

NEP/07/010
00057599

5 November 2007

Dear Mr. Gyawali,

**Subject: Earthquake Risk Reduction and Recovery Preparedness for
Nepal Project, NEP/07/010**

We are pleased to forward, for your information and records, a copy of the fully signed project document for the captioned project.

With kind regards,

Yours sincerely,



Matthew Kahane
Resident Representative

Mr. Krishna Prasad Gyawali,
Joint Secretary/FACD/Ministry of Finance
Singha Darbar

cc: Mr. Purna Kadaria, Acting Secretary, Ministry of Physical Planning and Works, Singha Darbar
Mr. John Ohiorhenuan, Deputy Assistant Administrator and Senior Deputy Director
Mr. Janthomas Hiemstra, Officer-in-Charge, programme & Operations Support Cluster, BCPR-UNDP

COVER PAGE

Country: Nepal

UNDAF Outcome(s)/Indicator (s) *(Link to UNDAF outcome, if no UNDAF, leave blank):*

Sustainable Livelihoods: by 2010, sustainable livelihood opportunities expanded, especially for socially excluded groups in the conflict-affected areas.

Expected Outcome(s)/Indicator (s) *(GP/PP/CP outcomes linked to the MYFF goal and service line):*

Risks of natural hazards to rural and urban livelihoods and infrastructure reduced/disaster risk management integrated into the livelihoods and infrastructure related sectoral plans of the government.

Expected Output(s)/Annual Targets *(GP/PP/CP outputs linked to the above CP outcome):*

Capacity of the key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery.

Implementing Partner: Ministry of Physical Planning and Works (MOPPW), Government of Nepal (GoN)

Responsible Parties: Ministry of Home Affairs (MOHA) and Ministry of Local Development (MOLD) of GoN, selected municipalities and UNDP

Narrative

This project is a part of a five country regional programme in South Asia that seeks to support regional cooperation through knowledge sharing and development of best practices in the context of the SAARC Comprehensive Framework on Disaster Management agreed in February 2006. The country programme is designed to strengthen the institutional and community level capacity to plan and implement earthquake risk reduction strategies and disaster recovery preparedness in Nepal, a country that stands at 11th rank in the world with respect to vulnerability to earthquake hazards (BCPR, 2004).

At the country level, the programme includes four key activities (1) Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and communities; (2) Capacities of government institutions and communities living in high risk areas enhanced to adapt and implement earthquake preparedness planning and safe construction practice using appropriate earthquake resistant construction guidelines; (3) Capacities of the government strengthened in disaster recovery preparedness to support enhanced recovery operations in post-disaster situations; (4) Capacities of the government developed to implement national disaster management framework by supporting locally appropriate solutions for earthquake risk reduction proposed by Nepal.

The overall budget for Nepal under this programme amounts to USD 760,000/-

Programme Period: 2007 - 2010
 Programme Component: MYFF Service Line 4.5 - Natural Disaster Reduction
 Project Title: Earthquake Risk Reduction and Recovery Preparedness Programme for Nepal
 Award ID: 00047754 -NEP/07/010 (00057599)
 Project Duration: October 2007 to May 2009
 Management Arrangement: NIM

Total Budget	US\$ 760,000/-
• UNDP (CPR – TTF)	US\$ 760,000/-
• Government	_____
• In kind contributions	_____
• Unfunded budget:	_____

Agreed by (Ministry of Finance, GoN):



Signature

Date

[Signature] Nov. 2, 2007

Agreed by (Ministry of Physical Planning and Works, GoN):



[Signature]
 Under Secretary

[Signature] Nov. 1, 2007

Agreed by (UNDP):

[Signature]
 Matthew Kahane
 Resident Representative

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List of Acronyms

ARR	Assistant Resident Representative
AWP	Annual Work Plan
BCPR	Bureau of Crisis Prevention and Recovery
CEO	Chief Executive Officer
CO	Country Office
DIPECHO	Disaster Preparedness ECHO
DUDBC	Department of Urban Development and Building Construction
ECHO	European Commission Humanitarian Aid Department
EIA	Environmental Impact Assessment
EOC	Emergency Operation Center
GoN	Government of Nepal
JICA	Japan International Cooperation Agency
MOHA	Ministry of Home Affairs
MOLD	Ministry of Local Development
MOPPW	Ministry of Physical Planning and Works
MYFF	Multi Year Funding Framework
NBC	Nepal National Building Code
NEX	National Execution
NIM	National Implementation
NSET	National Society for Earthquake Technology Nepal
QPR	Quarterly Progress Report
SAARC	South Asian Association for Regional Cooperation
TBD	To Be Decided
ToR	Terms of Reference
UNCRD	United Nations Centre for Regional Development
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNICEF	United Nation's Children Fund
WHO	World Health Organization

Section I

COMPONENT 1: SITUATION ANALYSIS

Earthquakes remain a major concern in Nepal, especially in urban areas such as the Kathmandu valley. In fact, according to BCPR's 2004 report, *Disaster Reduction: A challenge for development*, Nepal is the 11th most at risk country to earthquakes and seismic faults passing through Nepal makes the entire country susceptible to this phenomenon. This natural hazard is compounded by rapid population growth, haphazard housing and settlement patterns, the lack of enforcement of building codes and the inadequate regulations for land use which affect both urban and the rural areas. However some municipalities have recently initiated the building code implementation in some measure. An earthquake in the central hills and mountain regions of Nepal today would result in a catastrophic level of casualties in Kathmandu alone, which some estimate to be about 40,000. A risk assessment of the only international airport has also not been done. The most disastrous earthquake that has hit the country so far took place in 1934, registering 8.4 in magnitude on the Richter scale. The phenomenon completely or partially collapsed more than 38,000 buildings. It resulted in the loss of 8,542 lives.

Hence, there is urgent need of programme on earthquake risk reduction recovery preparedness. The same can be taken up by UNDP as per its mandate and capacities which are as follows:-

- UNDP has the core mandate on pre-disaster risk reduction
- UNDP helped the Government of Nepal in 1994, for preparation of Nepal National Building Code (NBC)
- UNDP has strong focus on urban sector development in Nepal
- UNDP is the global cluster lead in early recovery.

However, there has been a good measure of substantial work undertaken in this field in Nepal in both the government and non-government sectors. Hence no future programming on urban risk should be carried out without considering the possible synergies with these initiatives. Some ongoing and past initiatives among many others, on urban risk management, which could have an impact on our project initiatives, are as follows:

- Kathmandu Valley Earthquake risk assessment undertaken by NSET/Geo-hazards International (1999)
- Study on the Kathmandu Valley Earthquake Vulnerability assessment- JICA (2002)
- EU supported Kathmandu Valley Mapping Project
- World Bank's proposed Avian & Human Influenza preparedness and response project (disaster preparedness component that would strengthen disaster management focal points in vulnerable municipalities.
- Urban related initiatives under DIPECHO's ongoing and forthcoming South Asia plan in which Nepal has had the largest number of partners and fund allocation
- Risk analysis undertaken by the National Seismology Centre, Department of Geology and Mines, Government of Nepal.
- Vulnerability assessment of medical infrastructures undertaken by WHO and NSET
- Emergency preparedness planning being undertaken by UNICEF for one sub-metropolitan city in the Kathmandu Valley
- Project on support for implementation of building code that is being undertaken by the Department of Urban Development and Building Construction

- Sensitization and training on structural design as per building codes and bylaws being given to engineers/overseers of all municipalities by MOPPW and MOLD in association with UNDP and UNHABITAT
- DesInventar, a database on impacts of multiple hazards has been developed in Nepal for the period 1970– 2004 by UNDP and NSET with support from BCPR.

COMPONENT 2: STRATEGY

Regional: The programme will address earthquake risk reduction and post earthquake recovery preparedness issues in five high risk countries of the region. The programme seeks to strengthen the capacity of government institutions and local community on earthquake risk management based on appropriate preparedness, mitigation and post disaster recovery (Build Back Better approach) practice using national and regional experiences and best practices. Project participants will gain experience on the planning and implementation of earthquake risk reduction strategies based on locally and community defined needs, constraints and proposed solutions identified through risk, vulnerability and capacity assessment. The programme will address regional cooperation and coordination through the sharing of experience, lessons on best practices among the region in cooperation with the SAARC secretariat. The programme will also ensure appropriate Technical Assistance (TA) for the regional and country level projects using regional and International specialized agencies, NGOs and networks working on disaster risk reduction and recovery initiatives. The international TA will be covered under the regional component of the budget and will be provided as an additional support to the project countries over and above their respective country specific budgets.

Nepal specific: The basic principle to be followed is to work on a long term plan for risk reduction through comprehensive mitigation and also futuristic recovery preparedness planning.

Since most of the hazards affect structures that people live/work in, it is these structures that need the most protection. To start with, the building stock can be categorized as (1) private construction and (2) public construction. To address the first one need to focus on the key actors in the entire chain of construction, house owner/architect-civil/structural engineer-municipal engineer (approving authority)/contractor/ construction material manufacturing and distributing agencies-masons. In case of public buildings, the ‘owner’ and the approving authority is from the same parent institution, the government. The ‘owner’ in this case could of course hail from different ministries/departments/local bodies. In the long run, land use and recovery planning are also a major area of focus which affects all aspects of life and livelihoods. Hence the envisaged initiatives should comprehensively cover all these and other relevant stakeholders. The current political context in Nepal has to be a central element of all new programming, and gender equity and social inclusion have to be ensured in both process and access to benefits of the same.

The Project Appraisal Committee, has approved the following municipalities to be covered under this project:-

Central region:	Hetauda municipality
Eastern region:	Biratnagar sub-metropolis
Western region:	Pokhara sub-metropolis (including the transferring of the technology to the technical staff of the adjoining Lekhanath municipality)

Mid-West region: Birendranagar municipality

Far-West region: Dhangadi municipality

However, even when the above five municipalities have been selected, their experience of working in this project will inform urban development planning in other earthquake prone areas. This will be led by the MOLD which is an important member of the Project Executive Board and Outcome Board. In fact this Ministry has already designated its municipal division as its focal entity for supporting this project whose main focus is supporting all the municipalities of Nepal in their development planning. The crux of this project is that it is an earthquake risk reduction project focused in urban areas and this fact has prompted the GoN/UNDP to make this an inter-ministerial initiative rather than taking the traditional one-ministry mode. Hence in this project where as on the one hand, the Ministry of Physical Planning and Works will provide the basis of the required technology demonstration and transfer, on the other, the Ministry of Local Government along with the participating Municipalities will ensure it is inculcated into the urban governance system of the country. In fact for greater sustainability, post risk assessments, it is important incorporate earthquake risk management initiatives into the municipal annual plans. The Ministry of Home Affairs is also involved as the mandated body for disaster management in Nepal. As mentioned earlier, the MOLD has designated its municipal division as its focal entity for supporting this project. This division's primary mandate is in municipal governance and hence even when this project has a strong technical base, it will have municipal governance as its basic foundation. This is also reflected in the fact that the project will have the direct involvement of the Chief Executive Officer of each municipality in addition to the building department, thus making it a broader municipal policy issue than just a capacity development initiative of the technical wing of the urban local bodies. Towards this end, the project will also work closely with UNCRD Japan's HESI project which is proposed to start implementation in Nepal soon.

Municipality Selection Criteria

Following are the criteria for selection of municipalities from the above list;

- Municipality located in high vulnerability zone from a seismological perspective
- Municipality with higher total and density of population and faster urban growth
- Municipality possessing demonstrative effect for replicability of the project results
- the capacity of the selected municipality to institutionalize the knowledge gained from the project
- Preferably, one municipality from each of the development region to balance the geographical coverage

Role of Partners:

This being a National Implementation (NIM) project of UNDP, the implementation responsibility of the project will be with the Government of Nepal. From the perspective of project management the following government entities will be involved in the project:-

1. **Ministry of Home Affairs:** Responsible for inter-ministerial coordination as the nodal agency in GoN for disaster management
2. **Ministry of Physical Planning and Works Department of Urban Development and Building Construction (MOPPW / DUDBC) :** Responsible for the overall implementation of the project as the focal agency in GoN for Nepal National Building Code implementation
3. **Ministry of Local Development:** Responsible for inter-municipality coordination as the focal agency in GoN for all local level coordination

4. **Selected Municipalities:** Responsible for the municipality level activities of the project

The specific roles of the respective ministries directly involved in this project will be as follows:-

Ministry of Home Affairs:

- Provide overall guidance and inter-ministerial coordination support for this project
- Monitor the outputs of the project on a concurrent basis

Ministry of Physical Planning and Works:

- Since this is primarily a technical project related to earthquake risk management, the MOPPW/DUDBC will play a lead role in all the central level components of the project
- As per its mandate, it will directly oversee the issues related to the implementation of building code including different training related components like curriculum, resource person identification etc. and hazard and vulnerability assessments from the perspective of both earthquake risk reduction and recovery preparedness
- It will liaise with the Japanese and local technical experts to be involved in the project on the different components of the same
- It will prepare the ToRs for relevant consultancies and monitor their work on a day to day basis

Ministry of Local Development

- MOLD will be responsible for the coordination among the selected municipalities under the project
- It will help in identifying the municipalities to be covered under this project based on the given guidelines in consultation with other stakeholders
- It will help the dissemination of the products developed under this project at the central level to the different stakeholders at the municipality level
- It will directly oversee on the issues related to the organization of events like seminars and trainings at the municipality level

The Municipal division of the Ministry of Local Development will be the focal office in the Ministry and accordingly coordinate with the selected municipalities on the same.

Selected Municipalities

- The selected municipalities will have a high ownership in the programme and they will be responsible for identifying the municipal engineers, architects, masons and other construction related stakeholders in the respective municipalities for imparting sensitization and technical trainings
- They will be involved in the identification of sites and monitoring of construction of demonstrative structures and retrofitting of lifeline buildings that would be undertaken at the municipality level in consultation with the relevant divisional offices of MOPPW / DUDBC
- They will also be responsible for the facilitation of hazard analyses that may be undertaken in the respective municipalities
- They will be accountable to the Project Executive Board under the overall coordination of the MOLD for the implementation of all the municipality level activities

Mandate and capacities of the implementing partner in earthquake risk reduction and recovery

- MOPPW / DUDBC is working as facilitator and Govt. policy maker in earthquake resistance building construction and implementation of Nepal National Building Code (NBC), working to strengthen the legal framework for NBC - Building Act 1998 and guides the Municipalities for the implementation of the above –mention code. Another project by UNCRD Japan for facilitation of the implantation of building code is also proposed in partnership with this Ministry and hence better synergies between these initiatives will also be facilitated by the latter and the two UN agencies.
- MOPPW / DUDBC is also the lead agency for revision and updating of the National Building Code of Nepal
- It has been coordinating with the Curriculum Branch of University Education to endorse NBC in the Engineering Degree Courses.
- Now the NBC is being implemented as per "Building Act : 2055" (1998 AD) in all public and private building throughout the country after it was activated by a cabinet decision. It has also recently submitted an Urban Development Policy for ratification by the Government
- MOPPW / DUDBC, having the responsibility of the nation wide dissemination of the NBC, has prepared Building Construction Guidelines in simple vernacular (Nepali language) and trained more than 3000 masons since more than 90% of private housing in Nepal are constructed by masons without technical supervision
- It is the main organization of the Government of Nepal having the mandate for post-disaster early recovery covering the key issues of reconstruction and rehabilitation.

Goals, Objectives, Outputs and Activities through this assistance

1. **Overall Output:** Capacity of the key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery.

Key Activities:

1. Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and communities
2. Capacities of government institutions and communities living in high risk areas enhanced to adapt and implement earthquake preparedness planning and safe construction practice using appropriate earthquake resistant construction guidelines
3. Capacities of the government strengthened in disaster recovery preparedness to support enhanced recovery operations in post-disaster situations
4. Capacities of the government developed to implement national disaster management framework by supporting locally appropriate solutions for earthquake risk reduction proposed by Nepal

The output specific key activities would be as follows:-

Key Activity 1: Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and communities

Earthquake vulnerability assessments have been undertaken for the Kathmandu Valley in the past but the same needs to be extended to the other hazard prone areas also.

Sub-Activities:

Project municipality wise (except in the Kathmandu Valley, data for which may be updated) earthquake scenario development jointly by local and Japanese technical experts through the following:-

1. Assessment of seismic vulnerability of the building stock (public constructions like schools, hospitals, etc. and private housings)
2. Review of the impact of settlement pattern, and land use practice and options in high risk areas.
3. Review of the existing governmental and municipal policies on earthquake preparedness and response.
4. Review of livelihood and socioeconomic condition in relation to earthquake hazard.

International Technical Assistance (TA) consultancies are required for the implementation of this output of the project. As mentioned earlier, the funds for the same will not be included in the country level budget but paid from the regional component.

Key Activity 2: Capacities of government institutions and communities living in high risk areas enhanced to adapt and implement earthquake preparedness planning and safe construction practice using appropriate earthquake resistant construction guidelines

Sub-Activities:

Review and upgrading of specific earthquake safety specifications in building codes or guidelines already present in Nepal

1. Undertake capacity building for land use planning from the perspective of earthquake risk reduction and recovery preparedness through appropriate training / sensitization to municipal officials and political representatives
2. Develop seismic vulnerability evaluation guidelines and tools for private and public buildings (for pre disaster vulnerability and post disaster damage assessment).
3. Institutional professional training on earthquake resistant construction
4. Sensitization to relevant stakeholders like municipality level policy makers, political representatives, builder/contractor associations, material suppliers etc. on town development, earthquake safe construction and their implementation
5. On the job training on low cost and relative simplicity of earthquake safe construction to key construction related stakeholders like architects, engineers, overseers, masons, etc.
6. Public Education and Awareness (PEA) on low cost and benefits of earthquake safe construction to potential and current house owners, school/hospital managers, factory owners, hotel association members, shopping complex owners, cinema theatres/auditorium and other corporate sector members having large structures as their fixed assets

International Technical Assistance (TA) consultancies are required for the implementation of this output of the project. As mentioned earlier, the funds for the same will not be included in the country level budget but paid from the regional component.

Key Activity 3: Capacities of the government strengthened in disaster recovery preparedness to support enhanced recovery operations in post-disaster situations

Recovery Preparedness is one of the usually neglected areas of work in the transition between the different phases of the disaster management cycle. Hence the programme should utilize the expertise of the International Recovery Platform (IRP) to address this very technical issue that will support UNDP's mandate of linking post disaster recovery to hazard resistant sustainable development.

Sub-Activities:

1. Conduct Central and municipality level consultations (workshops and seminar) on recovery preparedness
2. Undertake Sector wise analysis with the relevant ministries/ departments for incorporation of recovery preparedness issues
3. Carry out lessons learned exercise on past disasters in high risk countries of the region
4. Develop and incorporate recovery principles and guidelines into the national development planning process (national disaster management policy, strategy)
5. Promote early recovery as a cross-cutting issue among all the IASC clusters at the country level in Nepal as has been envisaged in the global humanitarian reform
6. Initiate a recovery preparedness planning process to produce a practical planning framework for urban local bodies to follow

Support from the IRP is required for the implementation of this output of the project. As mentioned earlier, the funds for the same will not be included in the country level budget but paid from the regional component.

Key Activity 4: Capacities of the government developed to implement national disaster management framework by supporting locally appropriate solutions for earthquake risk reduction proposed by Nepal

The Government of France is supporting the National Seismology Centre, Department of Geology and Mines on seismological monitoring. DesInventar, a database on impacts of multiple hazards being promoted globally by UNDP, is already in place for the period 1970- 2004. Hence as of now, the following two areas have emerged as those that need immediate attention for the achievement of the above mentioned output. The Project Executive Board may suggest more activities under this output during the implementation of the project.

Sub-Activities:

1. Seismic safe construction / retrofitting of selected public buildings undertaken as a demonstration (1-3 buildings in each project municipality depending on availability of resources)
2. Support provided to a national Emergency Operation Centre (EOC) (nature and extent of support may be decided as per the availability of resources)

The selection of the buildings would be undertaken during the implementation of the project in consultation with the project partners at the central and municipal level. Other key functional bodies would also be involved like Ministries of Health & Population (along with their local level counterparts) and WHO for health infrastructure and Education & Sports (along with their local level counterparts) and UNICEF for education related infrastructure. International technical assistance consultancies are required for the implementation of this output of the project who will work closely with the functionaries of Municipalities. As mentioned earlier, the funds for the same will not be included in the country level budget but paid from the regional component.

4.1 Gender and Social Inclusion issues:

In Nepal's context, the diversity of social culture has to be addressed by any development programming exercise. Hence this project will also address gender and social inclusion issues to ensure that the project related needs of both sexes and different social groups are met to the extent possible. One issue of special reference is that in Nepal as in many developing countries, the property rights are skewed in favour of men. However, women often have an opinion in the form of construction that is undertaken in the case of owner driven construction. Hence all training curricula will be designed to take account gender and social differences. Special initiatives will be undertaken to the extent possible, to identify participants as well as trainers from different gender and social background. The risk and vulnerability assessment under the project will also address the risk factor of women and social groups living in high risk areas and seismically unsafe construction. It has been noted that regarding disaster mitigation issues, the concerns of members of different gender and social background were different from others. Hence the project will proactively identify capacity development activities that will reach the different social groups. In the construction models, special caution will be taken to make the same sensitive to the physically challenged.

4.2. Environment :

Project will ensure environmental considerations at every stage of the project implementation. Environmental impact assessment (EIA) will be done following the standards of the UN and Ministry of Environment Science and Technology (Government of Nepal) process before implementation of structural projects to avoid environmental hazards at the project sites. Project monitoring and reporting system will incorporate environmental monitoring indicators at the activity level. Project will build the capacity of the local level implementing agencies and officials by providing EIA training.

4.3. Staff Safety and Security:

In the current context of Nepal, the safety of staff will be given very high priority, especially for the work in the municipalities in the Southern plains (Terai region) of the country which are frequently subject to *bandhs* and blockades. In fact apart from the Kathmandu valley, the entire country is in UNDSS classification of Phase II and III owing to political unrest by splinter groups demanding regional autonomy. The Risk Management Officer of UNDP will be closely associated with the project in providing monitoring, assessment and guidance on the security and political situation that may affect the project deliverables.

COMPONENT 6: MANAGEMENT ARRANGEMENTS

This project will be implemented by the Ministry of Physical Planning and Works (MOPPW), Government of Nepal (GoN) in accordance of UNDP's new Results Management Guide (RMG). UNDP will provide operational support in the following areas: 1) setting up the project team; 2) identifying the consultants required by the project; 3) procurement of goods and services; 4) disbursing the project fund based on the annual and quarterly work plan of the project; 5) coordinating with Regional Project Team to carry out lessons learnt exercise on post disaster in high risk countries of the region. The roles and responsibilities of the project management structure are defined as follows:

Project Board: The Project Board is the group responsible for making on a consensus basis management decisions for the project when guidance is required by the Project Manager, including recommendation for Implementing Partner and UNDP's approval of project revisions. This group reviews the project and decisions are made at the designated decision points during the running of a project, or as necessary when raised the Project Manager. The Project Manager consults the group for decisions when PM tolerances have been exceeded. The Project Board is being established with the following roles:

Project Executive: The Project Executive role as the Chair of the Board will be played by the National Project Director / Joint Secretary, Ministry of Physical Planning and Works (MoPPW), GoN. The Project Executive is the key body to closely monitor and review project activities, take decision on any change proposed by the National Project Manager (NPM). The Project Executive will regularly bring to the notice of Outcome Board (OB) of all the issues concerning any change that needs to be made in the project.

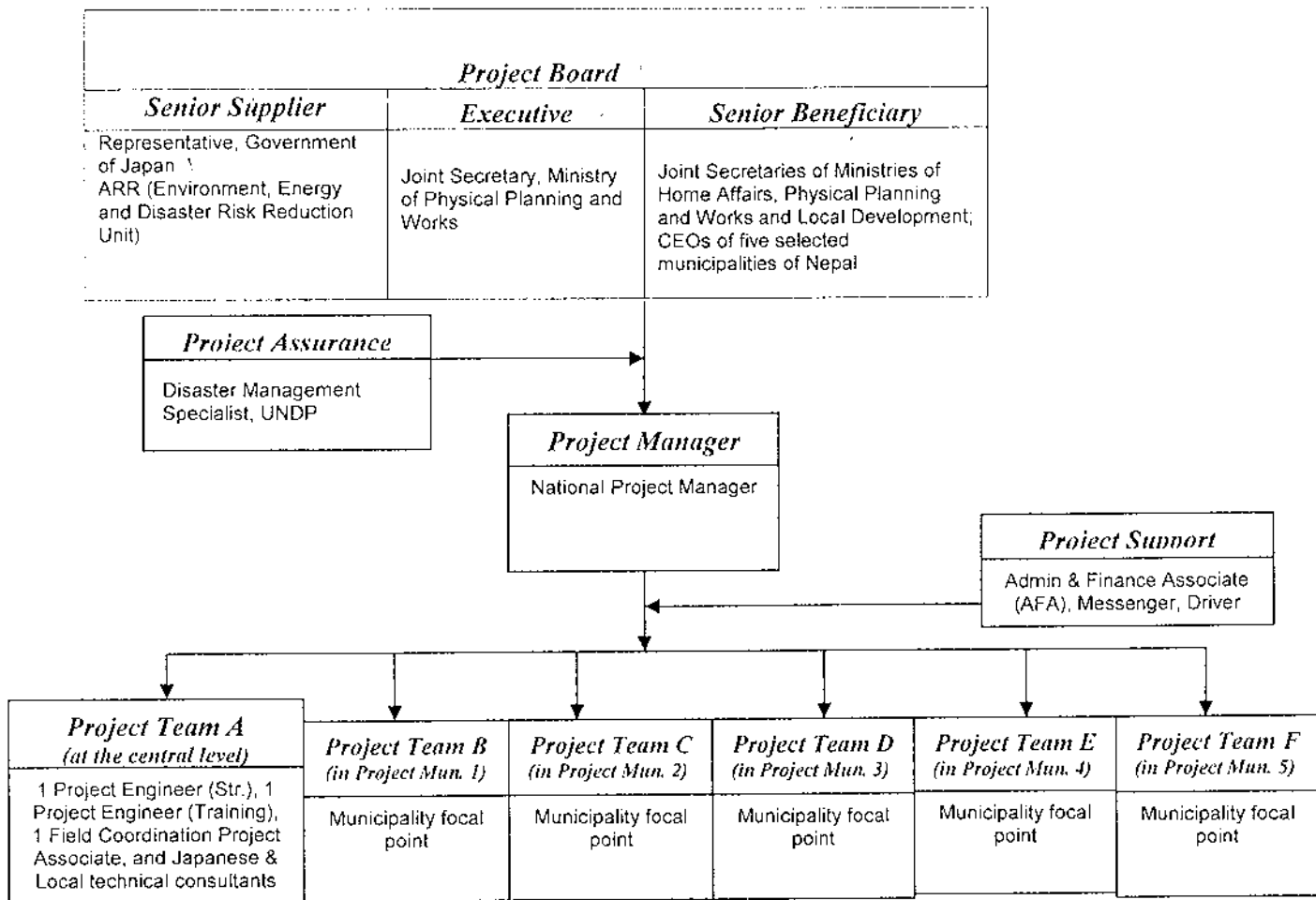
Senior supplier: The role of the Senior Supplier is to provide guidance regarding the technical aspects of the project. This role will be played by the Assistant Resident Representative (ARR), Environment, Energy and Disaster Risk Reduction Unit, UNDP Nepal

Senior beneficiary: This Role will be played by the Joint Secretaries of Ministries of Physical Planning and Works, Home Affairs and Local Development; CEOs of five earthquake prone municipalities of Nepal.

Project Assurance: is the responsibility of each Project Board member; however the role can be delegated. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. A UNDP Programme Officer holds the Project Assurance role for the UNDP Board member, and a similar government representative would undertake this role for the Project Director.

Project Manager: The National Project Manager (PM) has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Project Board. The Project Manager's prime responsibility is to ensure that the project produces the results as specified in the project document to the agreed standard of quality and within the specific constraints of time and cost. The PM will have a dedicated team working under him at the project office.

(PM-To be decided by the MOPPW / DUDBC)



The project outcome board, which will provide guidance to this project is annexed with this document. The *Project Board* will decide on further expansion of the Board as per the suggestions of its members.

Proposed staff plan:

Personnel	Level	No. of units	Unit	Duration	Unit
Project staff					
National Project Manager	TBD	1	person	22	months
Project Engineer (Structural)	SU-7	1	person	22	months
Project Engineer (Training)	SU-7	1	person	22	months
Field Coordination Project Associate	SU-6	1	person	22	months
Admin and Finance Associate	SU-6	1	person	22	months
Messenger	SU-1	1	person	22	months
Driver	SU-2	1	person	22	months
Total		7			
Consultants for programme support					
Lessons Learned Exercises	-	5	person	60	days
Project Web Development for LLE & Publicity	-	3	person	100	days

Project office: The project office will be located in the Department of Urban Development and Building Construction (DUDBC) of the Ministry of Physical Planning and Works. The municipality level activities would be undertaken by the focal desk at the respective municipalities.

Equipment: The following equipments are envisaged to be procured for the project office at the central level

- 5 Desk top computers along with relevant accessories and software
- 1 Laptop Computer
- Vehicles: 1 medium sized four-wheeler, 1 Motorcycle
- 1 Digital camera
- 4-in-1 document processing equipment (printer, photocopier, fax and scanner)
- LCD projector and screen with stand

The scope and form of support for the other Ministries and municipalities involved in this project will be decided by the *Project Board* in consultation with the said project partners on the basis of their respective needs and detailed work plan to be prepared by the Project Team/s.

COMPONENT 7: MONITORING AND EVALUATION

Project Assurance: Project assurance would be undertaken as per the monitoring systems established by the new Results Management Guide and Monitoring and Evaluation unit of the CO using appropriate tools developed for the same. The monitoring will involve field travel to the project municipalities for reviewing compliance with the annual work plan aimed at achieving the results as established in the project document that will be prepared and signed by the government and UNDP. The reporting mechanism will include Quarterly Progress Reports (QPR) and Annual Progress Report. These reports will be the part of the annual review process. The project will formulate donor report in coordination with the regional team as per the donor's requirement. The project board meeting will hold at least once in a quarter to streamline the project implementation towards achieving the targeted results in an effective and efficient manner. The AWP Monitoring tool is also annexed with this document.

Project Management: Under the supervision of the Project Executive, Joint Secretary, Ministry of Physical Planning and Works and National Project Manager, the Project teams would also be monitoring the activities of any service providers working under the project.

COMPONENT 8: LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the then His Majesty's Government of Nepal and the United Nations Development Programme signed by the parties on 23 February 1984. The host country-executing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government Cooperating Agency described in that Agreement.

The following types of revision of this project document may be made with the signature of the UNDP Resident Representative only, provided s/he is assured that the other signatories of the project document have no objections to the proposed changes:

- Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangements of inputs already agreed to, or by cost increases due to inflation;
- Mandatory annual revisions, which re-phase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility.

Section II: Results and Resources Framework
Earthquake Risk Reduction and Recovery Preparedness Programme for Nepal (NEP/07/010)

Intended Outcome as stated in the Country/ Regional/ Global Programme Results and Resource Framework: Risks of natural hazards to rural and urban livelihoods and infrastructure reduced					
Outcome indicators as stated in the Country/ Regional/ Global Programme Results and Resources Framework, including baseline and targets: Disaster risk management integrated into the livelihoods and infrastructure related sectoral plans of the government					
Applicable MYFF Service Line: 4.5 - Natural Disaster Reduction					
Partnership Strategy: The project will be implemented under a NIM modality with the Ministry of Physical Planning and Works being the implementing partner in coordination with the Ministry of Home Affairs, Ministry of Local Development and five Selected municipalities. Formal and informal partnerships will also be established with Japanese and local technical institutions for specific components of the project.					
Project title and ID (ATLAS Award ID): Earthquake Risk Reduction and Recovery Preparedness Programme for Nepal (Award Id: 00047754;NEP/07/010)					
Intended Outputs	Output Targets for (years)	Indicative Activities (ATLAS activities given in bold)	Responsible Parties	Inputs (all figs in USD)	
Output 1: Capacity of key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery.	2007: Personnel recruitment, Office establishment and procurement of equipments 2008: Assessment of (a) earthquake risk, and vulnerability of Selected Municipalities undertaken, printed and disseminated and (b) capacities of Ministries of Physical Planning, Home Affairs and Local Development and Selected Municipalities undertaken	1.1 Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and communities			
		1.1.1 Assessment of seismic vulnerability of the building stock (public constructions like schools, hospitals, etc. and private housings)	1.2.1	MOPPW/DUDBC	28,250 Japanese and local consultants
		1.1.2 Review of the impact of settlement pattern, land use practice and options in high risk areas and review of livelihood and socioeconomic condition in relation to earthquake hazards	1.2.2	MOPPW	
		1.1.3 Review of the existing governmental and municipal policies on earthquake preparedness and response.	1.2.3	MOPPW / DUDBC in coordination with MoLD	
			1.2.4	MOPPW	

	<p>1.2 Capacities of government institutions and communities living in high risk areas enhanced to adapt and implement earthquake preparedness planning and safe construction practice using appropriate earthquake resistant construction guidelines</p> <p>1.2.1 Review and upgrading of specific earthquake safety specifications in building codes or guidelines already present in Nepal and develop seismic vulnerability evaluation guidelines and tools for private and public buildings (for pre disaster vulnerability and post disaster damage assessment).</p> <p>1.2.2 Institutional professional training on earthquake resistant construction and On the job training on low cost and relative simplicity of earthquake safe construction to key construction related stakeholders like architects, engineers, overseers, masons, etc.</p> <p>1.2.3 Sensitization to relevant stakeholders like municipality level policy makers, political representatives, builder/contractor associations, material suppliers etc. on town development, earthquake safe construction and their implementation and Public Education and Awareness (PEA) on low cost and benefits of earthquake safe construction to potential and current house owners, school/hospital managers, factory owners, hotel association members, shopping complex owners, cinema theatres/auditorium and other corporate sector members having large structures as their fixed assets</p> <p>1.2.4 Undertake capacity building for land use planning from the perspective of earthquake risk reduction and recovery preparedness through appropriate training / sensitization to municipal officials and political representatives</p>	<p>2008: Ministries of Physical Planning and Local Development has a training plan for municipal engineers which it starts implementing and</p> <p>2009: All key stakeholders involved in the chain of construction practice have greater knowledge of safe construction practice using appropriate earthquake resistant construction guidelines</p>
<p>1.2.1 MOPPW / DUDBC</p>		
<p>1.2.2 MOPPW / DUDBC</p>		
<p>1.2.3 MOPPW / DUDBC</p> <p>in coordination with technical academic institutions</p>		
<p>1.2.4 MOPPW / DUDBC</p> <p>in collaboration with focal Municipalities coordinated by MoLD</p>		<p>70,855 Japanese and local consultants</p>

<p>2009: A post-earthquake recovery preparedness framework prepared for urban areas in Nepal</p>	<p>1.3 Capacity of the government strengthened in disaster recovery preparedness to support enhanced recovery operations in post disaster situations</p> <p>1.3.1 Conduct Central and municipality level consultations (workshops and seminar) on recovery preparedness</p> <p>1.3.2 Undertake Sector wise analysis with the relevant ministries/ departments for incorporation of recovery preparedness issues</p> <p>1.3.3 Carry out lessons learned exercise on past disasters in high risk countries of the region</p> <p>1.3.4 Develop and incorporate recovery principles and guidelines into the national development planning process (national disaster management policy, strategy)</p> <p>1.3.5 Promote early recovery as a cross-cutting issue among all the IASC clusters at the country level in Nepal as has been envisaged in the global humanitarian reform</p> <p>1.3.6 Initiate a recovery preparedness planning process to produce a practical planning framework for urban local bodies to follow</p>	<p>1.3.1 MOPPW / DUDBC in coordination with MOLD/Focal Municipalities and IRP/UNDP</p> <p>1.3.2 MOPPW / DUDBC in coordination with Other line ministries and IRP/UNDP</p> <p>1.3.3 MOPPW / DUDBC in coordination with IRP/UNDP and regional project team</p> <p>1.3.4 MOPPW / DUDBC in coordination with MOHA and NPC</p> <p>1.3.5 MOPPW / DUDBC, MOHA and MOLD in coordination OCHA and other IASC members</p> <p>1.3.6 MOPPW / DUDBC, MOLD in coordination with NPC</p>	<p>51,004 IRP Japan</p>
<p>2009: Communities are made aware of seismic safe construction through demonstration with demonstrative construction of new and strengthening of existing building stock</p>	<p>1.4 Capacities of the government developed to implement national disaster management framework by supporting locally appropriate solutions for earthquake risk reduction proposed by Nepal</p> <p>1.4.1 Seismic safe construction / retrofitting of selected public buildings undertaken as a demonstration (1-3 buildings in each project municipality depending on availability of resources)</p> <p>1.4.2 Support provided to a national Emergency Operation Centre(EOC) (Nature and extent of support may be decided as per the availability of resources)</p>	<p>1.4.1 MOPPW / DUDBC in coordination with Focal Municipalities</p> <p>1.4.2 MOHA in coordination with MOPPW / DUDBC</p>	<p>309,656 Japanese and local consultants</p>

	Cost of Staff	Project Management Unit	125,100
	Monitoring & Evaluation (3%), Security (2%) and Communication and Advocacy (1%)	Project Management Unit	37,200
	Equipment	Project Management Unit	42,999
	International travel for regional meetings to Dhaka, Thimpu and Delhi	Project Management Unit	8,000
	Local travel	Project Management Unit	8,000
	Supplies	Project Management Unit	9,100
	Contractual Service-Companies	Project Management Unit	15,400
	Audio Visual & Print Prod Costs	Project Management Unit	9,000
	Rental & Maintenance - Premise	Project Management Unit	21,838
	Miscellaneous	Project Management Unit	23, 598
		Grand Total	760,000
	Programme Support		



Annual Work Plan

Nepal - Kathmandu

Award Id: 00047754

Award Title: Earthquake Risk Reduction & Recovery Preparedness Project

Year: 2007

Report Date: 10/10/2007

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget					
			Start	End		Fund	Donor	Budget Descr	Amount US\$		
00057599	Cap of govt, comm & local bodi	1. Earthquake risk vulnerab.			MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Companie	500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	325.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	500.00	
		2. Cap. devel.in earthq. risk			MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Companie	500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	325.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	465.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	2,000.00	
		3. Cap. devel.in disaster recd			MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	4,789.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71400	Contractual Services - Individ	3,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	2,000.00	
					UNDP (Direct Execution)	26930	JPN	72200	Equipment and Furniture	23,292.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	72500	Supplies	1,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	73100	Rental & Maintenance-Premises	1,000.00	
		4. Impl.of locally appropriate			MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	1,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	1,000.00	
					UNDP (Direct Execution)	26930	JPN	71600	Travel	1,500.00	
					UNDP (Direct Execution)	26930	JPN	74500	Miscellaneous Expenses	1,335.00	
					TOTAL						47,031.00
					GRAND TOTAL						47,031.00



Annual Work Plan

Nepal - Kathmandu

Award ID: 00047754

Report Date: 10/10/2007

Award Title: Earthquake Risk Reduction & Recovery Preparedness Project

Year: 2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget					
			Start	End		Fund	Donor	Budget Descr	Amount US\$		
00057599	Cap of govt. comm & local bodi	1. Earthquake risk, vulnerab;			MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	8,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	3,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Companie	1,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	5,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	2,880.00	
			2. Cap. devel.in earthq. risk			MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	6,000.00
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	6,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Companie	21,175.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	5,000.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	8,500.00	
			3. Cap.devel.in disaster rec			MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	6,500.00
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	3,500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Companie	20,554.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	2,500.00	
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	4,000.00	
	4. Impl.of locally appropriat			MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	34,000.00		
			MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	15,000.00			
			MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Companie	140,832.00			
			MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	3,500.00			
			MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	5,000.00			
	5. Programme support costs			MINISTRY OF PHYSICAL PLANN	26930	JPN	71400	Contractual Services - Individ	77,000.00		
			UNDP (Direct Execution)	26930	JPN	72200	Equipment and Furniture	19,707.00			
			MINISTRY OF PHYSICAL PLANN	26930	JPN	72500	Supplies	4,500.00			
			MINISTRY OF PHYSICAL PLANN	26930	UPU	73100	Rental & Maintenance-Premises	10,238.00			
			MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	8,000.00			
	5. Monit, communic.& secur			UNDP (Direct Execution)	26930	JPN	74500	Miscellaneous Expenses	4,854.00		
			MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	5,353.00			
			UNDP (Direct Execution)	26930	JPN	71600	Travel	8,000.00			
			UNDP (Direct Execution)	26930	JPN	74500	Miscellaneous Expenses	10,535.00			
									450,128.00		

TOTAL



Annual Work Plan

Nepal - Kathmandu

Award Id: 00047754

Award Title: Earthquake Risk Reduction & Recovery Preparedness Projec

GRAND TOTAL

Report Date: 10/10/2007

450,128.00



Annual Work Plan

Nepal - Kathmandu

Award Id: 00047754

Report Date: 10/10/2007

Award Title: Earthquake Risk Reduction & Recovery Preparedness Project

Year: 2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget						
			Start	End		Fund	Donor	Budget Descr	Amount US\$			
00057599	Cap of govt, comm & local bodi	1. Earthquake risk.vulnerab.			MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	500.00		
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	500.00		
					MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Company	3,045.00		
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	500.00		
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	1,500.00		
					MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	3,500.00		
		2. Cap. devel.in earthq. risk					MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	3,500.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Company	9,000.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	1,500.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	4,355.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	3,500.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	1,500.00
		3. Cap.devel.in disaster recd					MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Company	5,485.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	500.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	2,500.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	71300	Local Consultants	17,000.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	9,000.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Company	72,035.00
		4. Impl.of locally appropriate					MINISTRY OF PHYSICAL PLANN	26930	JPN	74200	Audio Visual&Print Prod Costs	1,500.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	5,000.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	71400	Contractual Services - Individ	50,100.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	71600	Travel	9,000.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	72100	Contractual Services-Company	15,400.00
							MINISTRY OF PHYSICAL PLANN	26930	JPN	72500	Supplies	3,600.00
5. Programme support costs					MINISTRY OF PHYSICAL PLANN	26930	JPN	73100	Rental & Maintenance-Premises	10,600.00		
					MINISTRY OF PHYSICAL PLANN	26930	JPN	74500	Miscellaneous Expenses	12,391.00		
					UNDP (Direct Execution)	26930	JPN	71600	Travel	7,022.00		
					UNDP (Direct Execution)	26930	JPN	74500	Miscellaneous Expenses	8,808.00		
TOTAL										262,841.00		



Annual Work Plan

Nepal - Kathmandu

Award Id: 00047754

Award Title: Earthquake Risk Reduction & Recovery Preparedness Projec

Report Date: 10/10/2007

GRAND TOTAL

262,841.00

Annual Work Plan

Award ID: 00047754

Award Title: Earthquake Risk Reduction and Recovery Preparedness Programme in Nepal

Year: 2007

Preparation Date: 14 September, 2007

Project ID	Output & Output indicators	Annual Target	Key Activities	Timeframe		Responsible Party	Planned Budget			
				Start Date	End Date		Fund	Donor	Budget Description	Amount US \$
57590	Output 1: Capacity of key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery	1.1.1 Personnel recruitment, office establishment and procurement of equipment completed and existing information on earthquake risk, and vulnerability of Selected Municipalities and capacities of Ministries of Physical Planning, Home Affairs and Local Development and Selected Municipalities collected	1.1.1 Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and communities Milestones/Deliverables: Q4: Project office established, Project staff recruitment completed, TOR of the consultants developed, and at least one meeting at the respective ministerial level and municipality level organized	1/9/2007	31/12/2007	MOPPW/DUDBC & MOLDA/Municipality	UNDP	JPN	71300 Local Consultant	500
				71600 Travel	500					
				72100 Contractual Services-Companies	500					
				74200 Audit Visual & Print Prod Costs	500					
				74500 Miscellaneous Expenses	325					
57590	Output 2: Capacity of key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery	2.1.1 Information on existing training plan and communities living in high risk areas of the respective municipalities and earthquake preparedness planning and safe knowledge of the safe construction practice using appropriate construction practice Milestones/Deliverables: Q4: TOR of the consultants developed and resistant construction guidelines for earthquake resistant construction reproduced and disseminated	2.1 Capacities of government institutions enhanced to adapt and implement and earthquake preparedness planning and safe construction practice using appropriate knowledge of the safe earthquake resistant construction guidelines Milestones/Deliverables: Q4: TOR of the consultants developed and resistant construction reproduced and disseminated	1/9/2007	31/12/2007	MOPPW/DUDBC & MOLDA/Municipality	UNDP	JPN	71300 Local Consultants	500
				71600 Travel	500					
				72100 Contractual Services- Companies	500					
				Audio Visual & Print Prod Costs	500					
				Miscellaneous Expenses	325					
57590	Output 3: Capacity of key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery	3.1.1 Existing recovery principles and guidelines at the national level collected	3.1 Capacity of the government strengthened in disaster recovery preparations to support enhanced recovery and operations in post disaster situations Milestones/Deliverables: Q4: At least one meeting with the different stakeholders working on disaster recovery sector organized	1/9/2007	31/12/2007	MOPPW/DUDBC & MOLDA/Municipality	UNDP	JPN	74500 Miscellaneous Expenses	465

Annual Work Plan

Award ID: 00047754

Award Title: Earthquake Risk Reduction and Recovery Preparedness Programme in Nepal

Year: 2008

Preparation Date: 14 September, 2007

Project ID	Output & Output indicators	Annual Target	Key Activities	Timeframe		Responsible Party	Planned Budget				
				Start Date	End Date		Fund	Donor	Budget Description	Amount US \$	
57500	Output 1: Capacity of key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery	3.1.1 Assessment of earthquake risk, and vulnerability of Selected Municipalities undertaken, printed and disseminated and capacities of Ministries of Physical Planning, Home Affairs and Local Development and Selected Municipalities undertaken	7.1 Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and communities. Milestones/Deliverables: Q1: Consultant recruited and at least one meeting at the respective ministerial level and municipality level organized Q2: Draft report submitted Q3 & 4: Draft report finalized and approved	1/1/2008	31/12/2008	MOPPW/DU/DBC & MOUJBA/Municipality	30000	JPN	71300 Local Consultant 71600 Travel 72100 Contractual Services-Companies 74200 Audit Visual & Print Prod Costs 74500 Miscellaneous Expenses	8,000 3,000 3,000 5,000 2880	
			2.1 Capacities of government institutions and communities living in high risk areas enhanced to adapt and implement earthquake preparedness planning and safe construction practice using appropriate earthquake resistant construction guidelines. Milestones/Deliverables: Q1: Earthquake safety specifications in the existing building codes guidelines reviewed Q2: Seismic vulnerability evaluation guidelines and tools for private and public buildings developed Q3: Earthquake resistant construction training and on the job training organized Q4: At least one workshop for dissemination of information on earthquake safety construction of the buildings at the central and municipality level organized	1/1/2008	31/12/2008	MOPPW/DU/DBC & MOUJBA/Municipality	30000	JPN	71300 Local Consultant 71600 Travel 72100 Contractual Services-Companies 74200 Audit Visual & Print Prod Costs 74500 Miscellaneous Expenses	6,000 6,000 71,475 5,000 8800	
			3.1.1 A post-earthquake recovery preparedness framework prepared for urban areas in Nepal	3.1 Capacity of the government strengthened in disaster recovery preparedness to support enhanced recovery operations in post disaster situations. Milestones/Deliverables: Q1: At least one workshop on recovery preparedness organized Q2: Lesson learnt exercise on past disaster in high risk countries of the region undertaken Q3: Recovery preparedness principles and guidelines into the national development planning process incorporated Q4: Recovery principles and guidelines disseminated	1/9/2008	31/12/2008	MOPPW/DU/DBC	30000	JPN	71300 Local Consultant 71600 Travel 72100 Contractual Services-Companies 74200 Audit Visual & Print Prod Costs 74500 Miscellaneous Expenses	6,500 3,500 20,564 2,500 4,000

4.1.1 Communities made aware of seismic safe construction through demonstration demonstration construction of new and strengthening of existing building stock	4.1.1 Capacities of the government developed to implement national disaster management frameworks by supporting locally appropriate solutions for earthquake risk reduction proposed by Nepal Milestones/Deliverables: Q1: Identification of public buildings for demonstration seismic safe construction/retrofitting completed Q2: Necessary materials, equipment and training for ECOC provided Q3&4: Atleast one seismic safe construction/retrofitting of selected public building for demonstration in each municipality undertaken	2008	31/12/2008	MICPPW/DL/DRC & MCLP/NA/Municipality	30000	JPN	71600 Local Consultant 71600 Travel 72100 Contractual Services Companies 74200 Audi Visual & Print Prod Costs 74500 Miscellaneous Expenses	31,000 15,000 140,850 35,000 5,000
5. Monitoring and Evaluation, Security and Communication and Advocacy Milestones/Deliverables: Q4: Monitoring and evaluation by the UNDP carried out	5. Monitoring and Evaluation, Security and Communication and Advocacy Milestones/Deliverables: Q4: Monitoring and evaluation by the UNDP carried out	2008	31/12/2008	UNDP	30000	JPN	71600 Travel 74500 Miscellaneous Expenses	8,000 10,533
6. Program Support	6. Program Support	2008	31/12/2008	MICPPW/DL/DRC	30000	JPN	73100 Contractual Services- Individual 74600 Travel 77200 Equipment and Furniture 77500 Supplies	72,000 5,000 147,700 4,500
Rental and Maintenance - Premise	Rental and Maintenance - Premise	2008		MICPPW/DL/DRC	30000	JPN	73100 Rental & Maintenance-Premises	10,238
Audio Visual & Print Prod Costs	Audio Visual & Print Prod Costs	2008		MICPPW/DL/DRC	30000	JPN	74200 Audio Visual & Print Prod Costs	8,000
Miscellaneous Expenses	Miscellaneous Expenses	2008		UNDP	30000	JPN	74500 Miscellaneous Expenses	4,850
Miscellaneous Expenses	Miscellaneous Expenses	2008		MICPPW/DL/DRC	50000	JPN	74500 Miscellaneous Expenses	5,350
Total:	Total:							450,128.00

Annual Work Plan

00047754

Earthquake Risk Reduction and Recovery Preparedness Programme in Nepal

Preparation Date: 14 September, 2007

Award ID:

Award Title:

Year:

2009

Project ID	Output & Output indicators	Annual Target	Key Activities	Timeframe		Responsible Party	Planned Budget			
				Start Date	End Date		Fund	Donor	Budget Description	Amount US \$
57599	Output 1: Capacity of key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery	1.1.1 Capacities of Ministries of Physical Planning, Home Affairs and Local Development and Selected Municipalities on assessment of the earthquake risk and vulnerability enhanced	1.1 Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and communities. Milestones/Deliverables: Q1: Workshop on final report of the municipality level earthquake risk vulnerability assessment to the different stakeholders organized. Q2: Final report to the different stakeholders circulated.	1:1/2009	31:05/2009	MO/PPW/DU/DBC & MO/LEDA/Municipality	30000	JPN	71300 Local Consultant	500
				71600 Travel	500					
				72100 Contractual Services-Companies	3,015					
				74200 Audit Visual & Print Prod Costs	500					
				74500 Miscellaneous Expenses	1,500					
	2.1.1 All key stakeholders involved in the chain of construction practice have greater knowledge of safe construction practice using appropriate earthquake resistant construction guidelines	2.1 Capacities of government institutions and communities living in high risk areas enhanced to adapt and implement earthquake preparedness planning and safe construction practice using appropriate earthquake resistant construction guidelines. Milestones/Deliverables: Q1 & Q2: Relevant stakeholders related to town development and earthquake safe construction and their implementation sensitized.	1:1/2009	31:05/2009	MO/PPW/DU/DBC & MO/LEDA/Municipality	30000	JPN	71300 Local Consultant	3,500	
			71600 Travel	3,500						
			72100 Contractual Services-Companies	5,000						
			74200 Audit Visual & Print Prod Costs	1,500						
			74500 Miscellaneous Expenses	4,555						
	3.1.1 A post-earthquake recovery preparedness framework prepared for urban areas in Nepal	3.1 Capacity of the government strengthened in disaster recovery preparedness to support enhanced recovery operations in post disaster situations. Milestones/Deliverables: Q1 & Q2: Recovery preparedness principles and guidelines incorporated to the national development planning process	1:1/2009	31:05/2009	MO/PPW/DU/DBC & MO/LEDA/Municipality	30000	JPN	71300 Local Consultant	3,500	
			71600 Travel	1,500						
			72100 Contractual Services-Companies	3,485						
			74200 Audit Visual & Print Prod Costs	500						
			74500 Miscellaneous Expenses	2,500						

<p>4.1.1 Public and private buildings with seismic safe construction by number of the municipality and neighboring increased and disaster related information at the national level easily accessed</p>	<p>4.1.1 Capacities of the government developed to implement national disaster management framework by supporting locally appropriate solutions for earthquake risk reduction proposed by Nepal Milestones/Deliverables: Q1: EOC's efficiency increased Q2: Seismic safe construction/retrofitting of selected public building for demonstration completed</p>	<p>1.1.2008</p>	<p>31/5/2009</p>	<p>MOFPW/DL/DBC, AKSP/Municipality and MA/ILA</p>	<p>30000</p>	<p>JPN</p>	<p>71000 71000 72100 74200 74500</p>	<p>Law firm consultant Travel Contractual Services-Companies Audit Visit & Travel Costs Miscellaneous Expenses</p>	<p>17,000 9,000 72,000 1,800 5,000</p>
<p>5. Monitoring and Evaluation, Security and Communication and Advocacy Milestones/Deliverables: Q4: Monitoring and evaluation by the UNDP carried out</p>	<p>5. Monitoring and Evaluation, Security and Advocacy Milestones/Deliverables: Q4: Monitoring and evaluation by the UNDP carried out</p>	<p>1/1/2009</p>	<p>31/5/2009</p>	<p>UNDP</p>	<p>30000</p>	<p>JPN</p>	<p>71000 74500</p>	<p>Travel Miscellaneous Expenses</p>	<p>7,025 8,808</p>
<p>6. Program Support Contractual Service Travel Equipment and Furniture Supplies Rental and Maintenance - Premise Miscellaneous Expenses Total:</p>	<p>6. Program Support Contractual Service Travel Equipment and Furniture Supplies Rental and Maintenance - Premise Miscellaneous Expenses Total:</p>	<p>1/1/2009</p>	<p>31/5/2009</p>	<p>MOFPW/DL/DBC MOFPW/DL/DBC MOFPW/DL/DBC MOFPW/DL/DBC MOFPW/DL/DBC MOFPW/DL/DBC</p>	<p>30000 30000 30000 30000 30000 30000</p>	<p>JPN JPN JPN JPN JPN JPN</p>	<p>71400 71600 72100 72500 73100 74500</p>	<p>Contractual Services-Individual Travel Contractual Services - Companies Supplies Rental & Maintenance-Premises Miscellaneous Expenses</p>	<p>50,100 9,000 15,400 3,600 10,600 12,391 262,841.00</p>

The Annual Work Plan (AWP) Monitoring Tool

Year 2007-09

CP Component: Energy and Environment, and Disaster Management
 Implementing Partner: Ministry of Physical Planning and Works (MOPPW), GoN

EXPECTED OUTPUTS AND INDICATORS including annual targets	PLANNED ACTIVITIES <i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i>	EXPENDITURES <i>List actual expenditures against activities completed</i>	RESULTS OF ACTIVITIES <i>For each activity, state the results of the activity</i>	PROGRESS TOWARDS ACHIEVING OUTPUTS Using data on annual indicator targets, state progress towards achieving the CP outputs. Where relevant, comment on factors that facilitated and/or constrained achievement of results including: <ul style="list-style-type: none"> ▪ <i>Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerged</i> ▪ <i>Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues</i>
PROJECT OUTPUT Capacity of key line ministries, local bodies, civil societies and urban/rural communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery				
ACTIVITY 1: Earthquake risk, vulnerability and capacity assessment conducted in the project areas, especially from gender and poverty perspective, to support the government and	1.1.1 Assessment of seismic vulnerability of the building stock (public constructions like schools, hospitals, etc. and private housings) 1.1.2 Review of the impact of settlement pattern, land use practice and options in high risk areas and review of livelihood			

<p>communities</p> <p>INDICATOR 1.1 WITH TARGET FOR THE YEAR: Municipality level earthquake risk and vulnerability assessment documents prepared.</p> <p>INDICATOR 1.2 WITH TARGET FOR THE YEAR Central and municipality level capacity assessment document prepared.</p>	<p>1.1.3</p>	<p>and socioeconomic condition in relation to earthquake hazards</p> <p>Review of the existing governmental and municipal policies on earthquake preparedness and response.</p>			
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<p>ACTIVITY 2: Capacities of government institutions and communities living in high risk areas enhanced to adapt and implement earthquake preparedness planning and safe construction practice using appropriate earthquake resistant construction guidelines</p> <p>INDICATOR 2.1WITH TARGET FOR THE YEAR: Earthquake safety specifications in building codes or guidelines upgraded</p> <p>INDICATOR 2.2WITH TARGET FOR THE YEAR: Stakeholders like Architects and Civil/structural engineers (including Municipal engineers) given institutionalised training</p> <p>INDICATOR 2.3WITH TARGET FOR THE YEAR: Key stakeholders like Urban policy makers, Municipal engineers in housing department, Key municipal departments like Town planning, Electricity, Telephone, Water supply & sanitation and so on sensitised on earthquake safe construction, town development and their implementation</p>	<p>1.2.1 Review and upgrading of specific earthquake safety specifications in building codes or guidelines already present in Nepal and develop seismic vulnerability evaluation guidelines and tools for private and public buildings (for pre disaster vulnerability and post disaster damage assessment). 1.2.2 Institutional professional training on earthquake resistant construction and On the job training on low cost and relative simplicity of earthquake safe construction to key construction related stakeholders like architects, engineers, overseers, masons, etc. 1.2.3 Sensitization to relevant stakeholders like municipality level policy makers, political representatives, builder/contractor associations, material suppliers etc. on town development, earthquake safe construction and their implementation and Public Education and Awareness (PEA) on low cost and benefits of earthquake safe construction to potential and current house owners, school/hospital managers, factory owners, hotel association members, shopping complex owners, Cinema theatres/auditorium and other corporate sector members having large structures as their fixed assets 1.2.4 Undertake capacity building for land use planning from the perspective of earthquake risk reduction and recovery preparedness through appropriate training / sensitization to municipal officials and political representatives</p>	
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INDICATOR 2.4 WITH

TARGET FOR THE YEAR:

Training imparted on technical and administrative issues of building code implementation and MOPPW's application format for building permission to the following stakeholders:-

- Architects
- Civil/structural engineers
- Contractors
- Masons

INDICATOR 2.5 WITH

TARGET FOR THE YEAR:

MOPPW's building guidelines for earthquake resistant construction disseminated to the following stakeholders:-

- Potential and current house owners,
- School/hospital managers,
- Factory owners,
- Hotel association members,
- Shopping complex owners,
- Corporate sector members having large structures as their fixed assets,
- Chambers of commerce & industry.

<p>ACTIVITY 3: Capacity of the government strengthened in disaster recovery preparedness to support enhanced recovery operations in post disaster situations</p>	<p>1.3.1 Conduct Central and municipality level consultations (workshops and seminar) on recovery preparedness</p> <p>1.3.2 Undertake Sector wise analysis with the relevant ministries/ departments for incorporation of recovery preparedness issues</p> <p>1.3.3 Carry out lessons learned exercise on past disasters in high risk countries of the region</p> <p>1.3.4 Develop and incorporate recovery principles and guidelines into the national development planning process (national disaster management policy, strategy)</p> <p>1.3.5 Promote early recovery as a cross-cutting issue among all the IASC clusters at the country level in Nepal as has been envisaged in the global humanitarian reform</p> <p>1.3.6 Initiate a recovery preparedness planning process to produce a practical planning framework for urban local bodies to follow</p>	
<p>INDICATOR 3.1 WITH TARGET FOR THE YEAR: Key infrastructure related ministries and departments have higher capacities in early recovery preparedness</p>		
<p>INDICATOR 3.2 WITH TARGET FOR THE YEAR: Strengthening of early recovery as a cross-cutting in the IASC clusters at the country level</p>		
<p>INDICATOR 3.3 WITH TARGET FOR THE YEAR: Recovery preparedness planning framework prepared for urban local bodies</p>		

<p>ACTIVITY 4: Capacities of the government developed to implement national disaster management framework by supporting locally appropriate solutions for earthquake risk reduction proposed by Nepal</p>	<p>1.4.1 Seismic safe construction / retrofitting of selected public buildings undertaken as a demonstration (1-3 buildings in each project municipality depending on availability of resources)</p>		
<p>INDICATOR 4.1WITH TARGET FOR THE YEAR No. of demonstrative earthquake safe buildings constructed</p>	<p>1.4.2 Support provided to a national Emergency Operation Centre(EOC) (Nature and extent of support may be decided as per the availability of resources)</p>		
<p>INDICATOR 4.2WITH TARGET FOR THE YEAR No. of selected public buildings retrofitted</p>			
<p>INDICATOR 4.3WITH TARGET FOR THE YEAR National Emergency Operation Center in MoHA strengthened.</p>			

Proposal Id: 00047754

Award Title: Earthquake Risk Reduction and Recovery Preparedness Programme for Nepal

Year:

Quarter:

Date:

Risk Log

ID	Type	Date Identified / Author	Description	Comments	Status	Status Change Date	Owner
	Political	July 07 / Project Formulation Team	Volatility of the field situation due to the constituent assembly polls slated for 22 November 07	The constituent assembly polls have already been postponed from their earlier scheduled in June 07 and hence the same remains a sensitive issue in the present country context	The situation specially in the Southern plains of Nepal remain politically sensitive currently	-	Project Executive / National Programme Manager
	Organizational	July 07 / Project Formulation Team	Since this project involves more than one ministry, a high level of coordination between the partners is required for ensuring the project outputs	The involvement of three ministries in the same project is a rare engagement for UNDP Nepal and hence the opportunity of gaining from all their expertise must be fully realized	All the ministries mentioned in the project document, including the Ministry of Finance has been an integral part of the project formulation team	-	Project Executive / National Programme Manager
	Security	July 07 / Project Formulation Team	Social unrest, especially in the Southern plains (Terai region) of Nepal. At the beginning of project implementation, a thorough risk assessment will be conducted. After the whole project team is on board, they will be given training on crisis readiness, SOPs, contingency planning and overall risk management	-	Regular disruptions of normal life are currently taking place and the same may continue or escalate as the election dates come nearer.	-	Project Executive / National Programme Manager

Operational	July 07 / Project Formulation Team	Frequent changes within the bureaucracy could hamper project implementation	-	Frequent changes are being observed even more at the field level owing to the sensitivities of the origins of officials vis-à-vis their duty in light of the demands for regional autonomy	-	Project Executive / National Programme Manager
Financial	July 07 / Project Formulation Team	Devaluation of the US Dollar with respect to the Nepalese Rupees (NPR)	Contractual commitments made in Nepalese Rupees could cause budget deficits due to the falling USD	There has been a change in the value of the USD by over NPR 9 over the last one year	-	Project Executive / National Programme Manager
Environmental	July 07 / Project Formulation Team	Impact of natural hazards	Floods and landslides are an annual phenomenon in Nepal especially during the monsoon months. Earthquakes are a perennial risk that is also happens to be the basic justification for	Few cases of losses due to landslides and floods in the current monsoon period has emerged	-	Project Executive / National Programme Manager

Proposal Id: 00047754

Award Title: Earthquake Risk Reduction and Recovery Preparedness Programme for Nepal

Year:

Quarter:

Date:

Issue Log

ID	Type	Date identified	Description and Comments	Status	Status change date	Author
	This project is being covering two country programming periods (2002-07 and 2008-10) of UNDP Nepal	July 07	UNDP Nepal's Country Programme Document and CPAP will start from 2008 and hence there may be some realignment required in the middle of the project	-	-	Project Formulation Team
	Proper alignment with the work plans of the other countries in the region covered under this programme	July 07	This being a multi-country project and also having a regional component, proper synergies have to be maintained with the project implementation of the other COs	-	-	Project Formulation Team

Annex:

<i>Outcome Board</i>			
<i>Chair</i>	<i>Government of Nepal</i>	<i>Donor</i>	<i>UNDP</i>
Secretary, Ministry of Home Affairs, GoN	Joint Secretary, Ministry of Home Affairs; Joint Secretary, Ministry of Physical Planning and Works; Joint Secretary, Ministry of Local Development Representative, Ministry of Finance	Senior level Representative	Deputy Resident Representative , Programmes Regional Project Coordinator

P.N.: The outcome board will be finalized on the basis of the UNDP Nepal's Country Programme Action Plan (CPAP) for 2008-10 that is proposed to be developed by the end of 2007.

Minutes of the Meeting (Draft)
Of
Project Appraisal Committee (PAC)
For
Earthquake Risk Reduction and Recovery Preparedness Programme
For Nepal (ERRRPPN) (NEP/07/010) Project
Date: 16 August 2007
Venue: UNDP Nepal Conference Room

List of the Participants:

1. Mr. Vijaya Singh, Assistant Resident Representative, Environment, Energy and Disaster Risk Reduction (EEDRR) Unit, UNDP
2. Mr. Pratap Kumar Pathak, Joint Secretary, Ministry of Home Affairs, GoN
3. Mr. Kishore Thapa, Joint Secretary, Ministry of Physical Planning and Works, GoN
4. Mr. Som Lal Subedi, Joint Secretary, Ministry of Local Development, GoN
5. Mr. Jagananth Adhikari, Program Director, National Planning Commission Secretariat, GoN
6. Mr. Krishna Bahadur Bohara, Section Officer, Ministry of Finance, GoN
7. Mr. Mitsuo Shimada, Second Secretary, Embassy of Japan
8. Mr. Yusuke Tsumori, Assistant Resident Representative, JICA Nepal
9. Mr. Kailash Man Pradhan, Program Manager, Embassy of Japan
10. Mr. Mikio Yamamoto, Senior Volunteer, JICA Nepal
11. Mr. Sourab Rana, Program Officer, JICA Nepal
12. Mr. Erik Kjaergaard, Technical Officer, WHO
13. Ms. Aditee Maskey, National Coordination officer, OCIA
14. Mr. Rajendra Shakya, Programme Officer, UNICEF
15. Mr. Amod Mani Dixit, Executive Director, National Society for Earthquake Technology-Nepal
16. Mr. Umesh Dhakal, Executive Director, Nepal Red Cross Society
17. Mr. Jiba Raj Pokharel, President, National Centre for Disaster Management
18. Mr. Arun Dhoj Adhikary, Head, UNDP Field Offices
19. Ms. Heather Bryant, Monitoring & Evaluation Officer, UNDP
20. Ms. Sangita Khadka, Development Communications Officer, UNDP
21. Mr. R.A. Siddique, Local Governance Officer, UNDP
22. Mr. Rahul Sengupta, Disaster Management Specialist, UNDP

Introduction:

Mr. Vijaya Singh ARR, EEDRR Unit, UNDP chairing the meeting, commenced the proceedings by welcoming all the members of the Project Appraisal Committee (PAC) on Earthquake Risk Reduction and Recovery Preparedness Programme for Nepal (ERRRPPN) Project (NEP/ 07/ 010). After a round of introductions of the participants he explained that the discussions and recommendations made in this meeting will form the basis for the finalization of the project document of the said project. Hence, he requested all the PAC members to please give their views on the same towards the endorsement of the project document.

Mr. Singh then requested Mr. Rahul Sengupta, Disaster Management Specialist to make the overall presentation of the ERRRPPN project on behalf of the project formulation team.

Presentation:

Mr. Sengupta made a presentation of the project outlining its goal, objectives, outputs, activities and management arrangement as laid down in the project document. He also highlighted the roles and responsibilities of the implementing partners. He proposed a list of potential municipalities from which one from each development region would have to be selected in this PAC meeting. He mentioned that this draft project document has been developed by a project formulation team comprising members from Ministry of Home Affairs, (MOHA), Ministry of Physical Planning and Works (MOPPW), Ministry of Local Development (MOLD) of the Government of Nepal and UNDP Nepal. The team has also consulted with UNCRD Japan which is also shortly initiating a project on building code implementation in Nepal, to ensure the synergies between these initiatives.

After the presentation, the floor was opened for questions, comments and suggestions from the PAC members. The following were the views expressed by the different PAC members along with the relevant clarifications given by the Project Formulation Team:-

Ministry of Home Affairs (MOHA):

Joint secretary, MoHA Mr. Pathak recommended the incorporation of the issues of sustainability of the project at the municipality level, into the project document. He also suggested that some relevant members from the corporate sector and subject area specialists to be included in the project executive board.

Clarifications:

It was mentioned that the issue of sustainability will be led by the government and the project will work closely with the municipality to provide all possible support with regard to the same within its time and

budgetary constraints. The project executive board may be expanded as per UNDP's new Results Management Guide (RMG) that is globally the main guidelines that UNDP follows for programming.

Ministry of Local Development (MOLD):

Joint secretary, MoLD Mr. Subedi mentioned that the project document should clarify about the incentives to the municipalities from this project. He suggested that the project should not put a lot of work pressure on the staff of local bodies. He further suggested that this project should ensure the technology transfer to the municipalities and support to the local community. Apart from the above, there should be an additional activity incorporated for greater awareness on earthquake risk reduction for the local political representatives in order to get their support for the smooth implementation of the project. The importance of this exercise has been seen in the implementation of the building code in Lalitpur municipality.

Clarifications:

It was clarified that the project document has incorporated the recently received inputs from MOLD incentives for municipalities in its relevant sections that can be viewed in the latest circulated draft. It was also mentioned that technology transfer would be one of the main results that this project will contribute to, especially through the Japanese and national consultants that will be working with the municipal level technical staff. Awareness generation among political representatives may be considered under the activities mentioned under outputs 2 and 3 on capacity development on earthquake risk reduction and recovery preparedness respectively.

JICA:

Mr. Rana raised the question as to why there is no other municipality except Pokhara sub-metropolis proposed in the western region for the implementation of this project unlike the case in other development regions.

Clarifications:

It was clarified that the municipalities mentioned in the current draft are only suggestive and the members are welcome to recommend any of the other municipalities based on the selection criteria given in the project document.

NSET:

Mr. Dixit mentioned that the project was a little ambitious in respect to the activities vis-à-vis budget allocation, and suggested to address the mismatch between the activities and the budget foreseen for

the activities. He also remarked that USD 70,000.00 for retrofitting/demonstrative construction of 1-3 buildings in each municipality is insufficient and hence asked the floor, if the Government of Nepal could allocate some additional funds for this project to supplement this grant support from the Government of Japan.

Mr. Dixit also suggested to incorporate the experience and lessons learnt on earthquake risk reduction from the other projects that were already implemented in Dharan, Banepa and other municipalities to enrich this project. He further commented that the awareness raising component is very important for this project. Since the entire country falls under a high seismic vulnerability zone, he suggested that the basis criteria for selection of the target municipalities, in addition to geological vulnerability, density of population, scale and pattern of growths etc., should be in terms of the capacity of the selected municipality to implement the project and institutionalize the knowledge gained from it. He also mentioned that a risk assessment should always be followed by an action planning for earthquake risk management including incorporation of the earthquake risk management initiatives into the municipal annual plans. He also mentioned that the demonstration of earthquake safety should be preferably undertaken in public buildings.

Clarification:

It was clarified that the funding decisions were beyond the purview of the Project Formulation Team that is presenting the project document to the committee. It was noted that there has been very limited funds in this sector of pre-disaster risk reduction, especially in earthquake related initiatives. Hence the amount of USD 800,000.00 can be considered as a substantial financial commitment from the Government of Japan to initiate some work in this area. It was mentioned that the figures given in the project document here are flexible to a certain extent and will be finalized once the project team prepares its year wise work plan as the first activity of the project implementation process. It was clarified that USD 70,000.00 may be a small allocation for 1-3 buildings in a municipality, however as mentioned earlier even within DRR, retrofitting has been an extremely neglected area when it came to technology adoption. This has been especially evident from NSET/WHO's own work on the vulnerability assessment of major health infrastructure in Nepal. Despite the quality of the assessment and continuous advocacy by both NSET and WHO among others, there has been very low interest shown by the donors to invest in this area. Hence it was submitted that USD 70,000/- for each of the selected municipality could be considered as a good beginning for this area. Mr. Dixit's request for additional support to supplement the already committed funding was welcomed by the Project Formulation Team. His suggestion of using the lessons learnt from other municipality based projects was fully agreed and it was mentioned that the MoLD which has the overall inter-municipality coordination mandate will be able to bring that learning to the project. It was further mentioned that as

stated under output 2 and 3, awareness generation would be given appropriate emphasis to support the project's other initiatives for risk reduction and recovery preparedness. Regarding the selection of municipalities, it was agreed that the absorption capacity of the municipalities will also be considered, especially as per MOLD's views during the selection of the same (please refer to the section on selection on municipalities given later in these minutes). It was classified that as mentioned in the project document, public buildings will be given preference for the retrofitting and demonstrative constructions.

Embassy of Japan:

Second Secretary, Mr. Shimada suggested that the project should spend the available funds judiciously. He further suggested to incorporate the learnings from the historical achievements made by other municipalities like Kathmandu and Lalitpur on earthquake risk reduction. Another important issue he raised was on making all the results of the project at the end of the two-year project period very visible and result oriented with practical target. Further, he suggested that it would be better to re-examine the requirement of individual municipality once again so that the available fund could be distributed to the selected municipalities effectively based on their genuine requirement and plan of action, if needed. He also highlighted that the project should have a comprehensive set of activities not only to improve five local level program, but also to achieve some result on national as well as international level. He also suggested that there should be a strategy to make sure that the end beneficiary i.e. the community, is aware of how they would benefit from this project. He also mentioned that the Government of Japan is very interested in this project and will be closely watching the progress of this project in Nepal as in other programme countries in the SAARC region.

Clarification:

The project formulation team assured Mr. Shimada that the project will be utilizing the given funds in the most efficient manner. It was mentioned that the implementation partner, Ministry of Physical Planning and Works has not only provided the office premises for the project, it has also committed to depute both the National Programme Director and National Programme Manager from the Ministry and its Department of Urban Development and Building Construction (DUDBC) respectively. The same would form the leadership of the project management unit. Hence the project is trying its best to save as much programme funds as possible to increase its overall impact within the given funds. In this context, forthcoming workshop, supposed to be organized by the UNDP, may be an appropriate platform for discussion and accommodation of their experiences and requirement to transform it into a project action plan. Moreover the project will follow UNDP's global Result Management Guide which is the main programming guidelines for UNDP. It was also mentioned that from the day one of the

project formulation, MoHA, MoPPW, MoLD and UNDP have been working together with a view to ensure that the project has very tangible outputs only. As per the format of the project's Results and Resources Framework included in the project document, the indicative activities have been given therein. The same will be elaborated in the work plan that the Project Management Unit will be preparing. Moreover all efforts would be made to ensure that the community is aware of how this project will be benefiting them. Towards this end, UNDP Nepal has made a standard budget allocation that has been reflected in the Results and Resources Framework of the project and UNDP's Development Communication Officer who specializes in this field will be guiding the project to ensure this information dissemination to and comprehension by the community.

WHO:

Mr. Kjaergaard pointed out the vulnerable situation of the hospital buildings in Kathmandu valley that may seriously affect the health related coping mechanism in the aftermath of an earthquake. Therefore, he proposed that the committee should consider choosing Teaching Hospital for one of the low-cost interventions (below USD 100,000) that would make a real difference to the health system in Nepal.

He also enquired on what would be the expectations of this project from the Ministry of Health and Population and WHO with regard to its implementation.

Clarification:

The project formulation team acknowledged the fact that the health infrastructure in the Kathmandu Valley is extremely vulnerable and would be under pressure in the aftermath of an earthquake. However, it was clarified that the choice of infrastructures will be made by later during the implementation of the project through wider consultation with key central and local level stakeholders within the budgetary constraints of the project. The Project Formulation Team also mentioned that the project will be especially consulting with MoHP and WHO on various issues of project implementation like on the selection of health related infrastructure itself that would be selected for retrofitting or demonstrative construction. With regard to the municipality level activities also, the District Public Health Office (DPHO) in the respective districts will be consulted as required during the implementation of the project. The same process will be followed in the case of education related infrastructure where Ministry of Education and Sports (along with its district counterparts) and UNICEF would be involved.

NCDM:

Dr. Pokharel suggested to incorporate the incentives for the socio-economically deprived community like women headed households, dalits etc. in the project document including an allocation of seed

money for the municipality for the same. He highlighted the need for supplementing the retrofitting or demonstrative low cost earthquake resistant construction of public buildings with the same in private housing. He mentioned that there are many indigenous technologies of earthquake resistant construction and retrofitting promoted by NSET and the Center for Disaster Studies, Institute of Engineering that could be piloted in this project. He also suggested that different technologies like early warning system through snakes and development of the city core areas could also be explored within the framework of this project. He also reemphasized on some form of involvement in the project of the other municipalities situated in the vicinity of the municipalities selected under the project.

Clarification:

It was clarified that as mentioned in the relevant section of the project document, gender and social inclusion will be one of the guiding principles of this project and the socially excluded section of the society would be given preference wherever possible. It was mentioned that a practical problem in including private housing in pilot demonstrations is that it is extremely difficult to make a choice of the households and hence public buildings are the preferred choice for the demonstrations. However the project management unit will review and see if other initiatives, like promotion of low cost earthquake safety measures in sub-urban areas near the municipalities selected under the project, could also be included within the technical and budgetary mandates of the project.

Selection of the Municipalities:

The Project Appraisal Committee reviewed the municipalities in view of the suggested selection criteria and the following municipalities were unanimously selected in the five development regions of Nepal respectively:-

Central region:	Hetauda municipality
Eastern region:	Biratnagar sub-metropolis
Western region:	Pokhara sub-metropolis (including the transferring of the technology to the technical staff of the adjoining Lekhanath municipality)
Mid-West region:	Birendranagar municipality
Far-West region:	Dhangadi municipality

Conclusion:

Mr. Vijaya Singh concluded the meeting by summarizing the following points that emerged from the discussion:-

1. Considering the suggestions made by different members of PAC, this project should have a strong demonstrative effect for the public organizations, local community, project target municipalities and ones adjoining them.
2. There is an acknowledgement for what have been done by different projects in different urban areas of Nepal in the past and this project will capitalize the positive results from them for a greater demonstrative impact.
3. As suggested by the PAC members, the activities of the project should not be too ambitious but still as comprehensive as possible and the relevant activities will be accordingly modified wherever possible.

Mr. Singh informed the committee members that the minutes of this meeting will be circulated to all the members of the PAC and the comments incorporated into the project document to the extent possible. Lastly, he thanked all the members of the PAC for their valuable comments and suggestion that will help in better implementation of the project and subsequently brought the meeting to a close.



Government of Nepal

Tel. No.: {4257037
4257000

MINISTRY OF FINANCE
Singhdubor
KATHMANDU, NEPAL

July 24, 2007

Mr. Matthew Kahane
Resident Representative
UNDP, Pulchowak

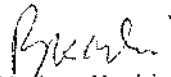
Subject: Earthquake Risk Reduction and Recovery Preparedness Program in Nepal

Dear Mr. Kahane,

As you may be aware, the Government and UNDP are working together for the implementation of above mentioned program in Nepal. By this letter, we would like to request you to secure necessary funding for the said program at your earliest.

With best regards,

Yours sincerely,


Bhuban Karki
Under Secretary

cc: Ministry of Physical Planning and Works