



Annual Work Plan 2015

Project Title: 5th Operational Phase GEF Small Grants Program in Pakistan

OP/Country Programme Outcome: Vulnerable population, benefits from improved sustainable environmental practices include in Climate Change, mitigation and adaptation

Country Programme Output: Climate Change adaptation and mitigation strategies developed at local level by private sector, academia Civil Society including women's group

(Those linked to the project and extracted from the CPAP)

Project Outputs:

(Those that will result from the project and are taken from the Project Strategy)

1. Improved sustainability of protected areas (PA) and biodiversity mainstreamed in landscapes and seascapes of Pakistan's Indus Delta
2. Demonstration, deployment, and transfer of renewable energy and energy efficient technologies and approaches, and promote conservation and enhancement of carbon stocks.
3. Cross Cutting Capacity Development and Knowledge Management.

Implementing Partner: UNOPS

Responsible Parties: UNDP

Project Brief Description																					
<p>The project's objective is to ensure a mosaic of land uses and community practices across the rural landscape (including small urban cities) that provide sustainable livelihoods while generating global benefits for biodiversity and climate change mitigation. The baseline project is comprised primarily of NGO and CBO implemented programs in Pakistan relevant to biodiversity and climate change, but without the strategic and technical inputs to enable to achieve local, national and global benefits. The GEF funded alternative to the baseline will address barriers to community-based biodiversity conservation and climate change mitigation. In doing so, the project will support measures to improve community-based management of PA, mainstream biodiversity management objectives into community-level land and resource management planning, and support measures to avoid GHG emissions by improving the adoption of energy efficient and renewable energy technologies and sequester Carbon by restoring natural forests through community-based efforts. This project's strategy is to build on SGP Pakistan Indus Delta focus by consolidating past gains in community-based conservation and sustainable development and scaling-up efforts to reach more communities across the Indus Delta region, and in other parts of Pakistan.</p>																					
<p>Programme Period: 2011-2015</p> <p>Atlas Award ID: 000062085</p> <p>Atlas Project ID: 00081556</p> <p>Start date: July 1st 2011</p> <p>End Date: June 30th 2015</p> <p>Management Arrangements: UNOPS</p> <p>PAC Meeting Date: 05 May 2011</p> <p>Project Board Meeting Date:</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2015 AWP budget:</td> <td style="text-align: right;"><u>USD 693,394/-</u></td> </tr> <tr> <td>Total resources required</td> <td style="text-align: right;"><u>USD 693,394/-</u></td> </tr> <tr> <td colspan="2">Total allocated resources:</td> </tr> <tr> <td>• Regular</td> <td style="text-align: right;"><u>USD 150,000</u></td> </tr> <tr> <td>• Other:</td> <td></td> </tr> <tr> <td> o GEF</td> <td style="text-align: right;"><u>USD 543,394/-</u></td> </tr> <tr> <td> o Donor</td> <td style="text-align: right;">_____</td> </tr> <tr> <td> o Donor</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Unfunded budget:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>In-kind Contributions</td> <td></td> </tr> </table>	2015 AWP budget:	<u>USD 693,394/-</u>	Total resources required	<u>USD 693,394/-</u>	Total allocated resources:		• Regular	<u>USD 150,000</u>	• Other:		o GEF	<u>USD 543,394/-</u>	o Donor	_____	o Donor	_____	Unfunded budget:	_____	In-kind Contributions	
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Agreed by [Implementing Partner – UNOPS]: _____

Agreed by UNDP (CD / DCD-P): _____

K. P. B. ... 27 Feb 2015

M. ... 20/2/15

I. ANNUAL WORK PLAN 2015

Project ID 81556 Project Title: **5th Operational Phase GEF Small Grants Programme in Pakistan**

EXPECTED OUTPUTS/ OUTCOMES <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME	PLANNED BUDGET				Funding Source	Budget Description	Amount	
			RESPONSIBLE PARTY	Q1	Q2	Q3				Q4
<p>Outcome 1 Improved sustainability of protected areas (PA) and biodiversity mainstreamed in landscapes and seascapes of Pakistan's Indus Delta</p> <p>Indicators:</p> <p>1. % METT Score improvement in four PA provides increased protection of globally significant species and habitats in Indus Delta,</p>	<p>1. Activity Result: Increased protection of Black Bear in Baluchistan and Chiltan Markhor in Himalayan Region</p> <p>- Action-1:: 1st Awareness Raising and capacity building of wildlife officials Baluchistan and Civil Society including Journalists of District of Habitat of Black Bear</p> <p>- Action 2: Awareness Raising and capacity building of wildlife officials Hazar Ganji National Park (Kashmir) and Civil Society including Journalists of District of Habitat of Chiltan Markhor</p>	X								
						SGP/UNOPS		GEF		20,000/-

<p>Baluchistan & Himalayan region.</p> <p>2. # of guidelines and mechanisms for civil society engagement in community-managed PA.</p> <p>3. # Of community-based initiatives for species conservation within PA.</p> <p>Baseline: ZERO</p> <p>Targets:</p> <ul style="list-style-type: none"> . METT scores increase by 30%, indicating improved management of 4 Pas. . At least 10 sets of guidelines and 10 sets of mechanisms for civil society engagement in community managed Pas. . At least 4 by the end of project. . 15000 ha forest and 3 rural landscapes . Improved management for biodiversity conservation of 15000 ha of mangroves systems. 	<p>Activity Result: Improved Management of three rural landscapes</p> <p>Action-1: Replication of sustainable forestry/ reforestation for increasing the livelihood in 05 Riverine sites.</p>	<p>X</p>					<p>SGP</p>	<p>GEF</p>	<p>\$ 123,000/-</p>
<p>Outcome 2. Demonstration, deployment, and transfer of renewable energy and energy efficient technologies and approaches, and promote conservation and</p>	<p>Activity Result: 100 CBOs and NGOs trained to design and build low-carbon housing and use EE material</p> <p>Action: Training of 100 CBOs/NGOs from Pujab, KPK, Gilgit Baltistan, Sindh and Baluchistan</p>	<p>X</p>					<p>SGP / UNOPS</p>	<p>GEF</p>	<p>\$ 70,000/-</p>

<p>enhancement of carbon stocks.</p> <p>Indicators:</p> <ul style="list-style-type: none"> No of CBOs and NGOs completing training to design and build low carbon Housing using EE Materials. No of knowledge platforms on EE Tec adoption established to share lessons learned among CBOs and CSOs. No of public private NGOs able to identify properly benefits of EE products and Technologies. No of homes using solar energy products as a result of grantees effort. <p>No of homes using fuel efficient stove via up scaling support of project</p> <p>Tons C sequestered in 5000 ha of restored tropical dry forest</p> <p>Baseline: ZERO</p> <p>Targets:</p>	<p>Activity Result: One Knowledge platform on Energy Efficient Technology adoption will be established</p> <ul style="list-style-type: none"> Action: Establishment of "Living with Climate Change" resource center for sharing knowledge with CBOs and CSOs Action 2: Holding an international "Living with Climate Change" Conference showcasing Pakistan innovations Action-3: Selection of and MoU with University for EE Resource Centre <p>Activity Result: 3000 individuals will be trained in manufacturing and producing EE products and technologies</p> <p>Actions: Capacity building and technology transfer among 3000 skilled/semi-skilled and unskilled people</p> <p>Activity result: Awareness Raising of 50 (Public, Private, NGOs) organizations regarding the socio economics benefits of EE products and technologies</p> <p>Actions: Publications of Flyers " How to Make" guideline book for low carbon EE Housing and Cooking</p>	X	X			SGP / UNOPS	GEF	\$ 70,000/-
		X	X			SGP/UNOPS	GEF	\$ 20,000/-
		X	X			SGP/UNOPS	GEF	\$ 20,000/-

<p>. At least 100 by the end of project with at least 20% of these to be led by women.</p> <p>. At least 1 knowledge platform on EE technology adoption established to share lessons learned among SBOs and CSOs</p> <p>. At least 50 by the end of project 20% of this target no of NGOs to be led by women</p> <p>. At least 7000 solar products by the end of project.</p> <p>. At least 2500 EE Stoves by the end of project.</p> <p>. 138000 tC over 10 years or 506460 tCO 2 a</p>	<p>Activity result: 100,000 people in three urban areas with the reduced municipal waste from increased bio composting</p> <p>Action-1, Establish a self-sustaining partnership mechanism with entrepreneurs and local municipal authorities for sustainable environment friendly waste management.</p> <p>Action-2, Establishment of Bio-composting units with extended waste-collection network</p> <p>Action-3, Orient and involve the municipal office as well as other key community and government leaders</p> <p>Action-4, Building Capacity and motivation of existing municipal staff for waste collection</p>	<p>X</p>		<p>SGP/ UNOPS</p> <p>GEF</p>		<p>\$ 25,707</p>
<p>Activity result: Guidelines and Best practice notes and business models developed and demonstrated.</p> <p>Actions: Record and publish best practices</p> <p>Actions-2: Organize fair/ Mela for demonstration of best practices</p> <p>Actions-3: Demonstration and Exhibition of SGP Products</p> <p>Action-4: invitations to Govt and other stakeholders.</p>	<p>X</p>		<p>SGP/UNOPS</p> <p>GEF</p>	<p>\$20,000</p>		

<p>Outcome 3. Cross Cutting Capacity Development and Knowledge Management.</p> <p><i>Indicators: Sub output 1:</i>No of new grants that replicate consolidated approaches (BD/CC) by the year 4.</p> <p>. Percent increase an amount of co-funding for Pakistan SGP by year 3.</p> <p>. No of Governors who launch community based partnership SGP by year 4.</p>	<p>Activity Result: Increased capacity of SGP stakeholders to diagnose and understand the complex and dynamic nature of global environmental problems and to develop local solutions.</p> <p>Actions-1: Mechanisms developed for peer to peer learning</p> <p>Action-2: Guidelines and best practice notes and business models developed and demonstrated</p> <p>Actions-3: Common Marketing and branding mechanism for SGP supported initiatives in Pakistan</p>	<p>X</p>				<p>\$ 12,000/-</p>
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<p>Sub output 2. No of SGP grantees participating in Monitoring and Evaluation Training, Percent increase in knowledge before and after training. <i>Baseline: ZERO</i> <i>Targets:</i></p>						\$ 10,000/-
<p>Consolidated approaches (BD/CC) replicated in at least 30 new grants by end of yr. . .</p>						
<p>50% increase in amount of co-funding for Pakistan SGP by year 3</p>						
<p>At least 2 governors launch community based partnership SGP initiatives yr</p>						
<p>At least 80 Community groups/grantees participating in the training. Improvement of 30% in level of knowledge on fundamentals of monitoring and evaluating</p>						
<p>TOTAL</p>						\$ 390,707/-

II. MONITORING PLAN 2015

(Include all monitoring and evaluation activities/events)

Project ID: 81556 Project Title: 5th Operational Phase GEF Small Grants Program in Pakistan

Monitoring and Evaluation A	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
		X	X				SGP/UNDP	GEF	71300
	Local Consultant	X			SGP/UNDP	GEF	71600	\$ 10,000.00	
	Travel	X			SGP/UNDP	GEF	74100	\$ 30,000.00	
	Professional Services	X							
Monitoring and Evaluation Cost								\$ 75,000.00	

Project Management Cost

Project Management Cost	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
		X		X	X			SGP/UNOPS	GEF
	Project Personnel	X			SGP/UNOPS	UNDP	71400	\$ 40,000.00	
	Equipment/Operation/ Maintenance	X	X	X	SGP/UNOPS	UNDP/GEF	72200	\$ 58,000.00	
	Premises	X	X	X	SGP/UNOPS	UNDP	73100	\$ 26,000.00	
	Travel	X	X	X	SGP/UNOPS	UNDP	71600	\$ 50,000.00	
	Communications Power light	X	X	X	SGP/UNOPS	UNDP/GEF	72400	\$ 20,000.00	
Project Management Cost								\$ 227,687.00	

IV. PROCUREMENT PLAN 2015

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2015 – including goods, assets, services and works)

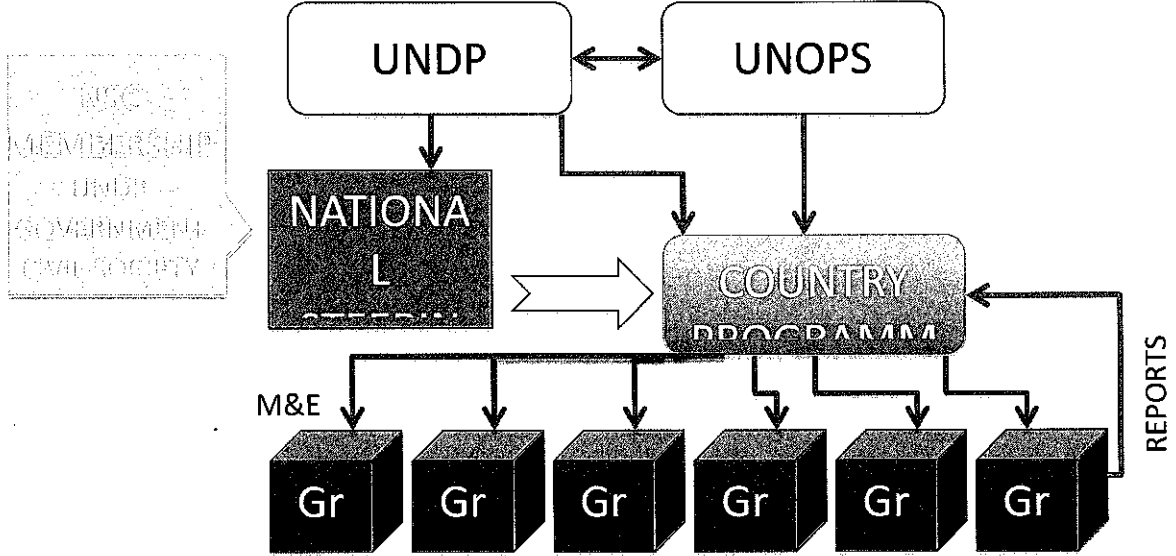
Project ID: _____ 8155 _____ Project Title: 5th Operational Phase GEF Small Grants Program in Pakistan

#	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.	Office Vehicle	Goods	40000/-	UNOPS/SGP								SGP

Management Arrangements

UNOPS as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations security management system.

PROJECT ORGANISATION STRUCTURE



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 2013	Prepare draft Annual Work Plan 2014 and budget and present at UNDP annual retreat on 4-5 November 2013	Project Manager
11 November 2013	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD UNDP and Program Officer
30 November 2013	Organise Project Steering Committee to: a) Review of project contribution to results and financial delivery 2013; b) Review and endorsement of AWP 2013	Project Director/ Project Manager
6 December 2013	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 2013	Submit draft Annual Progress Report 2013, including project contribution to outcomes, outputs, activities and financial delivery and lessons-learnt, to UNDP	Project Director/ Project Manager
13 December 2013	Approval of AWP and LOS by UNDPs	ACD UNDP and Program Officer
31 December 2013	Review and provide feedback on the project APR to NPM	ACD UNDP and Program Officer
31 January 2014	Submit final Annual Progress Report 2013 to UNDP	Project Director/ Project Manager
28 February 2014	Annual audit of the project	SMU-UNDP
30 April 2014	Quarterly Progress Reports, including:	Project Manager
31 July 2014	a) Report on project progress and financial delivery	
31 October 2014	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 July 2014	Organise Project Steering Committee (Mid-year review of project progress and, if needed, revision of the AWP)	Project Director/ Project Manager
30 November 2013	Organise Project Steering Committee to: c) Review of project contribution to results and financial delivery 2013; d) Review and endorsement of AWP 2013	Project Director/ Project Manager

VII. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Supplemental Provisions to the Project attached hereto and forming an integral part hereof, as "the Project Document"

Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]¹.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder 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/sc/committees/1267/ag_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

Alternative B [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]

[UNDP] [Name of UN Agency] as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

[UNDP] [Name of UN Agency] agrees to undertake all reasonable efforts to ensure that none of the [project funds]² [UNDP funds received pursuant to the Project Document]³ are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder 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/sc/committees/1267/ag_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

¹ Use bracketed text only when IP is an NGO/IGO

² To be used where UNDP is the Implementing Partner

³ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner.

ANNEXES

- Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)
- Annex 2: Letter of Service signed between UNDP and the Implementing Partner where UNDP Country Office will provide Implementation Support Services to a NIM project
- Annex 3: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)
- Annex 4: Cost sharing agreements signed with donors/government (if any)
- Annex 5: Project cooperation agreement signed with NGOs (if any)
- Annex 6: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc)
- Annex 7: Terms of Reference for key project personnel should be developed and attached



OFFLINE RISK LOG

(see Deliverable Description for the Risk Log regarding its purpose and use)

Project Title:		Award ID:					Date:		
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <i>(In Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk <i>(In Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(In Atlas, use the Management Response box)</i>
2			Environmental Financial Operational Organizational Political Regulatory Strategic Other	Text P = I =					
3			Environmental Financial Operational Organizational Political Regulatory	Text P =					

