



Government of Kiribati

United Nations Development Programme

STRENGTHENING GOVERNANCE AND AID EFFECTIVENESS TO ADDRESS CLIMATE CHANGE AND DISASTER RISK MANAGEMENT

UNDAF and Sub Regional Programme Document Outcomes: (i) Regional, national, local and traditional governance systems are strengthened and exercise the principles of good governance, respecting and upholding human rights, especially women's rights, in line with international standards; (ii) Improved resilience of PICTs, with particular focus on communities, through integrated implementation of sustainable environment management, climate change adaptation/mitigation and disaster risk management;

Expected Country Programme Outcomes: (i) National governance systems strengthened to promote accountability, gender equality, inclusiveness and protection; (ii) Resilience strengthened at national and community level through integrated sustainable environment management, climate change adaptation/mitigation and disaster risk management.

Expected Country Programme Output:

(i) Strengthened national M&E systems for improved evidence based reporting accountability, development effectiveness and management for development results. (ii) National, sub-national and community adaptive capacities strengthened to address the adverse impact of climate change and disaster risks;

Implementing Partner: UNDP

Responsible Party: Office of the President, Government of Kiribati

Project Summary

This project will support the Government of Kiribati (GoK) in implementing the *Kiribati Joint Implementation Plan (KJIP) on Climate Change and Disaster Risk Management* through (i) preparations for the donors forum meeting in September 2013 where the KJIP will be presented, discussed and commitments sought for mobilizing resources; (ii) enabling systematic management of information and knowledge on climate change and disaster risk management at the national and local levels; and (iii) contributing to the strengthening of national institutions for stronger climate change and disaster risk management links. The project will capitalise on the in country presence of the UN Joint Presence Office through the UNDP Field Officer for the overall management and co-ordination support of the project.

Programme Period:	2013-2017	Total resources required	US\$196,057
Key Result Area (Strategic Plan):	Democratic Governance; Crisis Prevention and Recovery Environment	Total allocated resources:	US\$196,057
		<ul style="list-style-type: none"> • Regular • Other: <ul style="list-style-type: none"> o One Fund US\$196,057 o Donor _____ o Donor _____ o Government _____ 	
Afss Award ID:	00071833	Unfunded budget:	NIL
Start date	01 July 2013	In-kind Contributions	_____
End Date	31 March 2014		
PAC Meeting Date	13 June 2013		
Management Arrangements	DM		

Agreed by: 
Secretary, Office of the President, Government of Kiribati

Agreed by: 
Resident Representative, UNDP

Date: 18/6/2013

I. SITUATION ANALYSIS:

Kiribati is one of the most isolated countries in the world and one that is most vulnerable to climate change and rising sea levels. Most of the land is on average about two meters above sea level and only a few hundred meters wide, making escape from disaster almost impossible. Even though the 33 low lying atoll islands lie outside the cyclone zone, they are exposed to periodic storm surges and droughts particularly during the La Nina years. Kiribati is already becoming increasingly vulnerable to climate changes due to its high population growth rate and concentration in urban areas, accelerated coastal development, coastal erosion and environmental degradation.

Climate Change & Disaster Risk Management: The Government of Kiribati (GoK) together with regional organizations (SPREP, SPC), the Pacific-Australia Climate Science & Adaptation Planning Programme (PACCSAP) and UNDP are supporting the development of Kiribati's *Joint Implementation Plan (KJIP) on Climate Change (CC) & Disaster Risk Management (DRM)*. This is in response to the request from GoK to regional organizations, which is now being addressed collectively by development partners that have shared mandates to improve resilience of I-Kiribati through climate change adaptation and disaster risk management. The UNDAF 2013-2017 country results matrix has, under Focus Area 1 (Environmental Management, Climate Change and Disaster Risk Management), a specific output on "enhanced national, sub-national and community adaptive capacities to address the adverse impact of climate change and to reduce disaster risk". Subsequently, UNDP support covers the explicit integration of CC/DRM considerations into Kiribati's sectoral and corporate plans and annual budgets; and the implementation of pilot measures on disaster risk reduction. Two missions have been convened during the first two quarters of 2013 in February and April to support the development of the KJIP. The missions concluded with the following: a) identification of vulnerabilities to climate change and disaster risks at various levels of systemic, institutional and individual; b) securing buy-in from the institutions, both at national and executive levels Government ministries and Parliamentarians); c) agreement on the approach and timelines for developing the KJIP; d) agreement on how the KJIP would feature in the overall national development process; e) agreement on how KJIP would function in relation to existing plans, policies and the overall financial machinery; f) how the KJIP would add value to co-ordinating national efforts to address climate change and disaster risks; and g) the timeframe, design and content of the KJIP document. The profile of the KJIP is in *Annex I*.

Current Donor Coordination Mechanisms

The Government of Kiribati organized a donor roundtable meeting on 25 to 28 June 2012. Major donors presented during the donor roundtable meeting were AusAID, New Zealand Aid, European Union, JICA, Taiwan, World Bank, SPC, PIFS, ADB, and UN. The main purpose of the meeting was to gather feedback from donors and development partners on the status of donor funded projects and programmes implemented in Kiribati from the period January 2011 to May 2013. The Government ministries and departments participated and provided feedback on status of the donor funded projects and programmes, including the Kiribati One Fund along with other UN agencies programmes implemented in Kiribati during the given period. A few key issues captured during the dialogue were: need to fast track development programme implementation, better reporting of aid funded projects and programmes and preparation work

on fiscal framework for Kiribati in order to move from grant funded programmes to loan programmes or projects with ADB and World Bank.

The GoK is planning to convene another donor forum in September 2013. This project will support the national consultation process and the finalisation of the KJIP.

Aid Effectiveness

In terms of Aid Effectiveness, the Government of Kiribati (GoK) is committed to improving its public financial, national planning, budgeting and aid management system. Following a peer review conducted in 2009, the government has developed the following frameworks to guide national budgeting and implementation processes: (i) Kiribati Development Plan 2012-2015; ii) Kiribati Public Financial Management Plan 2011-2014; iii) Kiribati Medium Term Fiscal Framework (MTFF); iv) Kiribati Infrastructure Plan 2011; and v) Kiribati Economic Reform Plan. However, the following challenges remain to be addressed: (i) whilst the government has capable officials, the number of staff with the required level of capacity and experience is limited and not spread across government departments; (ii) the lack of a national aid policy contributed to fragmentation and poor coordination of development assistance; (iii) lack of mechanisms for information sharing on aid related matters, and between programmes, donors and ministries; (iv) poor monitoring and evaluation of aid funded projects¹.

Information sharing and management of knowledge

While the Government of Kiribati (GoK) is committed to jointly addressing climate change and disaster risk management, institutional gaps that relate to the lack of information sharing and knowledge management are recognized to slow down national and community efforts. In some instances, these have resulted in the lack of coordinated responses to addressing the issue of climate change. Apart from emails and the social media (such as Face-book, Twitter, etc), the GoK does not have access to any virtual network or national platform to address such gaps and facilitate network discussions that are based on certain themes and those that would lead to an event. Ever since the development of KJIP in February 2013, collaboration within each ministry has noticeably improved. Mandates are clearly defined that the responsibility for addressing disaster risks and climate change policy coordination are the roles of the Office of the President, whereas conducting technical on-the-ground climate change activities is the role of the Ministry of Environment, Land & Agriculture Development (MELAD). What appears to be lacking is a systematic way of sharing information and management of knowledge between and within such ministries.

In 2012, Kiribati Parliament established a select committee on Climate Change. The committee was mandated to conduct public hearing on the issue of climate change and make recommendation to the parliament and cabinet. A series of briefings and targeted trainings were provided to the members since its establishment, through a sub-regional pilot initiative led by the UNDP Pacific Regional Centre. Since its establishment, the committee has not gone through proper training on the critical linkages between climate change and disaster risk management.

¹ PIFS, 2012, Tracking the effectiveness of development efforts in the Pacific: celebrating progress, pursuing the challenges 2012: <http://www.forumsec.org/resources/uploads/attachments/documents/Tracking%20Effectiveness%202012.pdf>

II. STRATEGY

This project will support the Government of Kiribati (GoK) with the following:

- 1) Prepare for Donor Forum 2013 where the KJIP will be presented, discussed and commitments sought for mobilizing resources;
- 2) Assess the most practical means of systematic management of information and knowledge on climate change and DRM at the national and local levels; and
- 3) Contribute to the strengthening of national institutions for stronger climate change and DRM links.

The project has three main interrelated outputs that are centred on the KJIP implementation with a focus on strengthening the governance aspects of addressing climate change and managing disaster risks. The project will capitalise on the in country presence of the UN Joint Presence Office through the UNDP field officer for management and co-ordination support. The project has a lifetime of nine months (June 2013 to March 2014).

Activity Result 1: Support provided to Donor Forum (September 2013)

The activities for this output will include: a rapid assessment of past and current national and development budgetary allocation to climate change and disaster risk management activities; validation of the assessment findings; and finalisation and endorsement. It is expected that the assessment will inform the government on its current status of financial commitments to addressing climate change and managing disaster risks. The assessment will also help GoK plan and determine its future allocation of resources. It is expected that the results of this assessment will feed into the bigger Climate Public Expenditure and Institutional Review (CPEIR) work which monitors budget spending on climate change related activities and will assist, in the future, to identify resource gaps. During the rapid assessment a local counterpart within the Ministry of Finance will be assigned to assist. The TA will be required to ensure transfer of knowledge for capacity development and sustainability purposes.

Activity Results 2: Support to KJIP Implementation through assessment of Knowledge Management Platforms

The activities will include: the assessment of knowledge management and information sharing needs in relevant line ministries, pilot communities in the outer islands; procurement of necessary IT equipment; and creation of a country specific virtual knowledge network if feasible. The selection criteria for pilot communities have been determined by the Office of the President and will be used in the assessment. The established knowledge management platform should ensure better two-way linkages between national and local communities, inclusive of women, youths, vulnerable communities, to make informed and sound decisions. Communities would also be able to share successes and human stories on how they have managed to adapt to climate change and manage disaster risks as well as provide feedback into policy development processes through the network platform. The TA will work closely with national bodies, including the KNEG, OB, MISA and local communities to ensure ownership and sustainability is built into the knowledge platform. The TA would also work closely with UN Women and UNICEF to ensure that aspects relating to gender, youth, children and the vulnerable communities are addressed.

Activity Results 3: Institutional strengthening for Stronger Climate Change and Disaster Risk Management links

The first activity for this output involves seed funding for the establishment of the KJIP Secretariat within the Office of the President. The establishment of the Secretariat has been decided by the Government of Kiribati based on the decisions emanating from the KJIP consultations (refer to annex 1). The assistance will include the following: the procurement of office equipment, recruitment and induction training of a Coordination Officer. . The second major activity will involve the development of a training package for parliamentarians as well as field testing followed by revisions, finalisation and roll-out. This activity will complement the current UNDP Parliamentary assistance to the Climate Change Committee and ensure that climate financing and sustainable development (in relation to sustainable environmental management, and economic and social development) are included in the training package for parliamentarians. KJIP Secretariat will assist the convening of the Donor Forum 2013 in output 1, facilitate in country requirements for the establishment of the knowledge management platform in output 2. This activity will enhance knowledge and understanding of parliamentarians in addressing climate financing and sustainable development (in relation to sustainable environmental management, economic and social development) in their legislative and oversight role. The KJIP secretariat will also assist the overall management and coordination of the project. Parliamentarians would have the necessary skills to ensure that consultations on annual budgets take into consideration the vulnerabilities on climate change and DRM and that the voice of women, youths, and vulnerable groups in their own constituents are taken into consideration. Consultation will also be undertaken with the Office of the President and arrangements mapped out to ensure there is continuity in the applications of knowledge gained from the training, in particular when draft bills and review of legislations are considered beyond the lifetime of the project. Consultation will also involve the UN Women and UNICEF to ensure that aspects relating to gender, youth, children and the vulnerable communities are addressed.

Activity Result 4: Project Managed and Monitored Effectively

This project will be directly implemented by UNDP in collaboration with the UN JPO, and coordinated by the UNDP Programme Analyst at the UN Joint Presence Office. As Project Coordinator, the UNDP Programme Analyst will ensure the smooth implementation of the three project components, through timely recruitment, procurement, review and reporting processes. She will work closely with the Coordination Officer based in the Secretariat, providing guidance in the coordination of activities and project management and reporting procedures. The UNDP Multi Country Office in Fiji will assist the project through the provision of both technical advice and operational support services.

III.

RESULTS AND RESOURCES FRAMEWORK

INTENDED OUTCOME AS STATED IN THE KIRIBATI COUNTRY PROGRAMME (UNDAF COUNTRY MATRIX)				
Outcome 1.1 Resilience strengthened at national and community level through integrated sustainable environment management, climate change adaptation/ mitigation and disaster risk management By 2017 the most vulnerable communities across the PICTs are more resilient with particular focus on communities, through integrated implementation of sustainable environmental management, climate change adaptation/mitigation, and disaster risk management.				
Outcome 2.1 National governance systems strengthened to promote accountability, gender equality, inclusiveness and protection.				
OUTCOME INDICATORS AS STATED IN THE KIRIBATI COUNTRY PROGRAMME (UNDAF COUNTRY MATRIX):				
1.1.1 Indicator : Number of environmental policies/regulations successfully passed by parliament and translated into environmental protection measures for implementation by government Baseline: One Climate Change Policy Framework Target: TBC				
2.1.1 Indicator: Improved preparedness (human and physical infrastructure) to adapt and respond to impacts (socio economic, political, cultural) of climate change Baseline: -Low(GoK Adaptation Report) Target: -Medium				
2.1.2 Indicator: Number of sectoral and corporate plans and annual budgets that explicitly reflect CC/DR/DRM considerations Baseline: No (zero) sectoral and corporate plans and annual budgets that explicitly reflect CC/DRR/DRM considerations Target: Climate Change Policy integrated into plans for sectors, Ministries and corporate plans				
2.1.3 Indicator: Number of pilot measures implemented on disaster risk reduction Baseline: 0 Target: Number of pilot measures on CC/DRR/DRM implemented				
APPLICABLE KEY RESULTS AREAS: Democratic Governance; Crisis Prevention and Recovery, Environment				
PARTNERSHIP STRATEGY: UNDP in collaboration with the UNJPO, together with the Office of the President will work closely with MISA and MFED to implement the project. KNEG will provide strategic technical advice and the UN JP Office in Kiribati will also be part of the project assurance role.				
Project title Kiribati “Strengthening Governance & Aid effectiveness to address climate changes and Disaster Risk Management				
Project ID (ATLAS Award ID): 00071633				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
Output 1: Support provided to Donor Forum (September 2013) Baseline: 1. Absence of data and limited capacity to assess past and current budgetary allocation to climate change and disaster risk management.	Target year 1 (2013) <ul style="list-style-type: none"> Donor Forum 2013 supported with credible budgetary information 	Activity Result 1: Support provided to Donor Forum (September 2013) <ul style="list-style-type: none"> Activity 1.1: Conduct assessment of past and current budgetary allocation to climate change and disaster risk management. Activity 1.2: Validate assessment findings through a national consultation workshop. 	UNDP	UNDP TA \$8,000 Mission costs \$9,800 Natn’l Consultation \$5,000

<p>2. Lack of budgetary information to support Donor Forum 2013 on climate change and disaster risk management.</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Assessment on past and current budgetary allocation to climate change and disaster risk management is completed, validated and endorsed. 2. Number of sectoral and corporate plans and annual budgets that explicitly reflect CC/DR/DRM considerations. 		<ul style="list-style-type: none"> • Activity 1.3: Finalize assessment and submit for Cabinet endorsement through the Office of the President. • Activity 1.4: Include assessment findings to support Donor Forum 2013 discussions. • Activity 1.5: Transfer of skills to local counterpart. • Activity 1.6: Assess feasibility of developing a database to improve management of DRM and Climate change financial records within MFED. 		
<p>Output 2: Support to KJIP Implementation through assessment of Knowledge Management Platforms</p> <p>Baseline:</p> <ol style="list-style-type: none"> 1. Absence of effective/organized knowledge sharing platform. 2. Limited sharing of information and knowledge on climate change and disaster risk management. 	<p>Targets year 1 (2013)</p> <ul style="list-style-type: none"> • Assessment Report cleared by Project Board • Knowledge Platform established and in operation 	<p>Activity Result 2: KJIP Implementation supported through establishment of a Knowledge Network Platform</p> <ul style="list-style-type: none"> • Activity 2.1: Conduct assessment/feasibility study of Knowledge Management needs • Activity 2.2: Liaise with OB for selection of pilots sites. • Activity 2.3: Procure necessary IT equipment • Activity 2.4: Establish knowledge network platform as determined through the feasibility study in 	<p>UNDP</p>	<p>UNDP TA (2 weeks) \$3,000 Missions \$14,800 iCOMMS \$3000 IT Equipment \$56,337 Local travel \$5,000</p>

<p>Indicators:</p> <ol style="list-style-type: none"> 1. Knowledge network established in two pilot communities 2. Standard operating procedures are drawn up to ensure the sharing of information and knowledge on climate change and disaster risk management, and its sustainability 3. Participation in knowledge platform settings includes women, youths and vulnerable groups. <p>Sources: ITC report Standard Operating Procedures (1)</p>		<p>consultation with local partners</p> <ul style="list-style-type: none"> • Activity 2.5: Assess alternative knowledge sharing mechanisms for communities without internet access 		
<p>Output 3: Institutions strengthened for Stronger Climate Change and Disaster Risk Management links</p> <p>Baseline:</p> <ol style="list-style-type: none"> 1. Absence of a dedicated secretariat to support KJIP implementation. 2. Lack of parliamentary training on climate financing and sustainable development (in relation to sustainable environmental management, and economic and social development). 	<p>Targets year 1 (2013)</p> <ul style="list-style-type: none"> • KJIP Secretariat supported <p>Target 2014:</p> <ul style="list-style-type: none"> • Training package for parliamentarians are field tested, revised, finalized and rolled-out. 	<p>Activity Result 3: Institutions strengthened for Stronger Climate Change and Disaster Risk Management links</p> <ul style="list-style-type: none"> • Activity 3.1: Recruit Coordination Officer. • Activity 3.2: Establish office space and procure office equipment • Activity 3.3: Undertake on the job training for KJIP Secretariat Coordination Officer • Activity 3.4: Develop training package for parliamentarians that contains climate financing and sustainable development (in relation to sustainable environmental management, and 	<p>UNDP</p>	<p>Salary \$20,000</p> <p>Office Equip. \$5,000</p> <p>Cons. Fees \$15,000</p> <p>Training \$20,000</p>

<p>Indicators:</p> <ol style="list-style-type: none"> 1. Dedicated Secretariat is established within the Office of the President. 2. Training package developed for parliamentarians that contain climate financing and sustainable development (in relation to sustainable environmental management, and economic and social development). 3. At least 50% of MP's increase awareness and inform their constituents i.e. (2 pilot sites). <p>Sources: <i>Project Monitoring Report</i> <i>Workshop report (Induction 2012)</i> <i>KJIP draft Report</i></p>		<p>economic and social development).</p> <ul style="list-style-type: none"> • Activity 3.5: Field test training package for parliamentarians, revise, finalize and roll-out. 		
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<p>Output 4: Project Managed and Monitored Effectively</p> <p>Baseline: Project document developed with M&E Framework</p> <p>Target: Project established and results areas coordinated with timely results achieved and reported on in the required formats</p> <p>Indicators: Project reports produced within timelines Project results achieved as planned</p> <p>Sources: <i>Project Progress Report</i> <i>Quarterly financial/Narrative reports.</i> <i>Annual reports</i> <i>Back to Office Reports (Missions)</i> <i>Press releases</i></p>	<ul style="list-style-type: none"> • Target 2013: • Project reporting carried out regularly (Quarterly) 	<p>Activity Result 4: Project Managed and Monitored Effectively</p> <ul style="list-style-type: none"> • Activity 4.1: Initiation Phase <ul style="list-style-type: none"> a. Project Coordinator assigned b. Project Board Appointed LPAC held, and inception workshop conducted • Activity 4.2: Project Implementation, M&E <ul style="list-style-type: none"> a. Quarterly Reporting (financial and narrative) b. Quarterly review of results by Project Board and UNDP c. Annual reporting d. Effective technical oversight carried out incl. technical missions (UNDP) e. Project monitoring missions conducted f. Advocacy/iCOMMs 	<p>UNDP</p>	<p>UNDP Mission</p> <table border="0"> <tr> <td>Travel</td> <td>\$5570</td> </tr> <tr> <td>Project coord.</td> <td>\$13,350</td> </tr> <tr> <td>UNDP Missions</td> <td>\$6,200</td> </tr> <tr> <td>Misc. costs</td> <td>\$2,000</td> </tr> <tr> <td>Advocacy</td> <td>\$2,000</td> </tr> <tr> <td>Evaluation</td> <td>\$2000</td> </tr> </table>	Travel	\$5570	Project coord.	\$13,350	UNDP Missions	\$6,200	Misc. costs	\$2,000	Advocacy	\$2,000	Evaluation	\$2000
Travel	\$5570															
Project coord.	\$13,350															
UNDP Missions	\$6,200															
Misc. costs	\$2,000															
Advocacy	\$2,000															
Evaluation	\$2000															
<p>TOTAL</p>				<p>\$196,057</p>												

IV. ANNUAL WORK PLAN 2013

AGENCY OUTPUT 2013 or BIENNIUM EXPECTED RESULT with annual indicators and targets against planned activities	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated Agency 2012 output or Biennium Expected Result</i>	TIMEFRAME				IMPLEMENTER (government or NGO partner)	PLANNED BUDGET		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
<p>Output 1: Support provided to Donor Forum (September 2013)</p> <p>Baseline:</p> <ol style="list-style-type: none"> Absence of data and limited capacity to assess past and current budgetary allocation to climate change and disaster risk management. Lack of budgetary information to support Donor Forum 2013 on climate change and disaster risk management. <p>Indicators:</p> <ol style="list-style-type: none"> Assessment on past and current budgetary allocation to climate change and disaster risk management is completed, validated and endorsed. Donor Forum (September 2013) is supported with assessment findings and donor commitment to KJIP is secured. 	<ul style="list-style-type: none"> Activity 1.1: Conduct assessment of past and current budgetary allocation to climate change and disaster risk management. Activity 1.2: Validate assessment findings through a national consultation workshop. Activity 1.3: Finalize assessment and submit for Cabinet endorsement through the Office of the President. Activity 1.4: Include assessment findings to support Donor Forum 2013 discussions Activity 1.5: Transfer of skills to local counterpart Activity 1.6: Assess feasibility of developing a database to improve management of DRM and Climate change financial records within MFED 			X		UNDP	One Fund 30000	UNDP TA 71200 Missions 71600 Workshops 72700	8,000 9,800 5,000

3. At least 40% of participants in the national consultation are women, youths and vulnerable groups.									
Output 1 Sub Total									22,800
Output 2 KJIP Implementation supported through establishment of a Knowledge Network Platform									
<p>Baseline:</p> <ol style="list-style-type: none"> Absence of virtual knowledge network. Limited sharing of information and knowledge on climate change and disaster risk management. <p>Indicators:</p> <ol style="list-style-type: none"> Virtual knowledge network is established and operational in all line ministries and pilot communities. Standard operating procedures are drawn up to ensure the sharing of information and knowledge on climate change and disaster risk management. At least 40% of women & youths in the 3 line ministries, 2 pilot sites, actively participate in the training program. 	<ul style="list-style-type: none"> Activity 2.1: Conduct assessment/feasibility study of Knowledge Management needs Activity 2.2: Determine selection criteria for pilots sites. Activity 2.3: Procure necessary IT equipment Activity 2.4: Establish knowledge network platform as determined through the feasibility study. Activity 2.5: Assess alternative knowledge sharing mechanisms for communities without internet access 			X	X	UNDP		UNDP TA 71200 ICOMMS TA 71200 Missions 71600 IT Equip 72800 Loc Travel 71600	3,000 3,000 14,800 56,337 5,000

Output 2 Sub total									82,137
Output 3: Institutional strengthening for Stronger Climate Change and Disaster Risk Management links									
Baseline: 1. Absence of a dedicated secretariat to support KJIP implementation. 2. Lack of parliamentary training on joint climate change and DRM. Indicators: 1. Dedicated Secretariat is established within the Office of the President. 2. One training package developed for parliamentarians that contain climate financing and sustainable development (in relation to sustainable environmental management, and economic and social development). 3. At least 50% of MP's increase awareness and disseminate knowledge to their constituents i.e. (2 pilot sites)	<ul style="list-style-type: none"> • Activity 3.1: Recruit Coordination Officer. • Activity 3.2: Establish office space and procure office equipment • Activity 3.3: Undertake induction training for KJIP Secretariat staff. • Activity 3.4: Develop training package for parliamentarians that contain climate financing and sustainable development (in relation to sustainable environmental management, and economic and social development). • 			X		UNDP	One Fund	Coordination Officer 71400	13,333
				X				Office equip. 72200	5,000
								Cons. Fees 71200	10,000
								Training 75700	15,000
Output 3 Sub Total									43,333
Output 4: Project Managed and Monitored Effectively									
Baseline: Project document developed with M&E Framework	<ul style="list-style-type: none"> • Activity 4.1: Initiation Phase <ul style="list-style-type: none"> a. Project Coordinator Role assigned b. Project Board Appointed 					UNDP	One Fund	UNDP Mission 71600	5,570

<p>Target: Project established and results areas coordinated with timely results achieved and reported on in the required formats</p> <p>Indicators: Project reports produced within timelines Project results achieved as planned</p> <p>Sources: <i>Project Progress Report</i> <i>Quarterly financial/Narrative reports.</i> <i>Annual reports</i> <i>Back to Office Reports (Missions)</i> <i>Press releases; Websites.</i> <i>Fact sheets, knowledge products</i></p>	<p>LPAC held, and inception workshop conducted</p> <ul style="list-style-type: none"> • Activity 4.2: Project Implementation, M&E <ul style="list-style-type: none"> a. Quarterly Reporting (financial & narrative) b. Quarterly narrative reporting c. Quarterly review of results by Project board and UNDP d. Annual reporting e. Effective project planning conducted f. Effective technical oversight carried out incl. technical missions (UNDP) g. Project monitoring missions conducted h. Advocacy & iCOMMS 																				
Output 4 Sub Total																					US\$22,920
TOTAL																					US\$171,190

V. ANNUAL WORK PLAN 2014

AGENCY OUTPUT 2014 or BIENNIUM EXPECTED RESULT with annual indicators and targets against planned activities	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated Agency 2012 output or Biennium Expected Result</i>	TIMEFRAME				IMPLEMENTER (government or NGO partner)	PLANNED BUDGET		
		Q 1	Q 2	Q 3	Q 4		Source of Funds	Budget Description	Amount (US\$)
Output 3: Institutional strengthening for Stronger Climate Change and Disaster Risk Management links									
<p>Baseline:</p> <ol style="list-style-type: none"> Absence of a dedicated secretariat to support KJIP implementation. Lack of parliamentary training on joint climate change and DRM. <p>Indicators:</p> <ol style="list-style-type: none"> Dedicated Secretariat is established within the Office of the President. One training package developed for parliamentarians that shows strong links between climate change and disaster risk management. <p>At least 50% of MP's increase awareness and deliver training to their constituents</p>	<ul style="list-style-type: none"> Activity 3.1: Salary project coordinator (UNDP Field Officer for Kiribati), and Coordination Officer. Activity 3.5: Field test training package for parliamentarians, revise, finalize and roll-out. 	X				UNDP	One Fund	Coord. Officer 71400	\$6,667
		X						Cons. Fees 71200 Training 75700	\$5,000 \$5,000

i.e. (2 pilot sites)									
Sub Total									16,667
Output 4: Project Managed and Monitored Effectively									
<p>Baseline: Project document developed with M&E Framework</p> <p>Target: Project established and results areas coordinated with timely results achieved and reported on in the required formats</p> <p>Indicators: Project reports produced within timelines Project results achieved as planned</p> <p>Sources: <i>Project Progress Report</i> <i>Quarterly financial/Narrative reports.</i> <i>Annual reports</i> <i>Back to Office Reports (Missions)</i> <i>Press releases; Websites.</i> <i>Fact sheets, knowledge products</i></p>	<ul style="list-style-type: none"> • Activity 4.2: Project Implementation, M&E <ul style="list-style-type: none"> a. Quarterly Reporting (financial & narrative) b. Final review of results by Project board and UNDP c. Terminal reporting d. Effective technical oversight carried out incl. technical missions e. Project monitoring missions conducted f. Advocacy & iCOMMS 	X				UNDP	One Fund	Salary. 71400 UNDP Missions 71600 Sundry 74500	\$4,350 \$3,100 \$750
Sub Total									US\$8,200
TOTAL									US\$24,867

Management Arrangement

UNDP in collaboration with the UN Joint Presence Office will manage this project under the UNDP Direct Implementation Modality (DIM) under the guidance of a Project Board (refer Annex 2 for ToR). The Project Board will be co-chaired by the Permanent Secretary in Office of the President and UNDP Resident Representative. Under the this modality, the UNDP Resident Representative is responsible to the UNDP Administrator and the Government Coordinating Agency (Ministry of Finance and Economic Development) for reporting on progress towards achievement of results and is accountable to the UNDP Administrator for documenting prudent and proper use of resources. Use of this modality will reduce the administrative burden to the Government of Kiribati to coordinate and report on the various project components.

The Office of the President will lead the coordination of Climate Change and DRM in Kiribati and has undertaken to provide office space to house a secretariat to oversee this function. The Secretariat will play a major role in project implementation, supported by the UNDP Programme Analyst based at the UN Joint Presence Office, who will assume the Project Coordinator role.

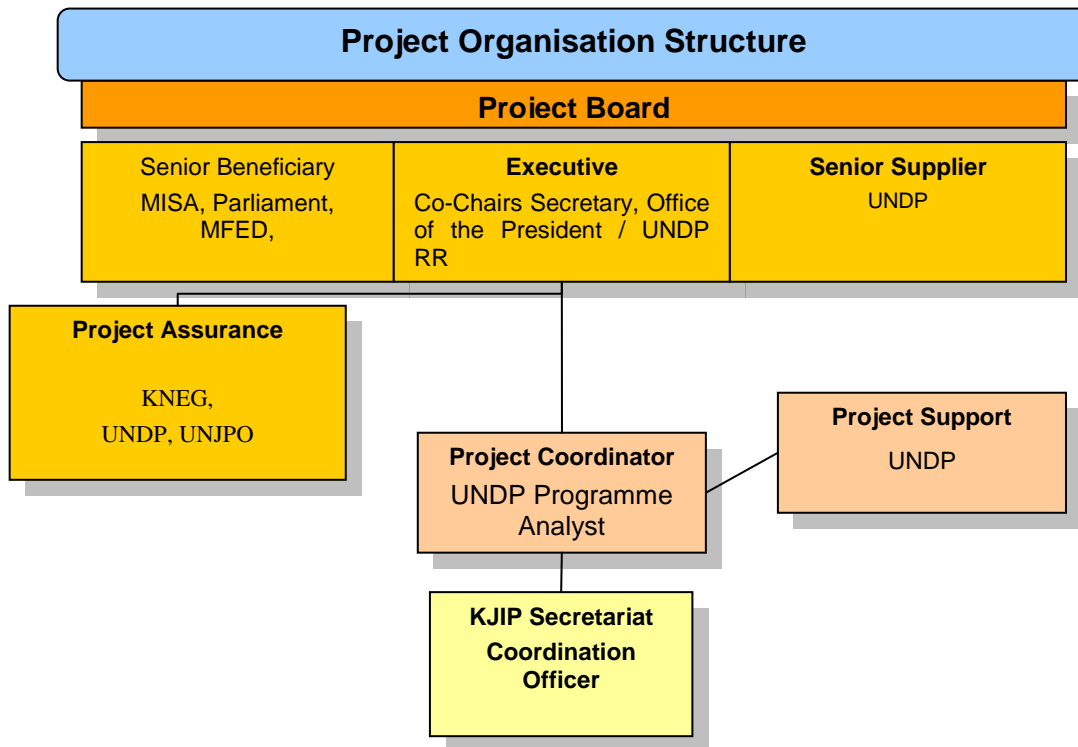
The UNDP Project Coordinator will be responsible for project management, including financial management and reporting. The Project Coordinator will also manage the technical inputs to the project in close liaison with the Office of the President. UNDP will be responsible for provision of project technical inputs, including the provision of technical experts to conduct various assignments detailed in project annual work plans and documented in Terms of Reference annexed hereto. Procurement and recruitment will be conducted by the Project Coordinator in accordance with the agreed Annual Work Plan using UNDP Financial Rules and Regulations. Project Audit will be conducted as part of the UNDP Country Office Audit performed by the UNDP Office of Audit and Performance Review.

The Project Coordinator will work closely with the Coordination Officer and the Secretariat to ensure collaboration and complementarity with other Climate Change and DRM projects and initiatives in country, including the ongoing UNDP assistance to the Parliamentary Committee on Climate Change and the JNAP process. A key role for UNDP will be to ensure that development partners and stakeholders are kept fully informed of programme's progress.

To ensure the on-going quality assurance of the programme outcomes and outputs, the Project Board will meet quarterly to review project progress. In addition, the Chairpersons may call for special meetings should the need arise. The UNDP Project Coordinator, in conjunction with the Secretariat and the Office of the President, will prepare the Agenda for circulation at least two weeks prior to the meeting date and ensure the Minutes of the Meeting are circulated within one week of the meeting being held. Project Reports will verify the achievement of the project management milestones and ensure that these are delivered within the allocated budget in accordance with approved annual work plans (AWPs). The Project Board will be responsible for approving amendments to the annual work plans for achievement of project results.

KJIP National Expert Group (KNEG)

In addition to the project board, the KNEG shall act as an assurance and technical advisory mechanism to the Project to ensure adequate consideration is taken to address technical aspects of the project implementation in Kiribati. The advisory committee will meet every month to review progress and provide advice. At the end of each quarter the KNEG will, as part of their project assurance role, review project narrative and financial reports and provide advice and guidance to the Project Board on technical issues relevant to programme implementation. KNEG will also review the annual work plans and work of the technical assistance (TAs).



Project Monitoring and Reporting

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 quarterly progress report will be produced to provide a quality assessment to record progress towards the completion of key results, based on quality criteria and methods outlined in the project document Results and Resources Framework.
- An Issue Log shall be activated in Atlas and updated by the Project Coordinator 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 quarterly as part of the Quarterly progress report by reviewing the external environment that may affect the project implementation.

- Quarterly Progress Reports shall be submitted by the Project Coordinator to the Project Board, including UNDP, through Project Assurance, using a 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 Project Coordinator and shared with the Project Board and the Outcome 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. 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.

Terminal/Final Report

- A final (or terminal) report shall be compiled by the Project Coordinator and will be reviewed by the Project Board, two months before the scheduled completion of the project.

VI. LEGAL CONTEXT

This document together with the UNDAF Action Plan signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA); as such all provisions of the UNDAF Action Plan apply to this document. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner”; as such term is defined and used in the UNDAF Action Plan and this document

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

UNDP will undertake all reasonable efforts to ensure that none of the project funds 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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

ANNEXES

Annex 1: Kiribati Joint Implementation Plan Profile

Annex 2: Terms of Reference - Project Board

Annex 3: Terms of Reference – Project Coordinator

Annex 4: Terms of Reference - Budget Assessment: Climate Change & DRM

Annex 5: Terms of Reference - Knowledge Network Assessment

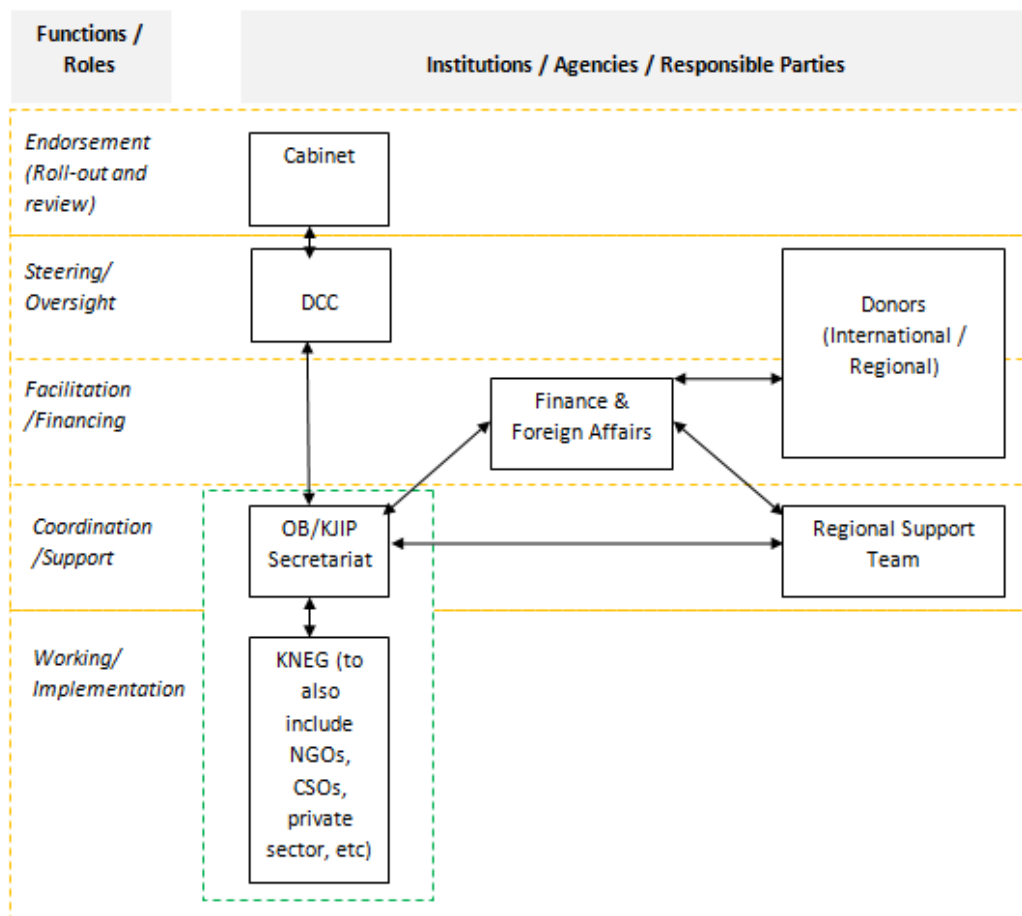
Annex 6: Terms of Reference - Coordination Officer

Annex 7: Monitoring Plan

Annex 8: Risk Log

Annex 1: KJIP Profile

- Developed in response to request by Government of Kiribati (4th quarter 2012).
- Captures gaps in existing climate change and disaster risk management programmes.
- Two consultation missions undertaken in February and April 2013, in collaboration with the Office of the President, by UNDP and development partners (UNICEF, GIZ, AusAID, SPREP, SPC-SOPAC).
- Comprises 10 themes: (1) Good Governance; (2) Understanding, Information, Knowledge and Application for Climate Change Adaptation and Disaster Risk Reduction; (3) Survivability through Implementation of Tangible Adaptation Actions; (4) Mitigation and Maintaining Low Emissions through Energy Efficiency and Renewable Sources of Energy; (5) Resilient Infrastructure Development; (6) Early Warning and Disaster Management; (7) Population, Settlement and Health; (8) Education, Training and Awareness; (9) Accessing Climate Change and Disaster Risk Management External Financing and Strengthening Partnership; and (10) Maintaining Kiribati Existing Sovereignty and Unique Identity.
- Currently in draft form and working to complete costing of each theme.
- To be endorsed by mid-August 2013 and presented to Donor Forum in September 2013.
- Proposed KJIP institutional arrangement, which output 3 will help establish, is as follows:



Annex 2: Terms of Reference Project Board

The Project Board is the group responsible for making by consensus, management decisions for a project when guidance is required by the Project Coordinator, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with UNDP. The project board's responsibilities are summarised as follows:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Coordinator;
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks;
- Review the project progress on a quarterly basis and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Review combined delivery reports prior to certification by UNDP;
- Appraise the project annual review report, make recommendations for the next annual work plan, and inform the outcome group about the results of the review;
- Provide ad-hoc direction and advice for exception situations when Project Coordinator's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

The Project Board will meet quarterly or as and when required by the chairpersons. The first meeting will be held during the inception phase of the project. In addition, the Chairpersons may call for special meetings should the need arise. The UNDP Project Coordinator, in conjunction with the Secretariat and the Office of the President, will prepare the agenda for circulation at least two weeks prior to the meeting date and ensure the minutes of the meeting are circulated within one week of the meeting. Project reports will verify the achievement of the project management milestones and ensure that these are delivered within the allocated budget in accordance with approved annual work plans (AWPs). The Project Board will be responsible for approving amendments to the annual work plans for achievement of project results.

Annex 3: Terms of Reference: Project Co-ordinator

1.0. Background

This project will support the Government of Kiribati (GoK) in implementing the *Kiribati Joint Implementation Plan (KJIP) on Climate Change and Disaster Risk Management* through (i) preparations for the donors forum meeting in September 2013 where the KJIP will be presented, discussed and commitments sought for mobilizing resources; ii) enabling systematic management of information and knowledge on climate change and disaster risk management at the national and local levels; and iii) contributing to the strengthening of national institutions for stronger climate change and disaster risk management links. The project will capitalize on the in country presence of the UN Joint Presence Office through the UNDP Field Officer for the overall management and co-ordination support of the project.

2.0. Functions / Key Results Expected

The UNDP Project Coordinator will be responsible for project management, including financial management and reporting. The Project Coordinator will also manage the technical inputs to the project in close liaison with the Office of the President. UNDP will be responsible for provision of project technical inputs, including the provision of technical experts to conduct various assignments detailed in project annual work plans and documented in Terms of Reference annexed hereto. Procurement and recruitment will be conducted by the Project Coordinator in accordance with the agreed Annual Work Plan using UNDP Financial Rules and Regulations. Project Audit will be conducted as part of the UNDP Country Office Audit performed by the UNDP Office of Audit and Performance Review.

The Project Coordinator will work closely with the Coordination Officer and the Secretariat to ensure collaboration and complementarity with other Climate Change and DRM projects and initiatives in country, including the ongoing UNDP assistance to the Parliamentary Committee on Climate Change and the JNAP process. A key role for UNDP will be to ensure that development partners and stakeholders are kept fully informed of programme's progress.

The UNDP Project Coordinator, in conjunction with the Secretariat and the Office of the President, will prepare the Agenda for circulation at least two weeks prior to the meeting date and ensure the Minutes of the Meeting are circulated within one week of the meeting being held. Project Reports will verify the achievement of the project management milestones and ensure that these are delivered within the allocated budget in accordance with approved annual work plans (AWPs).

3.0. Description of Duties:

- Prepare the annual/quarterly work plans to deliver project outcomes and ensure that the project feeds into and connects with the KJIP and GoK's overall strategy on addressing CC/DRM

- Strategically plan, coordinate and deliver project outputs as agreed in the annual work plan;
- Coordinate recruitment and manage all project advisors/consultants and staff including identifying and addressing training needs;
- Organize and conduct training programs, workshops and seminars for Parliament Members and Parliament Secretariat staff on CC/DRM related topics and its implications for law making and oversight.
- Facilitate and coordinate the integration of assistance from UN specialized agencies and other support bodies and agencies;
- Monitor and measure the project's performance, timing and results and manage risk;
- Plan and strategically manage and monitor the project budget and ensure that procurement of goods and services, recruitment of project personnel are undertaken in accordance with UNDP financial regulations and rules, policies and guidelines;
- Advise UNDP on significant policy measures undertaken by the Government of Kiribati which may impact on the project strategy
- Promote and advocate for the adoption of climate change and disaster risk management policies and legislation for the achievement of CC/DRM related outputs and results.
- Attend to donor coordination meetings, providing UNDP with any useful information related to the area, as requested.
- Ensure transfer of skills to Coordination Officer.

4.0. Expected results

The incumbent will be expected to demonstrate that ongoing change management and progress towards to project output is achieved; through report on results against the performance indicators and other qualitative measures of the project document.

5.0. Impact of Results

The project aims to support the Office of the President and Government of Kiribati to fulfil its national commitment to address climate change and disaster risk management.

6.0. Competencies

Required competencies are as follows:

- Excellent understanding of the organization and functioning of government systems and strong knowledge and experience of climate change and disaster risk management programme design and implementation;
- Previous work experience within a climate change/disaster risk management or related environmental management programme and experience;
- Demonstrated ability to prepare clear and rigorous reports, briefs , procedural and technical opinions;
- Proven leadership, management (strategic and risk management), negotiation and mediation skills;
- Proven capacity in change management and transfer skills and knowledge, particularly in a developing country;
- Ability to work effectively under pressure and in a highly political environment;

- Proven capacity to demonstrate tact, discretion and integrity when dealing with Members and stakeholders;
- Demonstrated ability to motivate people and work in a team, including in cross-cultural environments;
- Excellent computer skills and ability to use information management as a tool and resource;
- Excellent English language in oral and written communication skills.

7.0. Qualifications/Requirements:

- Advanced university degree (at least Master's degree) in environment, geography, climate change, politics, development, social sciences, public administration or related field.
- A minimum of 5 year experience in government, preferably as a senior executive of
- Experience with similar assignments in developing countries is desirable.
- Previous work experiences with UN/UNDP or other development partners on project management
- Fluency in English is required;
- Excellent written and verbal communications skills.

8.0. Computer skills:

Strong PC based computer skills, Microsoft applications (in particular, Word, Excel and PowerPoint)

9.0. Language skills:

- Willingness to learn basic local language as necessary
- Excellent communication skills

Annex 4: Terms of Reference: Budget Assessment: Climate Change & DRM Output 1 -Support to Donor Forum (September 2013)

Background

In September 2013, a Donor Forum 2013 is planned to be convened during the margins of the Forum Leaders Meeting. This proposed project will support the GoK to prepare for the Donor Forum 2013 where the Kiribati Joint Implementation Plan (KJIP) on Climate Change and Disaster Risk Management will be presented, discussed and commitments sought for mobilizing resources.

Scope of Work:

The activities for this output will include: a rapid assessment of past and current national and development budgetary allocation to climate change and disaster risk management activities; validation of the assessment findings; and finalisation and endorsement. It is expected that the assessment will inform the government on its current status of financial commitments to addressing climate change and managing disaster risks. The assessment will also help GoK plan and determine its future allocation of resources. It is expected that the results of this assessment will feed into the bigger Climate Public Expenditure and Institutional Review (CPEIR) work which monitors budget spending on climate change related activities and will assist, in the future, to identify resource gaps. During the rapid assessment a local counterpart within the Ministry of Finance will be assigned to assist and the TA should ensure transfer of skills for capacity development and sustainability purposes.

Tasks to be performed:

UNDP will carry out the following, in collaboration with the Office of the President and the Ministry of Finance and National Planning:

- Activity 1.1: Conduct an assessment of past and current budgetary allocation to climate change and disaster risk management;
- Activity 1.2: Validate assessment findings through a national consultation workshop;
- Activity 1.3: Finalize the assessment and submit for Project Board endorsement; and
- Activity 1.4: Include the assessment findings to support the Donor Forum 2013 discussions, in particular to help GoK plan and determine its future allocation of resources, and identify resource gaps which the donors and development partners could make a commitment to addressing.
- Activity 1.5: Ensure transfer of skills to local counterpart.
- Activity 1.6: Assess feasibility of developing a database to improve management of DRM and Climate change financial records within MFED.

Timeframe:

All output activities will be prioritized and will be the first to commence. The activities are expected to commence on 1st July 2013 and expected to be complete by mid-August 2013

Annex 5: Terms of Reference: Knowledge Network Assessment

Output 2 - Support to KJIP Implementation through assessment of Knowledge Management Platforms

Background:

The established knowledge management platform should ensure better two-way linkages between national and local communities, inclusive of women, youths, vulnerable communities, to make informed and sound decisions. Communities would also be able to share successes and human stories on how they have managed to adapt to climate change and manage disaster risks as well as provide feedback into policy development processes through the network platform.

The project will facilitate the systematic management of information and knowledge on climate change and DRM to network users at the national and local levels in Kiribati. It will also allow for network discussions and the sharing of knowledge and ideas on predefined topics that could benefit network members when preparing for strategic events. UNDP will draw upon internal expertise to undertake this activity. The assessment should also review the use of the SPREP climate change (<http://www.pacificclimatechange.net/>) particularly in knowledge sharing from national to community level.

Scope of Work:

The activities will include: the assessment of knowledge management and information sharing needs in selected line ministries and pilot communities in the outer islands; procurement of necessary IT equipment; and creation of a country specific virtual knowledge network if feasible. Selection criteria for pilot communities will be determined during the assessment phase. The established knowledge management platform should ensure better two-way linkages between national and local communities, inclusive of women, youths, vulnerable communities, to make informed and sound decisions. Communities would also be able to share successes and human stories on how they have managed to adapt to climate change and manage disaster risks as well as provide feedback into policy development processes through the network platform.

Tasks to be performed:

UNDP will carry out the following, in collaboration with the Office of the President and the Ministry of Finance and National Planning:

- Activity 2.1: Conduct an assessment of knowledge network needs;
- Activity 2.2: Develop a selection criteria and select 2 pilot communities based on this criteria;
- Activity 2.3: Conduct assessment of IT needs and procure equipment; and
- Activity 2.4: Establish knowledge network platform as determined through the feasibility study.
- Activity 2.5: Assess feasibility of other knowledge management platforms for communities that lack internet facilities.

Timeframe:

The activities are expected to commence on 1st July 2013 and expected to be complete by December 2013.

Annex 6: Terms Reference – Coordination Officer

Background:

The Government of Kiribati has mandated the establishment of the KJIP Secretariat within the Office of the President, based on the decisions emanating from the KJIP consultations (refer to annex 1).

Under the supervision of the Project Coordinator and in close consultation with the Deputy Secretary, Office of the President, the Coordination Officer provides administrative, management and coordination support services to the KJIP Secretariat for the efficient delivery of the project.

Scope of work:

The Coordination Officer will provide support to the Project Coordinator in ensuring the implementation of the three project components.

- 1) Prepare for Donor Forum 2013 where the KJIP will be presented, discussed and commitments sought for mobilizing resources;
- 2) Assess the most practical means of systematic management of information and knowledge on climate change and DRM at the national and local levels; and
- 3) Contribute to the strengthening of national institutions for stronger climate change and DRM links.

In addition, the Coordination Officer will be expected to effectively manage the activities of the KJIP Secretariat.

Tasks to be performed:

- Assist in the administration and implementation of KJIP activities.
- Provide administrative, management, logistical and coordination support towards preparatory work leading to the donors forum.
- Provide support and assistance to the Project Coordinator to prepare project's narrative reports.
- Provide administrative and coordination support to project consultants, technical advisors and UNDP staff who are directly involved in implementing project activities.
- Assist in the administration and implementation of project and KJIP activities to achieve the desired results.
- Support logistical arrangements for national consultations conferences, workshops, forums and meetings undertaken by project and KJIP Secretariat.
- Creating information packages, letters of invitation relevant to upcoming events, liaison with line ministries and other active development partners and donors in area of climate change and disaster risk management.
- Assist in logistical arrangements for visiting missions related to KJIP.
- Dissemination of information on the KJIPs activities to line ministries and external partners and other partners based on the advice of KJIP.
- Support consultant who will design training package for CC and DRM trainings/briefing to be provided to government officials and parliamentarians.
- Support to the communications team and contribute stories from the pilot sites to applicable knowledge networks.

Duration:

1st July 2013 to 31st March 2014.

Annex 7 Monitoring Plan

Monitoring Action	Due Date	Milestone description	Comments	Responsibility
Quarterly progress reports, including Financial (Combined delivery reports)	End of each quarter (Sept/Dec/March)	Progress to be reported in the UNDP template	Measurement of progress/ indicators Explanations for slippage and variance against budget Risk Log Issue log	Project Coordinator
Review of Progress	(October/ January/ April)	Progress to be reviewed by the project board including monitoring of the Capacity Development Plan	Risks/issues/ progress reviewed and analysed Action recommended	Project Board UNDP
Annual Reports	Q4 2013 (for JTC/JSM)	Annual report in the format prescribed in the Prodoc/Mgt Arrangements	Annual report based on QPRs to be compiled for review by an Annual Review Mtg Dec 2013	Project Co-ordinator

Monitoring Action	Due Date	Milestone description	Comments	Responsibility
Terminal Report (Annual Report to MDTF)	March 2014	UNDP Terminal Report Format, Lessons Learned log MDTF Template		Project Coordinator
Capacity Development	End of each quarter (Sept/Dec/Mar)	Update of CD Plan	Review CD Plan and sustainability	Project Co-ordinator

Annex 8 : Risk Log:

1.	Type of risk: Financial	Project Formulation Stage: 17 th May 2013	Funds not disbursed to project on time	<p><u>Impact:</u> Implementation of project activities will be delayed</p> <p><u>Probability:</u> Medium</p> <p><u>Counter Measures:</u></p> <p>Regular discussions with GoK and MDTTF to ensure proposal is endorsed by GoK and funding released by June 2013.</p>	<p>Status:</p> <p>Date:</p>	<p>UNDP, National Executing Agency, National Implementing Partner, Ministry of Finance, Treasury, UNDP MCO</p>
2.	Type of risk: Operational and Technical	Project Document Stage:	- Suitable short-term technical consultants not available to execute technical activities of the project.	<p><u>Impact:</u> Project will have to be delayed to accommodate suitable consultant OR quality of project delivered is compromised.</p> <p><u>Probability:</u> Would be determined during tendering process, but project execution may take longer than proposed if approval process takes longer than anticipated.</p> <p><u>Counter Measures:</u> Ensure use of available technical expertise within UNDP. Ensure adequate budget to cover this activity</p>	<p>Status:</p> <p>Date:</p>	<p>Ministry of Internal Affairs & UNDP</p>

3.	Operational	Design stage 16/5/13	Lack of funding sustains the CC/DRM Secretariat after One-Fund contributions are exhausted.	Impact: Discontinuation of CC/DRM Secretariat Probability: High Counter Measure: Continuous dialogue with GoK and donors/development partners to secure on-going funding support for the Secretariat.	Status: Date:	Office of the President UNDP
4.	Political	Design stage 29/5/13	Lack of political support to operationalize KJIP secretariat	Impact: Project will be derailed Probability: Low Counter measure: Continuous dialogue, consultation and support to Office of the President from UNDP and UN Joint Presence Office.	Status: Date:	Office of the President/UNDP/UNJPO