DRM 2016 Annual Work Plan (AWP)
Country: MALAWI

UNDAF and CPD Outcome 1.3: Targeted population in selected districts benefit from effective management of environment; natural resources; climate change and disaster risk by 2016.

Expected CPD Output: National policies, local and national institutions effectively support equitable and sustainable economic growth and food security by 2016.

UNDAF Output(s):
1.3. 1 Environment, natural resources, climate change, and disaster risk management mainstreamed in policies, development plans and programmes at national level and implemented in 14 disaster-prone districts
1.3. 2 Data and knowledge on the impact of climate change, environmental and natural resources degradation and natural disaster collected and made accessible to decision makers in Government, Private Sector and Civil Society
1.3. 3 Targeted population in selected districts benefit from effective management of environment, natural resources, climate change and disaster risk by 2016

IRRF Output (s)

5.3: Gender responsive disaster and climate risk management is integrated in the development planning and budgetary frameworks of key sectors (e.g. water, agriculture, health and education).

5.4: Preparedness systems in place to effectively address the consequences of and response to natural hazards (e.g. geo-physical and climate related) and man-made crisis at all levels of government.

IRRF Indicator component(s):

5.3.1.A.1.1:Total number of plans with some disaster and/or climate risk management (DRM/CRM) components. **Baseline** 26 (2013); **Milestone: 32**
5.3.1. A.2.1:Number of budgeted plans with some disaster and/or climate risk management (DRM/CRM) components. **Baseline:** 0 (2013); **Milestone:** 6 (2015)
5.4.2. A.1.2:Number of preparedness plans that cover response and recovery. **Baseline:** 10 (2013); **Milestone: 15 (2016)** Corresponding 2015 AWP Activities: 1.4, 1.5, 1.7 and 3.1

Implementing partner: Department of Disaster Management Affairs (DoDMA).

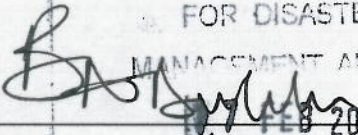**Other Partners:** MoFEPD; MoNERM; MoLHUD; MoLGRD, CBOs and NGOs

Narrative

The new National Disaster Risk Management (NDRM) policy is the guiding document on DRM and lists the main priorities of the Government of Malawi (GoM) on disaster preparedness, mitigation, response and recovery. Following from this, multi-sector preparedness planning and response capacity will be developed at national, district and community levels to reduce disaster risks and shocks to vulnerable people. Specifically, the following are the main pillars of the Project Support Document (PSD): Mainstreaming disaster risk reduction into sustainable development policies and planning processes at all levels of government; Establishment of an effective system to identify, assess and monitor disaster risks under data, information and knowledge systems, including early warning systems (EWS's); and strengthening coordination at all levels. The Malawi DRM system is in a transition phase from a disaster management-reactive approach to a more comprehensive and proactive disaster risk management approach. Although progress has been made to establish supporting strategic frameworks and institutional mechanisms, several needs and challenges remain, in order to assist the Government of Malawi on key issues of disaster risk management aimed to reduce damage and losses caused by disasters. The main deliverables for 2016 include, but are not limited to: finalization of the review of the National Disaster Preparedness and Relief Act, operationalization of the small grants scheme; implementation of the National DRM Policy, development of DRR mainstreaming guidelines, implementation of the National DRM Communication Strategy; capacity building , simulation exercises; and finalization of the disaggregated DRM database. The 2016 will also see the up-scaling of the SGS Community Based DRR projects with funding from UNDP China.

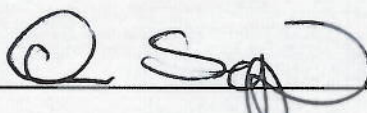Implementation of the suggested activities will be done in collaboration with relevant partners who are undertaking similar activities. For instance, finalization of DRM plans for cities will be done in collaboration with UN Habitat. Similarly, the SGS Community Based DRR projects will be implemented in collaboration with officers who are responsible for the Malawi Floods Emergency Recovery Project to avoid jubilication of efforts.
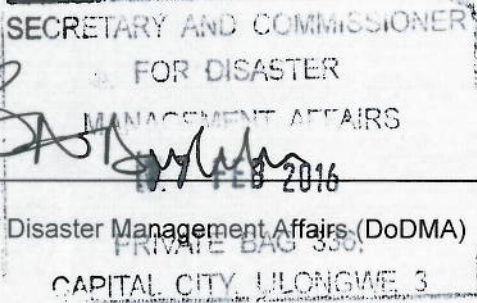
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Programme Period:	2012-2016
Programme Component:	Environment and Climate Change
Intervention Title:	Disaster Risk Management
Award ID:	67161
Project ID:	83071
Duration:	Jan –Dec 2016

Estimated annualized budget: US $ 1,504,682
Allocated resources: _____
- Government _____
- TRAC 1 US $ 400,000
- TRAC 3 $ 628,000
- UNDP China US $ 476,682
- Other:

Gap: $0

Unfunded budget: US $

Agreed by (Implementing Partner): _____

Office of the Vice President: Department of Disaster Management Affairs (DoDMA)

Stamp: SECRETARY AND COMMISSIONER FOR DISASTER MANAGEMENT AFFAIRS — 17 FEB 2016 — PRIVATE BAG 336, CAPITAL CITY, LILONGWE 3

Endorsed by UNDP: _____

United Nations Development Programme (UNDP)

Stamp: UNITED NATIONS DEVELOPMENT PROGRAMME, P.O. BOX 30135, LILONGWE - MALAWI

EXPECTED OUTPUTS and indicators including annual targets		PLANNED ACTIVITIES — List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
1. Disaster risk management mainstreamed in policies and development plans **AWP Indicator 1:** No of DRM Policy strategies implemented *2016Target:* 2 strategies implemented	1.1	Finalize review of Disaster Preparedness and Relief Act	X				DoDMA,	TRAC 1	71600 Travel	5,000
		1.1.1.Hold a consultative meeting with Principal Secretaries 1.1.2. Hold a meeting with Parliamentary Committee and Parliamentary women caucus		X					72100 Contr.Cm	5,000
									72400 Comm.AV	2,500
									72300 Mat&Gds	2,500
AWP Indicator 2: Number of Consultative meetings for Act review process *2016Target:*DRM Bill enacted	1.2	1.2.1. Support Implementation of the National DRM Policy such as: • Establishment and training of new and existing focal points from Ministries and Departments • Developing curriculum for short and long term DRM courses	X	X	X		DoDMA	TRAC 1	72100 Contr.Cm	5,000
									72400 Comm.AV	3,000
									72300 Mat&Gds	10,000
									71600 Travel	5,000
AWP indicator 3: Number of key sector policies, development plans at national and district level reflecting DRM	1.3	Develop IEC Materials for Primary Schools and training of head teachers on use of DRM Handbook as a resource material	X	X			MoEST/DoDMA	TRAC 1	71600 Travel	5,000
									72100 Contr.Cm	5,000
									72400 Comm.AV	3,000
									72300 Mat&Gds	5,000
2016 Target: 3 DRM plans for cities finalised and 5 District Development Plans with DRR integrated	1.4	1.4.1. Review the Operational Guidelines for DRM to realign with the DRM Bill and hold stakeholder consultative meeting and dissemination workshop	X	X			DoDMA	TRAC 1	72300 Mat&Gds	5,000
									71600 Travel	5,000
									72100 Contr.Cm	5,000
									74200 Aud.Visl	1,000
									71300 Lcl. Cnsltnt	20,000
AWP Indicator4: Devolution plan finalized and submitted *2016 Target:* 3 Three consultations on management guidelines held	1.5	Finalize DRM plan for cities; Zomba, Lilongwe, and Mzuzu in collaboration with UN Habitat	X	X	X	X	DoDMA	TRAC 1	72100 Contr.Cm	3,000
			X	X					72400 Comm.AV	1,000
									72300 Mat&Gds	2,000
									75700 TR,WKSP	3,000
									71600 Travel	3,000
-Devolution plan submitted to the Office of the Vice President	1.7	Hold consultation meetings with district officials on the management guidelines of the devolution plan	X	X			DoDMA	TRAC 1	71600 Travel	3,000
									72100 Contr.Cm	5,000
									75700 Tr,WKSP	5,000
									72400 Comm.AV	1,000

AWP Indicator
5: Operational Guidelines for DRM operationalised
2016 Target: Operational Guidelines finalized and launched

	Budget	Amount
	72300 Mat&Gds	1,000
Sub-total		119,000

EXPECTED OUTPUTS and indicators including annual targets		PLANNED ACTIVITIES — List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
2. Data and knowledge on the impact of natural disasters collected and made accessible to decision makers in Government, Private Sector Civil Society, and Communities.	2.1	2.1.1. Call for proposals and conduct field appraisal of new grantees	X	X			DoDMA	UNDP China	71600 Travel 72100 Contr.Com 72500 Supplies 72300 Mat&Gds	3,000 3,000 4,000 5,000
		2.1.2. Conduct field appraisal and hold orientation training of successful SGS Grantees		X			DoDMA	UNDP China	71600 Travel 72500 Supplies 72300 Mat&Gds 75700 TR,WKSP	5,000 3,000 2,000 8,000
AWP Indicator: Number of projects implemented *2016 Target* 10 projects implemented		2.1.3. Disburse grants to new grantees	X	X	X	X	DoDMA	UNDP- China	72600Mc Grants	400,000
AWP Indicator: • No of people reached with DRM messages		2.1.4. Monitor implementation of the SGS • Hold SGS review meeting	X	X	X	X	DoDMA	UNDP China	71600 Travel 72100 Contr.Com 72400 Comm.AV 72300 Mat&Gds	9,000 7,000 2,000 4,000
• No of strategies implemented from the National DRM Communication Strategy		2.1.5. Support district councils to coordinate and monitor the DRR-SGS	X	X	X	X	DDMA	UNDP China	72600 Grants	10,000
• No old DRM databases		2.1.6. Conduct exchange/learning visit for the SGS implementing partners		X			DoDMA	TRAC 1	71600 Travel 72500 Supplies 72300 Mat&Gds	5,000 2,000 3,000
	2.2	Develop a gender disaggregated database	X				DoDMA	TRAC 1	71600 Travel	10,000
2016Target: • DRM communication strategy launched and implemented	2.3	2.3.2. Support the development of OVP/ DoDMA website		X	X		DoDMA	TRAC 1	71600 Travel 72100 Contr.Com 72400 Comm.AV 72300 Mat&Gds	1,000 1,000 1,000 1,000

		Q1	Q2	Q3	Q4			Budget	Amount
• 4 strategies implemented • Website developed *AWP Indicator :* Number of DRM related data bases that are linked and periodically updated *2016 Target :* 1 database developed and linked to other databases linkages	2.3.4. Conduct evaluation of the SGS Community Based DRR projects and conduct media tours.	X		X	X	DoDMA	TRAC 1	71300Lcl. Cnslts 71600 Travel 72100 Contr.Com 72300 Mat&Gds	12,000 3,000 1,000 1,000
	2.3.5. Implement the National DRM Communication Strategy : Produce and air DRM radio programme	X	X			DoDMA	TRAC 1	72100, Contr.CM 71600 Travel 72400 Comm.AV	10,000 2,000 5,000
Sub-total									**523,000**
3. Coordination mechanisms and implementation arrangements for DRM/DRR established and used at national level and in the 15 disaster-prone districts.	3.1	Hold National Platform meeting	X	X	X		DoDMA	TRAC 1	71600, Travel 72300,Mat&Gds 75700,TR,WKSP,C 72100, Contr.Cm 74200, Aud Vsl	3,000 2,000 3,000 3,500 1,000
AWP Indicator No of coordination meetings held <u>2016 Target:</u> • 2 National platform meetings held • 2 steering committee meetings held • 4 sector working group meetings held, • 4 technical committee meetings	3.2	Participate in the following regional and global disaster risk reduction fora: • SADC pre and post season meetings; • SADC disaster risk management technical committee meeting; • Regional and global disaster risk reduction platform meeting; • United Nations Spider Conference; • United Nations Climate Change Conference of parties; • Sendai Framework for Disaster Risk Reduction Science and Technology Conference; and • Other relevant trainings.	X	X	X		DoDMA	TRAC 1	71600, Travel 75700 TR,WKSP	12,000 12,000
	3.3	Support to Sector Working group	X		X		DoDMA	TRAC 1	72500 Supplies 72300,Mat&Gds 72400 Comm.AV 72100, Contr.Cm	5,000 5,000 500 3,500
	3.4	Support to Joint Steering Committee	X		X		DoDMA,	TRAC 1	72500 Supplies 72400 Comm.AV 72100, Contr.Cm	1,000 500 1,500

								Budget	Amount	Sub-total
Sub-total										53,500
4. Disaster resilient livelihoods and economic opportunities for the flood-affected people restored and improved	4.1	Support vulnerable populations affected by floods through livelihood enhancing programmes and cash for work programmes 1.1.1. Grants disbursement 1.1.2. Hold joint monitoring visits to the identified project sites	X		X		DoDMA	TRAC 3	72600Mc Grants 71600, Travel 72300,Mat&Gds	36,000 8,000 2,000	
AWP indicator • No of hhs targeted with livelihood enhancing programme • No of community recovery fund established	4.2.	Establish Community Recovery Fund 1.1.1. Grants disbursement 1.1.2. Hold joint monitoring visits		X	X	X	DoDMA	TRAC 3	72600Mc Grants 71600, Travel 72300,Mat&Gds	34,000 5,000 2,000	
2016 Target • 1 community recovery fund											
Sub-total										87,000
5. Early Warning and Land Management Capacities of local authorities and communities' strengthened	5.1.	Establishment of new Regional Emergency Operation Centers for the most flood prone districts 5.1.1. Conduct training to the sector focal points 5.1.2. Procurement of EOC equipment's (3 printers, 3 scanners, internet routers, furniture etc) 5.1.3. Communication (internet and voice charges)	X	X	X	X	DoDMA	TRAC 3	75700 TR,WKSP 71600, Travel 72300,Mat&Gds 72400 Comm.AV 72200 Eqp&Fun	10,000 5,000 10,000 3,000 72,000	
AWP Indicators • No of focal points trained • No of meteorological stations maintained • Capacity of DCCMS officers built											

Indicator / Activity	No.	Description				Responsible	Source	Budget Code	Amount
No of farmers assisted with weather risk insurance No of CBEWS established **2016 Target** • 40 focal points trained • 1 community map produced • 10 farmers assisted with weather risk insurance • 5 disaster warning centers established • 2 community based early warning system	5.2.	Rehabilitate and build capacity for maintenance of priority meteorological stations in affected districts. 5.2.1. Identify and Assessment of the state of affected stations and identification of what is needed 5.2.2. Procurement of Materials for rehabilitation including communications tools 5.2.3. installation and rehabilitation the identified stations 5.2.4. Capacity building of DCCMS officers		X	X	DoDMA	TRAC 3	72100, Contr.Cm 71600 Travel 75700 TR.WKSP 72300 Mat&Gds 71300 Lcl. Cnslt	10,000 5,000 5,000 30,000
	5.3.	Promote Weather risk insurance for farmers in most vulnerable districts 5.3.1. Develop ToRs for the national risk insurance technical group 5.3.2. Pilot the DRM risk financing programmes to the local farmers	X	X	X	DoDMA,	TRAC 3	71300 Lcl. Cnslt 75700 TR,WKSP 71600 Travel 72300 Mat&Gds	15,000 23,000 5,000 2,000
	5.4.	Update the existing local hazard/risk mapping in affected districts 5.4.1. Support community mapping exercise in Karonga district		X	X	DoDMA	TRAC 3	71600 Travel 75700 TR.WKSP 72400 Comm.AV 72300 Mat&Gds	15,000 7,000 3,000 5,000

No.	Activity					Responsible	Funding	Budget	Amount
5.5.	Support establishment of District Weather related Disaster Warning Centre	X	X	X	X	DoDMA	TRAC 3	72300 Mat&Gds 75700 TR,WKSP 72100, Contr.Cm 71600 Travel 72400 Comm.AV 71300 Lcl. Cnslt	5,000 20,000 20,000 5,000 2,000 10,000
	5.5.1. Scaling up the establishment of climate change and DRR information centers								
	5.5.2. Conduct capacity building of district officers managing climate information centres								
	5.5.3. Printing of DRM tools								
	5.5.4 Printing and publishing of materials to be placed in the climate information centers								
	5.5.5 Assessment and engagement of community radio stations willing to publicize weather and climate information programs								
	5.5.6 Training of the media including community radio stations on use and interpretation of weather and climate information								
	5.5.7. Production of weather and climate services for community radio stations								
5.6.	Establish community based flood forecasting and early warning system	X	X	X		DoDMA	TRAC 3	72300 Mat&Gds 72100, Contr.Cm 71600 Travel	10,000 10,000 10,000
Sub-total									317,000
6. Coordination of Early Cluster and Recovery strengthened and decentralized									
6.1.	Finalize the National Disaster Recovery (NDRF) Framework and downscale it at district level			X	X	DoDMA	TRAC 3	75700 TR,WKSP 72400 Comm.AV 71600 Travel 72300 Mat&Gds	12,000 1,000 7,000 5,000
	6.1.1. Hold dissemination meeting with DEC/DCPC in the 15 disaster prone districts								
	6.1.2. Hold national level sensitization workshop on NDRF								

ID	Activity				Responsible	Source	Budget Code	Amount
6.2.	Train local authorities in early recovery to be ready for transfer of coordination mechanisms for early recovery within 6 to 12 months after the disaster. 6.2.1. Conduct trainings with ACPC and VCPC in Nsanje, Mangochi, Salima and Rumphi on early recovery	X	X	X	DoDMA	TRAC 3	71600 Travel 72400 Comm.AV 72300 Mat&Gds 75700 TR,WKSP	10,000 1,000 1,500 17,500
6.3.	Review contingency planning processes for better preparedness and response with support from OCHA 6.3.1 Support training to the Sectors in 4 most disaster affected districts on the review of the district contingency plans 6.3.2. Printing of the district contingency plans	X	X		DoDMA and Districts	TRAC 3	71600 Travel 72400 Comm.AV 75700 TR,WKSP 72300 Mat&Gds 72100, Contr.Cm	10,000 1,000 10,000 5,000 10,000
6.4.	Develop capacity and support of local disaster risk management committees for overseeing the recovery initiatives 3.3.1 Conduct training to the district Sectors on community DRM supervisions 3.3.2. Procure work materials (work suits, gum boots, visibility vests, field boots) for easy identification and monitoring 3.3.3. Conduct joint monitoring of the DRR interventions 3.3.4. Printing for the IEC materials	X	X		DoDMA	TRAC 3	71600 Travel 72400 Comm.AV 72200 Eqp&Fun 72100, Contr.Cm 72300 Mat&Gds	15,000 5,000 45,000 10,000 10,000
6.5.	Support more inclusive simulation exercise at national and district level			X	DoDMA	TRAC 3	71600 Travel 72300 Mat&Gds 72400 Comm.AV	20,000 23,000 5,000
Sub-total								224,000

ID	Activity	Q1	Q2	Q3	Q4	Responsible	Funding source	Budget account	Amount
7. Monitoring and Evaluation **2016 Indicator:** Number of activities implemented on time as per plan **2016Target:** • 4 field visits • 4 quarterly reports	Conduct a comprehensive baseline study in 15 target districts to assess vulnerability and resilience current situation Hold a validation meeting of the report	X	X	X	X	DoDMA	TRAC 1	71600 Travel 72400 Comm.AV 71300 Local cons 75700 TR,WKSP	10,000 9,500 15,000 10,000
7.2	Monitor DRM activities (those supported under PSD) and support to disaster assessments.	X	X		X	DoDMA,	TRAC 1	71600 Travel 72300 Mat&Gds	5,000 5,000
7.3	Attend training in participatory monitoring and evaluation		X	X		DoDMA	TRAC 1	71600 Travel	7,000
7.4	Conduct end of term evaluation of the programme support		X			UNDP	TRAC 1	71300Lcl. Cnslts	12,000
Sub-total									**73,500**
8. Project management **AWP Indicator 1:** • Number of meetings held _2016Target:_ • 4 quarterly review meetings held	8.1 Technical Support (Finance and Admin. Assistant and Program Assistance for DRM Database)	X	X	X	X	UNDP	TRAC 1	61300 Sal.costs	45,000
8.2	• Review meetings • HACT/Audit	X	X	X	X	DoDMA,	TRAC 1	71600 Travel 72100 Contr.Cm 72400 Comm.AV 74100 Prof.Sv 74500 Misc.	2,000 2,000 2,000 10,000 2,000
AWP Indicator 2: Audit report _2016 Target:_ One qualified audit	8.3 Project equipment maintenance (Vehicle and IT maintenance) and insurance	X	X	X	X	DoDMA,	TRAC 1	73400 Rntl&Maint	15,000
8.4	5.4.2. Procure airtime, stationery and fuel for project staff	X				DoDMA	TRAC 1	72400 Comm&Av 72500 Supplies 72300 Matl&goods	6,000 5,000 7,000
8.5	GMS					UNDP	UNDP China		11,682
Sub-total									**107,682**
								TOTAL	**1,504,682**

The Annual Work Plan (AWP) Monitoring Tool
CP Component: Crisis Prevention and Recovery___
Implementing Partner___ DoDMA

EXPECTED CP OUTPUTS AND INDICATORS INCLUDING ANNUAL TARGETS	PLANNED ACTIVITIES List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs	EXPENDITURES List actual expenditures against activities completed	RESULTS OF ACTIVITIES For each activity, state the results of the activity	PROGRESS TOWARDS ACHIEVING CP OUTPUTS Using data on annual indicator targets, state progress towards achieving the CP outputs.
1. Disaster risk management mainstreamed in policies and development plans	Finalize the revised Disaster Preparedness and Relief Act			
AWP Indicator 1: No of DRM Policy strategies implemented 2016 Target: 2 strategies implemented	Implement two strategies of the National DRM Policy			
	Introduce DRM into school curricula –Produce IEC materials for primary schools			
AWP indicator 2: Number of key sector policies, development plans at national and district level reflecting DRM	Review operational guidelines for DRM to realign with the DRM Bill			
	Finalise DRM Plans for cities: Zomba, Lilongwe and Mzuzu in collaboration with UN Habitat			
PSD Indicator: Number of key sector policies, development plans at national and district level reflecting DRM Baseline: key policies or plans with DRM incorporated.	Finalise DoDMA management guidelines			
AWP indicator 3: 3 DRM plans for cities finalised 5 District Development Plans with DRR integrated				
AWP Indicators 3: Devolution plan finalised Baseline: No devolution plan in place 2016 Targets: • Devolution plan finalized and submitted • Budget allocation to districts				

	Grants disbursements
OUTPUT 2: Data and knowledge on the impact of natural disasters collected and made accessible to decision makers in Government, Private Sector Civil Society, and Communities	
AWP Indicator : Number of projects implemented *Baseline:* 5 projects implemented	• Monitoring • Review meetings
2016Target -10 projects implemented -9 recovery projects implemented	Implement the National DRM Communication Strategy : Produce and air DRM radio programmes
PSD Indicator : Number of strategies implemented from the communication strategy *Baseline:* 3 strategies implemented *Target:* 5 strategies implemented	
2016 Target • Website development supported and developed • Radio documentary produced	
PSD Indicator : Number of DRM related data bases that are linked and periodically updated *Baseline:* 1 database with no linkages *Target :* 1 database with linkages to others *2016Target :* Comprehensive database established	
OUTPUT 3: Coordination mechanisms and implementation arrangements for DRM/DRR established and used at national level and in the 15 disaster-prone districts.	Support simulation exercises at community , district and national level
	Support to National Platform
PSD Indicator: Number of Sector Working Group (SWG), Steering Committee (SC), Technical Committee (TC) and DRM Platform meetings	Support to Sector Working group
Baseline: 1 DRM platform and irregular SWG meetings	Support to Steering Committee

Target : 2 platform meetings, 2 steering committee meetings,4 SWG meetings and 4 TCs *2016 Target:* • National platform meeting held • 2 sector working group meetings held, 4 technical committee meetings *AWP Indicator :* Government involvement in donor coordination forum *Baseline:* Ad hoc DRM donor coordination forum *2016Target:* 4 quarterly meetings *PSD Indicator:* Number of simulation exercises and updated contingency plans *Baseline :* • 4 simulation exercises *Target 2016:* • 3 simulation exercises	Participate in relevant DRR local and international meetings, conferences and
OUTPUT 4: Monitoring and Evaluation *(NB: No PSD corresponding indicator)* *2016 indicator:* Number of activities implemented on time as per plan *Baseline:* 2014 AWP *2016 Target:* • 4 field visits • 4 quarterly reports	Monitor DRM activities supported under PSD and support to post disaster assessments Conduct comprehensive baseline study in 15 target districts to assess vulnerability and resilience current situation Attend training on participatory monitoring and evaluation
OUTPUT 5: Project management *(NB: No PSD corresponding indicator)* *AWP Indicator 1:* • Number of meetings held *Baseline:* irregular meetings *2016Target:* • 4 quarterly review meetings held *AWP Indicator 2:* Audit report *Baseline:* one qualified audit *2016Target:* One qualified audit	Technical Support (DRM Advisor, Finance and Admin. Assistant and Program Assistant for DRM Databse) • Review meetings • HACT/Audit Project equipment maintenance (Vehicle maintenance) UNDP project assurance, coordination and management

Procurement Plan

ANNUAL PROCUREMENT PLAN

PROJECT TITLE:	DISASTER RISK MANAGEMENT SUPPORT PROGRAMME
PROJECT ID:	00067161
ANNUAL PLAN PERIOD:	1st January to 31st December, 2016
REQUESTER:	Department of Disaster Management Affairs

Description of Procurement Items	Quantity		COA				Estimated Price		Method of Procurement	Timeline for Procurement	Implementing partner focal point	Responsible UNDP Prog. Analyst
Description of goods, services or works to be procured	No.	UNIT OF MEASURE	FUND/ DONOR	OUTPUT	ACTIVITY	ACCOUNT	Currency	Available Budget in USD	Government Procurement or UNDP Support Service or other	Expected Delivery Date		
							MK or USD	USD				
Procurement of IEC Materials for Primary school	30	Person Days	000400/ 0012	83071	2	72100	5,000	USD	Government Procurement	1st June 2016	Veronica Mhango	Sothini
Procurement of a Consultant to conduct end of term evaluation	25	Person Days	000400/ 0012	83071	2	71300	12,000	USD	UNDP Procurement	1st June, 2016	Veronica Mhango	Sothini
Procurement of a consultant to conduct SGS Evaluation	20	Person Days	000400/ 0012	83071	2	72200	15,000	USD	UNDP Procurement	1st July, 2016	Veronica Mhango	Sothini