

Table 1: Results Framework

UNDAF Outcome(s) C4: Risks of natural hazards to rural & urban livelihoods & infrastructure reduced.

UNDAF indicator (s): Development programs related to livelihood & infrastructure incorporate management of natural hazard risks

CPAP Output: Capacities of key ministries, local bodies, CSOs and communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery in selected districts

UNDAF (or other relevant framework) Outcome							
Joint Programme Outcome (if different from UNDAF Outcome), including corresponding indicators and baselines							
JP Output Indicators	Participating UN organization-specific Outputs	Participating UN organization	Participating UN organization corporate priority	Implementing Partner	Indicative activities for each Output	Resource allocation and indicative time frame	
						Y1 (2008) Y2 (2009) Y3 (2010) Y4 (2011) Total	
Number of DoA officers trained; incorporation of new roles and responsibilities in the organisational document; administrative and technical support within the MoAC and DoA established for supporting climate change adaptation and DRM at the district level; participation of DoA officers in the NAPA development process; PoA developed and adopted by DoA; Number of farmer groups empowered to understand disaster impacts	Output 1: Enhancing technical capacity within DoA for Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) in Agriculture	FAO	Raise levels of nutrition, improve agricultural productivity, better the lives of rural populations & contribute to the growth of the world economy	MoAC	1) Establishment of inter-departmental technical project implementation task groups 2) Participation of district level task group in national level training programme 3) District level ToT training 4) Training need assessment and ToT training programme on hazard and vulnerability analysis in selected pilot districts 5) Training on community mobilization, adaptation and DRM planning 5) Regional training participation by district DoA officers 6) Field trip within Nepal for mutual learning and exchange of good practices 7) Field trip to Bangladesh to learn from LACC project	48,939 95,000 41,000	1,84,939
		UNDP	Contribute to sustainable development through efficient use of natural resources & management of environment service; reduce vulnerability to disaster risks; & develop resilience to climate change impacts			31,500	31,500
Total						48,939 1,26,500 41,000	2,16,439

<p>Customized early warning products for DRM available to the farmers in selected districts; the district DoA staff are trained to interpret and prepare impact outlooks; at least two district level met observation strengthened; disaster data exchange capability enhanced; at least 3 community level seed storage structure established.</p>	<p>Output 2: Strengthening basic support services for Climate Change Adaptation and Disaster Risk Management (DRM) in Agriculture sector in two selected pilot districts.</p>	<p>FAO</p>	<p>Raise levels of nutrition, improve agricultural productivity, better the lives of rural populations & contribute to the growth of the world economy</p>	<p>MoAC</p>	<p>1) Evaluation of early warning and weather/climate forecast products at the district level. 2) Evaluation of training modules & e-learning tools on climate change adaptation & disaster preparedness & training the district level DoA staff 3) Assessment of data gaps & strengthening met observation network at the pilot districts 4) Assessment and building of disaster impact data base management system 5) Facilitate & set up end to end data exchange in the districts' 6) Seed supply & storage system at district level 7) Training need assessment & training to district agriculture office & private seed suppliers</p>	<p>13,201</p>	<p>45,000</p>	<p>21,000</p>	<p>1,500</p>	<p>79,201</p>
<p>Total</p>		<p>UNDP</p>	<p>Contribute to sustainable development through efficient use of natural resources & management of environment service; reduce vulnerability to disaster risks; & develop resilience to climate change impacts</p>			<p>13,201</p>	<p>62,000</p>	<p>30,000</p>	<p>1,500</p>	<p>1,06,701</p>

<p>A list of detailed description of good practices of adaptation completed, potential adaptation options suggested in the NAPA document, Number of field demonstrations conducted, number of farmers (including women farmers) and farmer organisations participated in the demonstrations.</p>	<p>Output-3: Demonstration of prioritized location specific technologies for climate change adaptation (CCA) and disaster risk management (DRM) with the agriculture sector through a participatory learning by doing process at district and community level</p>	<p>FAO</p>	<p>Raise-levels-of-nutrition, improve agricultural productivity, better the lives of rural populations & contribute to the growth of the world economy</p>	<p>MoA</p>	<p>1) Baseline study 2) Development of good practice data base 3) Social mobilization process 4) On-farm pilot demonstrations</p>	<p>37,500</p>	<p>1,10,000</p>	<p>35,000</p>	<p>7,000</p>	<p>1,82,500</p>
<p>Total</p>					<p>37,500</p>	<p>1,79,000</p>	<p>66,500</p>	<p>7,000</p>	<p>2,90,000</p>	

Participating UN-Agency	Output-1	Output 2	Output 3	Output 4	Total	Remarks
FAO (TCP)	1, 84, 939	79, 201	1, 82, 500	23, 360	4, 70, 000	
UNDP-FAO (JP)	31, 500	27, 500	1, 07, 500	57, 000	2, 23, 500	
FAO Overhead (13% for the JP)	4, 095	3, 575	13, 975	7, 410	29, 055	Total UNDP contribution including overheads
Total	220, 534	1, 10, 276	3, 03, 975	87, 770	7, 22, 555	

6. Management and Coordination Arrangements

The Food and Agriculture Organization of the United Nations (FAO) is the managing agent of this joint programme. The joint programme will be nationally executed under the overall coordination of the Ministry of Agriculture and Cooperatives (MoAC) with the technical coordination of FAO-Nepal and Lead Technical Unit in FAO headquarters. The MoAC, UNDP and FAO will be included in the steering committee & will be the signatories of the Joint Programme. The project steering committee established under the FAO-TCP programme, which includes UNDP, will function as a Joint Programme Steering Committee (JPSC) and responsible for major decisions on project coordination and administration. The Government will provide logistic and administrative support to FAO missions and meetings and will make arrangements for the clearance of experts, custom clearance of equipment and local purchase of project equipment.

UNDP will provide specific technical support to the joint programme in line with the recently developed National Strategy for Disaster Risk Management in Nepal. UNDP will establish the linkage among the focal desk established in eight ministries including MoAC for active participation in the Joint Programme. As a participating agency, UNDP will also provide technical assistance to the MoAC to integrate good practice examples of disaster risk management and climate change adaptation into the planning and programming in agriculture. Additionally, UNDP will guide MoAC in collaboration with FAO to implement the DRM strategy in agriculture and strengthen agriculture sector contribution to NAPA. Furthermore, UNDP will actively participate in economic impact assessment, project workshops, resource mobilization initiatives and follow-up project proposals for replication. In addition, UNDP field office team will be participated need based monitoring activities at the field level in coordination with project team.

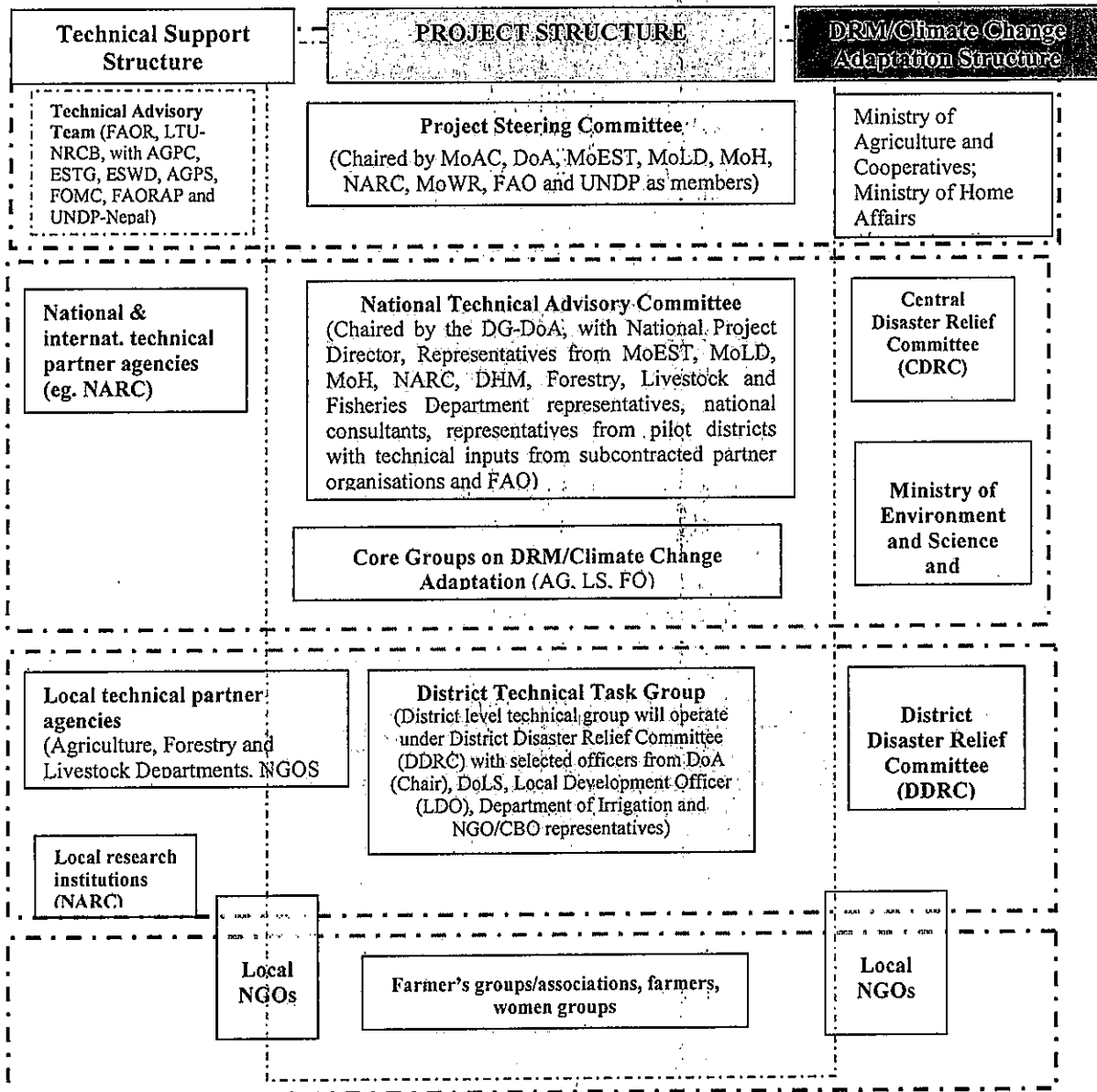
The Government has already appointed a National Project Director (NPD) under the FAO TCP initiative who also facilitates the work under the joint programme in additional two districts. The project will be located in the Department of Agriculture (DoA), Ministry of Agriculture and the DoA will provide a well-furnished project management office (PMO) at DoA with all utility connections. In addition to a full time National Project Director, the Government will provide at least two administrative staff for the lifetime of the project. The government will also provide services of the district and Illaka level officers/technicians for implementation of the project in all pilot districts. The district level setup created in two of the selected pilot districts will be monitored by the overall national level institutional setup developed through FAO-TCP (TCP/NEP/3201 (D)).

A project steering committee (in this case the Joint Programme Steering Committee) established by the Government under FAO-TCP will guide the project activities. The project Steering Committee/Joint Programme Steering Committee will meet twice a year and will be chaired by the MoAC. A national technical advisory committee (TAC) already established under FAO-TCP project will also guide the project implementation in additional two districts. The members of this group will be authorized and released to assist the project on a flexible part time basis. The technical advisory committee will assist establishment of technical implementation task group in two additional districts similar to committees already established in four districts under FAO-TCP.

The government will initiate and support local level authorities in launching and registering a farmer association in each of the pilot areas. The MoAC will identify potential participants for the training courses together with the NPD, consultants and FAO staff, and will release up to 25 selected staff from the various departments involved in project implementation from their normal duties to ensure their full time participation at the training workshops and demonstration activities at village level, and to fulfill other commitments related to the project's training activities at the pilot sites. The district

agricultural office will provide training facilities and training logistics necessary for the training course, fieldwork and workshops.

The core group to be established in DoA will render their service to disseminate impact outlooks based on the forecast information received from Department of Hydrology and Meteorology (DHM) on a continuous basis. The Government will provide logistic facilities as needed for international, national and counterpart staff, whereas FAO will cover national and international travel cost for consultants and subcontractors.



The Nepal Agriculture Research Council (NARC) and DoA will offer their research and seed production facilities for demonstration of viable adaptation practices. The Department of Meteorology and Hydrology (DHM) will support establishment of weather monitoring systems at different pilot locations and also conduct climate change impact analysis and will be delivered to the project partners to screen and prioritize adaptation practices specific to pilot locations.

The project will establish a model that can be duplicated in other disaster prone areas. The Government will ensure funds for scaling up the system to similar disaster prone areas of the country in a phased manner. Resource mobilization efforts will be carried

out to ensure that the institutional setup and project elements are continued and replicated to the other similar areas within the country.

7. Fund Management Arrangements

The joint programme is a coordinated UN initiative to support the Ministry of Agriculture and Cooperatives (MoAC) to strengthen the capacities for climate change adaptation and disaster risk management for sustainable livelihoods in the agriculture sector. The **"pooled fund management arrangement"** has been agreed and the general guidelines of the joint programme will be followed. The funds provided through the FAO-TCP are already managed by the FAO representative in Nepal. The fund from FAO-TCP is for project implementation in four districts and a range of activities at the national level. The funds for additional two districts will be provided from UNDP under this joint programme. The funds from UNDP envisaged for additional two districts will be managed by FAO through a separate account. Under this joint programme, FAO will be the managing agent for the pooled funding mechanisms. Through FAO all the funds contributed by UNDP will be channelled. It will become effective as a mechanism upon signature of the joint programme document and applied as soon as the funds are received from UNDP. There will be a Standard Memorandum of Understanding between the FAO and UNDP and the managing agent for pooled fund management.

Transfer of cash to national Implementing partners

As managing Agent, FAO will be responsible for:

- the administration of funds received from UNDP for two additional districts and disbursed as per the agreed budget against the activities described in this document;
- disbursement of funds to national coordinating authorities, partner agencies, subcontractors, consultants and implementing partners;
- consolidating financial reports for the budget relevant to additional two districts;
- refining consolidated narrative reports relevant to additional two districts according to UNDP reporting requirements; providing consolidated financial and narrative reports to necessary parties.

FAO's TCP fund management arrangement and reporting procedures are restricted to only the TCP project already under implementation in four districts. The fund management arrangement under this proposal applies to the UNDP funding for the joint programme to be provided for additional two districts and support will be provided to central level.

FAO TSS service provision made available for technical backstopping to implement the project in 4 districts will also be used for additional two districts under UNDP. Additional requirements for backstopping from FAO headquarters for project synthesis workshops, resource mobilization, economic impact analysis and developing follow-up proposal will be charged under the joint programme. The national consultants: (a) National expert DRM and CCA (12 months; additional 6 months through UNDP support); (b) National Expert - Community based risk related seed storage and maintenance system (two months), (c) National expert - disaster risk management and CCA in livestock sector (3 months); (d) National expert - Disaster Data base management in Agriculture sector (six weeks); National consultant - Institutions for integration of gender considerations in DRM and CCA in Agriculture (six weeks) will be engaged under the FAO TCP. The national consultants will also work for additional two districts planned to be supported by UNDP. The Government of Nepal counterparts (National Project Director (NPD), Project Management Unit (PMU), the Steering Committee), the National level Technical Advisory Committee, core group members at the national level will also oversee the project implementation in additional two districts as per the approved TCP document by the Government of Nepal. National level capacity building initiatives, training programmes, infrastructure for project management unit (PMU), and establishment of Disaster

Database Management System and preparation of Plan of Action (PoA) are budgeted under the FAO-TCP project. In addition to that UNDP will hire one professional especially to look after this project's activities and that professional will be paid from the UNDP funds.

8. Monitoring, Evaluation and Reporting

The national experts/consultants and implementing partners (national NGOs and regional expert agencies) will provide periodic reports on the progress, achievements and results of their activities, outlining success stories and challenges faced in project implementation as well as resource utilisation as articulated by FAO and UNDP. The reporting will be in accordance with the procedures and harmonized with UN agencies to the extent possible. The implementing partners agree to cooperate with FAO and UNDP for monitoring all activities supported by cash transfers and will facilitate access to relevant financial records and personnel responsible for the administration of cash provided by UNDP and FAO.

The implementing partners, subcontractors will submit periodical financial/expenditure statement along with the work progress reports. The reports and quality of the work carried out by the subcontractors and consultants will be evaluated by the Lead Technical Unit (LTU) in FAO headquarters before releasing the budget. The project will follow a result based monitoring and will be systematically integrated into the overall evaluation plan. The project will be managed and monitored on the basis of qualitative and quantitative baselines of project progress and indicative delivery of outputs.

The National project Director (NPD) and the project team is responsible for preparing inception reports, quarterly progress reports, and an internal mid term evaluation as well as a comprehensive terminal report in line with FAO and UNDP requirements. The national consultants and the core group with the Department of Agriculture (DoA) will assist NPD in completing the reporting requirements. Reports will require technical clearance by the concerned FAO technical backstopping officer(s). The Lead Technical Unit (LTU), the Climate Change and Bioenergy (NRCB), will monitor in close collaboration with the FAOR office in Nepal the progress of project implementation, including the schedule of reports, deadlines, and formats. The Lead Technical Unit in FAO (NRCB) will finalize the terminal report for FAO internal clearance and prepare one for UNDP.

FAO will provide narrative and financial reports to UNDP on annual and quarterly basis. This report will be used to advance cash to FAO. UNDP will assist and freely monitor the joint programme activities in the two pilot districts. Additionally, UNDP will involve into procurement, recruitment process of the joint programme. Annual/Regular technical reviews will be conducted if required and not covered through the above regular monitoring and evaluation procedures. The output and impact based review will provide the amendments on the activities without any budget and financial implications. The outcomes of the project may also be discussed under the UNDAF annual review.

Impact of the field demonstrations on the improvement of adaptive capacity and enhancement of the economic benefit by the DRM/CCA practices will be assessed based on the feedback from farmer groups and household survey. The data will be compared with the baseline study collected at the beginning. The indicators for improvement of early warning information are number of days in lead time and relevance of the information to the pilot locations. The good practices will be screened based on the indicators: environment friendliness, potential to reduce the impacts of climate risks, economic viability, sustainability, social acceptability, gender sensitivity, income generation, enterprise diversification, seasonal relevance and community's need. The clearing house mechanism proposed under this proposal will evaluate the suitability of the DRM/CCA practices on a seasonal basis.

Table 2: Joint Programme Monitoring Framework (JPMF)

Expected Results (outputs)	Indicators (with baselines & indicative timeframe)	Means of verification	Collection methods (with indicative time frame & frequency)	Responsibilities	Risks & assumptions
<p>Output 1: Enhancing technical capacity within DoA for Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) in Agriculture</p>	<p>Number of DoA officers trained; incorporation of new roles and responsibilities in the organisational document; administrative and technical support within the MoAC and DoA established for supporting climate change adaptation and DRM at the district level; participation of DoA officers in the NAPA development process; PoA developed and adopted by DoA; Number of farmer groups empowered to understand disaster impacts</p>	<p>Annual report of the Ministries and departments, Government notification on ToRs and committee members, number of training programmes, job descriptions and role perceptions of the trained personnel. DRM concerns in agriculture sector incorporated into National DRM plan.</p>	<p>Project workshops and meetings: periodical and annual workshops Feedback from the training participants</p>	<p>FAO, UNDP, MoAC, DoA, DDRRC</p>	<p>The national, district and community level stakeholders are committed to promote adaptation practices to manage climate risks; relevant knowledge and training need assessed and implemented effectively. Institutional and technical capacity building needs exist and institutions respond to interventions.</p>
<p>Output 2: Strengthening basic services for Climate Change Adaptation and Disaster Risk Management (DRM) in Agriculture sector in two selected pilot districts.</p>	<p>Customized early warning products for DRM available to the farmers in selected districts; the district DoA staff are trained to interpret and prepare impact outlooks; at least two district level met observation strengthened; disaster data exchange</p>	<p>Availability of impact outlooks and dissemination to the community; availability of met observation facility in selected locations, existence of seed storage systems; additional new procedures and formats to record disaster related information in</p>	<p>Field level key informant interviews, field level workshops, visual observation, periodical interval during the field visits.</p>	<p>FAO, UNDP, MoAC, DoA, DDRRC</p>	<p>Community groups are actively involved and participate in establishment of data sharing network and seed storage facility; capacity exists within the district specialised agencies to maintain and ensure the sustainability of support services; the DHM disseminates the usable forecast products to the MoAC at the national level and subsequently MoAC communicates to the end users.</p>

<p>Output 3: Demonstration of prioritized location specific technologies for climate change adaptation (CCA) and disaster risk management (DRM) with the agriculture sector through a participatory learning by doing process at district and community level</p>	<p>capability enhanced; at least 3 community level seed storage structure established. A list of detailed description of good practices of adaptation completed, potential adaptation options suggested in the NAPA document, Number of field demonstrations conducted, number of farmers (including women farmers) and farmer organisations participated in the demonstrations.</p>	<p>agriculture sector at the district level. Project implementation and progress report, monitoring and evaluation reports, good practice menu, demonstration sessions, field level workshops, villages level meetings.</p>	<p>Field level key informant interviews, local NGO contacts. End of every agriculture season</p>	<p>FAO, UNDP, MoAC, DoA, DDR</p>	<p>A wide range of viable adaptation practices and DRM good practices exists with in the country and other similar areas; effective support of the community for field demonstrations and support for implementation from the district and VDC level agencies/organisations.</p>
<p>Output 4: Economic impact analysis, lesson learned and policy implications</p>	<p>Examples and case studies on economic impacts of the project intervention, awareness through the field demonstrations, climate change and DRM concerns incorporated into the Plan of Action (PoA) and documents.</p>	<p>National sectoral vulnerability assessment and adaptation related documents, contribution from agriculture sector for the NAPA preparation; information from successful case studies; household level survey to document impacts of interventions.</p>	<p>Detailed case studies and household level survey and stakeholder workshops at the field level. Second half of the second year of the project implementation.</p>	<p>FAO, UNDP, MoAC, DoA, DDR</p>	<p>The viable adaptation practices available with the technical institutions are suitable in the context of climate change adaptation; the project activities are internalised and government provides enough support to new initiatives related to replication and up-scaling.</p>

Note: The baseline data will be collected at the beginning of the project in conjunction with output 3.1 and will be compared with the household level surveys and case studies.

9. Legal Context or Basis of Relationship

Nepal has embarked on meeting the Millennium Development Goals (MDGs) and has demonstrated substantial progress in the first five years of the millennium. However, proper disaster risk management is essential for sustaining the achievements of the MDGs. The UNDAF for Nepal has included disaster management as one of the major areas requiring support of FAO as a lead agency in the areas of FAO mandate. UNDAF priority area C on "Sustainable Livelihoods" prioritized the need to support the government departments on preparedness to Natural disasters and support to gender responsive disaster risk management and preparedness activities to increase the capacity of partners. Considering the importance of disaster risk management and climate change adaptation in agriculture sector, FAO is providing technical assistance to Government of Nepal on "strengthening capacities for disaster preparedness and climate risk management in the agriculture sector" through the Technical Cooperation Programme (TCP) project (TCP/NEP/3201 (D)). UNDP's Country Programme Action Plan (CPAP) for 2008 – 2010 stressed the need for institutionalizing the concepts of disaster risk reduction and highlighted the need for greater support to the vulnerable communities to ensure safer lives and livelihoods. Table 3 below provides the summary of the basis of the relationship between the Government and the various UN agencies involved in this Joint Programme.

Table 3: Basis of Relationship

Participating UN organization	Agreement
UNDP	This Joint Programme Document shall be the instrument referred to as the Project Document in Article I of the Standard Basic Assistance Agreement between the Government of Nepal and the United Nations Development Programme, signed by the parties on 24 February, 1984.
FAO	The Food and Agriculture Organization of the United Nations and the Government of Nepal signed agreement for the establishment of the FAO Representation in Nepal on 24 February 1977.

The Implementing Partners/Executing Agency⁶ agree to undertake all reasonable efforts to ensure that none of the funds received pursuant to this Joint Programme are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by Participating UN organizations do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this programme document.

10. Work plans and budgets

Award ID: 00057270

Award Title: Enhancing Capacities for Climate Change Adaptation and Disaster Risk Management for Sustainable Livelihoods in the Agriculture Sector

UNDAF Outcome(s) C4: Risks of natural hazards to rural & urban livelihoods & infrastructure reduced.

UNDAF Indicator(s): Development programs related to livelihood & infrastructure incorporate management of natural hazard risks.

CPAP Output:

4.2.1 Capacities of key ministries, local bodies, CSOs and communities enhanced for planning and implementation of disaster risk management, emergency response and early recovery, in selected districts

All the activities in the Annual Work Programme (AWP) are linked to Country Programme Action Plan (CPAP) outputs/annual targets listed above (4.2.1). As the project approach tries to address climate change and Disaster Risk Management (DRM) together understanding the synergies and convergence at the local level, the individual activities are not exclusively grouped under outputs 4.2.1. The activities related to output 4.2.1 targets implementation of disaster risk management and enhancement of capacities of Ministry of Agriculture and Cooperatives (MoAC) and other agencies (Eg. DoA, DDRC) and local bodies at VDCs including Civil Society Organizations, farmer groups and cooperatives. The emergency response related activities are not directly addressed in the proposal as the key focus is on shifting from reactive emergency response to proactive preparedness and risk management inline with UNDP supported National Strategy for Disaster Risk Management.

Country: Nepal

Project title: **Enhancing Capacities for Climate Change Adaptation and Disaster Risk Management for Sustainable Livelihoods in the Agriculture Sector**

Project symbol: /...../.....

Budget line	Component Description	Sub Comps.	Main Comp.
	Personnel		36 500
5011	National Expert on CCA and DRM	15 500	
	Field Monitors	21 000	
5014	Contracts		58 000
	Training support and preparation of district DRM plans in agriculture	10 000	
	Demonstration of CCA and DRM practices	10 000	
	Hazard and Vulnerability Mapping	9 000	
	Evaluation of e-learning tool on CCA	5 000	
	Enhancing EWS Information products	10 000	
	Economic Impact of CCA/DRM practices	7 000	
	Follow-up project proposal development	7 000	
5012	Locally Contracted Labour		
	Casual Labour - Temporary Assistance		
5020	Capacity building, training and workshops		35 000
	Regional training participation for 2 DOA staff	7 500	
	International field trips (Bangladesh)	5 000	
	Participation in national level training	1 000	
	Field trip within Nepal to other project districts	2 500	
	Training/workshop expenditure including local travel	5 000	
	Project workshop	5 000	
	Final synthesis workshop	7 000	
	Resource mobilization workshops	2 000	
5024	Expendable Equipment		18 000
	Seed supply and storage systems	3 000	
	Inputs for field demonstrations	15 000	
5025	Non Expendable Equipment		40 500
	Computers for the district (2)	4 000	
	Project vehicle	32 000	
	Disaster impact data base management system	1 500	
	Upgrading meteorological observatories	3 000	
5027	Technical Support Services		30 500
	Report Costs	1 500	
	Travel TSS	12 000	
	Honorarium TSS	17 000	
5028	General Operating Expenses		5 000
	General Operating Expenses Budget	5 000	
5029	Support Cost		29 055
	FAO overhead costs (13%)	29 055	
	Grand Total	2,52,555	252,555

TERMS OF REFERENCE

National Expert on Disaster Risk Management (DRM), Climate Change Adaptation in Agriculture and Institutional Assessments¹¹

Under the overall supervision of the National Project Director (NPD) and the FAOR and the technical supervision of the Natural Resources Climate Change and Bioenergy Unit (NRCB), and in close collaboration with the Department of Agriculture (DoA), the Ministry of Agriculture and Cooperatives (MoAC) and other project partners, the contractor will conduct the following major tasks at national and local levels;

- conduct livelihood profiling and vulnerability analysis for two additional districts which includes in-depth study on local vulnerabilities, institutional setting to address climate change risks and locally applied disaster preparedness practices;
- analyse the institutional aspects and policy requirements to better link the agriculture sector into new Disaster Risk Management (DRM) and climate change policy and strategy in Nepal at national and district levels;
- building on the lesson learned from project implementation process and pilot interventions in selected districts, facilitate a discussion process within DoA about the components and implementation arrangements of a detailed five year PoA to be implement by DoA under the umbrella of the new National Policy and Strategy for DRM and Climate Change Adaptation in Nepal;
- assess institutional and policy requirements to better link the current and longer-term climate risk management activities at district and local levels;
- design a resource mobilization strategy and conduct resource mobilization meetings and workshops with key donors as a basis for implementation of the PoA and the replication of pilot activities undertaken under this project to other similar regions in Nepal;
- assist NPD in organizing project meetings, workshops and training programmes at national, district and local levels;
- facilitate the work of the project partners, subcontractors in carrying out their training need assessment, documentation of DRM and climate change adaptation practices;
- assist the DRM core group members, technical advisory committee, project implementation committee in preparation and evaluation of viable DRM good practice examples and climate change adaptation options for field demonstrations;
- prepare a field demonstration plan at the beginning of each season and assist the NPD in organizing the demonstrations through subcontracted organizations and field monitoring officer;
- assist the NPD in organizing workshops, training programmes, study tours and exchange visits;
- participate in the project wide workshops and training programmes organized by DoA in association with the subcontracted regional and national organizations;
- assist NPD in establishing a end-to-end data monitoring system within the MoAC;
- assist the subcontracted organizations in setting up of climate information networks within DoA from national to local level;
- assist district level DoA officers, the District Disaster Management Committee (DDMC) and VDC members in preparing the district and community level action plans for disaster prevention/preparedness and climate change adaptation;
- submit a substantive technical report at the end of the mission;
- any other duty required to support a successful implementation of the project.

Qualifications: Advanced degree in agriculture and related subjects together with long-standing field experience at local and national level on planning, implementation and monitoring of disaster prevention/preparedness and climate change adaptation programmes in Nepal, and in particular related to the climatic phenomena of droughts, floods and landslides. Experience in institutional assessment and preparation of PoA and strategy documents.

Duty Station: Kathmandu, Nepal and need based travel to pilot districts.

Duration: six months and renewable on WAE basis based on the need and fund availability.

TERMS OF REFERENCE

FIELD MONITORS

Disaster Risk Management and Climate Change Adaptation in Agriculture

Under the overall supervision and guidance of the National Project Director (NPD), National Project Manager, the FAOR and the technical guidance of NRCB (Natural Resources Climate Change and Bioenergy), and in close collaboration with Project Management Unit (PMU) and District Technical Implementation Task Group (DTITG), FAO technical backstopping officers and other project staff and partner agencies, the "Field Monitors" will perform the following tasks: In particular, (s)he will conduct the following tasks in support of the National Project Director and District Technical Implementation Task Group:

- collect relevant primary and secondary data from the district and Village Development Committee levels as and when required;
- support District Technical Implementation Task Group to implement the project in respective pilot districts;
- assist in organizing and conducting orientation workshops/meetings in each pilot community to explain the project objectives and activities;
- conduct livelihood profiling and vulnerability analysis based on the methodology followed for other two district clusters under FAO-TCP initiative;
- initiate social mobilization process with farmer groups; farmer associations and facilitate demonstration of good practice examples;
- initiate awareness creation process on short-term disaster risk management and long-term climate change adaptation and support the project implementation team in awareness raising efforts at district and VDC levels;
- identify local partners/farmers groups/farmer field school/ individual households, including women and women's groups, potentially interest to collaborate in the pilot demonstrations;
- promote and facilitate discussion between farmers, farmer groups and district task groups about selection of locally preferred/ acceptable DRM and climate change adaptation options for pilot testing;
- assist in organizing field demonstrations at field level to test and familiarize viable DRM and adaptation practices;
- assist to implement and monitor the field demonstrations and collect periodical data for comparison and impact assessments;
- assist the district level officers in preparing easily understandable extension tools and methods for familiarising "good practice" examples;
- assist in organizing district and VDC level workshops, participatory discussions, brain storming sessions and training programmes;
- facilitate broader replication of successfully tested adaptation practices and technology options within the farming communities;
- liaise with the project team at the national level and district level implementation task groups on day to day activities and provide feedback to all necessary project partners, consultants and other project staff.

Qualifications: Basic/Undergraduate degree in agriculture and/or related subjects together with field/on-farm experience on planning, implementation and monitoring of field demonstrations, disaster preparedness and climate change adaptation programmes/activities. Master's degree with experience of conducting of field trials/demonstrations is preferable.

Duty Station: Selected pilot districts (Banke/Surkhet) of the project in Nepal and need based travel to VDCs and to Kathmandu.

Duration: six months and renewable based on the need and fund availability.

TERMS OF REFERENCE

Contract 1

Training Support and preparation of Disaster Risk Management Plans¹²

Under the overall supervision of the National Project Director (NPD), the FAOR and the technical supervision of the Climate Change and Bioenergy Unit (NRCB), and in close collaboration with the Department of Agriculture (DoA), the Ministry of Agriculture and Cooperatives (MoAC), and other partners, the contractor will conduct the following major tasks at district level and within the selected pilot sites:

- training need assessment related to climate change adaptation and disaster risk management at district and Village Development Committee (VDC) levels;
- adopt of training manual on climate change adaptation and community based disaster risk management;
- assist and collaborate with the national experts in organizing climate change adaptation and disaster risk management training programmes at district and VDC levels;
- guide in selected districts and VDCs the participatory process to prepare DRM plans for agriculture and natural resource management linked to overall DRM planning in the respective project pilot areas.

More in detail, the contractor will deliver the following activities and products:

Activities

I. Conduct one two days training programme for the district level project implementation task group members on community based adaptation (CCA) and disaster risk management (DRM)

1. Assess training need of the District level project implementation task group members in two selected districts (Banke and Surkhet) and Illaka level officers in the respective districts;
2. Develop demand responsive training material and deliver in the training sessions to improve the technical capacities of district and Illaka level officers.
1. Prepare and deliver in the context of formal training workshops organized by the project, a series of specific training modules for the district level target groups to improve the technical capacities.

II. Conduct six one day training programme at the VDC level in each of the two selected districts for the community based organizations, farmer associations and farmer group representatives on CCA and DRM issues in agriculture and natural resource management

1. Assess training need of the CBOs, community organizations, farmer groups and other vulnerable groups regarding disaster preparedness and climate change adaptation.
2. Develop demand responsive training material in local language and deliver to improve the technical capacities of CBOs, farmer groups, and vulnerable group representatives.
3. Develop training strategy and materials for the district, VDC level officers based on evaluation of the results of the training need assessment.

III. Guide in selected districts to prepare Disaster Risk Management Plans at the district level and in selected VDCs

- 1) Organize and facilitate a series of village and district level consultations with relevant key stakeholders to agree upon contents and priorities for an enhanced DRM plans from a sectoral perspective.

- 2) Assist the pilot communities in formulating and submitting to the NPD and the local authorities a draft sectoral DRM plan for project year two, linked to the overall DRM plans in the pilot areas.
- 3) Assist the pilot communities in project year two to implement the draft DRM plan and guide a lessons learned process from the experience of implementation.
- 4) Building on the point above, assist the pilot communities and district authorities in formulating and submitting to the NPD and the local authorities a improved sectoral DRM plan to be implemented by local authorities and community organizations in the subsequent year, linked to the overall DRM plans in the pilot areas.

Basic requirement of partner organization to be contracted:

- experience in the assessment and analysis of the training needs related to disaster preparedness and climate change adaptation at district and local levels;
- experience in applying training need assessment results into development of training manuals in local language for effective training delivery;
- experience in facilitating training programmes at district and local levels regarding disaster preparedness and climate change adaptation.

Contract volume: USD 10 000, including national travel, daily subsistence allowance (DSA), and salaries for services of a minimum of six person/months, physical presence within the project area (six districts) and sufficient time required for preparatory background work at the organizations home base and overheads.

TERMS OF REFERENCE

Contract 2

Demonstration of Good Practices of Climate Change Adaptation and Disasters Risk Management (DRM) in selected VDCs/Local Research Farms Closer to Pilot VDCs

Under the overall supervision of the National Project Director (NPD) and the FAOR, the technical supervision of the Climate Change and Bioenergy Unit (NRCB) and the Crop and Grassland Service (AGPC), and in close collaboration with the Department of Agriculture (DoA), the Ministry of Agriculture and Cooperatives (MoAC) and other partners, the contractor will conduct the following major tasks at district level and within the selected pilot sites;

- assist the local authorities in identifying locally relevant Climate Change Adaptation (CCA) and Disasters Risk Management (DRM); good practices in the cropping sector helping farmers to minimize their losses due to natural calamities and provide seeds/planting materials for district level project implementation group and farmers; This will include an assessment of the economic and social profitability of new crop varieties of crops, drought and flood management practices, varieties suitable for climate risk management (dry and wet spells, drought, flood, temperature extremes, homestead agriculture, alternative farming systems, etc.);
- conduct field demonstrations of the selected technologies (including crop varieties) in collaboration with the DoA, farmers groups and field monitoring officers;
- train DoA field technicians and members of farmer groups on introduced DRM and practices in all the pilot districts;
- guide farmer groups and local agricultural extension staff during field demonstration cycle;
- conduct economic analysis and derive environmental benefits of the new innovative technologies in the context of DRM and climate change adaptation and present the results in the project workshops-at-district-and-national-level-for-wider-adoption;
- prepare technology dissemination and awareness raising strategies and develop locally applicable leaflets, pamphlets, brochures for wider dissemination;
- organize demonstration field days (all selected districts) for the local agricultural extension officers and farmer groups during the critical time of the demonstrations to show the measurable improvements of innovative technologies compared to control (current farmers' practice);
- document the results of all demonstrations with economic analysis and present in the project wide workshops and meetings.

Contract volume: USD 10 000, including national travel, daily subsistence allowance (DSA) and documentation of good practices of DRM and viable climate change adaptation, preparation of materials for awareness raising, and materials for field demonstrations. The national institute will contribute to staff salaries, infrastructure, overheads and other required inputs for demonstrations at the selected pilot districts.

TERMS OF REFERENCE

Contract 3

Hazard, Vulnerability Mapping and Documentation of good practice examples in Disaster Risk Management (DRM) and Climate Change Adaptation (CCA)

Under the overall supervision of the National Project Director (NPD) and the FAOR, the technical supervision of the Climate Change and Bioenergy Unit (NRCB) and in close collaboration with the Department of Agriculture (DoA), the Ministry of Agriculture and Cooperatives (MoAC) and other partners, the specific contributions requested from the contractor are (i) hazard and vulnerability mapping; and (ii) documentation of good practice examples in Disaster Risk Management (DRM) and Climate Change Adaptation in selected districts and Village Development Committees (VDC). The specific activities are:

District level hazard mapping

1. Assess the natural resource endowments, livelihood assets, and hazards based on the available historical data sets and field study in all the pilot sites relevant to agriculture sector.
2. Identify the current and future risks and vulnerabilities for each of the pilot districts in collaboration with the national NGO organizations engaged for situation assessment study.
3. Prepare district and VDC level hazard and vulnerability maps (selected VDCs within each district) based on set of criteria agreed by district level project implementation task groups and community representatives.
4. Validate the maps with the district level DoA, DRMC and selected community and farmers group representatives.
5. Present the results to district level technical implementation task groups to facilitate DDRC for preparation of such maps for other vulnerable VDCs.

Documentation of locally relevant good practice examples of DRM and CC adaptation practices

1. During the field visits to the selected pilot districts, document the locally relevant DRM and viable adaptation practices for water related hazards (drought, flood, dry and wet spells, landslides, watershed management).
2. Present and validate the DRM and adaptation practices in the district and national level joint workshops to be organized by DoA
3. Present the DRM good practices and CC adaptation options to the national technical advisory committee and district level technical implementation task groups in collaboration with the local organization engaged for situation assessment study and capacity building support.
4. Provide technical guidance to the MoAC counterparts on preparation of hazard and vulnerability maps and good practice examples.

Contract volume: USD 9 000, including national travel, daily subsistence allowance (DSA) and documentation of good practices of DRM and viable climate change adaptation, preparation of materials for awareness raising, and materials for field demonstrations. The national institute/organization will contribute to staff salaries, infrastructure, overheads and other required inputs for demonstrations at the selected pilot districts.



Annual Work Plan

Nepal - Kathmandu

Award Id: 00057270

Report Date: 18/11/2009

Award Title: Enhanc. Capa. for Climate Change Adaptation & Disaster

Year: 2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				Amount US\$
			Start	End		Fund	Donor	Budget Descr		
00070688	Enhanc. Capa. for Climate Chang	1. Enhance tech capacity D	25/10/09	31/12/09	UNDP	04000	UNDP	71600	Travel	18,500.00
					UNDP	04000	UNDP	72100	Contractual Services-Companie	9,000.00
					UNDP	04000	UNDP	72200	Equipment and Furniture	4,000.00
		2. Streng, basic support servi	25/10/09	31/12/09	UNDP	04000	UNDP	72100	Contractual Services-Companie	21,000.00
					UNDP	04000	UNDP	72200	Equipment and Furniture	6,000.00
		3. Set suitable locatn specific	25/10/09	31/12/09	UNDP	04000	UNDP	71400	Contractual Services - Individ	68,500.00
					UNDP	04000	UNDP	72200	Equipment and Furniture	32,000.00
		4. Econom impact analysis a	25/10/09	31/12/09	UNDP	04000	UNDP	71600	Travel	24,000.00
					UNDP	04000	UNDP	72100	Contractual Services-Companie	5,000.00
					UNDP	04000	UNDP	74100	Professional Services	23,140.00
TOTAL										211,140.00
GRAND TOTAL										211,140.00



Annual Work Plan

Nepal - Kathmandu

Award Id: 00057270

Award Title: Enhan. Capa. for Climate Change Adaptation & Disaster

Year: 2010

Report Date: 18/11/2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget			
			Start	End		Fund	Donor	Budget Descr	Amount US\$
00070688	Enhan. Capa. for Climate Chang	2.Streng.basic support servi	25/10/09	31/12/09	UNDP	04000	UNDP	72100 Contractual Services-Companies	15,170.00
TOTAL									15,170.00
GRAND TOTAL									15,170.00



Annual Work Plan

Nepal - Kathmandu

Award Id: 00057270

Award Title: Enhanc. Capa. for Climate Change Adaptation & Disaster

Year: 2011

Report Date: 18/11/2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget			
			Start	End		Fund	Donor	Budget Descr	Amount US\$
00070688	Enhanc. Capa. for Climate Chang	2. Streng. basic support servit	25/10/09	31/12/09	UNDP	04000	UNDP	72100 Contractual Services-Companie	26,245.00
TOTAL									
GRAND TOTAL									
26,245.00									
26,245.00									