The Project Coordinator is responsible for day-to-day management and decision-making for the project(s). The Project Coordinator's prime responsibility is to ensure that the project(s) produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

III. Functions / Key Results Expected

Summary of key functions:

Overall project management

- Manage the realization of project outputs through activities according to the approved project work plan;
- Provide direction and guidance to project team(s)/responsible party(ies).
- Liaise with the Project Board or its appointed Project Assurance roles to assure the overall direction and integrity of the project.
- Identify and obtain any support and advice required for the management, planning and control of the project.
- Responsible for project administration.
- Liaise with any suppliers.

Running a project

- Plan the activities of the project and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications.
- Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required.
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures).
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports.
- Manage and monitor the project risks as initially identified in the Project Brief appraised by the LPAC, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log.
- Be responsible for managing issues and requests for change by maintaining an Issues Log.
- Prepare the Project Progress Report, Annual Review and Final Review (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance.
- Based on the review, prepare the Annual Work Plans and as Quarterly Plans if required.
- Identify follow-on actions and submit them for consideration to the Project Board.

- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries.
- Prepare final CDR/FACE for signature by UNDP and the Implementing Partner.
- Undertake the management function of another project within the E&E portfolio if/when required at the decision of management.

IV. Impact of Results

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the effective implementation, monitoring and evaluation of the disaster risk reduction project(s) contributing to strengthening of the national DRR system.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- Ability for strategic planning, results-based management and reporting.
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- Ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems.

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of project, managing data, reporting.
- Solid knowledge and experience in project management and financial resources management.

Leadership and Self-Management

- Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear and concise style.
- Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines.
- Fully proficient computer skills and use of relevant software and other applications.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations.

VI. Required Skills and Experience

Education:	Master's Degree or equivalent in social sciences or discipline relevant to disaster risk management / reduction
Experience:	Minimum 5 years of management experience, including 2 years for thematic area experience
Language Requirements:	Fluency in English and Georgian, both oral and written, is required; working knowledge of other UN official language, particularly Russian is an asset.

