

Annual Work Plan 2016

(Rev-03, Nov 2016)

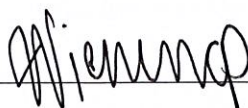
Project Title:	Institutional Support to Climate Change Adaptation and Mitigation
OP/ Country Programme Outcome (3.2):	Vulnerable populations benefit from improved sustainable environmental management practices, including climate change mitigation and adaptation
Country Programme Output: (3.2.1)	Climate change adaptation and mitigation strategies and action plans developed and piloted at local level by federal and provincial governments, private sector, academia and civil society, including women's groups.
Project Outputs: <i>(Those that will result from the project and are taken from the Project Strategy)</i>	Output 1: Improved measures towards climate change adaptation and mitigation
Implementing Partner:	UNDP
Responsible Parties:	UNDP

Project Brief Description

The Pakistan Federal Cabinet approved the "National Climate Change Policy" on September 26, 2012 and it was officially launched on February 26, 2013. The Policy includes Framework for Implementation of National Climate Change Policy and was developed through UNDP support. This DIM project aims at undertaking a series of activities to help mobilize substantially enhanced funding for climate change adaptation and mitigation related initiatives, within the over-arching framework defined by the Climate Change Policy. This project is, therefore, aimed at providing institutional support for the large scale operationalization of the National Climate Change Policy in the long term within the context of climate change adaptation and mitigation.

<p>Programme Period: 2013-2017 Key Result Area (Strategic Plan): Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.</p> <p>Atlas Award ID: 00075411 Atlas Project ID: 00087334</p> <p>Start date: August 1, 2013 End Date: December 31, 2017 PAC Meeting Date: July 30th 2013</p>	<p>2016 AWP budget (without DFID Funds): US\$ 851,168.10 2016 AWP budget (with DFID Funds): US\$ 1,101,168.10</p> <p>Total allocated resources:</p> <ul style="list-style-type: none"> • TRAC US \$ 620,000.00 • IDC US \$ 136,612.90 • PIDSA US \$ 92,295.69 • Others(30000) US \$ 2,259.51 • DFID (Through APRC)* US \$ 250,000.00 • Unfunded budget: - • In-kind contribution: - <p>*DFID Funds are managed by Regional Hub, Bangkok and are not part of DIM Project's Atlas Budget.</p>
---	--

Agreed by UNDP (CD / DCD-P)

 11/11/16

I. ANNUAL WORK PLAN 2015

Project ID: 00087334 Project Title: Institutional Support to Climate Change Adaptation and Mitigation

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions		TIMEFRAME				RESPO NSIBLE PARTY	PLANNED BUDGET		
	Q1	Q2	Q3	Q4	Funding Source	Budget Description		Amount (US\$)		
	1. Climate Change Programme Development and Resource Mobilization for Pilot Implementation at Local Level									
Output 1: Improved measures towards climate change adaptation and mitigation							UNDP	TRAC	1x IC 1x LOA with Planning Commission Workshops	59,500.00
Indicators: 1.1: # of new projects/action plans developed and implemented	x	x								
1.2: % of resources mobilized required to implement newly designed programmes/projects	x	x								0.00
1.3: Extent to which the projects/plans implemented, resulted in promoting climate change risk mitigation/adaptation										
Scale: -Not implemented: 0% -Partially Implemented: 30% - Significantly implemented: 31%-69% -Fully implemented: 70%-100%							UNDP	New World Initiative (Coca Cola)	MCGA with New World Initiative. No UNDP funds required	0.00
Scale Criteria: 0%: when implementation has not started 30%: when project/studies are rolled out, inception carried out, teams on board 31%-69%: when half or more than half of the deliverables are achieved 70%-100%: when project is in final							UNDP	TRAC	IC SEEP	2,500.00

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPO NSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount (US\$)
<p>And baseline, associated indicators and annual targets</p> <p>stage or being or is formally closed</p> <p>Baseline:</p> <p>1.1: Zero projects/ action plans developed and implemented</p> <p>1.2: 0% resources mobilized for implementation of various projects/ plans under development</p> <p>1.3: Scale 1</p> <p>Targets:</p> <p>1.1: 06 programmes/studies will be developed and 05 projects shall be implemented</p> <p>1.2: 50% resources shall be mobilized to support various programmes/projects that will be developed.</p> <p>1.3 Scale 3</p>	<p>List activity results and associated actions</p> <p><u>Activity Result 1.1.3:</u> Develop socio economic profile of Gilgit Baltistan and parts of KP in order to map their livelihood dependencies in case of GLOF disaster</p> <p><u>Action 1.1.3.a:</u> Carrying out surveys in seven districts of GB and five districts of KP for mapping the socio economic profiles of the communities living along the GLOF mountain areas</p> <p><u>Activity Result 1.1.4:</u> Undertake Water Sector Climate Vulnerability Assessment of Pakistan</p> <p><u>Action 1.1.4.a:</u> Study to assess CC impacts on Pakistan's water sector.</p> <p>[This study shall open new avenues of study and attracting multiple donors for the implementation on the recommendations of the study]</p> <p><u>Activity Result 1.1.5:</u> Undertake Midterm evaluation of the project</p> <p><u>Action 1.1.5.a:</u> Carry out comprehensive midterm review of the project</p> <p><u>Activity Result 1.1.6:</u> Conference of Parties (COP-22)</p> <p><u>Action 1.1.6.a:</u> To support delegation from Pakistan to attend COP-22</p> <p><u>Activity Result 1.1.7:</u> EPITOME/MPAs project proposal</p> <p><u>Action 1.1.7.a:</u> To support Italian government in developing financing proposals</p> <p><u>Activity Result 1.2.1:</u> Promoting Green Energy to Mitigate Climate Change and Energy Crisis</p>	x	x	x	x	UNDP	TRAC	IC x 2 9,000.00
		x	x	x	x	UNDP	IDC	IC, CPS 136,612.90
					x	UNDP	TRAC	IC x 1 7,200.00
					x	UNDP	TRAC	Workshops/meetings 12,000.00
				x	x	UNDP	TRAC	Int-IC x 2 27,000.00
		x	x			UNDP	PIDSA	MCGA/RPA 92,295.69

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPO NSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount (US\$)
	<p><u>Action 1.2.1.a:</u> Improved access to sustainable energy in rural areas of Pakistan by carrying out below mentioned interventions under renewable energy</p> <ol style="list-style-type: none"> 1. Installation of Biogas Plants 2. Installation of solar panels 3. Installation of micro hydel 							
	<p><u>Activity Result 1.3.1:</u> Support the process for strengthening the governance of Climate Change finance</p>	x	x	x	x	UNDP	DFID (APRC)	CPS. Activities will be managed by UNDP APRC 250,000.00
	<p><u>Action 1.3.1.a:</u> Mainstreaming CC into national and provincial budgetary and planning systems through climate responsive budgeting</p>						TRAC	Cost sharing for Admin and Finance Assistant 4,000
	<p><u>Activity Result 1.3.2:</u> Bridging gap for national communication in order to support MOCC in the process of development of country's Second National Communication (SNC) project on Climate Change</p>	x	x	x	x	UNDP	TRAC	Project Staff 38,000
	<p><u>Action 1.3.2.a:</u> Develop Strategic guidelines for UNDP's proposed national implementation of Climate Change Policy programme</p>							
	<p><u>Activity Result 1.3.3:</u> Solid waste Management intervention in Quetta city</p>	x				UNDP	TRAC	IC = 5,000 USD Procurement= 10,000 USD 15,000
	<p><u>Action 1.3.3.a:</u> Develop and implement a solid waste management project in Quetta city with the aim to replicate the model in other areas of the city.</p>							
	<p><u>Activity Result 1.3.4:</u> Implementation of water conservation through innovative solutions</p>		x	x	x	UNDP	TRAC	IC: USD 17,200 Regional Office: USD 10,000 27,200
	<p><u>Action 1.3.4.a:</u> Promoting water conservation practices in Baluchistan</p>							

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPO NSIBLE PARTY	PLANNED BUDGET					
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount (US\$)				
Project Management	Office support cost Direct support cost	x	x	X	x	UNDP	TRAC	Contractual Services-Individual; P3 Cost Communication & Audio Visual; Travel; Sundries; Rent; Transportation; Training/Meetings;	380,000.00			
		x	x	x	x					30000	Sundry	2,259.51
											DPC	38,600.00
TOTAL OUTPUT-1												
1,101,168.10												
TRAC 620,000 + IDC 136,612.90 + DFID 250,000 + PIDSA 92,295.69 + Others (30000) 2,259.51 = 1,101,168.10												

II. MONITORING PLAN 2016

(Include all monitoring and evaluation activities/events

Project ID: 00087334 **Project Title: Institutional Support to Climate Change Adaptation and Mitigation**

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan					Risks and Assumptions
				Source/Method of Collection	Schedule/ Frequency	Responsible Staff	Resources (\$)		
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data		Any risks or assumptions concerning data collection

<p>Project Output 1: Improved measures towards climate change adaptation and mitigation</p>	<p>1.1: # of new projects/action plans developed and implemented</p> <p>1.2: % of resources mobilized required to implement newly designed programmes/projects</p> <p>1.3: Extent to which the projects/plans implemented, resulted in promoting climate change risk mitigation/adaptation</p> <p>Scale: -Not implemented: 0% -Partially Implemented: 30% - Significantly implemented: 31%-69% -Fully implemented: 70%-100%</p> <p>Scale Criteria: 0%: when implementation has not started 30%: when project/studies are rolled out, inception carried out, teams on board 31%-69%: when half or more than half of the deliverables are achieved 70%-100%: when project is in final stage or being or is formally closed</p>	<p>1.1: Zero projects/ action plans developed and implemented</p> <p>1.2: 0% resources mobilized for implementation of various projects/ plans under development</p> <p>1.3: Scale</p>	<p>Targets: 1.1: 06 programmes/studies will be developed and 05 projects shall be implemented</p> <p>1.2: 50% resources shall be mobilized to support various programmes/projects that will be developed.</p> <p>1.3: Scale 3.</p>	<p>Office and field meetings, Email Correspondence, conference calls etc</p>	<p>- 2nd week and 4th week for one month consultancy assignment monthly on two or more months assignment</p>	<p>Programme Officer and Admin and Finance Associate</p>	<p>As per Actual but estimated to be around 10,000 USD</p>	<p>- Timelines to collect through interviews, meetings and conducting workshops might face delays in achieving deliverables</p> <p>- Security situation in terms of movement might also face delays in execution of various activities</p> <p>- Non availability of technical or relevant persons to be hired as consultants (national and international) might face delays in timely execution.</p>
--	--	--	---	--	--	--	--	--

III. Recruitment Plan 2016

(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)

Project ID: 00087334 Project Title: Institutional Support to Climate Change Adaptation and Mitigation

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Contract Modality (TA/FTA/SC/ NIMU/Govt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date
3	Project Officer – 2 nd National Communication	National	SB4/3	38,159.00	UNDP	SC	ACD, ECCU	Islamabad	Dec 2015	Dec 2016
4	Admin and Finance Assistant	National	SB 3/1	10,420.00	UNDP	SC	ACD, ECCU	Islamabad	Jan 2016	Oct 2016

IV. PROCUREMENT PLAN 2016

Project ID: 00087334 Project Title: Institutional Support to Climate Change Adaptation and Mitigation

No.	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD / IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	IC-Development of action plan & investment plan-SE4ALL	Services	15,000	UNDP	IC Notice	Jan 16	Feb 16	NA	NA	Feb 16	Aug 16	Programme Officer / AFA
2.	International IC-Development of action plan & investment plan-SE4ALL	Services	25,000	UNDP	IC Notice	Feb 16	Feb 16	NA	NA	Mar 16	Sep 16	Programme Officer / AFA
3.	IC – Development of KP specific framework for action to manage climate change in the province.	Services	30,000	UNDP	IC Notice	Mar 16	Mar 16	NA	NA	Apr 16	Sep 16	Programme Officer / AFA
4.	IC- Developing & Strengthening Partnerships	Services	10,000	UNDP	IC Notice	Apr 16	May 16	NA	NA	May 16	Jun 16	Programme Officer / AFA
5.	IC- Tackling Climate Change through Integrated Development Approach	Services	10,000	UNDP	IC Notice	Apr 16	Apr 16	NA	NA	May 16	Jun 16	Programme Officer / AFA
6.	IC - Promoting water conservation practices in Baluchistan	Services	20,000	UNDP	IC Notice	Jun 16	July 16	NA	NA	Jul 16	Dec 16	Programme Officer / AFA
7.	IC – Admin/Finance Associate (GLOF)	Services	3,600	UNDP	RFP / Direct Contracting	Jan 16	Jan 16	NA	NA	Jan 16	Apr 16	Programme Officer / Prog. Assistant
8.	IC - Climate Change Financial Framework and Climate Change Expenditures Reporting in Pakistan	Services	50,000	UNDP	IC Notice	Feb 16	Feb 16	NA	NA	Mar 16	Feb 17	Programme Officer / AFA
9.	Undertake Water Sector	Services	36,000	UNDP	RFP / Direct	Jan 16	Jan 16	NA	NA	Jan 16	Jun 16	Programme

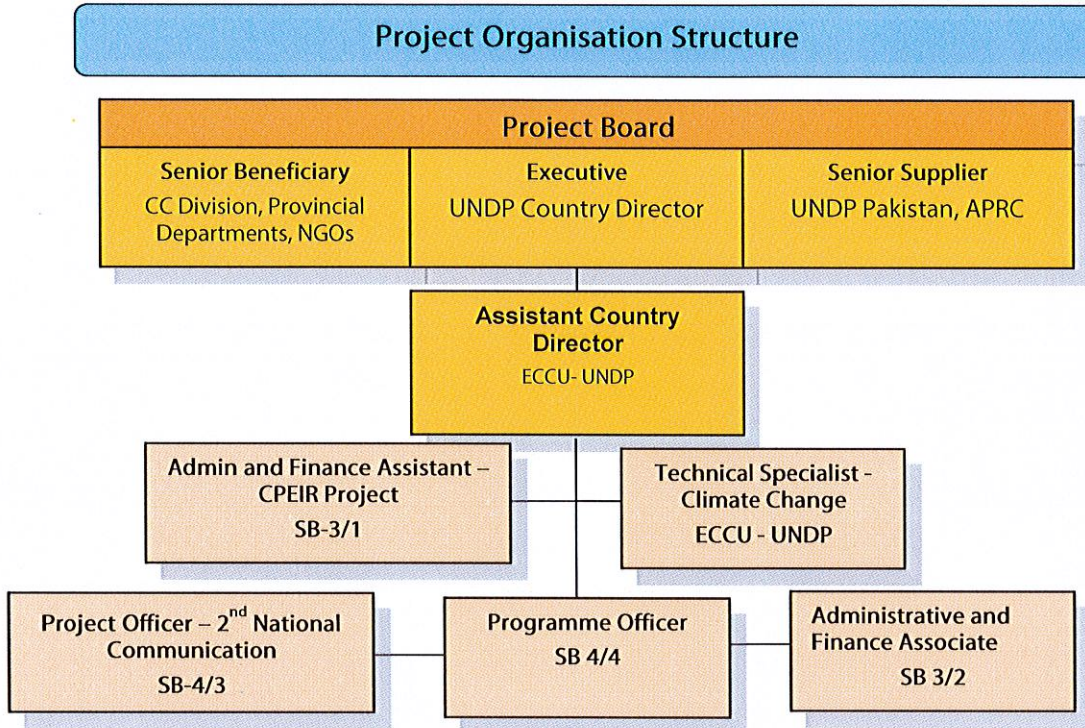
	Climate Vulnerability Assessment of Pakistan				Contracting												Officer / AFA
10.	Procurement of items for Solid waste Management intervention in Quetta city	Goods	5,000	UNDP	RFQ	Feb16	Feb16	NA	NA	NA	NA	NA	NA	NA	NA	NA	Consultant/YPO / UNDP Quetta Office
	DIM Mid-Term Evaluation	Services	10,000	UNDP	IC Notice	Jun 16	Jul 16	NA	NA	NA	Aug 16	Dec 16	Dec 16	Dec 16	Dec 16	Dec 16	Programme Officer / AFA / SMU
	IC Coordinator (SE4ALL)	Services	5,000	UNDP	IC Notice	Aug 2016	Sep 2016	NA	NA	NA	Oct 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	1x National Consultant
	IC Inter Provincial Coordinator (SE4ALL)	Services	4,000	UNDP	IC Notice	Aug 2016	Sep 2016	NA	NA	NA	Oct 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	1x National Consultant
	IC Computer Operator (SE4ALL)	Services	1,500	UNDP	IC Notice	Aug 2016	Sep 2016	NA	NA	NA	Oct 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	1x National Consultant
	IIC EPITOME Project Proposal Development	Services	5,000	UNDP	IC Notice	Aug 2016	Sep 2016	NA	NA	NA	Oct 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	1x National Consultant
	IIC Mountains Protected Areas	Services	5,000	UNDP	IC Notice	Oct 2016	Nov 2016	NA	NA	NA	Nov 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	Dec 2016	1x National Consultant
	TOTAL		235,100														

V. MANAGEMENT ARRANGEMENTS

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the *Project Document – Deliverable Description* to complete this component of the template.

Use the diagram below for the composition of the Project Board.



Prior obligations and prerequisites

A brief description/summary of the inputs to be provided by all partners

Audit and Oversight Arrangements

Implementing partners agree to cooperate with 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 the UNDP. To that effect, Implementing partners agree to the following:

1. Periodic on-site reviews and spot checks of their financial records by UNDP or its representatives,
2. Programmatic monitoring of activities following UNDP's standards and guidance for site visits and field monitoring,
3. Special or scheduled audits. UNDP will establish an annual audit plan, giving priority to audits of Implementing Partners with large amounts of cash assistance provided by UNDP, and those whose financial management capacity needs strengthening.

The audits will be commissioned by UNDP and undertaken by private audit services. Assessments and audits of non-government Implementing Partners will be conducted in accordance with the policies and procedures of UNDP.

VI. PLANNING, MONITORING AND REPORTING

The project will follow the following planning, monitoring and reporting cycle during the year. *As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.*

Timeline /Target Date	Activity	Primary Responsibility
1 November 2015	Prepare draft Annual Work Plan 2016 and budget	Project Manager
11 November 2015	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD UNDP and Program Officer
06 December 2015	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	Project Director/ Project Manager
6 December 2015	Submit draft Annual Progress Report 2015, including project contribution to outcomes, outputs, activities and financial delivery and lessons-learnt, to UNDP	Project Director/ Project Manager
20 December 2015	Approval of AWP and LOS by UNDPs	ACD UNDP and Program Officer
24 December 2015	Review and provide feedback on the project APR	ACD UNDP and Program Officer
27 December 2015	Submit final Annual Progress Report 2015 to UNDP	Project Director/ Project Manager
15 January 2016	Annual audit of the project	SMU-UNDP
05 April 2016	Quarterly Progress Reports, including:	Project Manager
05 July 2016	a) Report on project progress and financial delivery	
05 October 2016	b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change)	
	c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	
15 Feb 2016	Mid-year review of project progress and, if needed, revision of the AWP	Project Director/ Project Manager
30 November 2016	a) Review of project contribution to results and financial delivery 2015; Review and endorsement of AWP 2017	Project Director/ Project Manager

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Programme Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Programme Manager to the Project Steering Committee through Project Assurance, using the standard report format available in the Executive Snapshot.

- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Programme Manager and shared with the Project Steering Committee. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

ANNEXES

Risk Log Matrix - ATTACHED

OFFLINE RISK LOG

Project Title: Institutional Support to Climate Change Adaptation and Mitigation		Award ID:00075411		Date: 10 Nov 2015					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Resource mobilization	5 December 2016	Financial	<p>We should ensure enhanced resource mobilization. Failing to do so would impact our future funding and delivery with respect to our environment and climate change portfolio</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P = 2</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I = 4</p>	<p>We will develop more marketable programmes and vigorously pursue global and local funding sources</p>	DIM project		6 June 2015	New
2	Staff for the Project	5 December 2016	Operational Organizational	<p>We should ensure the positions are advertised timely so that staff is on board in order to launch the activities as planned</p> <p>P = 3 I = 4</p>	<p>We will ensure that the AWP is signed in time and we post the advertisements for the positions to bring staff on board at the earliest</p>	UNDP		5 December 2015	-
3	Hiring of Consultants	5 December 2016	Operational Organizational	<p>Hiring of technical consultants require a lot of effort and time especially when the technical expertise are required. Sometimes they quote on the higher side so we have to ensure we have enough budget to facilitate them keeping in mind their competency and experience</p> <p>P = 4 I = 4</p>	<p>We will ensure that the consultancies are advertised on the websites and also shared amongst stakeholders. We can also pick from the rosters if possible</p>	DIM Project and UNDP Jointly		6 Jun 2015	New