



## Mainstreaming Energy & Environment in Development Processes in Liberia

2016

### Integrated Annual Work Plan

Programme Title: Mainstreaming Environment and Climate Change in National Development Policies and Strategies

Country: LIBERIA

UNDAF OUTCOMES:

- 2.1: Food Security and Natural Resource: Improved food security and sustainable natural resource utilization
- 2.3 Basic Infrastructure and Energy: Improved access to sustainable basic Infrastructure
- 3.5: Water, Sanitation & Hygiene: Population has increased utilization of safe Water and practice safe sanitation and hygiene in underserved areas
- 4.4: Public Sector Institutions and Civil Service Reform: By 2017, Liberia has an improved and decentralized public sector and civil service providing fair and accountable basic services to people.

EXPECTED CP OUTCOME:

By 2017, Liberia has an improved and decentralized public Sector and civil service providing fair and accountable basic services

UNDAF ACTION PLAN OUTPUT:

3.5.3 WASH governing bodies established

EXPECTED PROGRAMME OUTPUTS:

- 2.1.4: Utilization of Natural Resources (land, water and forest) Improved
- 2.3.4: Enhanced capacities of national agencies for on grid and off grid electricity provision, with particular focus on providing Alternative energy sources to rural communities, by 2017.
- 3.5.3 WASH governing bodies established
- 4.4.4 By 2016, National Disaster Risk Reduction (DRR) policy Implemented and supported by a commission/agency with Clearly defined mandates

Handwritten signature and date: *MM*  
2015-12-14

EXECUTING ENTITY: Environmental Protection Agency

IMPLEMENTING AGENCIES: EPA, MoA, MIA, MoFDP, MLME, CSOs, CBOs

**Responsible parties:**

1. Environmental Protection Agency
2. Ministry of Lands, Mines, and Energy
3. Ministry of Finance and Development Planning
4. Ministry of Agriculture
5. Ministry of Internal Affairs (National Disaster Relief Commission)
6. Ministry of Transport
7. Forestry Development Authority

**Implementing partners:** UNDP Liberia

**Narrative**

The aim of the program is to develop a framework, grounded in the realities of the environment and development challenges facing Liberia, and consonant with extant global praxis, that will inform UNDP interventions focused on capacity building for improved climate response and environmental management. The broad objectives are threefold: to reduce vulnerability and improve adaptation to climate change, enhance environmental management as a basis for sustainable economic development, and to leverage environmental resources as a direct contribution to the livelihoods of communities as well as the nation as a whole with the inclusion of women to ensure broader participation. Consequently, the envisaged programme will focus on mainstreaming climate change and sustainable development which will be gender sensitive. The main partners envisaged are the EPA, FDA, Ministries of Finance and Development Planning, Lands, Mines and Energy, Transport and Public Works. Given the stated government policy objective to decentralize decision making to the lowest possible level, the strategy also proposes engagement with County authorities and community institutions, women's groups, focusing particularly on supporting the building of community natural resource management institutions. Other partnerships that will be developed in the implementation of strategic interventions would include bilateral and multilateral donor organizations, INGOs, national NGOs and the private sector. Many environmental interventions are novel and intriguing for communities as well as for policy makers, and consequently it will be essential to set up demonstrable projects, mainly through the SGP support for local communities and NGOs with the participation and inclusion of rural women. The program in 2014 was impacted significantly by the spread of the ebola virus disease for almost six months. As a result, most of the 2014 activities were rolled over to 2015.

Programme Period: January 1- December 31, 2016

Programme Component:

Energy & Environment and Sustainable Development

Programme Title: **Mainstreaming Energy & Environment in Development Processes in Liberia**

Project ID: , 00074398, 00079407, 00086796, 00061519

Project Award ID: , 00059492, 00062109, 00074351

Implementation Modality: National  
Implementation Modality NIM

Planned Activity Budget: **US\$M 3,560,097.00**

Resources: **US\$ 3,560,097.00- Confirmed**

1. Regular (UNDP core) total: **250,000 Confirmed**
2. GEF contribution: **US\$ 3,310,097.00**
  - Coastal Adaptation **US\$246,100.00**
  - Climate Change Agriculture Adaptation **US\$420,426.00**
  - Early Warning Systems **US\$2,643,571.00**

**GoAL WASH Project:**

3. In-kind Contributions (GoL): **N/A**

02/04/16  
DDF-R/2/16

*Joint Resolution from the Friday, February 5th 2016 Extended Energy and Environment Board Meeting held at the Ministry of Transport.*

Backdrop:

The regular Board Meeting was held in a consolidated form by bringing together all of the institutions and agencies of government of Liberia that are benefitting from the UNDP funded and implemented projects in the Country. It took place on 2 February 2016 in the Conference Room on the 4th floor of the Ministry of Finance for Development Planning (MFDP).

Due to the discrepancies in the reporting and budgetary process identified in the Integrated Annual Work Plan and coupled with the back and forward discussions, it was difficult to conclude the meeting. With this in mind, it was unanimously agreed that an extension to the Board Meeting be held on 5th February 2016 in the Conference Room on the 10th floor of the Ministry of Finance and Development Planning.

The meeting was cut short because a) it was expected to last for an hour and it went more than that and b) there was another high level meeting scheduled to take place in the same Conference Room. Thus it was agreed by Board Members that the continuation of the meeting take place at the Ministry of Transport.

During the meeting, the Board came up with the following Joint Resolutions:

- *That the Early Warning Systems Project provides salary support to the Office of the Energy and Environment Program Coordinator,*
- *That support be given to the Senior Beneficiaries (Ministry of Lands, Mines and Energy, Ministry of Transport and the National Disaster Relief Commission) as enshrined in the Project Document. The amount allotted for the three Senior Beneficiaries totaled Nine Thousand United States Dollars (USD\$9,000.00).*
- *That resources be allotted towards the payment of Liberia's indebtedness to the World Meteorological Organization (WMO). It was agreed that in order to do so, the Ministry of Transport will immediately write a letter of request to the Environmental Protection Agency (The National Focal Point and Executing Agency for all GEF Programs in Liberia). The EPA upon receiving the letter from the Ministry of Transport will then notified the GEF of intent to allocate some of the project funds towards the payment of Liberia's WMO dues. The due is in the amount of United States One Hundred and Forty-Five Thousand and Six Hundred Dollars (USD\$145,600.00). If the GEF approves the request, an amendment to the Annual Work Plan will be made to reflect the approval.*

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Agreed by the (Government of Liberia)

  
\_\_\_\_\_  
M Hon. Amara Konneh  
Minister of Finance & Economic Development


3/8/16  
Date

Agreed by the (EPA)

  
\_\_\_\_\_  
Hon. Anyaa Vohiri  
Executive Director

3/3/16  
Date

Agreed by the (UNDP in Liberia)

  
\_\_\_\_\_  
Dr. Kamil Kamaluddeen  
Country Director

04/2/16  
Date

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**CLIMATE CHANGE ADAPTATION AGRICULTURE PROJECT (CCAAP)- 2016 AWP**

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME			RESPONSIBLE PARTY	PLANNED BUDGET			Amount
		Q1	Q2	Q3		Funding Source	Cash Transfer Modality	Budget Description	
<b>COMPONENT 1: CAPACITY DEVELOPMENT FOR CLIMATE CHANGE MANAGEMENT</b>									
<b>Activity Result 1.1: Climate change adaptation research finalized with SMP and CCA mainstreamed into CAR's work program and plans</b>									
<b>Output 1:</b> CRM and adaptation capacity in the agriculture sector developed of key technical stakeholders in the ministry technical departments, in parastatals, NGOs and in research institutes (especially those responsible for preparing policies and plans  <b>Indicators:</b> # of professionals, interest groups (including CSOs, researchers and students) linked to the think tank in Monrovia and Network of CC practitioners in Bong & Grand Gedeh Counties disaggregated by gender and the kinds of knowledge generation, information sharing activities undertaken by the CRM and the kinds of implementation developed. # of students and extension workers exposed to CCA research disaggregated by gender # Of CC information available on website and subscribers visiting the CC portal. <b>Baseline 1.1 :</b> CRM strategy for agriculture sector finalized and shared with stakeholders for implementation after extensive consultations, investigation and analysis; think-tank on CRM started and one (1) CCA research by the 2	Action 1.1.1. Support the development of a work program and policy engagement of the Monrovia-based think tank on CRM and the Network of CC Practitioners in Bong and Grand Gedeh through a one-day participatory work session involving all relevant stakeholders (includes technical facilitation fees, transportation, and event hosting costs)	X			MOA	GEF	Direct Fund Transfer (DCT)	75700/72500 Training , supplies	7000
	Action 1.1.5: Finalize data analysis and validation of the CC research by Stella Maris Polytechnic (rephrased ) (payment of balance of research grant to SMP and hosting of validation workshop)	X			MOA	GEF	DCT	72100 Contractual Services Company	16,560
<b>Total Output 1</b>									<b>23560</b>

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<p># of quality of supplies and equipment procure for the resource center</p> <p># CC learning materials made available</p> <p># of CC resource centers set up and functional in two pilot counties</p> <p>Baseline: In two counties, county planners and extension workers now integrated into the county implementation team and providing advice to farmers and farming HHs on CC impacts on agriculture and on alternative approaches. County implementation team consisting of AEDE, CARE, CDOs and County Project Planners; 15 CACs now knowledgeable to conduct CC risk and vulnerability assessments; two project planners of two pilot counties and the respective Regional Development Officers integrated into county team</p> <p><b>Targets:</b></p> <p>1.2.2.1 One county adaptation plans for Bong and Grand Gedeh Counties developed.</p> <p>1.2.2: 100 copies of user-friendly CC adaptation training manual for extension workers (CACs and DAOs) produce.</p> <p>1.2.2.5 Two (2) CC resource centers set up and functional in Gbarnga and Zwedru (1 at each site)</p> <p>1.2.3 Final evaluation conducted with issues and recommendations of project shared with stakeholders ;</p> <p>1.2.7 one M&amp;E vehicle maintained and insured for 12 months</p>	<p>Action 1.2.2.3: Air ticket and terminal fees for international consultant and local travel(team)</p> <p>Action 1.2.2.4 Validation workshop of adaptation plans involving 75 persons</p> <p>Action 1.2.2.3 Cost of management team (4 in each county) and rental payment for the 1 resource centers for 12 months</p> <p>Action 1.2.2.4 Procure supplies and equipment for the CC resource centers (computers, chairs, stationery, printer/copiers, internet, electricity and appliances, shelves and cabinets, etc)</p> <p>Action 1.2.2.5: Complete construction of the CC resource center in Gbarnga and preparation of the building in Grand Gedeh for its CC resource center</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>MOA</p> <p>MOA</p> <p>MOA</p> <p>MOA</p> <p>MOA</p>	<p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p>	<p>DCT</p> <p>DCT</p> <p>DCT</p> <p>(DCT)</p> <p>DCT</p>	<p>71600 Travel</p> <p>75700 Training</p> <p>71800/73 100 IP staff &amp; Premises</p> <p>72200 Equipment</p> <p>72100 Contractual Services-Company</p>	<p>3,250</p> <p>7,200</p> <p>20,100</p> <p>31700</p> <p>48,600</p> <p>20,000</p>
<p><b>Activity Result 1.2.5: Monitoring System made functional and Project Results Tracked, documented and Reported</b></p>								
<p>Action 1.2.3.1: Hire 1 international and 1 local consultant and pay fees to conduct a 20-day Final evaluation consultancy of the CCAAP (as provided by PD)</p>	<p>x</p>	<p>x</p>	<p>MOA</p>	<p>GEF</p>	<p>DCT</p>	<p>71200/7 1300 In'tl and Local Consultant</p>	<p>20,000</p>	
<p>Action 1.2.3.2: Facilitate travels, consultations, workshops and printing of reports for final evaluation</p>	<p>x</p>	<p>x</p>	<p>MOA</p>	<p>GEF</p>	<p>DCT</p>	<p>71600/7 5700/72 500 Travel ,training , supplies</p>	<p>7,000</p>	

1.2.2.5

	1.2.6 M&E Vehicle Driver Cost for 12 months (salary and scratch cars)	x	x	x	MOA	GEF	DCT	71800/72400 IP salary, Communication	3,150		
	1.2.7 Vehicle insurance for 12 months and others costs (stickers, plates, et) for M&E vehicle	x	x	x	MOA	GEF	DCT	74500 Insurance	2,700		
	<b>Total Output 1.2</b>									<b>175,411</b>	
	<b>Activity Result 1.3.1: Climate Change Adaptation in Agriculture' learning mainstreamed into the academic (curricula) and research programmes of Tertiary and Secondary Institutions</b>										
Output 1.3: Liberian tertiary education system adapted to produce technicians, engineers and scientists knowledgeable about adapting to climate change	Indicator	# of male & female students, lecturers, professionals receive Certificated from courses on Climate Change and adaptation in Agriculture.	# of Agriculture and Environmental students (disaggregated by gender) provided hands on grooming in for careers in CCA	Baseline: CCA short term courses are now being taught at Cuttington University (CU), University of Liberia (UL) and Stella Maris on CC in terms of causes, hazards, impacts on agriculture, vulnerability of farmers and their current coping measures.	Targets: 100 students, professionals etc. (disaggregated by gender) introduced to CC causes, hazards, impacts on agriculture, vulnerability of farmers and their current coping measures: 12 university students (6 females)						
Act 2.1.1 Support introduction of two short certificate courses on climate change and adaptation in agriculture at the University of Liberia and Stella Maris Polytechnic (including technical facilitation fees, cost of workshop validation events)	x	x	x	MOA	GEF	DCT	72100 Contractual Services-Company	7000			
Act 2.1.2: Grooming twelve (12) Agriculture and Environmental Students for CCA Career Path (UL-4, CU-2, SMP-6)	x	x	x	MOA	GEF	DCT	72300	7000			
Act.2.1.3: Hold one Students to Farmers Exchange at 2 pilot sites in Bong and Grand Gedeh Counties respectively	x	x	x	MOA	GEF	DCT	72300/713,000	600			
<b>Total Output 1.3</b>									<b>17,011</b>		

17/11/14



<p>provided hands training, coaching and mentoring in CCA disciplines</p> <p><b>Output 1.4:</b> Increased awareness of national leaders to the threat of climate change to agriculture (e.g. MOA leaders, related Ministries and agencies, the Climate Change Committee, Cabinet, Food Security and Nutrition Technical Committee [FSNTC], Agriculture Coordination Committee [ACC]).</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li># of CCA lessons documented by video documentary.</li> <li># of CC messages and lessons shared with the local community radio stations in Bong, Grand Gedeh and Monrovia-based radio station.</li> <li># of sector actors and ACC members as well as policy makers (including legislative members) provided information and lessons from CCAAP implementation# of policy makers to include House and senate committees on agriculture and environment, various subsector policy makers, strategic private sector actors and ACC aware of the results from pilot communities</li> </ul> <p><b>Baseline:</b> Leaders and staff of the MOA now aware of threats to CC; the ACC has been introduced to the project and its objectives; staff of sector M/A introduced to CCA; one project staff exposed to external experience of CCA project</p> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>One video documentary of project CCA lessons for FFS.</li> <li>2 local community radio stations in Bong and Grand Gedeh (1 each) and two Monrovia-based radio station for three months.</li> </ul>	<p><b>Activity Result 1.4: Project lessons documented and shared with policy makers, partners and project beneficiaries such as farmers, students, etc</b></p> <p>Action 1.4.1: Document success stories from CCAAP including those from innovation testing including video documentary (hire a firm and do a contract for production of the documentary)</p> <p>Action 1.4.2: Support sharing of CC messages and lessons via 2 local community radio stations in Bong and Grand Gedeh (1 each) and two Monrovia-based radios for three months (enter MOUs and pay professional fees to the stations)</p> <p>Action 1.4.3: Using results from Act 2.2.1 and results from pilot innovations, hold a 1-day high-level policy advocacy workshop for sector and national decision makers to include House and senate committees on agriculture and environment, various subsector policy makers, strategic private sector actors and ACC (includes transportation, technical facilitation fees, and other workshop costs)</p> <p><b>Total Output 1.4</b></p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>72100</p> <p>Contractual Services-Company</p> <p>72500/74</p> <p>100</p> <p>Supplies, Professional services</p> <p>8,400</p> <p>71300/75</p> <p>5900</p> <p>700</p> <p>Local Consultation, training</p> <p>21,31</p>
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**Baseline:**  
 Nine (4) project staff on board, 2015 annual report (including financial) submitted; AWP completed; two project vehicle procured; fully functional office space; M&E system in place with M&E and procurement plan developed.

**Target:** salaries for 9 project staff; scratch cards, internet subscription, fuel and maintenance for vehicle; assorted stationary supplies per quarter; EPA, UNDP, NIM and PMU common services

1.6.3 Staff salaries for 8 months (Aug 31, 2016)	X	X	X	MOA	GEF			71800 Service Contractual-IP	Common premises and professional services	53,776
Co-financing commitment to CCAAP	X	X	X		UNDP TRAC	DCT		72300 Materials and Goods		50,000.00
1.6.6: Office equipment and stationary supplies	X	X	X	MOA	PMU/MOA	N/A		72500/7200 Supplies and equipment		7000
1.6.7: Vehicle fuel and for project vehicle	X	X	X	MOA	GEF	DCT		72300 Supplies		12000
1.6.8 maintenance of vehicle and other office equipment	X	X	X	MOA	GEF	DCT		73400 Maintenance of vehicle & equipment		9,500
1.6.9 Project communication including support to internet for PMU and recharge cards for CCAAP	X	X	X	MOA	GEF	DCT		72400 Communications		6,560



**Activity Result 1.1 Ocean dynamics data collected, storage, analysis and climate forecasting improved at three pilot sites**

Output 1: Utilization of natural Resources (land, water and forest) improved	Action 1.1.1: Procure basic equipment for data collection, storage and analysis:	X	X			MLME	GEF/ 62160	Direct Payment	72145-Training and Education Service	5,000
<p><b>Indicator</b></p> <p>- # MACs staff refresher training conducted on data collection, storage and analysis</p> <p>Baseline: (2013), 8 trained in data collection, storage and analysis</p> <p><b>Target:</b></p> <p>8 (6 males, 2 females)</p>										
<p><b>Indicator</b></p> <p>- Database on ocean dynamics and rate of erosion and their accessibility</p> <p><b>Baseline:</b></p> <p>(2011) No database on ocean dynamics and rate of erosion exists</p> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>Database on Database on ocean dynamics and rate of erosion</li> <li>Equipment for data collection and analysis procured (SS temperature gauge, terrestrial laser scanner, 2 desktops, 2 printers, 2 copiers, 4 GPS, 3 Tidal gauges)</li> </ul>										
<b>Total Output 1</b>										5,000
<b>Activity Result 2.1 Environment Sector policies reviewed and revised where necessary to account for climate change impacts-use.</b>										





Total Output 4		1,000						
Activity Result 5.1: The Buchanan intervention show-cased and awareness on the impact of coastal erosion and mitigation measures enhanced for local action.								
<b>Output 5:</b> Raised awareness of senior county officials, decision-makers and stakeholders.  <b>Indicators:</b> - # awareness workshops conducted - # of county management plans that includes coastal management  <b>Baseline: (2011)</b> Awareness on climate change issues at county level required for integration into county development planning and project implementation is very low  <b>Targets:</b> <ul style="list-style-type: none"> <li>• 3 regional workshops</li> <li>• 1 Video documentary</li> <li>• 3 county plans</li> <li>• 1 survey report</li> <li>• At least 1 workshop held to validate survey report</li> </ul>	X	X	EPA	GEF/ 62160	Direct Payment	72100- contractual services company	2,500	
	Action 5.1.1.2: Video documentary for Coastal Project	X	X	MLME/EPA			74205-Audio visual productions	4,000.00
	Action 5.1.1.3: Conduct socio-economic impacts study of coastal project at two pilot sites	X	X	MLME/EPA	GEF/ 62160	Direct Payment	72100- contractual services company	2,000
<b>TOTAL OUTPUT 5</b>							<b>8,500</b>	
Activity Result 5.1: Climate change issues integrated in County Development Agenda in the three pilot counties								
<b>Output 6:</b> County Based Development Agendas that fully address climate change prepared and approved.  <b>Indicators:</b> - # of Experts consultants hired - # County development plans integrating climate change								



<p><b>Baseline: (2011)</b> The County Development Agendas do not mention climate change</p> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>- At least one project expert recruited</li> <li>- 1 CDA</li> </ul>											
<b>TOTAL OUTPUT 6</b>											
<b>Activity Result 7.1 Coastal protection measures (construction of breakwater revetment system, nourishment of beach) improved at the Buchanan pilot site</b>											
<p><b>Output 7:</b> Atlantic Street Buchanan and fishing communities protected from climate change impacts.</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li># cubic meters of crushed rocks</li> <li># of meters of breakwater revetments completed</li> <li># of inhabitants impacted</li> </ul> <p><b>Baseline:</b></p> <p>The Buchanan (Atlantic Street) site currently has 500 meters of break water revetment</p> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>- 5,500 cubic meters of rocks</li> <li>- 100 meters of breakwater revetment constructed making a total length of 600 meters</li> <li>- 5,000</li> </ul>											
<p>Action 7.1.1: Procure materials (rocks) for construction of balance 100 meters of Breakwater Revetment in Buchanan</p>											
<p>Action 7.1.2 Payment for equipment rental upon request by MLME</p>											
<b>TOTAL OUTPUT 7</b>											
<b>Activity Results 8.1 Degradation of the Mangroves minimized through the creation of awareness and the introduction of energy efficient ovens and dryers for use by communities</b>											
<p><b>Output 8</b> Lake Piso and coastal communities in</p>											

Robertsport protected from climate change impacts. <b>Indicator:</b> - # of solar dryers produced - # of energy efficient stoves constructed - # awareness on the use of mangrove	<b>Action 8.1.1</b> Balance payment for local entrepreneurs on solar dryer construction and use for the fishing community to reduce mangrove consumption	X	X	X	EPA	GEF/ 62160	Direct Payment	72100-Contractual Services - Comp	15,500.00	
		<b>Baseline:</b> Mangroves around the Lake Piso degraded at an annual rate of 2%  <b>Annual Target:</b> - 1 solar dryer constructed - At least 4 energy efficient ovens constructed - 1 awareness workshop held	X	X	X	EPA/SCNL	UNDP TRAC	Direct Payment	72100-Contractual Services - Comp	10,000
			X			EPA	UNDP TRAC	Direct Payment	75700- Capacity building	10,000
			<b>TOTAL OUTPUT \$: 35,500</b>							

**Project Management**

<b>Salaries project staff (2):</b> 1 Finance/Adm Asst 1 Driver  Salaries for 3 county coordinators (???) Travel (local) Supplies Logistical Support (Fuel/gas/scratch cards etc.) to NCCS Vehicle fuel and maintenance	X	X	X	UNDP	GEF/ 62160	Agency	71400- Contractual service-Individual	18,000	
				UNDP	GEF/62160	Agency	71800- Contractual service-IP	27,000	
	X	X	X	UNDP	GEF/ 62160	Agency	71600- Int'l Consultant	1,000	
		X		UNDP	GEF/ 62160	Agency	72500- Supplies	1,000	
	X	X	X	NCCS	GEF/62160	Direct Payment	72580-Supplies	3,000	
	X	X	X	UNDP	GEF/ 62160	Agency	72311 Fuel	3000.	
	<b>TOTAL OUTPUT \$: 35,500</b>								



### Energy & Environment 2016-Core fund (00061519)

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activities to be implemented</i>	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount
		Q1	Q2	Q3	Q4				
Output 1: Utilization of Natural Resources (land, water and forest) improved <i>Baseline: As of 2012, communities are still practicing traditional farming and water harvesting practices with massive land and forest degradation and little value addition of agricultural and</i>	Activity 1. Awareness raising for behavioral changes in the use of water, land, forest resources and farming practices to ensure sustainability. Activity 2. support for awareness and education on SDGs particularly the ones related to environment and climate change		X	X	X		UNDP Core	72100	10,000
			X	X	X	EPA	UNDP Core	72100	20,000

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<p>Output 3 By 2016, National Disaster Risk Reduction (DRR) policy implemented and supported by an agency with clearly defined mandates</p> <p><i>Baseline: There is fragmented database and poor coordination of disaster related activities and limited human resource gap to manage disasters in Liberia.</i></p> <p>Indicators:</p> <ul style="list-style-type: none"> <li>- one DRR project proposal developed and submitted for funding</li> <li>- DRR Act passed into law</li> </ul> <p>Targets: - At least 1 DRR project proposal developed and submitted for funding</p> <ul style="list-style-type: none"> <li>- By end of 2016 NDMA Act passed into law</li> <li>- Disaster databases structures strengthened</li> </ul> <p>Related CP outcome: By 2017, Liberia has an improved and decentralized public sector and civil service providing fair and accountable basic services to people.</p>	<p>Activity 1 - Capacity for data base management support to NDRC/MIA</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>MIA</p>	<p>UNDP Core</p>	<p>71300</p>	<p>5,000</p>
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**EDS PROJECT: STRENGTHENING LIBERIA'S CAPABILITY TO PROVIDE CLIMATE INFORMATION AND SERVICES TO ENHANCE CLIMATE RESILIENT DEVELOPMENT AND ADAPTATION TO CLIMATE CHANGE ANNUAL WORK PLAN**

Year: 2016

**CPD Outcome:** .....#2: Inclusive and sustainable economic transformation, informed by evidence-based macro-economic policy promoting access to livelihood, innovative and competitive private sector and efficient natural resource management

**#4:** Liberian governance systems strengthened to ensure consolidation of peace and stability supported by effective and well-functioning institutions that foster inclusive participation of stakeholders, especially women and youth, with enhanced service delivery at local levels.

**Outcome 1:** - Increased capacity of hydro-meteorological services and associated networks to monitor and predict extreme weather, climate related hazards and climate trends

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	Responsible Party				Source of Funding	Cash Transfer Modality	Budget Description	Total Budget (USD)
	Q1	Q2	Q3	Q4				
<p><b>Output 1.1</b> Procurement and installation of 11 Automatic Weather Stations (AWSs) and 6 automatic hydrometric stations, including all associated infrastructure in critical areas across the country and rehabilitation of 1 automatic and 1 manual meteorological monitoring station, including communications and centralized archiving technologies.</p> <p><b>Baseline:</b> AWS 0%</p> <p><b>Hydrometric stations:</b> 6 (procured by the Norwegian Water Resources and Energy Directorate (NVE))</p> <p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>Percentage of national coverage of climate monitoring network (fully operational).</li> </ul> <p><b>Annual Target:</b></p> <ul style="list-style-type: none"> <li>13 sites identified for AWS installations</li> <li>Equipment for 13 sites procured for met services including support equipment</li> </ul>	X	X	X	X	GEF/LD CF	Direct Payment	71600/75700 Local travels/workshop	\$4,000
<p><b>Activity Result 1:</b> Procurement of equipment undertaken and sites for equipment installation identified. <b>Activity Result 1.1:</b> Procurement of equipment undertaken and sites for equipment installation identified.</p> <p><b>Action 1.1.1:</b> Conduct nationwide field visits on feasibility for equipment siting</p> <p><b>Action 1.1.2:</b> Procure and install eleven (11) stations - total lightning sensors integrated with compact AWS and 2 synoptic stations on their own 10m masts, including agro-met sensors (soil temperature, soil moisture and leaf wetness)</p>	X	X	X	X	GEF/LD CF	Direct Payment	72300 Equipment	\$1,080,000

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<p><b>Output 1.2</b></p> <p>Technical capacities of staff in Meteorology Department developed to produce standard and customized weather and climate forecasts and packaging meteorological data and information into a suitable format for user agencies and local community end-users</p> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>• 3 meteorologists at the MoT</li> <li>• 2 meteorological technicians at the MoT and 5 at RIA</li> <li>• 3 support staff at Mo T and 1 manager at RIA</li> <li>• 4 weather observers at RIA</li> <li>• Zero forecaster</li> </ul> <p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>• Percentage of national coverage of climate monitoring network (fully operational).</li> <li>• Frequency of data transmission.</li> </ul> <p><b>Annual Target:</b></p> <ul style="list-style-type: none"> <li>• About 50 meteorologists, meteorological technicians, data managers and forecasters trained</li> <li>• At least 3 quarterly M &amp; E reports</li> </ul>	<p><b>Total Output 1.1</b></p> <p><b>Activity Result 1.2: The capacity of hydro-meteorological service providers and associated networks to monitor and predict weather and climate hazards improved</b></p> <table border="1"> <tr> <td data-bbox="247 1310 327 1377">Action 1.2.1: Conduct training of meteorologist, hydrologists, observers and officers</td> <td data-bbox="247 1377 327 1444">X</td> <td data-bbox="247 1444 327 1512"></td> <td data-bbox="247 1512 327 1579">MoT</td> <td data-bbox="247 1579 327 1646">GEF/LD CF</td> <td data-bbox="247 1646 327 1713">Direct Payment</td> <td data-bbox="247 1713 327 1780">75700 Training, workshop and conferences</td> <td data-bbox="247 1780 327 1892">250,000</td> </tr> <tr> <td data-bbox="327 1310 406 1377">Action 1.2.2: Develop the capacity of Instrument Technicians</td> <td data-bbox="327 1377 406 1444">X</td> <td data-bbox="327 1444 406 1512"></td> <td data-bbox="327 1512 406 1579">MoT</td> <td data-bbox="327 1579 406 1646">GEF/LD CF</td> <td data-bbox="327 1646 406 1713">Direct Payment</td> <td data-bbox="327 1713 406 1780">75700 Training, workshop and conferences</td> <td data-bbox="327 1780 406 1892">120,000</td> </tr> <tr> <td data-bbox="406 1310 486 1377">Action 1.2.3 Training for project staff including IP and RPs (local/international)</td> <td data-bbox="406 1377 486 1444">X</td> <td data-bbox="406 1444 486 1512">X</td> <td data-bbox="406 1512 486 1579">MoT</td> <td data-bbox="406 1579 486 1646">GEF/LD CF</td> <td data-bbox="406 1646 486 1713">Direct Payment</td> <td data-bbox="406 1713 486 1780">75700 Training, workshop and conferences</td> <td data-bbox="406 1780 486 1892">30,000</td> </tr> <tr> <td colspan="7" data-bbox="486 1310 566 1892"><b>Total Output 1.2</b></td> <td data-bbox="486 1780 566 1892"><b>\$400,000.00</b></td> </tr> </table>	Action 1.2.1: Conduct training of meteorologist, hydrologists, observers and officers	X		MoT	GEF/LD CF	Direct Payment	75700 Training, workshop and conferences	250,000	Action 1.2.2: Develop the capacity of Instrument Technicians	X		MoT	GEF/LD CF	Direct Payment	75700 Training, workshop and conferences	120,000	Action 1.2.3 Training for project staff including IP and RPs (local/international)	X	X	MoT	GEF/LD CF	Direct Payment	75700 Training, workshop and conferences	30,000	<b>Total Output 1.2</b>							<b>\$400,000.00</b>	<p><b>Total Output 1.1</b></p> <p><b>\$1,084,000</b></p>
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<b>Total Output 1.2</b>							<b>\$400,000.00</b>																											
<p><b>Output 1.3:</b></p> <p>Weather and climate forecasting systems enabled through procuring and installing the required equipment and through integrating of satellite observations for monitoring and assessing the changing state of the environment and the impact of current and future climate on key environmental variables.</p> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>• Liberia's capacity to provide early warning and climate information to multiple end-users through an integrated data collection and forecast system limited</li> </ul>	<p><b>Activity Result 1.3: National Meteorological Centre (NMC) fully established functional and providing hydro-met services to end users</b></p> <table border="1"> <tr> <td data-bbox="327 1310 406 1377">Action 1.3.1: Renovation of the National Meteorological Centre (NMC)</td> <td data-bbox="327 1377 406 1444">X</td> <td data-bbox="327 1444 406 1512"></td> <td data-bbox="327 1512 406 1579">UNDP</td> <td data-bbox="327 1579 406 1646">GEF/LD CF</td> <td data-bbox="327 1646 406 1713">Direct Payment</td> <td data-bbox="327 1713 406 1780">72300 Equipment</td> <td data-bbox="327 1780 406 1892">\$100,000</td> </tr> <tr> <td data-bbox="406 1310 486 1377">Action 1.3.2: Procure equipment for climate database at the NMC, including vehicle for operations</td> <td data-bbox="406 1377 486 1444">X</td> <td data-bbox="406 1444 486 1512">X</td> <td data-bbox="406 1512 486 1579">UNDP</td> <td data-bbox="406 1579 486 1646">GEF/LD CF</td> <td data-bbox="406 1646 486 1713">Direct payment</td> <td data-bbox="406 1713 486 1780">72300 Equipment</td> <td data-bbox="406 1780 486 1892">\$128,350</td> </tr> </table>	Action 1.3.1: Renovation of the National Meteorological Centre (NMC)	X		UNDP	GEF/LD CF	Direct Payment	72300 Equipment	\$100,000	Action 1.3.2: Procure equipment for climate database at the NMC, including vehicle for operations	X	X	UNDP	GEF/LD CF	Direct payment	72300 Equipment	\$128,350	<p><b>Total Output 1.1</b></p> <p><b>\$1,084,000</b></p>																
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<p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>Percentage of national coverage of climate monitoring network (fully operational).</li> <li>Frequency of data transmission.</li> </ul> <p><b>Annual Target:</b></p> <ul style="list-style-type: none"> <li>1 complete forecasting system</li> <li>1 set of data management system</li> <li>1 consultant report on appropriate telecommunication equipment</li> </ul>	<p><b>Action 1.3.3:</b> Procure modern meteorological forecasting workstations at the NMC.</p>	<p>X</p>	<p>X</p>	<p>UNDP</p>	<p>GEF/LD CF</p>	<p>Direct payment</p>	<p>72300 Equipment</p>	<p>\$100,000</p>
<p><b>Action 1.3.4:</b> Install appropriate telecommunication infrastructure to establish connectivity of the installed AWSs with MoT headquarters/NMC, as well as via the GTS.</p>	<p>X</p>	<p>X</p>	<p>UNDP</p>	<p>GEF/LD CF</p>	<p>Direct payment</p>	<p>72300 Equipment</p>	<p>\$72,000</p>	
<p><b>Total Output 1.3</b> <b>\$400,350,00</b></p>								
<p><b>Activity Result 1.4: Climate information needs of sector ministries and agencies assessed and identified</b></p>								
<p><b>Output 1.4:</b> Staff in MLME, MoA, NDRC, EPA, MoH, LMA, NPA and MoPEA trained to use information from meteorological, hydro-meteorological and satellite monitoring equipment to tailor forecasts for climate-related hazards specific to the respective sectors agencies</p> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>Climate information requirement for the various sectors not known, except for the aviation sub-sector</li> </ul> <p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>Number of sector-specific, tailored climate information packages produced using improved information.</li> </ul> <p><b>Annual target:</b></p>	<p><b>Action 1.4.1</b> Hire consultants to conduct a comprehensive assessment of the tailored climate information requirements of the agriculture, water, energy, health, coastal, transport and other climate-sensitive sectors</p>	<p>X</p>	<p>X</p>	<p>MoT</p>	<p>GEF/LD CF</p>	<p>Direct payment</p>	<p>71200 international consultancy</p>	<p>\$25,000</p>
<p><b>Action 1.4.2</b> Develop the capacity of</p>	<p>X</p>	<p>X</p>	<p>NDRC/MoT</p>	<p>GEF/LD CF</p>	<p>Direct payment</p>	<p>75700 Training, and conferences</p>	<p>\$65,000</p>	

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<ul style="list-style-type: none"> <li>One tailored sector climate information needs assessment report</li> <li>At least 30 personnel of line ministries and 30 personnel from decentralized structures in the Counties trained in producing sector specific map</li> <li>Students of at least two institutions approached to encourage learning and offer scholarships in meteorology and hydrology</li> </ul>	<p>technical personnel from each of MLME, MoA, NDRC, EPA, MoH, LMA, NPA and MFDP to, in collaboration with MoT, produce climate risk and vulnerability sector-specific maps and resultant tailored information</p>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<p><b>Action 1.4.3</b> Initiate an outreach programme in schools and universities to encourage learners to continue studies in the fields of meteorology and related disciplines e.g. agro-meteorology, hydro-meteorology, coastal/marine studies, climate forecasting and disaster management.</p>	<p>75700 Training, capacity building and conferences</p>	<p>Direct payment</p>	<p>GEF/LD CF</p>	<p>MoT/E PA</p>	<p>\$50,000</p>	<p>\$140,000.00</p>	<p><b>Total Output 1.4</b></p>	<p><b>Efficient and effective use of tailored climate, environmental and socio-economic data to produce appropriate information which can be communicated to government entities and communities to enable informed decision-making</b></p>	<p><b>Activity Result 2.1 Staff of NDRC trained to carry out hazard and vulnerability assessment</b></p>	<p><b>Action 2.1.1</b> Technical personnel from</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>72100 Contractual services-</p>	<p>Direct payment</p>	<p>GEF/LD CF</p>	<p>MIA/ MoT</p>	<p>\$25,000</p>	<p>\$140,000.00</p>	<p><b>Outcome 2:0</b></p>	<p><b>Output 2.1:</b> Systems and communication with the NDRC are developed to use hydrological, weather, climate and environmental monitoring data and existing vulnerability assessments to identify areas of high vulnerability to climate change</p>
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<p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>About 60 staff of different line Ministries and Agencies trained by US Africa in different aspects of disaster management including for GIS and vulnerability mapping</li> </ul>	<p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>Number of communication channels operational to disseminate climate-related early warnings.</li> <li>Percentage of population within the target districts with access to improved climate-related flood, storm and coastal surge warnings (disaggregated by gender)</li> </ul>	<p><b>Annual Target:</b></p> <ul style="list-style-type: none"> <li>At least 30 staff of NDRC and other partner institutions trained in vulnerability mapping;</li> <li>At least 2 maps produced of climate hazard districts</li> </ul>	<p>NDRC facilitated to produce hazard and vulnerability maps</p>	<p>X</p>	<p>X</p>	<p>MoT</p>	<p>GEF/LD CF</p>	<p>Direct payment</p>	<p>71300 Local consultant</p>	<p>\$10,000</p>
<p><b>Total Output 2.1</b></p>										
<p><b>Activity Result 2.2- Participatory communication channels established</b></p>										
<p><b>Output 2.2</b></p> <p>Communication channels, SOPs and legal mandates developed for disseminating climate information and issuing warnings through government institutions and NGOs.</p>	<p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>At present, information is relayed to communities mostly via word-of-mouth and without the structure of SOPs</li> </ul>	<p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>Number of communication channels operational to disseminate climate-related early warnings.</li> </ul>	<p><b>Annual Target:</b></p> <ul style="list-style-type: none"> <li>1 communication strategy and several communication links established with the media</li> <li>Four regional workshops conducted with local government officials</li> <li>At least 3 call centres established by the NDRC</li> </ul>	<p>X</p>	<p>X</p>	<p>MoT</p>	<p>GEF/LD CF</p>	<p>Direct payment</p>	<p>71300 Consultancy</p>	<p>\$10,000</p>
<p><b>Output 2.2.2</b></p> <p>Establish links with</p>	<p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>At present, information is relayed to communities mostly via word-of-mouth and without the structure of SOPs</li> </ul>	<p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>Number of communication channels operational to disseminate climate-related early warnings.</li> </ul>	<p><b>Annual Target:</b></p> <ul style="list-style-type: none"> <li>1 communication strategy and several communication links established with the media</li> <li>Four regional workshops conducted with local government officials</li> <li>At least 3 call centres established by the NDRC</li> </ul>	<p>X</p>	<p>X</p>	<p>MoT/E PA</p>	<p>GEF/LD CF</p>	<p>Direct payment</p>	<p>71300 Consultancy</p>	<p>\$25,000</p>

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Adm. and Finance Officer	X	X	X	X	X	MoT	GEF/LD CF	Cash transfer	71800 Contractual services IP	\$24,000
Monitoring and Evaluation Officer	X	X	X	X	X	MoT	GEF/LD CF	Cash transfer	71800 Contractual services IP	\$38,000
Drivers (2)	X	X	X	X	X	MoT	GEF/LD CF	Cash transfer	71800 Contractual services IP	\$9,900
Office Assistant (Cleaner)	X	X	X	X	X	MoT	GEF/LD CF	Cash transfer	71800 Contractual services IP	\$3,000
Fuel for vehicles and generator	X	X	X	X	X	MoT	GEF/LD CF	Direct payment	72100 Contractual services-companies	\$12,274.80
Scratch cards for staff	X	X	X	X	X	MoT	GEF/LD CF	Direct payment	72100 Contractual services-companies	\$5,340
Internet subscription (office)	X	X	X	X	X	MoT	GEF/LD CF	Direct payment	72100 Contractual services-companies	\$12,000
Internet subscription (modem)	X	X	X	X	X	MoT	GEF/LD CF	Direct payment	72100 Contractual services-companies	\$1,520
Vehicle insurance					X	MoT	GEF/LD CF	Direct payment	74500 Insurance	\$12,200
Equipment Maintenance (Vehicle, Generator and Computers)	X	X	X	X	X	MoT	GEF/LD CF	Direct payment	73400 Rental and Maintenance	\$25,000
Cost of relocating EWS office	X					MoT	GEF/LD CF	Direct payment	73100 Rental and	\$44,987

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### Part 3. Implementation and Management Arrangements

The programme will be implemented under a NIM modality. Following an agreement on the components of the programme by the Local Project Appraisal committee comprising of stakeholders and subsequent signing of the Programme document by the Ministry of Planning and Economic Affairs, the programme will be executed by key implementing partners/agencies mentioned in this document.

The implementing partners will be drawn from Government Ministries and Agencies, national academic institutions, national non-governmental organizations and civil society organizations based on comparative advantages and institutional mandates. Contracts will be awarded to Implementing Partners and Responsible Parties based on capacity assessments, which will determine the nature of implementation arrangements. The Project Board will on a quarterly basis under the auspices of EPA will meet to assess the progress made in programme implementation and make recommendation where necessary. The programme progress will be assessed by the annual work plan (AWP). In the case of the GEF Small Grant Program, it will be approved by the National Steering Committee to provide overall guidance as required by SGP/GEF's SOP.

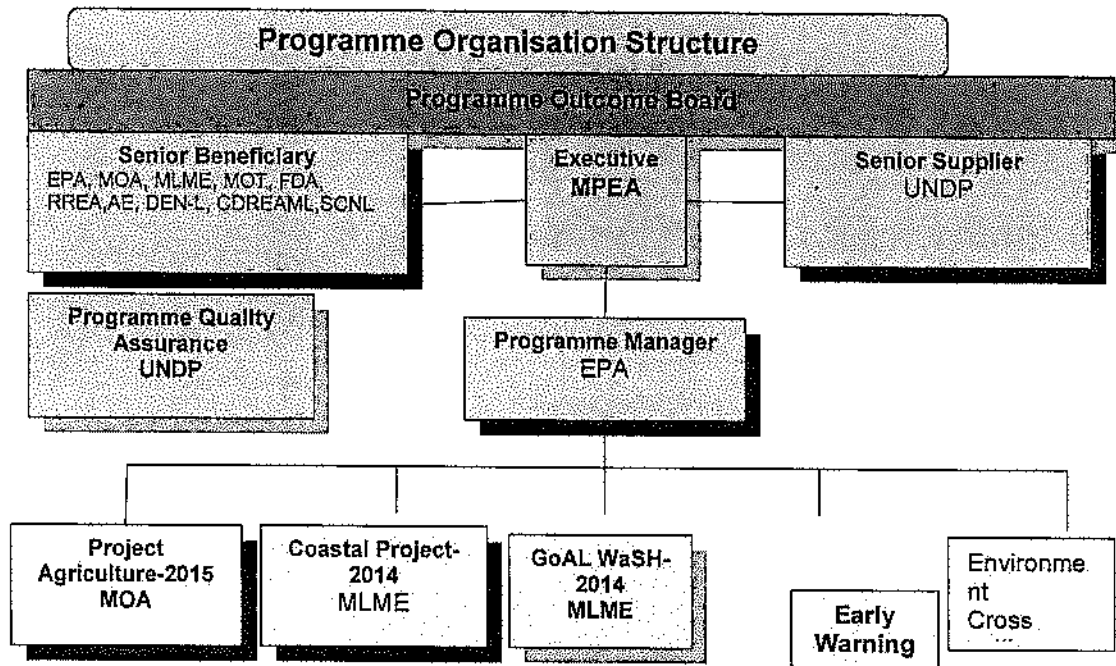
Accordingly, the EPA will follow national systems and procedures and in reference to the national implementation guidelines on accounting, financial reporting and auditing and shall be responsible for maintaining records on all implementation actions, including financial records to the extent possible that they do not contravene UNDP financial rules and regulations.

UNDP will support the implementation of this programme, particularly in the areas for strengthening national implementation support of capacity within the country office. It will provide support services in the recruitment of staff and in the training and monitoring. It will work closely with the EPA to ensure policy direction, guidance and technical support to the project. In line with UNDP's Executive Board decision 98/2 "all costs associated with the delivery of other resources funded programme at country level are to be fully covered through cost recovery mechanisms". In this regards, General Management Service fee of approximately 7% if applicable will be charged on non-core resources mobilized in the implementation of this programme and 3% UNDP Implementation Support Services<sup>1</sup>. A Project Board comprising the Environmental Protection Agency; UNDP as co-chair and, Ministry of Finance, Civil Service Agency and Civil Society Advisory Committee as members will be established. Other stakeholders may be added as the project evolves.

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# PROGRAMME ORGANIGRAM



## Financial Disbursement and Reporting

**Financial Accountability:** The Implementing Partner (the EPA) shall be responsible for ensuring that the allocated resources for the Annual Work Plan are utilized effectively in funding the envisaged activities and will be responsible to sign the combined delivery report in consultation with the Responsible Party (RP).

Under this program arrangement, the RP with specific work plan shall request funding directly from the UNDP based on the approved annual work plan in the application of the direct cash transfer modality. However, the EPA as the Implementing Partner shall be kept informed of all such requests and the UNDP shall inform the EPA of all such disbursements to the Responsible Party.

Under the National Implementation Modality arrangement, all requests for payment shall originate from the RP. The RP shall maintain a tracking system for the purpose of ensuring the accuracy and reliability of the combined delivery report. The tracking system in place shall ensure that envisaged disbursements are within the approved budgets. The tracking system shall track the disbursements and the commitments besides capturing expenditure records through direct payments and support services made by UNDP on behalf of the Implementing Partner.

**Cash Transfer (NEX Advance) modality:** The Harmonized Approach to Cash Transfer (HACT) modalities will be applied during the period of this program subject to current and or future results of capacity assessment. This shall be negotiated on a case-by-case basis specific to the circumstance of the IP and the RPs.

Where direct cash payment is applied, disbursement shall be done on a calendar quarter and the replenishment of such advances shall be subject upon submission of the financial report of the prior quarter expenditures. The Funding Authorization and Certificate of Expenditure (FACE) will be used as the financial reporting and request instrument. UNDP financial rules and regulations will apply on NEX Advance management, i.e. 80% of all previous outstanding NEX Advance/s made to the IP under all UNDP programmes/projects must be accounted for with supporting documents before the next NEX Advance is made to the IP.

As part of quality assurance, the EPA and the UNDP shall ensure the timely liquidation and reporting of NEX advances. Any advance that is not liquidated two weeks following the submission deadline

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will result in the suspension of the Advance modality application to the IP and or the RP where applicable and payments will be effected on the basis of direct payment requests until such time that the outstanding advance is liquidated and the corresponding financial report is submitted.

**Direct payments:** As agreed, UNDP country office shall make direct payments to other parties for services procured by the Implementing Partner in accordance with the Annual Work Plan. Funds will be disbursed to vendors or third parties for obligations incurred by the Implementing Partner on the basis of requests signed by the designated official of the IP. Direct payments will be made to vendors or third parties for obligations incurred by UNDP in support of activities agreed with Implementing Partner.

The EPA designated official will sign the request for direct payment. For UNDP to procure the goods and services included in the AWP, Implementing Partner will draft the technical specifications for goods and the terms of reference for the services to be procured. Documentation of payment by the Country Office must be made available to the Implementing Partner. A register for such requests shall be maintained to facilitate follow-up.

**Direct Agency Implementation:** UNDP conducts expenditure from requisition through to disbursement with no cash being transferred to the implementing partner. However, the implementing partner has full programmatic control and so full control over expenditures – refer to Letter of Agreement between UNDP and the Government of Liberia for the Provision of Support Services.

**Direct Project Services for GEF- Financed projects**

Direct project Costs (DPC) are cost that are incurred by UNDP that are execution-driven and are incurred for and can be traced in full to, the delivery of the project inputs. These execution-related costs are complete separate and distinct from General Management Support (GMS) cost that are incurred by UNDP regardless of the implementation/execution modality chosen for the projects.

DPCs normally relate to operational and administrative support activities carried out by UNDP offices on behalf of Direct Implementation Modality (DIM) or Country Office support to National Modality (NIM) projects such as:

- a) HR activities, including recruitment of project personnel, issuance of project personnel contracts, etc
- b) Costs incurred in the process of undertaking procurement activities of project goods and services and
- c) Finance transactions that are performed on behalf of an implementing partner.

**Financial Reporting:** The UNDP, when requested shall provide a monthly print-out of project finances to the Implementing Partner prior to the release of the CDR. The Implementing Partner should verify the Expenditures/disbursements and revert to UNDP for any correction to be made. On quarterly basis, UNDP will submit to the Implementing Partner the Combined Delivery Report (CDR) for verification and signature as a true record of quarterly expenditure report.

**Fiduciary Compliance:** In managing the Annual Work Plan resources, the Implementing Partner has fiduciary and compliance responsibilities to UNDP. It also has compliance responsibility for UNDP's reporting procedures.

**Procurement of Goods and Services:** Liberia's Government established rules and procedures governing procurement may be used when Government procures, as long as it does not contravene UNDP's rules and procedures. However, UNDP must be informed of procurement processes within the Implementing Partner and when necessary UNDP must be represented in procurement committees that are held to evaluate quotations and bid offers.

Both the IP and the RP shall maintain a fixed assets registry of all equipment procured during the program duration. Ownership of equipment, supplies and other properties financed from the UNDP funding shall be considered as UNDP's, unless title is transferred on purchase. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

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## **V: MONITORING & EVALUATION**

Monitoring is a continuous function that aims primarily at providing management and main stakeholders of a country programme or a project with early indications of the progress, or lack thereof, towards delivering intended results. Effective monitoring is not demonstrated by merely producing reports in a prescribed format at set intervals. As a minimum, on annual basis, the following monitoring activities must be carried out in accordance with the programming policies and procedures outlined in the UNDP User Guide:

- On quarterly basis, progress reports on implementation of the different program activities by both the IP and the RPs shall be submitted to the EPA. The EPA will then submit the consolidated program progress report to the UNDP.
- An Issue Log shall be activated in Atlas and updated to facilitate tracking and resolution of potential problems or requests for change.
- A risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the AWP implementation.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events
- An annual review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the AWP and appraise the Annual Work Plan (AWP) for the following year.
- A representative from the UNDP office should visit each project at least on quarterly basis. Field visits serve the purpose of results validation and provide latest information on progress for annual report preparation. Field visits should be documented through brief and action-oriented reports, submitted within the week of return to the office.
- Joint M&E Visits will also be undertaken to include the MPEA, UNDP, the IP and the RP.

## **AUDIT CLAUSE**

Audit is an integral part of sound financial and administrative management, and part of the UNDP's accountability system. Audit services cover the overall management of the project's implementation, monitoring and oversight. The audit of projects nationally implemented by Government or by non-governmental organizations will be more of a financial nature that is ultimately meant to have the auditors express their opinion on:

- The annual expenditure (Combined Delivery) ;
- The assets and equipment;
- The cash position of a given project.

To this effect, the audit work should include the review of work plans, progress reports, project resources, project budget, project expenditure, project delivery, recruitment, operational and financial closing of projects (if applicable) and disposal or transfer of assets. As part of its assurance responsibilities, UNDP will conduct spot checks on the assets and documentation on the use of project resources.

### **Annual Audit**

Annual audits will be conducted by the legally recognized auditor of the Government, or by a private audit firms engaged by UNDP in consultation with Government Coordinating Agent in accordance with the established procedures set out in the Programming and Finance manuals.

## **LIST OF ACRONYMS**

ACMAD	African Centre of Meteorological Application for Development
ALM	Adaptation Learning Mechanism
AWP	Annual Work Plan
BCPR	Bureau of Crisis Prevention and Recovery
BDP	Bureau of Development Policy
CBD	Convention on Biological Diversity
CBOs	Community-based Organizations
CC	Climate Change
CD	Country Director
CDS	Coastal Defense Systems
CHM	Clearing House mechanism
CNA	Capacity Needs Assessment
COP	Conference of the Parties
CP	Country Programme
CTA	Chief Technical Advisor
DIM	Direct Implementation Modalities
DRM	Disaster Risk Management
EIA	Environmental Impact Assessment
EFA	Environmental Foundation for Africa
EPA	Environmental Protection Agency
FDA	Forestry Development Authority
F&A	Facilities & Administration
GEF	Global Environment Facility
GoAL	WaSH Governance, Advocacy and Leadership for Water, Sanitation and
Hygiene	
GOL	Government of Liberia
ICM	Inter-agency Coordinating Unit
ICMU	Integrated Coastal Management Unit
IUCN	International Union for Conservation of nature
IT	Information Technology
ISS	Implementation Support Services
KMN	Knowledge Management Network
LC	Land Commission
LNRCS	Liberia National Red Cross Society
LISGIS	Liberia Institute for Statistics and Geo-Information Services
LDC	Least Developed Countries
MIA	Ministry of Internal Affairs
MoLME	Ministry of Lands, Mines and Energy
MOT	Ministry of Transport
MPEA	Ministry of Planning and Economic Affairs
MSP	Medium-Size Project
NAP	National Action Plan
NDRC	National Disaster Relief Commission
NGOs	Non-governmental Organizations
NIM	National Implementation Modalities
NPO	National Programme Officer
NWRSB	National Water Resources and Sanitation Board
PC	Personal/Portable Computer
PEI	Poverty and Environment Initiative
PPG	Project Preparatory Grant
PRS	Poverty Reduction Strategy
REDD	Reducing Emissions from Deforestation and Forest Degradation
RREA	Rural Renewable Energy Agency
SAICM	Strategic Approach to International Chemicals Management
SEA	Strategic Environmental Assessment

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SGP	Small Grant Programme
SIA	Social Impact Assessment
SIDA	Swedish International Development Assistance
SIDs	Small Islands Developing States
SIERA	Strategic inventory and Evaluation Risk Assessment
SLM	Sustainable land Management
SMC	Strategic Management of Chemicals
SOE	State of the Environment
SOER	State of the Environment Report
TEMATEA	Thematic Environmental Modules As a Tool for Environmental Agreements
UN	United Nations
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
WSSC	Water Supply and Sanitation Commission

MAM