Project Document

United Nations Development Programme

Country: JORDAN

Project Title:	Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in the Hashemite Kingdom of Jordan
UNDAF Outcome(s):	Enhanced capacity of Government and Civil Society Organisations to prevent, respond to and mitigate natural and man-made
Expected CP Outcome(s):	Enhanced capacity of government and Civil Society organisations (CSOs) to prevent, respond to and mitigate natural and man-made disaster.
Expected CPAP Output(s):	Output 1: Synergies between governance of disaster risk reduction and climate change adaptation strengthened with a view to reduce poverty in Jordan; Output 2: Disaster Risk Reduction and Climate Change Adaptation integrated (mainstreamed and gender sensitive) into ASEZA and PDTRA Output 3: National institutional capacities (JNBC) strengthened to modify national building code and carry out seismic structural assessment of building and design retrofit and a Seismic Structural Vulnerability Assessment of key JCD buildings conducted
Implementing partners	Jordan National Building Council (JNBC) Aqaba Special Economic Zone Authority (ASEZA), Petra Development and Tourism Region Authority (PDTRA) Jordan Civil Defence (JCD)
Coordinating Authority	Ministry of Planning and International Cooperation
Executing Entity:	United Nations Development Programme (UNDP)

Brief Description

The project aims to improve governance and strengthen Jordanian institutional coping mechanisms to address disaster risk reduction (DRR) for natural hazards, and climate change adaptation (CCA) as it relates to prevention, mitigation, and preparedness for flash flooding. The project will strive to develop synergies at policy and institutional levels between DRR and CCA, given the strong interface that exists between the two disciplines. The project will also – strengthen institutional capacity in PDTRA and ASEZA to deal with all aspects of disaster risk reduction, including climatic hazards. An important component will be the review of the Building Code in the light of seismic risk assessment by the National Building Council and enhancing the knowledge and experience in structural resilience so that the Jordanian Civil Defence is enable to organize post-disaster emergency response operations. Ministry of Education will also carry out structural assessment of schools in Amman. This will be achieved through the revision of the construction standards and practices as well as carrying out a seismic and flood vulnerability assessment and retrofit design of selected JCD buildings and public schools (UNICEF project).

Programme Period PHASE 1:	**12 months**
PHASE 2:	**9 months**
Key Result Area (Strategic Plan)	_____
Atlas Award ID:	_____
Start date:	**1 November 2011**
End Date	**31 July 2013**
PAC Meeting Date	13 June 2011
Management Arrangements	NEX

Total resources required	**1,702,750 USD**
Total allocated resources:	1,482,750 USD
• UNDP/TRAC	100,000 USD
• ASEZA	100,000 USD
• PDTRA	100,000 USD
• UNICEF	50,000 USD
• SDC	782,750 USD
• JTIF	350,000 USD
(UNDP GMS: 115,250 USD)	
Unfunded budget:	220,000 USD

A second phase is planned for a period of 9 months (1 November 2012-31 July 2013). An evaluation of phase 1 will take place in the second quarter 2012. With the findings, the objectives and the budget for phase 2 will re-validated.

Agreed by (Government Coordinating Authority) –

Ministry of Planning and International Cooperation

Agreed by (Implementing Agencies):

Jordan National Building Council

AQABA SPECIAL ECONOMIC ZONE AUTHORITY
Chief Commissioner
Date:
ASEZA

Issa Ayyoub 4/7/2011

Aqaba Special Economic Zone Authority

الدكتور
محمد علي عقله الفرجات
مفوض شؤون التنمية المحلية والبيئة

Petra Development and Tourism Region Authority

Jordan Civil Defence

Agreed by (UNDP):

UNITED NATIONS DEVELOPMENT PROGRAMME IN JORDAN
OFFICE OF THE RESIDENT REPRESENTATIVE

List of Acronyms

ASEZ	Aqaba Special Economic Zone
ASEZA	Aqaba Special Economic Zone Authority
AWP	Annual Work Plan
CCA	Climate Change Adaptation
CPAP	Country Programme Action Plan
CSOs	Civil Society Organizations
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
EMAP	Emergency Management Standard and Accreditation
EOC	Emergency Operations Centre
FF	Flash Floods
GEF	Global Environment Fund
GMS	General Management Services
GOJ	Government of Jordan
HACT	Harmonized Approach for Cash Transfer
HCCD	Higher Council for Civil Defense
IP	Implementing Partner
ISMEP	Istanbul Seismic Risk Mitigation and Emergency Preparedness
ISS	Implementation Support Service
JCD	Jordanian Civil Defence
JD	Job Description
JNBC	Jordan National Building Council
JTIF	JTI Foundation
JUST	Jordan University for Science and Technology
MDGs	Millennium Development Goals
MoEnv	Ministry of Environment
MoPIC	Ministry of Planning and International Cooperation
MoWRI	Ministry of Water and Resources and Irrigation
NEX	Nationally Executed
NPMA	National Project Management Advisor
PB	Project Board
PDTR	Petra Development Tourism Region
PDTRA	Petra Development Tourism Region Authority
PPR	Project Progress Reports
PTC	Project Technical Committee
QPR	Quarterly Progress Report
RSS	Royal Scientific Society
SBAA	Standard Basic Assistance Agreement
SDC	Swiss Development Cooperation
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNICEF	United Nations Children's Fund
UNISDR	United Nations International Strategy for Disaster Reduction
WHO	World Health Organization

I. SITUATION ANALYSIS

Jordan is exposed to diverse natural hazards and disaster risks. Key amongst them includes earthquakes, droughts, floods and desertification. The Dead Sea Transform Fault System that touches land from the Red Sea near Aqaba passes through the western region of Jordan and travel inside Palestine, Israel, Syria and Lebanon. Major Jordanian urban centres including the capital city of Amman, Aqaba and Petra are located very close to the Dead Sea Fault system. In recent history, major earthquake events have happened in 1927, 1969, 1995 and 2004, which caused moderate to severe damages and losses in different parts of the country.

Climatic hazards pose another set of threats to Jordanian economic and human development, particularly the droughts and flash flooding. The country is extremely arid and is statistically the fourth most water scarce country in the world with a per capita share of 145 Cubic meters per year. The observations and studies by the Jordanian meteorological department indicate that precipitation will reduce in Jordan as a result of climate change. This will seriously affect the rain-fed agriculture, water resources and food security sectors in the country. In particular, parts of the country face severe localized flash flooding; e.g. Petra, Aqaba, Maan and the various wadies. Flash flooding has historically caused damages to local tourist infrastructure, archaeological sites and urban infrastructures.

In terms of disaster impact, any future seismic incidents in urban centers of Jordan might cause significant life losses by damaging buildings and could destroy infrastructure. Certain climatic hazards; e.g. flash flooding could cause severe losses to people's livelihoods damage to the tourism related sources of livelihoods; e.g. roads, archaeological sites, excavated towns etc. In today's interconnected world, any news of a disaster in Jordan could scare tourism which provides much needed employment to numbers of Jordanians.

In this manner the seismic disasters and climate change induced hazards could reverse the development gains of Jordan and hamper the goal of poverty reduction and the achievement of MDGs. The second national communication of Jordan asserts that climate change will have significant impacts for the sectors of energy, agriculture, water resources, health, food security and employment.

The vulnerability of the Jordanian society and economy to natural hazards and climate change induced disasters owe to the limited proactive approach to disaster prevention and mitigation, insufficient institutional capacities at the national and local levels, lack of trained human resources, lack of awareness amongst senior officials and communities about disaster preparedness, and unsatisfactory implementation of existing policies.

In terms of national awareness, some advocacy work was done by various stakeholders in accordance with the Hyogo Framework for Action; e.g. UNDP, UNICEF, WHO, UNISDR and Swiss Development Cooperation. However, still that awareness has not trickled down across Ministries and to the local levels and is yet to be translated into enlarged policy dialogue and effective action for disaster risk reduction.

In terms of institutional capacities for DRR, the Higher Council for Civil Defense (HCCD) has traditionally understood its role as improving capacity in national disaster management but limited attention has been given to prevention and mitigation. Only recently the Ministries of Health and Education started to consider seriously disaster in their development plans. Progress is also evidenced with the ongoing discussion on the revision of the national strategy for DRM. The formulation brings together different institutions in addition to the National Centre for Security and Crisis Management (this institution was created in 2006 by Royal decree and has yet to be approved by the Parliament). It is expected that this strategy will consider the 5 key priorities laid out by the Hyogo Framework for Action (signed by Jordan in 2005) and proposes a clear action plan for its implementation.

At the governorate and municipality levels, the major gaps include: the absence of organizations dealing with disaster preparedness and prevention. Normally the governors have been assigned the authority to organize emergency response after disasters however Governors' offices don't have capacities and mandate for disaster prevention and preparedness. The government has established two authorities in Aqaba and Petra: ASEZA and PDTRA. These two bodies are focused on developing sustainable development through disaster risk reduction. For that they both want to develop their own capacities in DRM, which is a major step to institutionalize risk reduction at all levels.

With regards to the seismic risk reduction, the UNDP funded Disaster Risk Management Master Plan for Amman (2007-2009) identified number of major gaps and related recommendations. So far no implementation was carried out even though some are urgent such as the weaknesses in the construction standards and practice: Constructions built before 2001 did not integrate seismic resilient practices and codes and no vulnerability assessment was done for the old public buildings. For constructions after 2000, there is no guarantee for seismic resistance as the code is not enforced by field inspections and the number of trained engineers with the knowhow is very limited. This is a major concern as the 2009 seismic risk assessment for Amman forecast a high percentage of damages to buildings, including the Jordan Civil Defense. Today, the Jordanian National Building Council (chaired by the Minister of Public Works) is keen to fill the gap and update the budding code with specific provisions for retrofitting and to organize training for civil engineers in structural/non-structural assessment ex post and post earthquake. This knowledge could be immediately applied to the Civil Defense buildings.

With regards to impact of climate change, the projection forecasts an increase of 2°C by the year 2050[1]. In addition rainfall is expected to decrease by 5 to 20% depending on the regions of the country. Rains will be more unpredictable, infrequent and intense. The Government of Jordan considers this challenge of increased water scarcity as the single most important constrain to the country growth and development (Second National Communication).

To deal with this challenge, Jordan suffers unfortunately from continuing institutional fragmentation between the management of these risks. Primary responsibility for Climate Change Adaptation lies with the Ministry of Environment (dealing with the UNFCCC) while Disaster Risk Reduction lies primarily with Civil Defence (Hyogo Framework for Action). These two institutions manage parallel structures of coordination (the Inter-ministerial committee for climate change and the higher council for civil defence), different national budgets, different strategies and different sources of external funding (UNFCCCC, Global Environment Fund (GEF), and Global Fund for

[1] Idem

Disaster Risk Reduction, bilateral donors). Today other actors fall into these two parallel institutions and systems with no agreed upon coordination mechanisms. Given the limited financial resources available to the Jordanian institutions, it is pertinent that coordination and synergies at policy and institutional levels between DRR and CCA are strengthened in order to achieve efficiency and results.

The interface between the two disciplines refers to the *"climate change induced disaster risks"*. This overlap will consider that on one side DRR deals with all types of disasters; e.g. geological, climatic, industrial and social and covers all aspects of the continuum including prevention, mitigation, preparedness, response and recovery while CCA deals with all kinds of vulnerabilities resulting from climate change: e.g. increasing temperatures and their impact, new disease patterns, reduction in precipitation, increasing water scarcity, and climate induced hazards; e.g. droughts, flooding, aridity etc.

It is in this context the United Nations Development Assistance Framework (UNDAF) 2008-2012 has prioritized disaster risk reduction as strategic interventions. Outcome 2.3 of the UNDAF focuses upon disaster risk reduction, *"Enhanced capacity of the Government and CSOs to prevent, respond to and mitigate natural and man-made Disasters.*

UNDP believes that relevant national policies and plans need to be reviewed and synergies need to be identified. Based upon a review of the existing policies and plans, gaps and areas for capacity development shall be identified so that initiatives to address both DRR and CCA could be implemented at national and local levels.

UNDP will support PDTRA and ASEZA to mainstream DRR and CCA within their operations and formal processes as well as in the development plan for their respective region. UNDP will support the multi-stakeholder, multi-sectoral policy dialogue based on the findings of the completed seismic risk assessment in Aqaba and the future integrated risk assessment for Petra. In this latter city, a flash flood early warning system will be piloted for the first time ever in Jordan.

Finally UNDP is keen to reduce existing and future vulnerability of buildings to seismic risks by supporting the revision of the building code and train civil engineers in structural assessment and retrofit design through the Jordan National Building Council. This knowledge will be immediately applied while assessing a number of JCD buildings. With this assessment, the JCD will decide on necessary retrofit.

II. STRATEGY

The overall UNDP strategy for this project will revolve around 4 key pillars:

1. To provide a common operating framework for DRR and CCA by identifying synergies in the existing policies and laws related to DRR and CCA that deal with prevention, mitigation and preparedness of droughts, flooding, desertification and aridity thus leading to poverty reduction;
2. Strengthen coordination mechanisms between the institutions dealing with DRR and the institutions dealing with CCA with a view to promote common strategies and joint initiatives for prevention, mitigation and preparedness.

3. Enhance local institutional capacities in two high risk regions of Aqaba and Petra to enable the local authorities to address climatic and geological hazards effectively;
4. Enhance resilience of national disaster response institution to enable it to undertake effective emergency response in the wake of seismic and climatic disasters; Enhance National capacity to assess structural /non-structural vulnerability of buildings.

In order to address these four pillars, the interventions in the project are divided into three outputs. Please see below the matrix A on the Pillars vs. Outputs.

MATRIX A

Strategy Pillars	Outputs
1. To provide a common operating framework for DRR and CCA by identifying synergies in the existing policies and laws related to DRR and CCA that deal with prevention, mitigation and preparedness of droughts, flooding, desertification and aridity thus leading to poverty reduction; 2. Strengthen coordination mechanisms between the institutions dealing with DRR and the institutions dealing with CCA with a view to promote common strategies and joint initiatives for prevention, mitigation and preparedness.	Output 1: Synergies between governance of disaster risk reduction and climate change adaptation strengthened at the national and local levels with a view to reduce poverty;
3. Enhance local institutional capacities in two high risk regions of Aqaba and Petra to enable ASEZA and PDTRA to address climatic and geological hazards effectively;	Output 2: Disaster Risk Reduction and Climate Change Adaptation integrated (mainstreamed and gender sensitive) into ASEZA and PDTRA
4. Enhance resilience of national disaster response institution to enable it to undertake effective emergency response and early recovery in the wake of seismic and climatic disasters; Enhance National capacity to assess structural /non-structural vulnerability of buildings.	Output 3: National institutional (JNBC) capacities strengthened to modify national building code and carry out seismic structural assessment of building and design retrofit and a Seismic Structural Vulnerability Assessment of key JCD buildings conducted

Matrix B, as below demonstrates the contribution of three outputs to the interface of DRR and CCA.

MATRIX A

DRR and CCA Synergies with Project Outputs

DRR and CCA Convergence	Outputs/Activities
	Output 1: Synergies between governance of disaster risk reduction and climate change strengthened at the national and local levels with a view to reduce poverty
DRR & CCA	To assess existing and potential linkages between climate change adaptation and disaster risk reduction and identify how this synergy can enhance poverty reduction
DRR & CCA	To assist the Government of Jordan to design a Framework for Action that will promote potential linkages between climate change adaptation and disaster risk reduction in order to enhance poverty reduction

DRR & CCA	To recommend the activities of the Government Framework for Action that could be supported by UNDP
	Output 2: Disaster Risk Reduction and Climate Change Adaptation integrated (mainstreamed) into ASEZA and PDTRA
DRR & CCA	To Support to the administrative set up of the DRM Directorate in ASEZA
DRR & CCA	To Support to the Administrative set up of a DRM unit in PDTRA
DRR & CCA	To carry out an Integrated Risk Assessment (seismic and FF) and undertake a feasibility study for a Flash Flood warning system in Wadi Musa
DRR & CCA	To carry out joint Competency Training for the DRM district Committee and DRM Directorate in ASEZA and PDTRA
DRR & CCA	Operationalisation of the DRM Master Plan for PDTR/ASEZ
DRR & CCA	To set up of a Flash Flood warning system in Wadi Musa
	Output 3: National institutional capacities strengthened to modify national building code and carry out seismic structural assessment of building and design retrofit and a Seismic Structural Vulnerability Assessment of key JCD buildings conducted
DRR	Building Code modification
DRR	Curriculum for training of engineers
DRR	Training of Engineers
DRR and CCA	Seismic and flood vulnerability assessment and retrofitting of JCD buildings
	Output 4: Increased capacity in DRM and project management of the Three Implementing Partners

During implementation of the above activities, as far as is possible there will be a focus on south-to-south cooperation by drawing expertise from the region that is culturally acceptable:

UNDP will mobilise the expertise from Turkey where the World Bank developed similar products on building codes and on structural assessment as well as retrofitting. The Istanbul Seismic Risk Mitigation and Emergency Preparedness (ISMEP) project accumulated more than 10 years of work and is willing to share its findings with their Jordanian counterparts.

UNDP will also facilitate the cooperation with the Egyptian Ministry of Water and Resources and Irrigation (MoWRI) with the PDTRA regarding the flash flood risk assessment and the setup of an operational early warning system. The MoWRI developed this system with success in Nuweiba, Red Sea. The topographic and climatic conditions are very similar to the ones in Petra.

Lessons learned from the project will be shared with neighbouring offices.

Output 1: Synergies between governance of disaster risk reduction (DRR) and climate change adaptation (CCA) strengthened at the national and local levels with a view to reduce poverty;

Multiple policies, laws and institutions exist in Jordan to deal with different dimensions of climate change adaptation and disaster risk reduction; e.g. the Water Strategy 2008-2022, Civil Defence Law etc. Many times these laws lack cross-references and synergies and they are implemented independently by separate institutions without coordination and collaboration. This leads to duplication of efforts, waste of resources, and confusion over roles and responsibilities amongst stakeholders.

Given the interface that exist between DRR and CCA, particularly related to management of climatic hazards; e.g. droughts, water shortage, and flooding, it is pertinent that policies for DRR and DRR are designed in an inclusive manner (to ensure participation of stakeholders from both sides). For example, rainwater harvesting in dry zones is a good example of a strategy that falls both within the perimeters of DRR and CCA. Similarly, there are other interventions that would contribute to both aspects; e.g. tree plantation, water-recycling, water desalination, range-land management etc. There is also an urgent need to establish effective coordination mechanisms at institutional levels between climate change adaptation and disaster risk reduction in order to facilitate synergies in implementation of policies and plans.

Coordination and adoption of common approaches to DRR and CCA is also urged by the scarcity of resources available to different departments and stakeholders in Jordan. It is observed that many times policies and plans do exist, but the implementation is stalled due to in-sufficient amount of funding. Therefore, coordinated and collaborative action between these two areas can help in addressing the problem of resource shortage.

This outcome of the project will focus upon enhancing policy and institutional synergies between CCA and DRR in Jordan by undertaking following activities.

i. Assessment of existing and potential linkages between CCA and DRR and identify how this synergy can enhance poverty reduction

An assessment will be conducted to identify the various policies and laws that exist in multiple sectors to deal with DRR and CCA. Synergies in existing policies will be identified and gaps will be highlighted with a view to propose strengthening of linkages in these policies and laws. The assessment also study the existing institutional arrangements for coordination and decision making about DRR and CCA; e.g. the Civil Defense Council, and various committees within the agriculture, water resources and environment sectors. The assessment will review the mandates of these committees and will identify subjects for which cross-sectoral coordination and awareness is required between the disaster management coordination bodies/committees and the climate change coordination bodies/committees.

ii. The Government of Jordan to design a Framework for Action that will promote potential linkages between CCA and DRR in order to enhance poverty reduction

Based upon the above assessment, a Framework of Collaboration between DRR and CCA will be prepared. The Framework will have three sections. Section one will describe the theoretical linkages between DRR and CCA. Section two will make recommendations on modifications and changes that are required in DRR and CCA policies in order to strengthen the linkages. Section three will make recommendations on improving institutional coordination amongst the Committees/Councils/Departments dealing with DRR and Committee/Councils/Departments dealing with CCA. Recommendations from this Framework will be shared with government to be taken by and included in National Development Plan and in sectoral development plans.

iii. Recommendation for activities to the Government Framework for Action that could be supported by UNDP and for current project

A strategy document/project document will be prepared for UNDP, to facilitate the implementation of the Framework of Collaboration between DRR and CCA. The strategy/project document will also provide guidance to UNDP on building synergies between DRR and CCA

components of the country programme and the UNDAF as well as implemented into the current project.

Output 2: Disaster Risk Reduction and Climate Change Adaptation integrated (mainstreamed and gender sensitive) into ASEZA and PDTRA

The Dead Sea Fault System, which extends the whole length of the country and defines its western border, is the most important geological feature of seismic significance in Jordan. Many major urban centres in Jordan are located along the Dead Sea Fault-line. Two important growing centres of business, trade and tourism that are located on the Dead Sea fault system are Aqaba and Wadi Musa, Petra. Wadi Musa, a world tourist destination and a town of about 11,000 is located 30 kilometres from the Dead Sea Fault in Petra region. In case of a major seismic event, the towns of Aqaba and Petra could suffer severe damages and losses. As per scientific studies the probability of a major earthquake of a magnitude over 6 within the next 30 years is 50 % anywhere along the 1,100 km fault system. A number of large earthquakes that have happened in 1927, 1969, 1995, and 2004 are but reminders about the next one.

Flooding is also a well known hazard in the regions of Petra, Wadi Musa and Aqaba. The source of flooding can be rain from storm system such as the one coming from the Egyptian Sinai (Khamisin mixing rain and dust) or the sudden melting of snow. The Flash floods have become severe in recent years due to the deforestation in the upstream, the steep slopes of the Wadis with the new construction. Between the periods of 1963-2010, fourteen (14) major floods have occurred in the region. Many centuries ago, Nabataens had designed an integrated network of hydrological systems throughout the area of Petra. This system protected the city from the recurrent threat of flash floods. Over the years, this system has degenerated due to lack of maintenance. Downstream, the large flow can endanger the population of the Wadi Musa and the visiting tourists.

Aqaba has already attracted dozen of billions of dollars of investment for development of new infrastructure, thus necessitating the incorporation of DRR and CCA into their development planning. Similarly Petra and Wadi Musa attract hundreds of thousands of tourist every year. 90 % of the tourists visiting Jordan also visit Petra. The total number of tourists that come to Jordan was around 900,000 in year 2010. The pressure of tourism upon Petra and Wadi Musa will increase in the coming years, since the authorities plan to transform the region from a "Tourist Attraction" to a "World Class Tourist Destination". This will also increase pressure upon the natural resources of the region and would thus exacerbate the risks of disasters. At the same time, there will be more tourists exposed to experiencing disasters; e.g. flash flooding and/or earthquakes. The project will carefully consider the sensitiveness of the findings of the hazards risk assessment in regards to safety for tourism (avoiding creating unnecessary fears).

The Jordanian Government has formed two autonomous bodies to manage the development of the regions of Aqaba and Petra, namely Aqaba Special Economic Zone Development Authority (ASEZA - 2000) and Petra Development and Tourism Region Authority (PDTRA- 2009) respectively.

UNDP has been working with the ASEZA to develop capacities for seismic risk reduction in the Aqaba economic zone. A seismic risk assessment has been completed and also training of experts has been done. A disaster risk management Master Plan is being prepared for the Aqaba

Economic Zone. At present, UNDP is working with the ASEZA to set up a special Disaster Risk Management Directorate at ASEZA, with a view to facilitate disaster risk reduction through implementation of the DRM Master Plan.

PDTRA is keen to develop disaster risk management systems. It recently organized a workshop on prevention measures. It is also working on reforestation and terracing of the higher grounds and intends to integrate disaster risk management 2011-2021 Strategic Master Plan for Petra Region. In the past some disaster risk reduction works have been done in the Petra region with support from various donors; e.g. USAID. UNDP will implement a bio-diversity project in the region (2012-2016). The project will therefore build on existing assessment and complement activities.

The output 2 of this project will focus upon establishing institutional capacities for DRR, including climatic hazards, of the ASEZA and PDTRA. A brief description of the proposed region-wise interventions is as below.

Enhancing ASEZA and PDTRA DRM capacities

i. Operationalize the DRM Directorate in ASEZA/PDTRA

The ASEZA board has already approved the establishment of DRM Directorate in ASEZA to deal with issues of DRR including seismic and climatic hazards. PDTRA still has to agree and set up this administrative structure.

In order to operationalize the directorate, a consultant already worked on the set up of the administrative structure with the assigned ASEZA team.

Therefore the Project will support the ASEZA/PDTRA in developing a number of products and systems as following:

- *Special Ordinance to set up of ASEZ /PDTR DRM district committee:* The special Ordinance will be prepared and finalized for the Governors' approval. The Ordinance will define the functions, authorities, coordination arrangements, and resource requirements. DRM policies designed by the Directorate will be discussed and approved. This committee will be chaired by the ASEZA/PDTRA chief commissioners and will gather institutions that deal directly and indirectly with DRM. The DRM directorate in ASEZA will serve as the Secretariat of the Committee and the implementing arm.
- *Organigram and JDs for the ASEZA DRM directorate/ PDTRA DRM unit:* Finalisation of the organizational structure with definition of reporting/flow of information/accountability at various levels. The Organogram and the job descriptions will be submitted to the ASEZA/PDTRA board for final review and approval.
- *Set up of basic Emergency Operation Centre at the DRM directorate:* In order to enable the DRM Unit and the ASEZA/PDTRA to organize coordinated emergency response to any future disasters, a basic Emergency Operations Centre (EOC) will be set-up under the DRM directorate. Essential equipment; e.g. video-conferencing facilities, computers, TVs, telephones, soft-wares for relief and response management will be installed in this regard.

ii. Joint Competency Training for the Directorate staff and for the DRM related actors

In order to enhance technical capacities of the Committee members and the staff of the DRM Directorate of ASEZA/PDTRA , competency training courses will be designed and conducted.

The training will include courses on Emergency response management, risk sensitive land use planning, disaster risk assessment, seismic risk reduction and flood risk reduction.

iii. *Emergency Operations Plan:* A contingency management or Emergency Operations Plan will be prepared for each of ASEZA/PDTRA commissions and in support to other DRM actors. This plan will define the roles and responsibilities and Standard Operating Procedures for ASEZA/PDTRA and partner departments to organize post-disaster emergency response and recovery. The EOP will carefully consider the issues of gender and existing social vulnerability to ensure inclusiveness and building coping capacities.

iv. *DRR mainstreaming Strategy*: A DRR Mainstreaming Strategy will be based on the findings of the DRM Master Plan respectively developed for ASEZA and PDTRA will address the long-term issues of disaster prevention and mitigation with regards to earthquakes, flash floods and industrial hazards. It will provide description of prevention and mitigation strategies for earthquakes and climatic hazards facing Aqaba& Petra. It will also include estimation of costs for the implementation of proposed strategies. This strategy will define the roles of different departments and stakeholders in designing and implementing interventions for prevention and mitigation of disasters in their jurisdiction. The DRM strategy will carefully consider existing social vulnerability and gender issues (This study was already carried out for Aqaba but still to be done in Petra).

WADI MUSA, PETRA

a) Integrated Risk Assessment and feasibility study for Flash Flood warning system in Wadi Musa

A risk assessment of the seismic and flood hazards will be conducted in Wadi Musa. Based upon the results of the risk assessment, a flash flood warning system will be established for Wadi Musa. This will include installation of relevant flood monitoring equipment and establishing systems for communication of warning information to communities and all stakeholders. Training will also be organized for the members of the DRM Coordination Committee of PDTRA, the DRM Unit of the PDTRA and for other local officials from Wadi Musa. Training will cover topics about flood risk analysis, flood risk management and flood warning systems. The project will organise south-south cooperation with Egyptian Ministry of Water that implemented similar project with success in Nuweiba, Red Sea.

b) Piloting a Flash Flood warning system in Wadi Musa

This will be done during phase 2

i. **Output 3: National institutional capacities strengthened to modify national building code and carry out structural assessment of building against seismic risks and in retrofit design for earthquake safety and a Seismic Structural Vulnerability Assessment of JCD buildings conducted**

This output intends to achieve two objectives. First to enhance resilience of the Jordan Civil Defence to remain operational, particularly in post-earthquake scenario and provide essential service to the country and the cities of Amman, Zarqa and Salt through organizing response operations, which is the primary responsibility of the JCD. Second objective will be to provide through the Jordan National Building Council the legal basis, and build technical capacities of the

Jordanian engineers to conduct structural vulnerability assessment of buildings against seismic and flood risks and undertake retrofitting of buildings to make them resilient against seismic risks. The first objective will enhance the immediate ability of the Jordanian system to reduce loss of lives in case of a seismic disaster in near future. While the second objective will contribute to longer-term social resilience of the Jordanian communities by providing essential cadre of skilled individuals who can help people in building seismic safer homes and buildings.

The two objectives will be achieved through following mutually inclusive interventions.

ii. National Building code modification

Seismic risk reduction is required both in the construction of new buildings and infrastructure as well as in the existing building stocks, which is also known as the built environment. Given the fact that millions of buildings have been built in the country, which are old and do not comply with seismic safety standards, it is critical that structures of such buildings are assessed to estimate their vulnerability against potential earthquake events. Based upon such assessments, the most vulnerable buildings must be either retrofitted or re-built in order to avoid major life and property losses during an earthquake event. In order to encourage the owners of buildings to undertake necessary safety steps, it is imperative to update the Building Code and its risk map with latest earthquake provisions and the findings of the existing seismic risk assessments in Amman and Aqaba.

UNDP will provide expertise through a south-to-south cooperation with Turkey where much experience within the local government, contractors and Universities was gained.

Thus, recommendations will be proposed to make structural assessment for seismic risks, and seismic proof retrofitting of buildings an essential requirement under the national building code. This modification will be led by the Jordan National Building Council chaired by the Minister of Public Works with the technical knowledge from Turkish experts, Royal Scientific Society, Jordan Engineering Association, Earthquake Technical Committee and Jordan Constructor Contractor Association and Universities.

iii. Training program for civil engineers

Engineers, contractors and construction workers provide the necessary human paraphernalia in the construction sector. In Jordan most of the public and private buildings are built by the engineers. Large majority of the engineers, however, lack essential knowledge and skills required for earthquake safer construction (unless they have taken a specific course at Master degree level). Particularly they lack skills in retrofitting and strengthening of the existing buildings. In the absence of qualified engineers, the compliance and related seismic with building code cannot not be ensured during the execution stage.

Therefore, the project will initiate a process to enhance the knowledge and skills of engineers in structural assessment of building against seismic risks and in retrofitting for earthquake safety. A curriculum will be prepared for providing short-term training to in-service engineers (from wide range of actors: Civil Defence, Ministry of Education, Ministry of Public Works, Royal Scientific Society, Jordan Engineering Association, ASEZA, PDTRA, Universities) about seismic structural assessment and retrofitting as well as post-earthquake assessment.

In order to ensure sustainability, a Training of 20-25 Trainers (male-female equality) will provide solid base for the dissemination of the knowledge and practice to different cities of the country.

This training program will be designed and implemented by Turkish experts that have been working in the World Bank funded retrofitting projects in Istanbul. Since, retrofitting is a skilled that can be only acquired through actual implementation, therefore, the training will be lead the engineers to apply immediately their knowledge by assessing structural vulnerabilities and designing retrofitting of 2 JCD buildings and 2 MoE schools (UNICEF project funded by SDC) .

In addition the project will address the lack of compulsory curriculum in seismic safe constructions at bachelor degree. A specific course will be designed for the key Universities teaching engineering (Jordan University, JUST, Balqa, etc)

JNBC will set up with the Jordan Engineering Association a system for certification for trainers and future trainees.

iv. Seismic Structural Vulnerability Assessment and Retrofit design of JCD buildings;

Jordanian Civil Defence (JCD) being the national focal point has a critical role in organizing post disaster response operations; e.g. search and rescue, fire fighting, evacuation, transportation of victims and management of shelter etc. The Amman seismic risk assessment that was conducted in 2008-09 under a UNDP/SDC project highlighted the vulnerability of the JCD buildings against seismic events. As per this assessment there is a risk that the buildings of JCD may collapse in a higher magnitude earthquake, which would render the JCD non-operational. Such a scenario will be highly undesirable in a post-disaster phase, when the JCD would be expected to perform at full capacity to help the affected communities. Therefore, it is proposed that using the above mentioned structural assessment methodology, an assessment of the offices of the JCD in Amman, Zarqa and Salt municipalities be conducted. UNICEF will also assess the structural vulnerability of 50 schools in Amman.

The 20 to 25 trained trainers will be paid to do the assessments of JCD buildings and Schools. The quality control of the assessment and retrofit design will be done on site and remotely by the Turkish experts.

The material testing will be done by Jordan based organisations after selection through public tender (RSS, Universities, etc.)

Based upon such assessment, appropriate retrofitting works shall be undertaken in PHASE 2 for the offices of JCD in Amman, Zarqa, Salt, Petra and Aqaba Governorates in order to ensure that the JCD remains functional in time of need and is able to organize emergency response after disastrous events.

The project does not contemplate to fund all the retrofitting but to ensure that assessment and designs meet the requirements for loan or grant from the World Bank and other regional financial institutions. UNDP with the donor SDC will provide recommendation to the Government of Jordan on best approaches to these institutional institutions.

Output 4: Increased capacity in DRM and project management of the 3 Implementing Partners

UNDP will provide support to the 4 IPs with a Project Management Advisor and technical support.

UNDP will start with the micro-assessment of the Implementing Partners capacity in administration and finance management. Based on the findings, if needed, an appropriate support program will be designed.

***

In UNDP ATLAS financial system, the output 1,2,3 &4 will be considered as activity 1, 2,3 &4.

III. ANNUAL WORK PLAN

United Nations Development Programme- Jordan
2011 Annual Work plan

Project ID:
Project Title: Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in the Hashemite Kingdom of Jordan
August - December 2011

Expected Output	Key Activities	Timeframe				Planned Budget					
		Q1	Q2	Q3	Q4	Fund	Donor	Budget Code	Budget Description	Amount	Total
Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in the Hashemite Kingdom of Jordan	1. Synergies between governance of disaster risk reduction and climate change strengthened with a view to reduce poverty			X	X	0400	UNDP	71200	International consultant	35,000	49,000
						0400	UNDP	71600	Travel	10,000	
						0400	UNDP	75700	Workshops	2,000	
						0400	UNDP	72500	Publications	2,000	
	2. Disaster Risk Reduction and Climate Change Adaptation integrated (mainstreamed) into ASEZA and PDTRA			X	X	30071	JOR	72100	Contractual services - companies	150,000	183,750
						30071	JOR	72200	Equipment & Furniture	25,000	
						30071	JOR	75100	GMS 5% JOR	8,750	
	3. National institutional capacities strengthened to			X	X		JTIF	72100	Contractual services - companies	125,000	137,500

	modify national building code and carry out seismic structural assessment of building and design retrofit and a Seismic Structural Vulnerability Assessment of key JCD buildings conducted						JTIF	75099	GMS 10% JTIF	12,500	
	4. Increased capacity in DRM and project management of the three Implementing Partners			X	X	30000	SDC	71400	Contractual services -IND	15,000	33,000
						30000	SDC	72200	Equipment and furniture	5,000	
						30000	SDC	71600	Travel	2,500	
						30000	SDC		Micro Assessment	7,500	
						30000	SDC	75100	GMS 10% SDC	3,000	
Total											**403,250**

IV. MANAGEMENT ARRANGEMENTS

The project will be nationally executed (NEX) in accordance with the established UNDP procedures for the duration of 12 months for phase 1 (and a second phase of 9 months as envisaged into the Results Framework). The Ministry of Planning and International cooperation in its role as Government Coordinating Authority will be responsible for the supervision of the Implementing Agencies performance, assessment of progress, technical quality and achievement of objectives.

While the day to day responsibility for the project lies with the implementing agencies (JCD, ASEZA and PDTRA), the Government Coordinating Authority retains ultimate responsibility on behalf of the Government.

United Nations Development Programme (UNDP): UNDP will assist MoPIC (and its collaborator HCCD) to build partnerships, coordinate between the various parties involved, obtain knowledge from global sources and experiences, and raise funds. UNDP will also provide overall policy and technical advice to the programme. MOPIC will oversee the overall performance of the implementing partners.

UNDP will also be the budget holder under the National Execution (NEX) modality and will provide training to concerned individuals, if needed, on the execution modality.

NEX modality will include controlling the expenditures and ensuring adequate financial management of the resources provided for the project, undertaking all necessary financial arrangements, processes, request for authorizations, and payments in a view to ensure financial accountability.

UNDP will start with the micro-assessment of the Implementing Partners capacity in administration and finance management. Based on the findings, if needed, an appropriate support program will be designed so that the IPs can manage directly advances and report back on them. Until that time, UNDP will operate with direct payments.

All expenses will be processed by the Implementing Partners through advances received from UNDP, provided that the micro-assessment of the IP capacity in administration and finance management is satisfactory and meets international standards. If the micro-assessment does not provide sufficient guarantees, a support program will be designed to ensure the IP will meet the standards in short time. In the meantime UNDP will carry out direct payment.

If a purchase of non-expendable equipment and services is requested by the IP through UNDP, an Implementation Support Service (ISS) fee will be charged to the project according to the nature of services offered.

The request should be based on a procurement plan submitted along with the work plan. These fees will be charged based on the latest update of the UNDP Universal Price List attached as annex XX.

1. ORGANISATIONAL STRUCTURE OF THE PROJECT

1.1. **The Project Board** will be established to oversee the Implementation of the project. It will be chaired by a senior representative of the Ministry of Planning and International Cooperation. The project board will be responsible for making strategic decisions through consensus for the project when guidance is required by the National Project Management Advisor, (NPMA).

The Project Board will consist of senior representatives from the Ministry of Planning and International Cooperation, HCCD, JNBC, JCD, ASEZA, PDTRA, Swiss Development Cooperation and UNDP.

The Project Board should meet twice a year or as necessary when requested by the NPMA. The Project Board is consulted by the NPMA for decision when budget tolerances have been exceeded.

1.2 **Three Project Technical Committee (PTC)** will be established to oversee the implementation of the project, and will comprise of the NPMA UNDP and the relevant Implementing Agencies (JNBC, ASEZA, JCD and PDTRA).

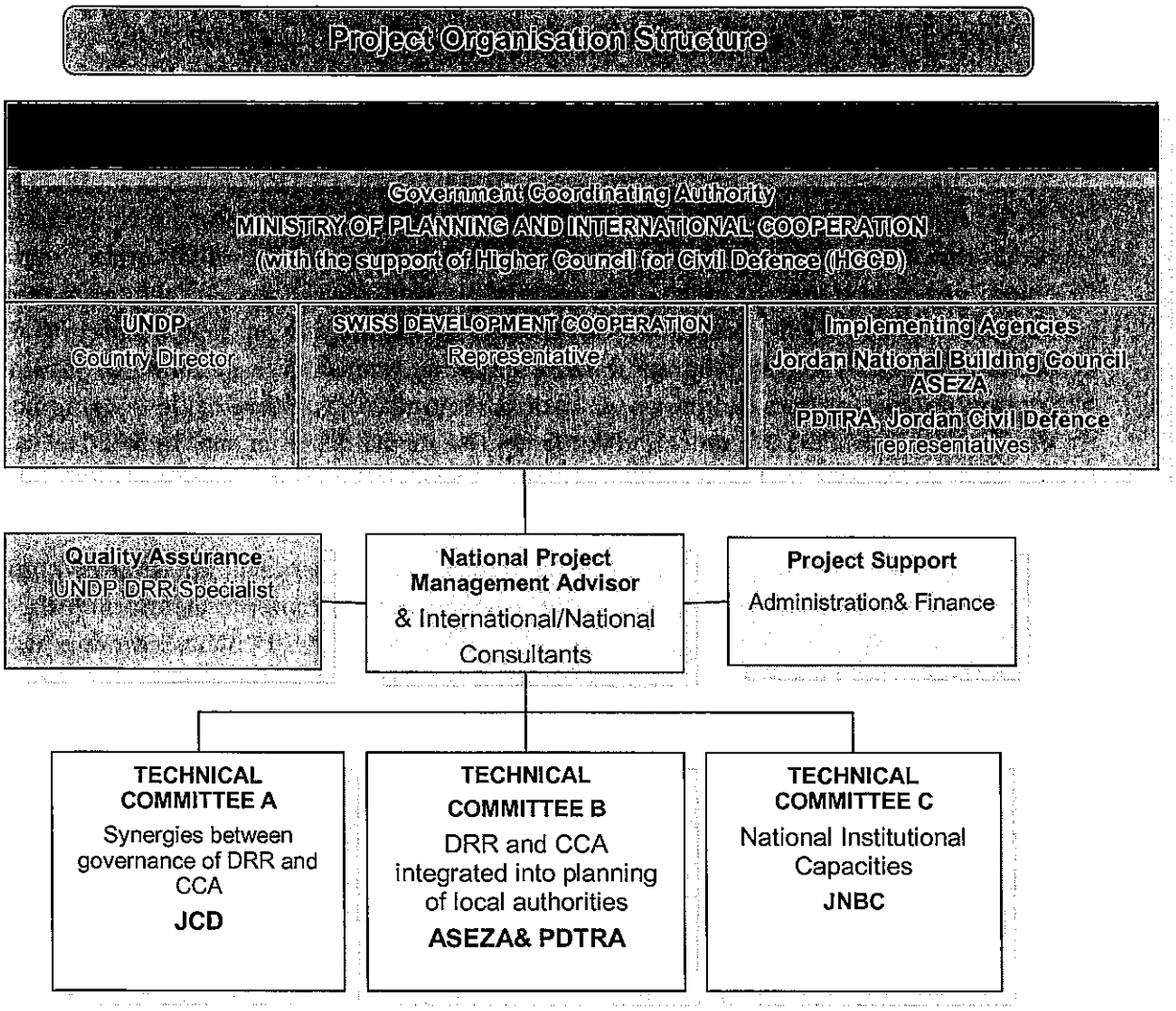
The PTC will include technical/operational level staff. It will discuss and provide technical solutions and recommendations to the Project, with a view to facilitate implementation of the different outputs and activities. The PTC shall meet once every three months or as the needs of the project under the leadership of the senior representative of the Implementing Agency.

The PTC Team leader will report progress made to the Project Board.

1.3 **The Project Assurance** role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The UNDP DRR specialist holds the Project Assurance role for the UNDP Project Board.

1.4 **The National Project Management Advisor, (NPMA),** is responsible for providing day-to-day technical assistance to each of the implementing partners, (IPs) with high level policy/technical and managerial expertise. The NPMA will ensure that IPs are effectively coordinating amongst each other. The NPMA will assist IPs in the annual, quarterly and daily planning of activities to ensure outputs are achieved within deadlines. The NPMA will also assist IPs in the recruitment of appropriate technical expertise and compiling IPs reports on progress for the

Quarterly progress Reports, Annual Reports, and Final Reports. UNDP will start as soon as funding is secured the recruitment process of the NPMA



1.5 Government Coordinating Authority

Ministry of Planning and International Cooperation: (MoPIC) will oversee the overall performance of the implementing agencies.

For that purpose, MoPIC should work closely with a senior representative of the HCCD to ensure that the products and processes (accountability) of the project are linked to the National DRM framework and strategy (under formulation).

The Higher Council for Civil Defence

By virtue of Civil Defence Law No. 18, 1999 (amended in 2003) the Higher Council of Civil Defence (HCCD) was established. The HCCD is chaired by the Minister of Interior with the Director General of Civil Defence as vice-chair. The HCCD members includes officials from

Prime Ministry and the Secretary General of all ministries, Youth Council, senior representatives from Jordanian Armed forces, Public security, public intelligence deputies assigned by the director of public intelligence directorate, Jordanian red crescent society

The duties of the HCCD are comprehensive. These range from response planning at the national level, entering into international agreements on disaster relief and similar state duties to operations like forming civilian volunteers at the local level, training of citizens and others.

1.6 Implementing Agencies

Petra Development and Tourism Region Authority (PDTRA)

The Petra Development and Tourism Regional Authority (PDTRA) established in 2009 controls the entire Petra Region (755 km2). The PDTRA's role is the development of the Petra Region economically capitalising on its potentials in tourism, among other areas such as local community development, heritage management and protection, and the environment. The mandate of the PDTRA focuses on several areas: Managing and protecting the Petra archaeological Park, Developing tourism, Zoning and land use, Stimulating investment, Improving socio-economic conditions of local communities, Sustainable development across the Region. The PDTRA reports directly to the Prime Minister and is headed by a Chief Commissioner.

PDTRA will have a critical role with regards to implement the project through the establishment of its DRM unit and the PDTR district DRM committee, developing the DRM master Plan, DRM policies, emergency response plan and a DRR mainstreaming strategy. With the support of the Egyptian Ministry of Water and Irrigation, the PDTRA DRM unit will coordinate resources for the integrated risk assessment and the setup of the flash flood early warning system.

PDTRA will be responsible for the production of the output 2 (relevant to Petra) and the co-achievement of the project goals and ensure the best utilisation of resources. PDTRA will be accountable to Government Coordinating Authority (MoPIC) and to UNDP.

PDTRA will contribute directly to the project with assigning staff for the PDTRA DRM unit and through direct financial contribution of 100,000USD.

PDTRA together with UNDP will be responsible for the recruitment and contracting of all consultants/companies to be hired for this project through competitive recruitment processes.

Aqaba Special Economic Zone Development Authority (ASEZA)

The Aqaba Special Economic Zone (ASEZ) was inaugurated in 2001 as a bold economic initiative by the government of Jordan. A liberalized, low tax duty-free and multi–sector development zone, the ASEZ attracted investments of up to 20 billion dollars since its inception. The Aqaba Special Economic Zone Authority (ASEZA) is the financially and administratively autonomous institution responsible for the management, regulation and development of the zone.

UNDP developed a strong partnership through the earthquake risk assessment and the development of the framework for the DRM Master Plan (2009-2011). ASEZA provided

valuable contribution through the availability of its staff and the direct contribution of 100,000 USD.

ASEZA will have a critical role with regards to implement the project through the finalisation of the establishment of its DRM directorate and the ASEZ district DRM committee, operationalizing the DRM master Plan, developing DRM policies, emergency response plan and a DRR mainstreaming strategy.

ASEZA will be responsible for the production of the output 2 and the co-achievement of the project goals and ensure the best utilisation of resources. ASEZA will be accountable to Government Coordinating Authority (MoPIC) and to UNDP.

ASEZA will contribute directly to the project with assigning qualified staff for the ASEZA DRM directorate and through direct financial contribution of 100,000USD.

ASEZA together with UNDP will be responsible for the recruitment and contracting of all consultants/companies to be hired for this project through competitive recruitment processes.

Jordan National Building Council (JNBC)

The JNBC is by law (1993) authorised to organise and supervise the development of the various building codes, to publish and circulate the codes and to issue instructions. It can draw technical expertise from the Royal Scientific Society, Jordan Engineering Association, and Jordan Construction Contractors Association. The JNBC will ensure that agreed provisions related to vulnerability assessment of the existing building stock for seismic and flood risks are incorporated into the codes. It will also be responsible for selecting a group of engineers to become trainers in structural/non-structural assessment and in retrofitting design. The Council will be involved in the development, review and certification of the curriculum on seismic safer construction (including retrofitting technologies), which will be later adopted into the engineering faculties of the University of Jordan, RSS, JUST etc.

The JNBC will be responsible for the implementation of output 3 and the co-achievement of the project goals and ensure the best utilisation of resources. JNBC will be accountable to Government Coordinating Authority (MoPIC) and to UNDP.

JNBC will ensure that an official certification process will be set up with Jordan Engineering Association for both the trainers and future trainees.

JNBC together with UNDP will be responsible for the recruitment and contracting of all consultants/companies to be hired for this project through competitive recruitment processes.

Jordan Civil Defence:

The Jordan Civil Defence reports to the Ministry of Interior. It is organized as a para-military organization with mandate over response planning and relief operations in the case of disasters. The JCD has a small department of Disaster Management. Based on the Civil Defence Law no. 18, 1999, the JCD is the formal body authorized to protect the lives and properties of the citizens against potential dangers through self-prevention and protection procedures.

The JCD was the main implementing partner for UNDP during the Amman Earthquake Risk Reduction Project (2007-2009).

JCD will be responsible for the production of the output 1 and the co-achievement of the project goals and ensure the best utilisation of resources. JCD will be accountable to Government Coordinating Authority (MoPIC) and to UNDP.

JCD will ensure that access to plans and sites of JCD buildings is granted to the engineers.

JCD together with UNDP will be responsible for the recruitment and contracting of all consultants/companies to be hired for this project through competitive recruitment processes.

Monitoring Framework And Evaluation

Please refer to the Deliverable Description to complete this component of the template.

Suggested text to be adapted to project context

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 Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), 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 Management Advisor to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-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

- **Annual Review Report.** An Annual Review Report shall be prepared by the National Project Management Advisor in collaboration with the leaders of each Project Technical Committee and shared with the Project Board. 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 above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. The leaders of each Project Technical Committee will prepare the report with the National Project Management Advisor and present it to the Project Board. 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: Synergies between governance of DRR and CCA strengthened at the national and local levels with a view to reduce poverty;		
Activity **(Atlas Activity ID)**	**Result 1.** *The assessment of existing and potential linkages between climate change adaptation and disaster risk reduction and identify how this synergy can enhance poverty reduction* **Result 2.** *The Framework for Action that will promote potential linkages between climate change adaptation and disaster risk reduction in order to enhance poverty reduction* **Result 3.** *The set of recommendations for the activities of the Government Framework for Action that could be supported by UNDP*	Start Date: 1 September 2011 End Date: 30 May 2012
Purpose	The conceptual and practical similarities and differences of DRR and CCA have been the subject of many studies which have found that whilst there are some political and physical distinctions between the scopes of each field there is a key area of similarity – a focus on vulnerability reduction and the enhancement of resilience. Worldwide experience proves CCA and DRR projects need to adopt a common approach to reducing vulnerability, as the current disconnected ways of working have thus far failed to make significant headway towards vulnerability reduction. The purpose of this outcome is to check how CCA and DRR can be (better) integrated in Jordan and how the government can integrate this synergy into their current and future development priorities and plans.	
Description	*Stakeholders will be identified, scope of work will be defined by the Implementing Agency and the National Project Management Advisor, Terms of Reference for consultancy will be finalised, and International consultants will be recruited to carry out the study. Their findings will be then presented and discussed through several workshops to ensure active participation of the different stakeholders. A Framework for Action will be concerted and validated. Recommendations for UNDP current project and future support will be discussed and agreed.* *Property Tax Law Review Committee (see my comments on this earlier) to raise awareness among political and policy decision makers and government representatives entrusted with property tax policy matters through dissemination of information and suitable training targeted to appropriate audience. ONLY info what about revise law*	

Quality Criteria *how/with what indicators the quality of the activity result will be measured?*	**Quality Method** *Means of verification. what method will be used to determine if quality criteria has been met?*	Date of Assessment
Study on Linkages between CC and DRR assessed and synergies identified to reduce poverty; Workshop Document of the Framework for Action	Report of the assessment including references and Framework for Action	*Q4 2011* *Q1 2012* *Q2 2012*

OUTPUT 2: National institutional capacities strengthened to modify national building code and carry out seismic structural assessment of building and design retrofit and a Seismic Structural Vulnerability Assessment of key JCD buildings conducted		
Activity **(Atlas Activity ID)**	**Result 1.** *ASEZA has a fully mandated and operational DRM Directorate and a DRM district committee formed* **Result 2.** *PDTRA has a fully mandated and operational DRM Directorate and a DRM district committee formed* **Result 3.** *Assessment of Seismic and flash flood risks for Wadi Musa + feasibility study for the setup of an FF EWS* **Result 4.** *Competency Training for The members of the DRM district Committee and DRM Directorate in ASEZA and PDTRA are fully trained in DRM.* **Result 5.** *The DRM Master Plans for PDTR/ASEZ are operationalized with action plan and a strategy for DRM mainstreaming is developed*	Start Date: 1 September2011 End Date: 31 August 2012
Purpose	The purpose of this outcome is to institutionalise DRM within ASEZA and PDTRA.	
Description	*Recruit consultants to complete preparatory work to set-up the DRM Unit in PDTRA,* *Consultants to finalize the Special DRM ordinance in line with best practices and submit to ASEZA/PDTRA for review and approval;* *Consultants to prepare the Organogram of the DRM Unit, including its functions, management procedures, job descriptions, reporting responsibilities and funding requirements. This shall include the setting up of an Emergency Operations Center as well;* *Consultants to prepare relevant procurement documents to acquire equipment and machinery for installation at the Emergency Operations Center at the DRM Unit;* *ASEZ/PDTRA to procure the equipment and install in line with the documents prepared by the consultants;* *Consultants to prepare guidelines for establishing the Multi-stakeholder DRM Coordination Committee include its functions, composition, meetings, decision making procedures, guidelines on implementation of decisions etc.*	

Quality Criteria *how/with what indicators the quality of the activity result will be measured?*	**Quality Method** *Means of verification. what method will be used to determine if quality criteria has been met?*	**Date of Assessment** *When will the assessment of quality be performed?*
Policies on DRM defined for ASEZA and PDTRA, which also cover aspects of climatic hazards	Copies of the Special Ordinance, the JDs, the Organigram, and the Guidelines on setting up of DRM District Committee	*Q4 2011* *Q1 2012* *Q2 2012*
Institutional arrangements for DRM operationalized in ASEZA and PDTRA also covering climatic hazards	List of equipment to be procured for the Emergency Operations Center	
DRM Master plan and action plan	Benchmarking EMAP standards (Emergency Management Standard and Accreditation) and the sound practices of existing local disaster risk management	

OUTPUT 3: National institutional capacities strengthened to modify national building code and carry out seismic structural assessment of building and design retrofit and a Seismic Structural Vulnerability Assessment of key JCD buildings conducted		
Activity Result 1 **(Atlas Activity ID)**	*The JNBC approves the updated National Building Code which integrates a revised map of the seismic risks and special provisions for retrofitting.* *25 civil engineers from different stakeholders are trained as trainer in structural/non-structural assessment* *20-25 JCD building and main UN building are assessed and retrofit designs were prepared.*	Start Date: 1 September 2011 End Date: 31 August 2012
Purpose	The purpose of this outcome is to 1) enhance resilience of the Jordan Civil Defence to remain operational, particularly in post-earthquake scenario and provide essential service to the country and the cities of Amman, Zarqa and Salt through organizing response operations, which is the primary responsibility of the JCD. 2) to provide legal basis, and build technical capacities of the Jordanian engineers to conduct structural vulnerability assessment of buildings against seismic and flood risks and undertake retrofitting of buildings to make them resilient against seismic risks.	
Description	*Recruit of Turkish consultants to support JNBC to review the building codes and draft provisions for adding into the building codes of Jordan; for approval by the JNBC members.* *JNBC to organize dialogue with relevant stakeholders and work on integration of the additional provisions into the building codes;* *Approval of the modified building codes by relevant authorities, and notification of the revised codes;* *Training of trainers with application for 4 buildings* *Quality review by Turkish experts* *Vulnerability assessment of JCD buildings and reports for retrofit design*	

Quality Criteria *how/with what indicators the quality of the activity result will be measured?*	**Quality Method** *Means of verification. what method will be used to determine if quality criteria has been met?*	**Date of Assessment** *When will the assessment of quality be performed?*
National Building codes modified making structural vulnerability assessment and retrofitting of standing buildings a requirement	Report of consultants on the proposed revisions in the building codes	*Q4 2011* *Q1 2012* *Q2 2012*
	Copy of the revised building codes	
National engineering capacities strengthened in structural vulnerability assessment and retrofitting of buildings;	Copy of the curriculum for training of engineers Report of the training workshop for engineers	
Comprehensive structural assessment of selected JCD buildings against seismic and flood risks available;	Report of the structural assessment	
Estimate of costs for retrofitting/strengthening of selected JCD buildings against seismic and floods risks available;	On site visits to the JCD buildings Retrofit design report	

V. LEGAL CONTEXT

If the country has signed the Standard Basic Assistance Agreement (SBAA), the following standard text must be quoted:

This project document together with the CPAP signed by the Government 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 (SBAA), the responsibility for the safety and security of the implementing agency and its personnel and property, and of UNDP's property in the implementing agency'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 agency's security, and the full implementation of the security plan.

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

The 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.

VI. ANNEXES

A. RISK ANALYSIS

The risk analysis shall be reviewed by the PM and approved by the Project Board in its second board meeting at the latest.

oject Title: Enhancing Institutional Capacities to reduce Disaster Risk and integrate Climate Change in Jordan	Award ID:	Date: May 2012

	Description	Date Identified	Type	Impact and Probability *Probability on a scale from 1 (low) to 5 (high), Impact on a scale from 1 (low) to 5 (high)*	Potential Countermeasures / response *What actions have been taken/will be taken to counter this risk*	Owner	Submitted by	Last update *When was the status of the risk last checked*	Status *e.g. dead, reducing, increasing, no change*
1	Lack of funding for the various components of the project	May 2011	Financial	All the projects components may not be funded. P = 3 I = 4	UNDP is contacting different potential donors and is checking the amount of financial contributions from the implementing Agencies	UNDP + Partners	UNDP		
2	Change in leadership within the implementing agencies	May 2011	Political	Change in the leadership has little impact on the objectives of the project. P = 2 I = 3	Building strong relationships should be established mid and senior level of the institutions	UNDP + partners	UNDP		
3	Change in political situation in the country	May 2011	Political	Political priorities of Government might be reset P =3 I = 4	UNDP and Partners to adjust Work plan	UNDP + partners	UNDP		

TERMS OF REFERENCE

SC – National Project Management Advisor, (NPMA)

1. Background

The Hashemite Kingdom of Jordan faces a number of hazards including earthquakes, flash floods, drought and locusts. Of all these incidents it is the seismic hazard that carries the prospect of highest casualty figures and to which the economic, social and state structures of the country are most vulnerable. In response to these hazards, disasters management practices have evolved, which are heavily focused on improving the effectiveness of a reactive response to incidents after they occurred. Therefore there is a need for a shift in developmental practices towards disaster preparedness, risk reduction and risk management which are activities that can be implemented prior to the event by a synergy of actions from public and private sector.

Since 2007, UNDP assisted the General Directorate of Civil Defence in assessing the potential impact of an earthquake in Amman. The project culminated with the production of a framework for Disaster Risk Management master plan for the capital. In similar lines, UNDP assisted the Aqaba Special Economic Zone Authority in conducting an earthquake risk assessment (ERA) for that city. The outcomes of this project provided the necessary tools for scientists to quantify the level of seismic risk affecting the city. The results of the project were explained to the ASEZ key officials and now needs to be transformed into a master plan for hazard risk management.

The project aims to improve governance and strengthen Jordanian institutional coping mechanisms to address disaster risk reduction (DRR) for natural hazards, and climate change adaptation (CCA) as it relates to prevention, mitigation, and preparedness for flash flooding. The project will strive to develop synergies at policy and institutional levels between DRR and CCA, given the strong interface that exists between the two disciplines. The project will also –strengthen institutional capacity in PDTRA and ASEZA to deal with all aspects of disaster risk reduction, including climatic hazards. An important component will be the review of the Building Code in the light of seismic risk assessment with the National Building Council and enhancing the knowledge and experience in structural resilience of the Jordanian Civil Defence to enable it to organize post-disaster emergency response operations. This will be achieved through the revision of the construction standards and practices as well as carrying out a seismic and flood vulnerability assessment and retrofit design of selected JCD buildings

2. Objectives of the Assignment

In this framework, under the guidance of UNDP and the Project Board, the National Project Management Advisor, (NPMA) will work closely on a daily basis with the senior and technical staff of the 3 three Implementing partners, by providing high level policy/technical and management expertise so that each IP achieves the outputs defined in this document. This project is fully owned by the Implementing Agencies and the role of the NPMA is to pro-actively support senior Staff and technical staff to achieve the objectives of the project.

3. Duties and Responsibilities

Under the guidance of UNDP and the Project Board, the NPMA will work closely on a daily basis with the senior and technical staff of the four Implementing partners, by providing high level policy/technical and management expertise so that each IP achieves the outputs defined in this document. The NPMA is responsible for providing day-to-day technical assistance to each of the implementing partners, (IPs) with high level policy/technical and managerial expertise. The NPMA will ensure that IPs are effectively coordinating amongst each other. The NPMA will assist IPs in the annual, quarterly and daily planning of activities to ensure outputs are achieved within deadlines. The NPMA will also assist IPs in the recruitment of appropriate technical expertise and compiling IPs reports on progress for the Quarterly progress Reports, Annual Reports, and Final Reports.

The NPMA will assist the four IPs report to the Project Board (PB), and Project Technical Committee (PTC).

The NPMA is expected to work on a regular basis with assigned Directorates staff to support them, ensuring that the objectives of this project are met. This project is fully owned by each of the 3 Implementing Partners and the role of the NPMA is to pro-actively support senior Staff of the IPs to achieve the objectives of the project. He / she will report directly to the IP designated Representative and to UNDP on regular basis.

He/ she will:

- Provide high level management expertise to the IPs lead Directorate(s) to manage and administer the day-by-day operations to ensure the effective implementation of the project;
- Provide leadership and strategic thinking to senior IP Directorate/Commission staff to ensure that project activities focus on critical areas;
- Advise the IPs lead Directorate/Commission on drafting the terms of reference for national and international consultants, identifying the consultants, and issuing requests for contracting them;
- Together with the IPs lead Directorate/Commission, continuously develop and review the technical assistance advisory plan of this project to ensure its meets the emerging needs of the IPs lead Directorate/Commission.
- Ensure in consultation with senior the IPs staff that the Project produces the results specified in Project Document, to the required standard of quality and within the specific constraints of time and cost;
- Assist the concerned staff from the IPs to develop a detailed annual and quarterly work plans for the implementation of the project, in addition to quarterly financial and narrative reports, mid-term review report, and annual project progress reports;
- Advise the IPs lead Directorate/Commission staff on preparing and maintaining, the project logs (risk, issue and learning logs);
- Provide technical expertise to the IPs lead Directorate Commission to recruit and manage the project consultants, including monitoring and reviewing their assignments;
- Keep the representatives of the PB informed on the progress of the project and act as PB Secretariat;
- Assist the IPs lead Directorate/Commission to plan and organize the logistics of the NSC and PTC meetings;

- Assist the IPs, to manage the monitoring mechanisms of the project in collaboration with UNDP to prepare project monitoring and evaluation;
- Coordinate and collaborate with other programmes and projects implemented by other donors and UN agencies;
- Undertake any other related tasks at the request of the PB.

For the closure of the project, the NPMA shall:

- Assist the IPs lead Directorate/Commission staff in preparing final Project Review Reports to be submitted to the NSC;
- Assist the IPs lead Directorate/Commission staff to identify follow-on actions and submit them for consideration to the Project Board;
- Assist the IPs lead Directorate/Commission staff to manage the transfer of project assets and files to national beneficiaries;
- Assist the IPs lead Directorate/Commission staff to prepare the final financial report to be certified by the Implementing Partner and submit the report to UNDP;

Detailed deliverables of the NPMA will entail working with lead Directorates/Divisions at the IPs to achieve the following:

- Planning: The NPMA will assist each relevant Directorate/Commission to prepare an annual and quarterly action plans. These include the following:

- Annual action plan (updated quarterly): the NPMA shall, and in coordination with the relevant Directorates and Divisions at the IPs, develop an annual action plan setting out the activities against each programme outputs in the project document. This annual action plan shall be approved by the project board at the beginning of the year. The Annual Action Plan shall include the names of those responsible for implementation, estimated budgets, and timelines. The Annual action plan is updated quarterly. UNDP shall provide a template for the annual work plan upon the signature of this project document.

- Annual Advisory Plan (updated quarterly): Based on the annual action plan above, the NPMA shall develop a detailed annual advisory plan that lists the required advisory/ consultancies needed against each output activity. The annual advisory plan shall be updated quarterly to reflect the changes in the action plan. In addition, the PMA will assist each relevant Directorate/Division to develop a detailed annual/ quarterly plan that lists the advisory/ consultancies related to developing capacities on finance, and procurement, matters. Depending on the findings of the UNDP Harmonized Approach to Cash Transfer (HACT), and the findings of the initial spot check, an advance is transferred to the account of the project.

- Management of Implementation: the NPMA will provide advisory support to the relevant heads and staff of Directorates/Commission to enable them to effectively implement the planned activities and reach the outputs within the agreed deadlines. The Directorate/Commission will become responsible for the management/ implementation of the Activities.

- Finance: the NPMA shall assist the heads and staff of Directorates/Divisions to manage the financial issues related to the project. The NPMA shall guide the finance staff at the IPs on how to process the finances through the IPs system. In managing the outputs and activities, the NPMA shall give due consideration to: best value for money, fairness, integrity, transparency and effective international competition.

- Reporting: The NPMA shall together with relevant Directorates/Commission prepare the following reports:

- Reporting to PB:

Six Month Progress reporting : Prior to holding of the project NSC, the NPMA shall provide the Committee with a six-monthly progress report using UNDP's template, and a financial six monthly report reflecting the expenditures of the previous phase.

Annual Review Report: This report presents a summary of results achieved against pre-defined annual targets at the output level. As minimum requirement, the Annual Review Report shall cover the whole year with updated information for each of the below elements of the Quarterly Progress Report (QPR) as well as a summary of results achieved against pre-defined annual targets at the output level. The Annual review report should confirm that the delivery of outputs would lead to the desired outcome. If not, state what changes are needed.

- Reporting to UNDP for the purpose of releasing funds:

Quarterly Reporting: By the 15th of January, April, July, and October of each year, the PMA shall provide UNDP Jordan with a quarterly progress report using UNDP's template, and a financial quarterly report reflecting the expenditures of the previous phase as follows:

- Quarterly Progress Reports (QPR)
- Quarterly Financial Reports

- Reporting to UNDP on other aspects of the programme
- Monthly.
- Quarterly.

COMPETENCIES AND SKILLS

- Msc in Engineering Sciences, or any related field (geology, Disaster Management, project management)
- Experience in risk assessments related projects.
- Minimum 10 years working experience in relevant experience.
- Strong experience in project management, and proved experience of managing projects at the local level.
- Work experience with international development projects is an advantage.
- the candidate speaks and reports fluently in both Arabic and English, is a good communicator and has excellent networking skills.
- Excellent Computer skills.

Contract Duration

12 months (renewable for the duration of the second phase of 9 months)

Base: Amman with travel/short term stay in Aqaba and Petra.

Cost-sharing Agreement with Aqaba Special Economic Zone Authority (ASEZA)

Agreement Between
The Government of Jordan
and
The United Nations Development Program

WHEREAS the Government of Jordan (hereinafter referred to as "the GoJ") have agreed to cooperate in the implementation of a project in Jordan (hereinafter referred to as "the Project") which is fully described in a Project Document: Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in the Hashemite Kingdom of Jordan

WHEREAS the GoJ has informed the UNDP of its willingness to contribute funds (hereinafter referred to as "the contribution") to the UNDP on a cost-sharing basis towards implementation of the Project;

WHEREAS the UNDP is prepared to receive and administer the contribution for the implementation of the Project;

NOW THEREFORE, the UNDP and GoJ hereby agree as follows:

Article I

1. The GoJ shall, in the manner referred to in paragraph 2 of this Article, place at the disposal of the UNDP a contribution in the amount of 70,800 Jordanian Dinar (US$ 100,000)

2. The GoJ shall, in accordance with the schedule of payments set out below, deposit the contribution in United Nations Development Programme Account at the Standard Chartered Bank, Shmeisani Branch, Account no. 01-2058170-01

	Date payment due	Amount (JD)	Amount (US)
(a)	1 September 2011	21,594	30,500
(b)	1 March 2012	49,206	69,500

The above schedule of payments takes into account the requirement that contributions shall be paid in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

3. All financial accounts and statements shall be expressed in United States dollars.

4. The UNDP may agree to accept contribution-payments in a currency other than United States dollars provided such currency is fully convertible or readily usable by UNDP and subject to the provisions of paragraph 5, below. Any change in the currency of contribution-payments shall be made only in agreement with the UNDP.

5. The value of the contribution-payment, if made in other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the contribution payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, the UNDP shall inform the GoJ with a view to determining whether any further financing could be provided by the GoJ. Should such further financing not be available, the assistance to be provided to the Project may be reduced, suspended or terminated by the UNDP.

Article II

1. The contribution shall be utilized by the UNDP for the purpose of meeting the costs of the Project as set out in the Project Document as well as the costs of support services relating thereto as specified in the following paragraph. Any additional costs of the Project, which are not to be met from the contribution, as well as the source of their financing, are also set out in the Project Document.

2. The contribution shall be charged with an amount equivalent to 5 per cent of all project expenditures made from the contribution, which amount shall, in accordance with UNDP regulations, rules and directives, be utilized by the UNDP in reimbursement for support services provided by the Executing Agency and any other support services required.

3. Any interest income attributable to the contribution shall be credited to the UNDP Account and shall be utilized in accordance with established UNDP procedures.

Article III

1. The contribution shall be administered by the UNDP in accordance with UNDP regulations, rules and directives, applying its normal procedures for the execution of its projects.

2. Project management and expenditures shall be governed by the regulations, rules and directives of the UNDP and, where applicable, the regulations, rules and directives of the Executing Agency.

Article IV

1. The implementation of the responsibilities of the UNDP and of the Executing Agency pursuant to this Agreement and the project document shall be dependent on receipt by the UNDP of the contribution in accordance with the schedule of payments set out in Article I, paragraph 2, above.

2. The aggregate of the amounts budgeted for the Project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the Project under this Agreement as well as funds which may be available to the Project for project costs and for support costs under other sources of financing.

3. If unforeseen increases in expenditures or commitments are expected or realized (whether due to inflationary factors, fluctuation in exchange rates or unforeseen contingencies) the UNDP shall submit to the Government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.

4. If the contribution-payments referred to in Article I, paragraph 2, above, are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 3, above, is not forthcoming from the Government or other sources, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by the UNDP.

Article V

Ownership of equipment, supplies and other property financed from the contribution shall vest in the UNDP. Matters relating to the transfer of ownership by the UNDP shall be determined in accordance with the relevant policies and procedures of the UNDP.

Article VI

The contribution shall be subject exclusively to the internal and external-auditing procedures provided for in the financial regulations, rules and directives of the UNDP.

Article VII

The UNDP shall provide the Government on request with the following reports prepared in accordance with UNDP accounting and reporting procedures:

Periodic progress reports

An annual report which will provide information on expenditure incurred during the previous year;

A final report within six months after the date of completion or termination of the Project.

Article VIII

The UNDP shall notify the Government when all activities relating to the Project have been completed.

Article IX

1. Not withstanding the completion of the Project, the UNDP shall continue to hold un-utilized contribution-payments until all commitments and liabilities incurred in implementation of the Project have been satisfied and Project activities brought to an orderly conclusion.

2. If the un-utilized contribution-payments prove insufficient to meet such commitments and liabilities, the UNDP shall notify the Government and consult with it on the manner in which such commitments and liabilities may be satisfied.

3. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by the UNDP in consultation with the Government.

Article X

1. After consultations have taken place between the UNDP and the Government, and provided that the contribution-payments already received are, together with other funds available to the Project,

sufficient to meet all commitments and liabilities incurred in the implementation of the Project, this Agreement may be terminated by the UNDP or by the Government. The Agreement shall cease to be in force thirty days after either of the Parties may have given notice in writing to the other Party of its decision to terminate the Agreement.

2. If the un-utilized contribution-payments, together with other funds available to the Project, are insufficient to meet such commitments and liabilities, the UNDP shall notify the Government and consult on the manner in which such commitments and liabilities may be satisfied.

3. Notwithstanding termination of this Agreement, the UNDP shall continue to hold un-utilized contribution-payments until all commitments and liabilities incurred in implementation of the Project have been satisfied and Project activities brought to an orderly conclusion.

4. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by the UNDP in consultation with the Government.

Article XI

This Agreement shall enter into force upon signature and deposit by the Government of the first contribution-payment to be made in accordance with the schedule of payments set out in Article I, paragraph 2 of this Agreement.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English (and languages) in two copies.

For the Government:

AQABA SPECIAL ECONOMIC ZONE AUTHORITY - ASEZA Chief Commissioner Date:

Issa Ayoub

Chief Commissioner
ASEZA

Date: 4/7/2011

For the United Nations
Programme Development

UNITED NATIONS DEVELOPMENT PROGRAMME IN JORDAN OFFICE OF THE RESIDENT REPRESENTATIVE

Luc Stevens

Resident Representative
UNDP

Cost-sharing Agreement with Petra Development Tourism Region Authority (PDTRA)

Agreement Between
The Government of Jordan
and
The United Nations Development Program

WHEREAS the Government of Jordan (hereinafter referred to as "the GoJ") have agreed to cooperate in the implementation of a project in Jordan (hereinafter referred to as "the Project") which is fully described in a Project Document: Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in the Hashemite Kingdom of Jordan

WHEREAS the GoJ has informed the UNDP of its willingness to contribute funds (hereinafter referred to as "the contribution") to the UNDP on a cost-sharing basis towards implementation of the Project;

WHEREAS the UNDP is prepared to receive and administer the contribution for the implementation of the Project;

NOW THEREFORE, the UNDP and GoJ hereby agree as follows:

Article I

1. The GoJ shall, in the manner referred to in paragraph 2 of this Article, place at the disposal of the UNDP a contribution in the amount of 70,800 Jordanian Dinar (US$ 100,000)

2. The GoJ shall, in accordance with the schedule of payments set out below, deposit the contribution in United Nations Development Programme Account at the Standard Chartered Bank, Shmeisani Branch, Account no. 01-2058170-01

	Date payment due	Amount (JD)	Amount (US)
(a)	1 September 2011	21,594	30,500
(b)	1 March 2012	49,206	69,500

The above schedule of payments takes into account the requirement that contributions shall be paid in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

3. All financial accounts and statements shall be expressed in United States dollars.

4. The UNDP may agree to accept contribution-payments in a currency other than United States dollars provided such currency is fully convertible or readily usable by UNDP and subject to the

provisions of paragraph 5, below. Any change in the currency of contribution-payments shall be made only in agreement with the UNDP.

5. The value of the contribution-payment, if made in other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the contribution payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, the UNDP shall inform the GoJ with a view to determining whether any further financing could be provided by the GoJ. Should such further financing not be available, the assistance to be provided to the Project may be reduced, suspended or terminated by the UNDP.

Article II

1. The contribution shall be utilized by the UNDP for the purpose of meeting the costs of the Project as set out in the Project Document as well as the costs of support services relating thereto as specified in the following paragraph. Any additional costs of the Project, which are not to be met from the contribution, as well as the source of their financing, are also set out in the Project Document.

2. The contribution shall be charged with an amount equivalent to 5 per cent of all project expenditures made from the contribution, which amount shall, in accordance with UNDP regulations, rules and directives, be utilized by the UNDP in reimbursement for support services provided by the Executing Agency and any other support services required.

3. Any interest income attributable to the contribution shall be credited to the UNDP Account and shall be utilized in accordance with established UNDP procedures.

Article III

1. The contribution shall be administered by the UNDP in accordance with UNDP regulations, rules and directives, applying its normal procedures for the execution of its projects.

2. Project management and expenditures shall be governed by the regulations, rules and directives of the UNDP and, where applicable, the regulations, rules and directives of the Executing Agency.

Article IV

1. The implementation of the responsibilities of the UNDP and of the Executing Agency pursuant to this Agreement and the project document shall be dependent on receipt by the UNDP of the contribution in accordance with the schedule of payments set out in Article I, paragraph 2, above.

2. The aggregate of the amounts budgeted for the Project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the Project under this Agreement as well as funds which may be available to the Project for project costs and for support costs under other sources of financing.

3. If unforeseen increases in expenditures or commitments are expected or realized (whether due to inflationary factors, fluctuation in exchange rates or unforeseen contingencies) the UNDP shall submit to the Government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavours to obtain the additional funds required.

4. If the contribution-payments referred to in Article I, paragraph 2, above, are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 3, above, is not forthcoming from the Government or other sources, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by the UNDP.

Article V

Ownership of equipment, supplies and other property financed from the contribution shall vest in the UNDP. Matters relating to the transfer of ownership by the UNDP shall be determined in accordance with the relevant policies and procedures of the UNDP.

Article VI

The contribution shall be subject exclusively to the internal and external-auditing procedures provided for in the financial regulations, rules and directives of the UNDP.

Article VII

The UNDP shall provide the Government on request with the following reports prepared in accordance with UNDP accounting and reporting procedures:

Periodic progress reports
An annual report which will provide information on expenditure incurred during the previous year;
A final report within six months after the date of completion or termination of the Project.

Article VIII

The UNDP shall notify the Government when all activities relating to the Project have been completed.

Article IX

1. Not withstanding the completion of the Project, the UNDP shall continue to hold un-utilized contribution-payments until all commitments and liabilities incurred in implementation of the Project have been satisfied and Project activities brought to an orderly conclusion.

2. If the un-utilized contribution-payments prove insufficient to meet such commitments and liabilities, the UNDP shall notify the Government and consult with it on the manner in which such commitments and liabilities may be satisfied.

3. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by the UNDP in consultation with the Government.

Article X

1. After consultations have taken place between the UNDP and the Government, and provided that the contribution-payments already received are, together with other funds available to the Project, sufficient to meet all commitments and liabilities incurred in the implementation of the Project, this Agreement may be terminated by the UNDP or by the Government. The Agreement shall cease to be in force thirty days after either of the Parties may have given notice in writing to the other Party of its decision to terminate the Agreement.

2. If the un-utilized contribution-payments, together with other funds available to the Project, are insufficient to meet such commitments and liabilities, the UNDP shall notify the Government and consult on the manner in which such commitments and liabilities may be satisfied.

3. Notwithstanding termination of this Agreement, the UNDP shall continue to hold un-utilized contribution-payments until all commitments and liabilities incurred in implementation of the Project have been satisfied and Project activities brought to an orderly conclusion.

4. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by the UNDP in consultation with the Government.

Article XI

This Agreement shall enter into force upon signature and deposit by the Government of the first contribution-payment to be made in accordance with the schedule of payments set out in Article I, paragraph 2 of this Agreement.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English (and languages) in two copies.

For the Government:

الدكتور
محمد علي عقله الفرجات
مفوض شؤون التنمية المحلية والبيئة

Chief Commissioner
PDTRA

Date:

For the United Nations
Programme Development

UNITED NATIONS DEVELOPMENT PROGRAMME IN JORDAN
OFFICE OF THE RESIDENT REPRESENTATIVE

Luc Stevens

Resident Representative
UNDP

GRANT AGREEMENT

BETWEEN SWISS AGENCY FOR DEVELOPMENT AND COOPERATION (HEREINATER REFERED TO AS "SDC" – THE DONOR)

AND

THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
Country Office Jordan

WHEREAS SDC will provide five hundred fifty four thousands one hundred eighty seven Jordanian Dinars or 554,187 JOD as a grant to support the implementation of the project "**Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in the Hashemite Kingdom of Jordan**" during the period 1 November 2011 till 31 July 2013 **(the project document from 20 June 2011 as well as the detailed budget is annexed to this agreement).**

WHEREAS the purpose of this Grant Agreement ("the Arrangement") is to set out the terms concerning the transfer and administration of the grant from SDC to UNDP.

WHEREAS UNDP is prepared to receive and administer the contribution for the implementation of the project.

WHEREAS the Ministry of Planning and International Cooperation, the Coordinating Agency of this project, and the Implementing Partners: The Jordan Civil Defence, the Petra Development Tourism Development Authority, Aqaba Special Economic Zone Authority have been duly informed of the contribution of SDC to the project.

NOW THEREFORE, UNDP and SDC hereby agree as follows:

Article I. The Grant

(a) SDC shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of JOD 554,187. The contribution shall be deposited in the UNDP Contributions Account:

Name of account holder	United Nations Development Programme - JORDAN
Bank account number	250872003
Name of Bank	CITIBANK,
Address of Bank	Citibank N.A. Jordan, P.O. Box 5055, Amman 11183, Jordan
SWIFT code	CitiJOAX

Schedule of payments	Amount
Within a week after signing the agreement	JOD 155'000 (28 %)
In January 2012 (based on a short intermediary report)	JOD 250'000 (45 %)
Payment after 12 months from the start of the project and after the submission of the interim report	JOD 100'000 (18 %)
Payment after submission of the final operational and financial report	JOD 49'187 (9 %)

(b) The Donor will inform UNDP when the contribution is paid via an e-mail message with remittance information to contributions@undp.org, areej.al-nahhas@undp.org and katia.madanat@undp.org.

2. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

3. UNDP shall receive and administer the payment in accordance with the regulations, rules, policies and procedures of UNDP.

4. All financial accounts and statements shall be expressed in United States dollars.

Article II. Utilization of the Contribution

1. The implementation of the responsibilities of UNDP pursuant to this Agreement and the project document shall be dependent on receipt by UNDP of the contribution in accordance with the schedule of payment as set out in Article I, paragraph 1, above.

2. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to SDC on a timely basis a supplementary estimate showing the further financing that will be necessary. SDC shall use its best endeavours to obtain the additional funds required.

3. If the payments referred to in Article I, paragraph 1, above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 2 above is not forthcoming from SDC or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

4. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

Article III. Administration and reporting

1. Project management and expenditures shall be governed by the regulations, rules, policies and procedures of UNDP.

2. UNDP headquarters and country office shall provide to SDC all or parts of the following reports prepared in accordance with UNDP accounting and reporting procedures.

a) From the country office (or relevant unit at headquarters in the case of regional and global projects) an annual status report of Programme/Project progress for the duration of this Agreement, as well as the latest available approved budget (according to UNDP's budget in annex).
b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December every year to be submitted no later than 30 June of the following year.
c) From the country office (or relevant unit at headquarters in the case of regional and global projects) within six months after the date of completion or termination of this Agreement, a final report summarizing Programme/Project activities and impact of activities as well as provisional financial data.

d) From UNDP Bureau of Management/Office of Finance and Administration, on completion of the Programme/Project, a certified financial statement to be submitted no later than 30 June of the year following the financial closing of the Project.

3. If special circumstances so warrant, UNDP may provide more frequent reporting at the expense of SDC. The specific nature and frequency of this reporting shall be specified in an annex of the Agreement.

Article IV. Administrative and support services

1. In accordance with the decisions, policies and procedures of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the Contribution shall be charged a fee equal to 10%. Furthermore, as long as they are unequivocally linked to the Project, all direct costs of implementation, including the costs of Executing Entity or Implementing Partner, will be identified in the Programme/Project budget against a relevant budget line and borne by the Programme/Project accordingly.

2. The aggregate of the amounts budgeted for the Programme/Project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the Programme/Project under this Agreement as well as funds which may be available to the Programme/Project for Programme/Project costs and for support costs under other sources of financing.

Article V. Evaluation

All UNDP Programmes and Projects are evaluated in accordance with UNDP Evaluation Policy. UNDP and the Government of Jordan in consultation with other stakeholders will jointly agree on the purpose, use, timing, financing mechanisms and terms of reference for evaluating a Project including an evaluation of its Contribution to an outcome which is listed in the Evaluation Plan. UNDP shall commission the evaluation, and the evaluation exercise shall be carried out by external independent evaluators.

Article VI. Equipment

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

Article VII. Auditing

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP. Should the biennial Audit Report of the Board of Auditors of UNDP to its governing body contain observations relevant to the contributions, such information shall be made available to SDC.

Article VIII. Completion of the Agreement

1. UNDP shall notify SDC when all activities relating to the project have been completed.

2. Notwithstanding the completion of the project, UNDP shall continue to hold unutilized payments until all commitments and liabilities incurred in the implementation of the project have been satisfied and project activities brought to an orderly conclusion.

3. If the unutilized payments prove insufficient to meet such commitments and liabilities, UNDP shall notify SDC and consult with SDC on the manner in which such commitments and liabilities may be satisfied.

4. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with SDC.

Article VIII. Termination of the Agreement

1. This Agreement may be terminated by UNDP or by SDC after consultations between the Donor, UNDP and the programme country Government, and provided that the payments already received are, together with other funds available to the Programme/Project, sufficient to meet all commitments and liabilities incurred in the execution/implementation of the Programme/Project. This Agreement shall cease to be in force 30 (thirty) days after either of the Parties have given notice in writing to the other Party of its decision to terminate this Agreement.

2. Notwithstanding termination of all or part of this Agreement, UNDP shall continue to hold up to the date of termination, unutilized payments until all commitments and liabilities incurred in the implementation of all or the part of the project, for which this Agreement has been terminated, have been satisfied and project activities brought to an orderly conclusion.

3. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with SDC

Article IX. Amendment of the Agreement

The Agreement may be amended through an exchange of letters between SDC and UNDP. The letters exchanged to this effect shall become an integral part of the Agreement.

Article X. Entry Into Force

This Agreement shall enter into force upon signature and deposit by SDC of the first grant-payment to be made in accordance with the schedule of payments set out in Article I, paragraph 1 of this Agreement and the signature of the project document by the concerned parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

For the Donor:

Beat von Däniken
Regional Director
Swiss Agency for Development
And Cooperation
Amman, 24 October 201

SWISS COOPERATION OFFICE JORDAN

For the United Nations Development Programme:

Luc Stevens
Resident Representative UNDP

Amman, 24 October 201

OFFICE OF THE RESIDENT REPRESENTATIVE

Agreement
Between

THE JTI FOUNDATION
(HEREINATER REFERRED TO AS "JTIF" or "THE DONOR")

AND

THE UNITED NATIONS DEVELOPMENT PROGRAMME (HEREINAFTER REFERRED TO AS "UNDP")

WHEREAS JTIF intends to provide three hundred and fifty thousand United States Dollars (US $ 350,000) (hereinafter referred to as "the Grant") to UNDP to support the implementation of the output 3 of the project "**Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in the Hashemite Kingdom of Jordan". The Grant shall be paid by JTIF in successive payments** during the period starting on 1 September 2011 and ending on 31 May 2013.

WHEREAS the Project Document is annexed thereto and will remain as an annex to this Agreement, to form an integral part thereof.

WHEREAS the purpose of this Agreement is to set out the terms concerning the transfer and administration of the Grant from JTIF to UNDP

WHEREAS UNDP is prepared to receive and administer the Grant for the implementation of the project.

WHEREAS the Ministry of Planning and International Cooperation, the Coordinating Agency of this project, and the Implementing Partners have been duly informed of the contribution of JTIF to the project.

WHEREAS UNDP shall support the local Implementing Partners: the Jordanian Building Council and the Jordan Civil Defence.

NOW THEREFORE, UNDP and JTIF hereby agree as follows:

Article I. The Grant

(a) JTIF shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of US $ 350,000. The contribution shall be deposited in the UNDP Contributions Account:

Name of account holder	United Nations Development Programme - JORDAN
Bank account number	Account no. 375-21-84158
Name of Bank	Bank of America,
ACH routing#	111000012,
Wire routing #	026009593
Address of Bank	1401 Elm st, Dallas TX 75202, USA
SWIFT code	BOFAUS3N

Schedule of payments	Amount
Within a week after signing the agreement	USD 280,000 (80%)
1 June 2012	USD 70,000 (20%)

(b) The Donor will inform UNDP when the contribution is paid via an e-mail message with remittance information to contributions@undp.org, areej.al-nahhas@undp.org and katia.madanat@undp.org

(c) The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

(d) UNDP shall receive and administer the payment in accordance with the regulations, rules, policies and procedures of UNDP.

(e) All financial accounts and statements shall be expressed in United States dollars.

Article II. Utilization of the Grant

(a) The implementation of the obligations of UNDP pursuant to this Agreement and the Project Document shall be dependent upon receipt by UNDP of the Grant in accordance with the schedule of payment as set out in Article I, paragraph a, above.

(b) If unforeseen increases in expenditures or commitments are expected or incurred (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to JTIF as timely as possible given circumstances a supplementary estimate showing the further financing that will be necessary. JTIF shall use its best endeavours to obtain the additional funds required.

(c) If the payments referred to in Article I, paragraph a, above are not received in accordance with the schedule of payments, or if the additional financing required in accordance with Article II, paragraph (b) above is not forthcoming from JTIF or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

(d) Any interest income attributable to the Grant shall be credited to the UNDP Contributions Account and shall be utilized in accordance with established UNDP procedures.

Article III. Administration and reporting

(a) Project management and expenditures shall be governed by the regulations, rules, policies and procedures of UNDP and, where applicable, the regulations, rules and directives of the Implementing Partner.

(b) UNDP headquarters and country office shall provide to JTIF all or parts of the following reports prepared in accordance with UNDP accounting and reporting procedures.

(i) From the country office (or relevant unit at Headquarters in the case of regional and global projects) an annual status of programme/project progress for the duration of the Agreement, as well as the latest available approved budget.

(ii) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December every year to be submitted no later than 30 June of the following year.

(iii) From the country office (or relevant unit at headquarters in the case of regional and global projects) within six months after the date of completion or termination of the Agreement, a final report summarizing programme/project activities and impact of activities as well as provisional financial data.

(iv) From UNDP Bureau of Management/Office of Finance and Administration, on completion of the programme/project, a certified financial statement to be submitted no later than 30 June of the year following the financial closing of the project.

(c) If special circumstances so warrant, UNDP may, at the request and expense of JTIF, provide more frequent reporting. The specific nature and frequency of this reporting shall be specified in an annex to the Agreement.

Article IV. Administrative and support services

(a) In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Grant shall be subject to cost recovery by UNDP for two distinct cost categories related to the provision of support services, namely:

(i) Indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the contribution shall be charged a fee equal to 10% of the JTIF Grant.(ii) Direct costs incurred for implementation support services (ISS) provided by UNDP. As long as they are unequivocally linked to the specific project, these costs are built into the project budget against a relevant budget line and, in the case of clearly identifiable transactional services, charged to the project according to standard service rates.

(b) The aggregate of the amounts budgeted for the project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the project under this Agreement as well as funds which may be available to the project for project costs and for support costs under other sources of financing.

Article V. Evaluation

(a) All UNDP programmes and projects are evaluated in accordance with UNDP Evaluation Policy. UNDP and the Government of Jordan in consultation with other stakeholders will jointly agree on the purpose, use, timing, financing mechanisms and terms of reference for evaluating the project including an evaluation of its contribution to an outcome which is listed in the Evaluation Plan. UNDP shall commission the evaluation, and the evaluation exercise shall be carried out by external independent evaluators.

Article VI. Equipment

(a) Ownership of equipment, supplies and other properties financed from the Grant shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

Article X. Termination of the Agreement

(a) After consultations have taken place between JTIF, UNDP and the programme country Government, and provided that the payments already received are, together with other funds available to the project, sufficient to meet all commitments and liabilities incurred in the implementation of the project, this Agreement may be terminated by UNDP or by JTIF. The Agreement shall cease to be in force 30 (thirty) days after either of the Parties have given notice in writing to the other Party of its decision to terminate the Agreement.

(b) Notwithstanding termination of all or part of this Agreement, UNDP shall continue to hold up to the date of termination, unutilized payments until all commitments and liabilities incurred in the implementation of all or the part of the project, for which this Agreement has been terminated, have been satisfied and project activities brought to an orderly conclusion.

(c) Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with JTIF

Article XI. Amendment of the Agreement

(a) The Agreement may be amended through an exchange of letters between JTIF and UNDP. The letters exchanged to this effect shall become an integral part of the Agreement.

Article XII. Settlement of Disputes

(a) The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Agreement or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with UNCITRAL Conciliation Rules then obtaining, or according to such procedure as may be agreed between the Parties.

(b) Any dispute, controversy or claim between the Parties arising out of or relating to this Agreement or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph within (60) sixty days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

Article XIII- Privileges and Immunities

(a) Nothing in this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNDP.

Article XIV. Entry into Force

This Agreement shall enter into force upon signature and deposit by JTIF of the first Grant-payment to be made in accordance with the schedule of payments set out in Article I, paragraph a of this Agreement and the signature of the project document by the concerned Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

For the Donor:

Pierre de Labouchere
President

JTIF
Date: 17-08-11

Godefridus Vranken
Member

JTIF
Date: 16/08/2011

For the United Nations Development Programme:

Luc Stevens
Resident Representative

UNDP
Date: 24/08/2011

Intended Outcome as stated in the Country Programme Results and Resource Framework: **Enhanced capacity of Government and CSOs to prevent, respond to and mitigate natural and man-made**

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: **National emergency preparedness & mitigation plan formulated**

Project title: **Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in Jordan**

Applicable Key Result Area (from 2008-11 Strategic Plan): **Enhanced capacity of government and Civil Society organisations (CSOs) to prevent, respond to and mitigate natural and man-made disaster.**

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBILITY	PHASE 1				PHASE 2			Planned Budget		
			2011		2012		2012		2013			
			Q3	Q4	Q1	Q2	Q3	Q1	Q1	Budget description	Amount USD PHASE 1	Amount USD PHASE 2
Output 1 **Synergies between governance of disaster risk reduction and climate change strengthened with a view to reduce poverty** **Baseline:** No framework existing No integration/information exchange between MoEnv and JCD on climate related risks. National Agenda does not consider climate change and disaster risks as challenges to poverty reduction	**1. To assess existing and potential linkages between climate change adaptation and disaster risk reduction and identify how this synergy can enhance poverty reduction** 1. Assess the linkages in the key components of climate resilient development including: a. Generation of climate and hazard information b. Communication of risks and planning tools c. Coordination mechanisms d. Political momentums and institutional capacity e. Grassroots/local capacity and community involvement f. Financing adaptation 2. Identify the national and local institutions that have mandate related to CCA/DRR. 3. List the policies, tools and mechanisms already in place. 4. Describe possible synergies, overlaps and gaps. 5. Define the progress toward linking CA/DRR (existing mechanisms/incentives vs. existing barriers to integration). 6. Examine the extent to which current disaster management practices reflect future adaptation needs and assess what changes may be required if such practices are to address future risks 7. Assess the importance of climate related disasters in creating and	JCD MoEnvironment UNDP HCCD	X	X						Consultant fees+DSA International travel Workshops + publications	35,000 USD 10,000USD 10,000USD	

Targets Indicators: Linkages between CCA and DRR assessed and synergies identified to reduce poverty A Framework for Action prepared to promote linkages between DRR and CCA A project/strategy document prepared to facilitate implementation of the Framework of Action	**2. Assist the Government of Jordan to design a Framework for Action that will promote potential linkages between climate change adaptation and disaster risk reduction in order to enhance poverty reduction** 1. Design a Framework and a detailed three year Action plan that demonstrates a bridge between current disaster risk management efforts, aimed at reducing vulnerabilities to extreme events, and efforts to promote climate change adaptation that in turn can promote poverty reduction.. 2. Identify the responsibility partner for each activity 3. Include clear coordination mechanisms 4. Develop a budget for the 3 year programme 5. Identify which actions/priorities/mechanisms within the Framework that need to be included/developed into the revision of National Agenda 6. Identify how the framework can be integrated into UNDP on- going programme of support		X	X	X						
	3. To recommend the activities of the Government Framework for Action that could be supported by UNDP 1. Identify the activities (short term and long term) that UNDP could support 2. Develop a project document incorporating these activities using UNDP format for Project design. This will include identifying, the implementing partners, outputs, outcomes, baseline indicators and the technical expertise required.			X	X	X					
Total Output 1											**55,000USD**
Output 2 **Disaster Risk Reduction and Climate Change Adaptation integrated (mainstreamed) into ASEZA and PDTRA** **Baseline:** ASEZ and PDTR do not have DRM MP and coordinated EOP. ASEZA and PDTRA do not have DRM strategy/policies/EOP	**1. Support to the administrative set up of the DRM Directorate in ASEZA** Approve Special Ordinance by Governor to set up a ASEZ district committee for DRM to facilitate coordination amongst ASEZ based DRM actors Develop the DRM and DRR policies for ASEZ. Finalise the Organigram, flows of information and reporting, Job description of the Directorate staff Support the establishment of a basic ASEZ emergency operation centre within ASEZA offices.	ASEZA PDTRA UNDP HCCD	X	X	X	X				Consultancy Material for EOC	25,000 USD 15,000USD

Targets Indicators: Policies on DRM developed for ASEZA and PDTRA, which also cover climatic hazards; Institutional arrangements for DRM operationalized in ASEZA and PDTRA also covering climate hazards; Technical capacity of local authorities enhanced in ASEZA and PDTRA for DRR (including climatic hazards, and specially flash floods); Emergency response plans formulated for ASEZA and PDTRA, defining SOPs and roles in emergency response; Disaster risk reduction strategies available for ASEZA and PDTRA; addressing the prevention and mitigation of seismic and climatic risks; e.g. flood risks in Wadi Musa; A feasibility study for flash flood early warning system for floods implemented in Wadi Musa;	**2. Support to the Administrative set up of a DRM unit in PDTRA** Conduct a study tour to enhance understanding of the concepts and activities of risk reduction and the required institutional, logistical requirements. Complete the identification of the design of mandate, functions, human resources requirements, structure, flow of reporting and information, budget and planning for the proposed DRM unit. Approve special Ordinance by Governor to provide legal basis for a DRM district committee that will coordinate PDTRA departments and PDTR based DRM related institutions. Finalise the organigram, flows of information and reporting, Job description of the Unit staff Finalise the approval of the DRM unit within PDTRA. Support the establishment of a basic PDTR emergency operation centre within PDTRA offices. Development of DRR and DRM policies for PDTR.	X	X	X	X				Contractual services - co Material for EOC	50,000 USD 15,000 USD	
	3.Carry out an Integrated Risk Assessment (seismic and FF) and undertake a feasibility study for a Flash Flood warning system in Wadi Musa Identify the stakeholders Map and review the current process of flash flood management Carry out a detailed seismic and flash flood risk assessment Design a master plan using a multi stakeholder and multi sector approach. Carry out a Training on methodology for risk mapping Carry out an awareness raising of local and regional authorities as well as the local population on risk Identify and prioritize risk reduction measures Carry out a feasibility study of the value of establishing a EWS	X	X	X	X				Contractual services - co Feasibility study FF	200,000 USD 35,000USD	
	4. Carry out joint Competency Training for the DRM district Committee and DRM Directorate in ASEZA and PDTRA Carry out an assessment of competency requirements of the DRM staff and local DRM related officials Design and implement a program for capacity development.: face to face & remote Training/coaching/etc of ASEZA/PDTRA staff and other DRM actors in key DRM topics; e.g. disaster good governance, emergency response; post-disaster assessment and recovery, risk analysis, risk reduction etc.	X	X	X	X				Contractual services - co	50,000 USD	

	5. Operationalisation of the DRM Master Plan for PDTR/ASEZ Development of priorities and validation process by the DRM district committee Development of the DRM portfolio for ASEZA and PDTRADevelopment of the Emergency Operations Plan (EOP) for response and recovery for ASEZA and PDTR Develop of EOP with both institutions for supporting and coordination of DM actors. Design a campaign sensitive to foreign investors and tourists Carry out training and simulation Carry out a feasibility study for neighbourhood disaster volunteers (NDV) in ASEZ DRR mainstreaming Strategy for ASEZA and PDTRA Prepare a DRR Strategy and an action plan for ASEZA and PDTRA to guide the work of the DRM staff and other local DRM actors for mitigation and prevention of disaster risks including climatic hazards Prepare a DRR Strategy and an action plan for ASEZA and PDTRA to guide the work of the DRM staff and other local DRM actors for mitigation and prevention of disaster risks including climatic hazards.			X	X	X				Contractual services - co	25,000 USD	
	6. To set up of a Flash Flood warning system in Wadi Musa **Link current project with the UNDP supported Eco-tourism/Biodiversity in Petra** Carry out a feasibility study of the value of establishing a EWS Based on findings of the FlaFlom project (see annex 1), identify an appropriate early warning system for flash floods including methodologies for rainfall forecasting, rainfall-runoff modeling and floodwave modeling; Install the necessary appropriate equipments for this particular arid area. Evaluate the appropriateness of the following equipment as : satellite receiving station at local partner ground rainfall recorders in the study area (potentially wih modems to allow data transmission by satellite or mobile phone) Radar-based water level recorder at the outlet of wadi Enhance the capacity of the local authorities in the advanced technology of the flash flood early warning systems, including maintenance.					X	X	X		Consultancy fees+ training Material		150,000 USD 200,000 USD
Total Output 2											415,000USD	350,000 USD

Output 3 **National institutional capacities strengthened to modify national building code and carry out seismic structural assessment of building and design retrofit and a Seismic Structural Vulnerability Assessment of key JCD buildings conducted**	**1. Modify the Jordan national building code** Recruit experts from Turkey with experience in World Bank funded ISMEP project for supporting both the revision of building code and training the trainers Prepare code revision for amending the Building Code to include the specific provisions for the earthquake performance assessment and retrofitting designs after consultation and approval under the auspices of JNBC; Update the risk map of the building code by integrating the results of the Amman, Aqaba and Petra seismic risk assessment Update the Building code with the specific its seismic provisions.	JCD Jordan National Building Council (JNBC) RSS JEA Universities EQ technical Cttee	X	X	X	X				Contractual services - co	75,000 USD	
Baseline: Last version of the national building code (NBC)dates back 12/2005 Very limited number of structural engineers with professional competency in seismic risk in Jordan Unknown risk for the JCD building Part of the key Recommendations in Amman DRM MP report (2009). **Targets Indicators:** Policies on DRM developed for ASEZA and PDTRA, which also cover climatic hazards; Institutional arrangements for DRM operationalized in ASEZA and PDTRA also covering climate hazards; Technical capacity of local authorities enhanced in ASEZA and PDTRA for DRR (including climatic hazards, and specially flash floods).	**2. To train civil engineers in vulnerability assessment** With Turkish experts, prepare training materials: curriculum for ToT – structural/non-structural assessment & flood risk, and pedagogical skills, application of international standards, post-earthquake assessment. Select 20 to 25 engineers for the ToT from JCD, Jordan University, RSS, JEA, MoPW, MoEducation, ASEZA, PDTRA; Design curriculum for seismic building in first grade in engineering studies in key universities. Train the trainers and develop an action plan for future training		X	X	X					Contractual services - co Training, workshops Travel International	90,000 USD 15,000 USD 10,000 USD	
	3. To carry our the Seismic Structural Assessment and Retrofit design of JCD buildings; Select 20 -25 JCD building and UNU (main United Nations building) Carry out an assessment of 4 buildings by the trainers under the supervision of the Turkish experts; Produce Performance Assessment for the 20 to 23 JCD (field investigation, measurement surveys, structural modelling and structural/non-structural analysis, borehole drillings, preparation of geological and geotechnical reports, material testing, preparation of performance report) by the trainers. Building material will be tested. Produce retrofitting and renovation design for the JCD buildings Support the Government of Jordan to submit a request for Loan/Grant to major financial institutions (World Bank, Islamic Bank, etc) to obtain loan/grant for retrofitting **Implement urgent and immediate required retrofitting (phase 2)**			X	X	X	X	X	X		Contractual services - co	275,000 USD	100,000 USD
Total Output3											**465,000USD**	**100,000 USD**

Output 4 **Increased capacity in DRM and project management of the 3 Implementing Partners**	1. Carry out a micro-assessment for the 4 IPs and design support programme 2. Support to the IPs in contract management, strategic and activity planning and reporting 3. Support to the three IP on coordinating mechanisms, procedures and tools.		X	X	X	X	X	X	X	Contractual services -IND Equipment and furniture Travel Evaluation phase 1 Audit Micro-Assessment IP Support Programme	67,000 USD 5,000 USD 15,000 USD 8,000 USD 5,000 USD 7,500 USD 10,000USD	50,000 USD 5,000 USD 10,000USD
Total Output 4											**117,500 USD**	**65,000 USD**
UNDP General management support services	**(5% on ASEZA and PDTRA, 10% on SDC funding)**										**80,250 USD**	**55,000 USD**
TOTAL											**1,132,750 USD**	**570,000 USD**
										TOTAL PHASE1+2	**1,702,500 USD**	

Enhancing Institutional Capacities to reduce Disaster Risk and to integrate Climate Change in Jordan

Date of the LPAC meeting	13 June 2011
Venue	UNDP Building
Meeting Agenda	1.Welcoming remarks 2.Presentation of the project: a. Background b. Project Outputs c. Management arrangements 3.Discussion and conclusion 4. Agreeing and signing of Minutes
Present	MoPIC (Feda Jaradat), Jordan National Building Council (Dr Jamal Qtaishat), Earthquake Technical Committee (MoPW) (Eng. Muna Issa), Swiss Development Cooperation (Nayef Khoury, Juerg Zumstein), PDTRA (Majed Hasanat, Hussein Hasanat), ASEZA (Khaled Abu Aisheh), UNDP (Maha Al Zubi, Katia Madanat, Dr Soud Al Qurran, Philippe Puyo-Tschanz), Jordan Civil Defense and Ministry of Environment were absent.

Discussion according to the agenda	
Discussion and decisions	- UNDP explained an overview of the LPAC meeting purposes & its importance in approving the project document. - Presentation by UNDP of the project outputs, activities and management arrangements. - Comments received from PDTRA& ASEZA were already incorporated in the revised proposal. - ASEZA and PDTRA emphasised the importance to avoid panicking tourism with the mention of seismic hazards. UNDP explained that findings from the hazards assessments will be communicated only to decision makers and not be disclosed to

media.

- ASEZA recommends to carry out an assessment of training needs and to tailor the competency training to each organisation. UNDP confirmed that a training need assessment will be carried out as stipulate into the result framework, output 2, activity 4.

- MoPIC recommends the project should include the Jordan Engineers Association because their mandate is to provide a continuous professional training for its members. UNDP explained that JEA is already mentioned as key stakeholder and will be one of the catalysts (and sustainability) for this training of trainers. The methodology to be used will be "learning by doing". The JNBC will ensure trainers will have an official certificate.

- Jordan National Building Council is selected as the implementing partner for output 3 as this organisation is by law the leading institution in Jordan in charge of building code and regulations.

- MoPIC asked for extending the project to Irbid. UNDP explained that Irbid "group" already got funding from EMME and will submit proposal for SDC for a seismic risk assessment. MoPIC recommends for national coverage for risk assessment. UNDP is keen to ensure this project will benefit to the whole country by inviting engineers from all important cities of the country.

- JNBC recommends increasing the funding allocation for code revisions. UNDP replied that the budget is assigned for international experts from Turkey (south-south cooperation). The budget is not an issue as the amount for the different activities can be revised during the course of the project depending on the needs.

- JNBC asked for the seismic risk assessments in order to update their map. ASEZA can provide the maps for Aqaba. JCD can provide the one for Amman.

- UNDP explained that the project is flexible enough to adapt to changes as it is divided into 2 phases, the first one for 1 year and the second for 9 months.

- The Planned budget is to be reviewed if needed during the project

cycle in order to ensure o ensure sufficient resources per output.

- SDC is funding UNICEF vulnerability assessment of schools in Amman and therefore MoE engineers will be part of the training. SDC funds both UNICEF and UNDP for these structural assessments.

- SDC recommends UNDP to create a baseline with data and indicators to ensure that progress can be measured and achievements demonstrated.

- MoU between UNDP and the IP will detail the responsibilities. UNDP will also support the design of the MoU between the IPs and the project stakeholders.

- Project organization structure was discussed, the following was raised

  1. Ministry of Environment is an important stakeholder since the project covers climate change. UNDP confirmed that the project was discussed with MoEnv and that they were invited to the meeting.

- UNDP briefed the group about the management arrangements, in particular the NEX modality and its implications: UNDP will ask a private company to carry out a micro assessment of the 4 IPs so that capacities to manage project (administrative and financial) can be assessed and if needed, a support program can be designed.

- All the funding, including ASEZA and PDTRA will be pooled in UNDP account then transferred through advances to the IPs against action plans.

- SDC asked UNDP to use Q3/2012 as an overlapping stage to leave some flexibility for the implementing partners.

- To ensure the long process of signature, the starting date is postponed to 1 September 2011.

- Final percentage for second transfer from SDC to be discussed with UNDP.

- To review the document to ensure including JNBC is mentioned properly as an IP.
- UNDP to discuss with JTI on their potential funding earlier than end of June.
- UNDP thanks all the participants for this fruitful

Next steps

1- UNDP to circulate the revised PRODOC + the minutes of the meeting (MoM)

2- Once MoM approved, the PRODOC will be sent to the MoPIC

3- Process of signature of the document by MoPIC, IPs, UNDP

4- Preparation of MoUs between UNDP and each IP, signature of the funding agreements with donors.

5- Hold an inception workshop during Third quarter of 2011

6- Project implementation Third quarter 2011

Prepared by: Katia Madanat
Reporting Associate