



Annual Work Plan 2017

Project Title: Disaster Risk Reduction in Pakistan Project
(Project ID: 00085568)

OP/Country Programme Outcome: **OP2/Country Programme Outcome 3.1:** National, provincial and district capacities to prevent, assess, reduce and manage risks enhanced

Country Programme Output: **Output 3.1.1:** Disaster management institutions at federal, provincial, district and community levels are able to undertake gender sensitive preventive and mitigation measures and disaster risk reduction (DRR) is mainstreamed in selected departments and ministries.
(Those linked to the project and extracted from the CPAP)

Project Outputs:

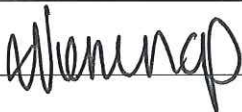
1. DRM system at the national and sub-national level are strengthened to provide strategic leadership in coordination of preparedness and response measures.
2. Increased preparedness level of disaster-prone communities through CBDRM Implementation.
3. Increased awareness of the importance of earthquake risk mitigation and multi-hazard risk mitigation implemented.

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

Implementing Partner: UNDP

Responsible Parties: NDMA, PDMA, PMD, NGOs

Project Brief Description													
<p>UNDP Pakistan has initiated five-year program (2013 – 2017) to support national initiatives in disaster risk reduction and disaster management. It sustains initiatives that has been started in 2013 and 2014 and further supports new initiatives particularly related to drought risk mitigation and earthquake risk reduction. The programme is structured around 3 pillars of activities: (1) Institutional development support and strengthening the government disaster management organizations at national, provincial and district level, (2) Support to community resilience building for at-risk communities in the disaster prone districts taking into account the 25 nominated high-risk districts specified in the National Disaster Management Plan and (3) Technical support to the development and application of building codes and regulations for engineered and non-engineered construction with focuses on seismic and flood risk mitigations.</p>													
<p>Programme Period: 2013-2017</p> <p>Atlas Award ID: 00072484 Atlas Project ID: 00085568</p> <p>Start date: 1/03/2013 End Date: 31/12/2017</p> <p>PAC Meeting Date: 11 February 2013</p> <p>Project Board Meeting Date: Not Applicable</p>	<table> <tr> <td>2017 AWP budget:</td> <td style="text-align: right;">456,504</td> </tr> <tr> <td>Total resources required</td> <td style="text-align: right;">456,504</td> </tr> <tr> <td><u>Total allocated resources:</u></td> <td style="text-align: right;"><u>456,504</u></td> </tr> <tr> <td>• UNDP</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td>• Other:</td> <td></td> </tr> <tr> <td> o DFID</td> <td style="text-align: right;">356,504</td> </tr> </table>	2017 AWP budget:	456,504	Total resources required	456,504	<u>Total allocated resources:</u>	<u>456,504</u>	• UNDP	100,000	• Other:		o DFID	356,504
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• Other:													
o DFID	356,504												

Agreed by UNDP (CD / DCD-P):  13/12/2016

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount Remarks
Output 1. DRM system at the national and sub-national level are strengthened to provide strategic leadership in coordination of preparedness and response measures.									
<i>Indicator:</i>									
DRR Stakeholders coordination on information management mechanism Established.	Activity 1.1.1. a National consultative meeting on Sendai Framework for DRR in Pakistan	X				UNDP/NDMA	DFID	Training /Workshop /Conf- 75700	7,000
1.1 National strategy on Sendai Framework for Action prepared and operationalized	Activity 1.1.1.b Development of national strategy for Sendai Framework for DRR in Pakistan	X				UNDP/NDMA	DFID	Contractual Service -72100	9,000
1.2 Private sector Partnership Strategy on Disaster Risk Reduction developed.	Activity 1.1.1.c. Strengthening District Emergency Operation Centres in 02 districts.		X			UNDP/DDMUS	DFID	Purchase of Equipment - 72800	44,000
1.3 DRR plans for mainstreaming DRR in priority sectors	Activity 1.1.1.d Improvement of existing Information Management System at district and community level			X		UNDP/DDMUS	DFID	Contractual Service -72100	20,000
<i>Baseline:</i>	Activity 1.1.1.e. Development of provincial strategy on Public Private Partnership on DRR in Sindh and Punjab	X				UNDP/PDMAS	DFID	Training /Workshop /Conf- 75700	11,000
Activity Result 1.2.2. DRM Capacities for national and sub-national DRM institutions enhanced									
1.1 Coordination mechanism strategy established for (i) 2 provinces, (ii) 4 districts and (iii) 2 provincial-district co-ordination mechanism on disaster management	Activity 1.2.2.a. Development and dissemination 04 District DRM Plans including DRR sectoral mainstreaming strategy		X	X		UNDP	DFID	Contractual Service -72100	60,000
1.2 Established national strategy and action plan on Sendai Framework for Action	Activity 1.2.2.b. Development guidelines for formulation of recovery needs assessment and rehabilitation planning		X			UNDP	DFID	Local Consultant (71300) Travel (71600)	22,000
1.3 Private sector partnership strategy for 02 provinces	Activity 1.2.2.c. Training for district officials on recovery needs assessment and rehabilitation planning		X	X		UNDP	DFID	Training /Workshop /Conf- 75700	10,852
1.4 DRR plans for 04 district and National Level Recovery guidelines	Activity 1.2.2.d. Printing and dissemination of Needs assessment training Manual			X		UNDP/TBD	DFID	MCGA - 72600	5,000
Sub Total Output 1									
188,852									
Output 2. Increased preparedness level of disaster-prone communities through CBDRM Implementation.									

Activity Result 2.2.1. Mitigation measures in 30 new communities in five districts of three provinces implemented.							46,000
Activity 2.1.2.a. Implementation of DRR mitigation pilot projects through public private and community partnership in Punjab and Sindh							MCGA-72600
Indicator		X	X	X	UNDP/ TBD	DFID UNDP	
<p>2.1 The village-level Community organizations are formed to implement CBDRM interventions.</p> <p>Scale</p> <p>1 = Not at all, (0%)</p> <p>2 = to a very partial extent, (upto 20%)</p> <p>3=to some extent; (21-50%)</p> <p>4= to a significant extent; (51-85%)</p> <p>5=to full extent (100%)</p>							
<p>2.2 Number of village-level community risk reduction and mitigation measures are implemented in order to be better prepared to respond to disasters.</p>							
<p>Baseline</p> <p>2.1 30 Community Organizations have been established and CBDRM has been implemented in those communities.</p> <p>2.2 04 schemes of community risk reduction and mitigation measures have been implemented.</p>							
<p>Targets</p> <p>2.1 0</p> <p>2.2 04schemes of community mitigation measures are implemented.</p>							
<p><i>The activities in output 2 are aligned with NDMP Priority Actions: 4.5.1; 4.5.2; 4.5.3; 4.5.4; 4.5.5; 4.6.1; 4.6.2; 4.6.3; 4.6.4; 4.6.5; 4.8.3-4.8.4</i></p>							
Sub Total Output 2							46,000
Output 3. Increased awareness of the importance of earthquake risk mitigation and multi-hazard risk mitigation implemented							
Activity Result 3.1. 1. Increased awareness on the importance of earthquake risk mitigation (with focus on building code and bylaws implementation).							
Activity Result 3.2. 1. Earthquake risk mitigation implemented to support public building safety and community practice in earthquake-resistant construction.							
					0	0	0
No Action planned for 2017.							

Data Collection Plan								
Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
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
CPAP Outcome: National, provincial and district capacities to prevent, assess, reduce and manage risks are developed	Skills and competencies of national, sub-national and local governments for developing disaster risk plans	DMAs recently established and have limited capacities and community engagement	03 sub-national DMAs (KP, Sindh and Balochistan, 10 District Government, NDMA (including NIU and NIDM) and Pakistan Met Department	DDMA DRM Reports, field observations, video registration	Quarterly	Project Manager and Project Coordinator	2,000	Prevailing political and security may hamper in accessing certain areas and institutions.
CPAP Output: Disaster management institutions at federal, provincial, district and community levels are able to undertake gender sensitive preventive and mitigation measures and disaster risk reduction (DRR) is mainstreamed in selected departments and ministries.	Number of sectoral plans that have mainstreamed disaster risk and contingency plans	DRM and contingency plans already developed at provincial and districts level does not correspond fully to prevailing vulnerabilities, needs and gaps.	Federal, provincial DMAs and at least one third of DDMA with improved, gender-sensitive early warning and response systems and community engagement	DRM plans of PDMA and DDMA, meeting minutes	Quarterly	Project Manager and Project Coordinator	5000	Due to frequent occurrence of disasters, DMA institution may have engaged in response & recovery and give least priority planning
	Number of communities/ union councils with CBDRM plans	Communities at village and union council level have no sufficient information and plans for preparedness and mitigation	Communities in 10 districts have improved, gender-sensitive CBDRM plan and early warning systems	CBDRM plans, reports on EWS, media reports	Quarterly	Project Manager and Project Coordinator	3000	Due to frequent occurrence of disaster communities may get engaged in relief and response activities

<p>Project Output 1: DRM system at the national and sub-national level are strengthened to provide strategic leadership in coordination of preparedness and response measures.</p>	<p>Indicator 1.1. a. coordination on DRR management Established. b. National strategy on Sendai Framework for Action prepared and operationalized c. Private sector Partnership Strategy on Disaster Risk Reduction developed d. DRR plans for mainstreaming DRR in priority sectors</p>	<p>Baseline: a. Existing DRM provincial coordination mechanism b. Global document on Sendai Framework for Action c. Public private partnership Act 2014 d. National Disaster Management Plan and district level planning guidelines</p>	<p>Targets: a. Coordination mechanism strategy established for (i) 2 provinces, (ii) 4 districts and (iii) 2 provincial-district co-ordination mechanism on disaster management b. -Established national strategy and action plan on Sendai Framework for Action c. Private sector partnership strategy for 02 provinces d. DRR plans for 04 district and National Level Recovery guidelines</p>	<p>Plans, TORs, Reports, Data, analysis and assessment reports</p>	<p>Quarterly</p>	<p>Project Manager and Project Coordinator</p>	<p>5000</p>	<p>Partnerships failing to deliver</p>
<p>Project Output 2: Increased preparedness level of disaster-prone communities through CBDRM Implementation.</p>	<p>Indicator 2.1. Number of village-level community risk reduction and mitigation measures are implemented in order to be better prepared to respond to disasters.</p>	<p>Baseline 2.1. 04 schemes of community risk reduction and mitigation measures have been implemented.</p>	<p>Target 2.1. 04schemes of community mitigation measures are implemented.</p>	<p>CBDRM Recommendations document, Reports</p>	<p>Quarterly</p>	<p>Project Manager and Project Coordinator</p>	<p>2000</p>	<p>Implementation arrangements</p>

III. Recruitment Plan 2017

(Include all the recruitments envisaged by the project in AWP 2014 - including national and international staff positions that are vacant or newly created)
 Project ID: 00085568 Project Title: DRR in Pakistan Project

#	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
1.	No new recruitment									
2.										
	Total									

IV. Procurement Plan 2017

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2014 – including goods, assets, services and works)
 Project ID: 00085568 Project Title: DRR in Pakistan Project

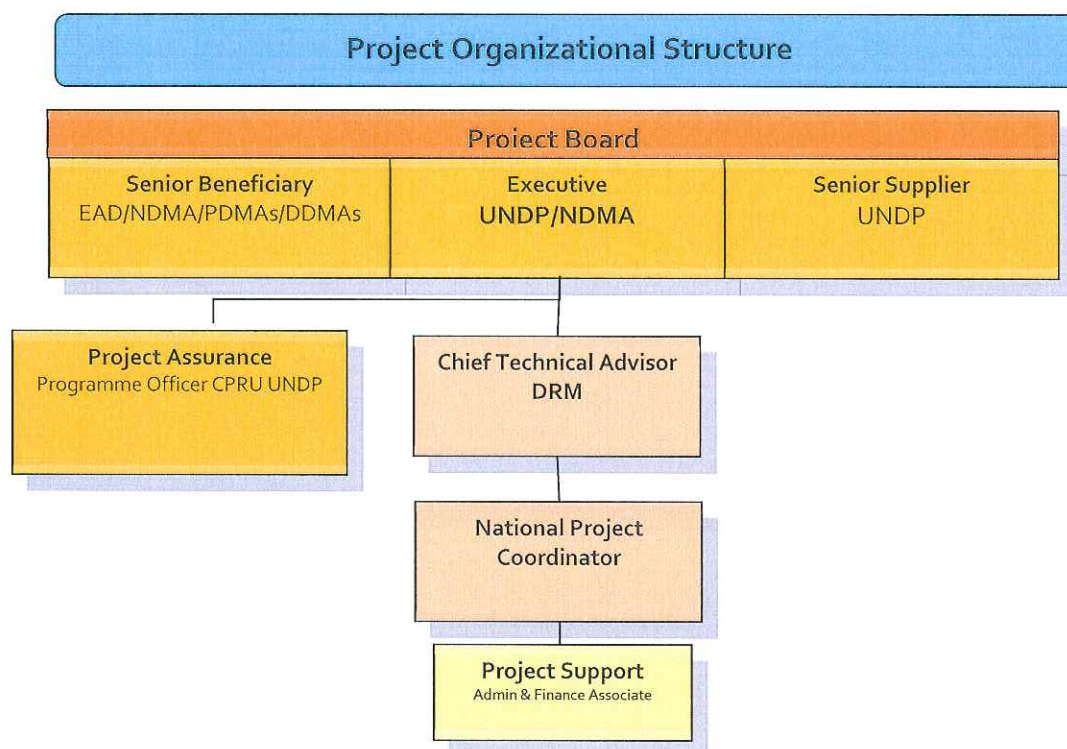
#	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	Development of District DRM Plans	Contractual Services	16,000	UNDP	RFQ	20 January	25 January	05 February	10 February	15 February	15 April	PM
3.	Printing	Goods	5,000	UNDP	LTA	June 1	NA	NA	NA	15 June	15 July	PM
4	Equipment for emergency operation centres	Purchase of Equipment - 72800	24000	UNDP	RFQ	March 15	March 21	NA	NA	April 05	April 10	PM

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.



Suggested sub-headings in this component may include:

- results of capacity assessment of implementing partner
- UNDP Support Services (if any)
- collaborative arrangements with related projects (if any)
- prior obligations and prerequisites
- a brief description/summary of the inputs to be provided by all partners
- audit arrangements
- agreement on intellectual property rights and use of logo on the project's deliverables

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.*

Annual Work Plans 2017		
28-Oct-16	Projects create AWP 2017 in STAR and notify to UNDP Programme Officer for review (AWP draft developed in consultation with partners)	CTA/NPM
Oct 31 – 07 Nov. 2016	Review of AWP's manually: quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability - Projects to receive manual AWP's 2017 from Units with comments and reflect changes accordingly in STAR	ACD & Programme Officer
08 – 15 Nov. 2016	Final Review of AWP's in STAR: quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability	SMU - DCD-P
16 - 30 Nov. 2016	Schedule Project Steering Committees to: a) Review of project contribution to results and financial delivery 2016 b) Review and endorsement of AWP 2017	Project Director/ Project Manager
1-Dec-16	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP DCD-P	ACDs, with Project Director/ Project Manager
12-Dec-16	All budgets are uploaded into ATLAS	Projects
08- Dec 2016	Submit draft Annual Progress Report 2016	Project Manager
15- Dec 2016	Review and provide feedback on the project APR to NPM	ACD UNDP and Program Officer
20- Dec 2016	Submit final Annual Progress Report 2016 to UNDP	Project Manager
30 April 2017	Quarterly Progress Reports, including:	Project Manager
31 July 2017	a) Report on project progress and financial delivery	
31 October 2017	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)	

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/aq_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/aq_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: DRR in Pakistan Project		Award ID: 00085568			Date: 25-10-2016				
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Enter a brief description of the risk (In Atlas, use the Description field. Note: This field cannot be modified after first data entry)	When was the risk first identified (In Atlas, select date. Note: date cannot be modified after initial entry)	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) (In Atlas, select from list)	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 = (In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)	What actions have been taken/will be taken to counter this risk (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)	Who has been appointed to keep an eye on this risk (In Atlas, use the Management Response box)	Who submitted the risk (In Atlas, automatically recorded)	When was the status of the risk last checked (In Atlas, automatically recorded)	e.g. dead, reducing, increasing, no change (In Atlas, use the Management Response box)
2	Sustainability risk. The impact of the intervention may be faced with the discontinuity of the intervention after the proposed project implementation period.	October 2016	Operational	P = 3 I = 4	The proposed activities have been designed in accordance to the National Disaster Management Implementation Road Map (NDMA, 2016-2022). The activities at least fill the national strategy in addressing the current gaps in various DRM activities in Pakistan. This also includes the	Project Manager	Project Manager		1

3	Risk of investing-at-people; given the high turn-over rate among the provincial and district DRM authorities. This applies especially on the training as delivery capacity building process of the government officials.	Organizational	P = 3 I = 3	correspondence to the priority districts and provinces set up by NDMA as targeted areas of implementation. The proposed	Project Manager	Project Manager	Advocacy with PDMA's to explore the new ways of contracting DRM officials, in which they would be given more benefit / longer-term status of their contract Extend invitation of training to more than one person from each government department (like 2-3 persons) that help to retain alternative resource trained staff within department to overcome turnover issue.	1						
4	Risk of assets going missing	Operational	P=3 I=3	A proper inventory recorded will be maintained at program level. Equipment and material that would be handover to Govt. and communities would be properly documented through MoUs/ToPs. Use and maintenance aspect would be taken care through orientation and training to relevant personals. Project related assets would be appropriately branded with visibility material.	Project Manager	Project Manager	1							