



Annual Work Plan 2014 as part of the CCPAP

**United Nations Development Programme
Pakistan**

Project Title: Mountains and Markets: Biodiversity and Business in Northern Pakistan

OP/Country Programme Outcome: Industrial development, both urban and rural, emphasizing small and medium enterprises/small and medium industry development, women's participation, clean development and sustainable energy supply and use at affordable cost

Country Programme Output: Community groups, particularly women, sensitized and actively engaged in the sustainable management of critically threatened ecosystems
(Those linked to the project and extracted from the CPAP)

Project Outputs: 1. Market demand for biodiversity-friendly Non-Timber Forest Products (NTFP) stimulated
2. Strengthened capacity of local communities to produce and market biodiversity-friendly products
3. Positive biodiversity linkages strengthened through CBE Conservation and Sustainable Resource Use Agreements
4. Strengthened institutional capacity for scale up and replication of CBEs
(Those that will result from the project and are taken from the Project Strategy)

Implementing Partner: Climate Change Division

Responsible Parties: Forest, Wildlife & Environment Department GB, Environment Department KPK

Brief Description

Northern Pakistan is a rich storehouse of global biodiversity. Populations of many globally threatened species are still found here, from snow leopard and lynx to the highly endangered Woolly Flying Squirrel. Although protected areas now cover some 11% of mountains, and community co-managed conservancies a further 12%, threats remain to the region's unique biodiversity, due to poverty and limited options for sustainable sources of livelihood. Project will use voluntary certification of Non-Timber Forest Products (NTFP) as a tool to promote biodiversity conservation and strengthen existing conservation efforts with innovative market-based mechanisms. Project will develop community and institutional capacity for certified production of 'biodiversity-friendly' NTFPs and stimulate market demand for biodiversity friendly NTFP thereby creating new economic incentives for conservation.

Programme Period: 2011-2015

Atlas Award ID: 00060848
Atlas Project ID: 00076779

Start date: June 2011
End Date: May 2015

PAC Meeting:
Management Arrangements: NIM
Project Board Meeting Date: 20 December 2013

2014 AWP budget:	<u>USD 783,492</u>
Total resources required	<u>USD 783,492</u>
Allocated resources:	<u>USD 783,492</u>
• Regular (TRAC)	<u>USD 165,000</u>
• Other:	
o GEF	<u>USD 618,492</u>
o Donor	_____
o Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by [Implementing Partner – NPD - NIM projects only]:

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Agreed by UNDP (CD / DCD-P):

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I. ANNUAL WORK PLAN 2014

Project ID: 00076779 Project Title: Mountains and Markets: Biodiversity and Business in Northern Pakistan

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
<p>Outcome: Market demand for biodiversity friendly non-timber forest products (NTFP) stimulated.</p> <p>Indicators:</p> <p>1. Extent to which the BBRT has been effective in fostering close collaboration between private sector, community producers, conservation actors and other key stakeholders</p> <p>2. Number of voluntary NTFP certification systems established</p> <p>3. Extent to which alliances with national & international buyers representing preferential markets for certified biodiversity-friendly NTFP from project CBEs have been effective</p> <p>4.a coherent policy framework and regulation for NTFP collection, processing & trade developed.</p> <p>Baseline:</p> <p>1. No platform for effective collaboration between private sector, community producers, conservation actors and other key stakeholders</p> <p>2. No opportunity for private sector to preferentially</p>	<p>Activity Result :</p> <p>1.1 A National Business and Biodiversity Round Table (BBRT) established for enhancing Social and Environmental responsibilities of private sector organizations and improve communities' access of finance and market</p> <p>Action: Organize community meetings to sensitize them on the concept, mechanism and efficacy of BBRT (Diamer, Astore, Dir Kohistan and Kalam conservancies)</p> <p>Action: Identification of Stakeholders for BBRT</p> <p>Action: Develop TORs of BBRT</p> <p>Action: Organize 2 meetings of BBRT</p>					IUCN-Pakistan	GEF	72100	8,000
						IUCN-Pakistan	GEF	72100	
						IUCN-Pakistan	GEF	72100	
						IUCN-Pakistan	GEF	72100	
						IUCN-Pakistan	GEF	72100	

<p>buy sustainably produced wild NTFP as no certification systems in place</p> <p>3. No mechanism in place to link interested local and international buyers and consumers with the producers of biodiversity-friendly NTFP.</p> <p>4. No comprehensive regulatory framework for NTFP collection & trade. A few special rules for some products.</p> <p>Targets:</p> <p>1. At least 3 major herbal industries in Pakistan include reference in their CSR policy to preferential buying of certified NTFP from project areas</p> <p>2. Voluntary certification schemes for sustainable production established for at least 2 NTFP including: a) Chilgoza pine nuts; b) Morel mushrooms;</p> <p>3. At least 10 operational alliances with international and national buyers representing preferential markets for certified biodiversity-friendly NTFP from Northern Pakistan</p> <p>4. A comprehensive regulatory framework for NTFP collection & trade that supports sustainable NTFP production</p>	<p>Activity Result: 1.2 Voluntary certification schemes for NTFP established for confirming certain minimum standards of NTFPs production by the local communities</p>							GEF	74100	20,000	
	<p>Action : Develop ToRs for Consultant</p>								GEF	74100	
	<p>Action: Buy in technical support for developing certification for two NTFP species</p>								GEF	74100	
	<p>Activity Result:</p> <p>1.3 National & international demand for biodiversity-friendly NTFP stimulated for increasing the understanding of national and international consumer regarding environmental and developmental benefits of the certified NTFPs</p>								GEF	72100	
	<p>Action: Develop market outreach strategy for Certified NTFPs</p>							GEF	72100		
	<p>Action: Organize awareness workshop for buyers, exporters & producers on certified NTFPs</p>							GEF	72100		
	<p>Action: Product sheet for at least 4 key NTFP species developed and disseminated</p>							GEF	74200	1,500	

	<p>Activity Result</p> <p>4.2 Project knowledge and lessons systematically analyzed, documented and shared with key stakeholders in northern Pakistan, nationally and internationally</p>							
	<p>Action: Develop, host and update project website for marketing the medicinal and other economic plants, and sharing information and knowledge.</p>			IUCN-Pakistan	GEF	72100	10,000	
	<p>Project Management</p>							
	<p>Organize board meeting for progress review and approval of annual work plan</p>			CC Division	GEF	72100	5,000	

through various media							
Action: 1000 product sheet for at least 4 key NTFP species developed and disseminated through various media					Forest Deptt. GB	GEF	74200
Activity Result: 1.4 A regulatory framework for NTFP collection and trade developed through review of the existing policies and legislation and making them conducive for community based certified NTFPs production and traded					Environment Deptt. KP	GEF	9,000
Action: Identify and review existing frameworks of NTFP policy, regulation and institutions and other allied activities for NTFPs					Environment Deptt. KP	GEF	71300
Action: Develop and share draft frameworks (Policy, Legislations and rules) in support of community based NTFP collection and trade.					Environment Deptt. KP	GEF	71300
Action: One consultative ethno-botanical workshop					Environment Deptt. KP	GEF	71300
Action: Review of wild crafting tools, methods and assessment of their applicability and resource needs at local level					Forest Deptt. GB	GEF	15,000

	(Consultancy)										
	Action: Provincial Consultative Workshop to share draft rules for wild crafting of NTFPs					Forest Deptt. GB	GEF	71300			
	Action: Provincial Consultative Workshop to develop draft regulatory framework					Forest Deptt. GB	GEF	71300			
	Action: Approval, printing and dissemination of draft rules and procedures					Forest Deptt. GB	GEF	71300			
	Activity Result: 2.1 Business and technical capacity of local communities to establish and manage CBEs enhanced					IUCN- Pakistan	GEF	72100			20,000
Outcome2: Strengthened capacity of local community to produce and market biodiversity friendly products Indicators: 1. Extent to which the business and technical capacities of local communities enhanced through establishing and managing the CBEs											

2.1.1 Trainings of collectors and CBEs nominees in sound collection, post-harvest processing and packaging for various species					IUCN-Pakistan	GEF	72100	
Action: Training need assessment of communities, traders and wholesalers					IUCN-Pakistan	GEF	72100	
Action: Organize 4 trainings, one for each conservancy on best practices of collection, post-harvest processing, grading, packaging and labeling.					IUCN-Pakistan	GEF	72100	
Action: One training for 4 communities/local traders /wholesalers in developing general business, financial planning, record keeping and monitoring skills					IUCN-Pakistan	GEF	72100	
2.1.2 Training need assessment and training material for CBEs developed					Environment Deptt. KP	GEF	74100	covered in 2.1
Action: TNA on livelihood framework analysis					Environment Deptt. KP	GEF	74100	covered in 2.1
Action: TNA on value chain development					Environment Deptt. KP	GEF	74100	covered in 2.1
Action: TNA on livelihood framework analysis					Forest Deptt. GB	GEF	74100	covered in 2.1

	<p>T Action: NA on value chain development</p> <p>2.1.3 Training of trainers imparted to ensure long term sustainability at the community end</p> <p>Action Training for 30 Professional trainers</p> <p>Action: Training of 30 Para-professional trainers</p> <p>Action: Two 4 days trainings of trainers each at Astore and Diamer for 30 forestry officials and 40 community members on development and use of training module/ guidelines</p> <p>Activity Result</p> <p>2.2 Pilot CBEs with approved business plans established</p> <p>2.2.1 Development and registration of 10 CBEs</p> <p>Action: Map and strengthen 5 existing Cos</p>				<p>Forest Deptt. GB</p> <p>Environment Deptt. KP</p> <p>Environment Deptt. KP</p> <p>Forest Deptt. GB</p> <p>Environment Deptt. KP</p>	<p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p>	<p>74100</p> <p>74100</p> <p>74100</p> <p>74100</p> <p>72100</p>	<p>covered in 2.1</p> <p>16,000</p> <p>10,000</p> <p>1,000</p>
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<p>Outcome 3: Positive biodiversity linkages strengthened through CBE Conservation and Sustainable Resource Use (SRU) agreements</p> <p>Indicator: 1. No. of CBEs conservation and SRU Agreements developed and extent to which these are effectively executed and successfully integrated into valley conservation plans.</p> <p>2. Number of collaborative forest and NRM management initiatives developed and implemented by State Forestry departments and local communities³. Extent to which NRM management plans have significant impact at poor development and poverty reduction of the local communities.</p> <p>3. Extent to which the developed monitoring system for community-based adaptive management of CBEs effectively enhance community ownership and ensure transparency.</p> <p>Baseline: 1. SRU Agreements for individual NTFP have not been embedded into the broader</p>	<p>Action: Equip CBEs with instruments and tools for safe harvest of NTFPs</p>					Forest Deptt. GB	GEF	72200	15,000
	<p>Action: Provide Grants to Six CBE as capital to establish business and promote enterprise development.</p>					Forest Deptt. GB	GEF	72100	166,667
	<p>Action: Operational and Management Support to 3 CBEs</p>					Forest Deptt. GB	GEF	72100	15,000
<p>Activity Result:</p> <p>3.1 CBE Conservation and Sustainable Resource Use Agreements developed and integrated with Valley Conservation Plans</p>									
<p>3.1.1 Agreements with CBEs made to ensure conservation and sustainable use of biodiversity components</p>									10,000

Action: Initial dialogues and discussions with custodian communities and managing entities for cooperation.				IUCN-Pakistan	GEF	72100	
Action: Develop and sign 10 conservation agreements				IUCN-Pakistan	GEF	72100	
3.1.2 Communities trained for mainstreaming enterprise in valley conservation plans							3,900
Action: Participatory revision of one conservation plan in each conservancy				IUCN-Pakistan	GEF	72100	
Action: Finalize conservation plans in a workshop				IUCN-Pakistan	GEF	72100	
3.2. Access rights and tenure for local communities secured through collaborative forest and NRM arrangement.							12,700
Action: Develop one forest management system in each region on demonstration basis				IUCN-Pakistan	GEF	72100	
3.3 Community-based adaptive management of CBEs				IUCN-Pakistan	GEF	72100	30,000
Action: Establish baseline for select key NTFP species in four conservancies				IUCN-Pakistan	GEF	72100	

<p>Outcome 4.Strengthened institutional capacity for scale up and replication of CBEs</p> <p>Indicators: 1. Extent to which the capacity development of key institutions has been effective in providing technical and business support services to CBEs.</p> <p>2. Extent to which project knowledge and lesson learnt have been systematically analyzed, strategically documented for different audiences and shared regionally, nationally and globally</p> <p>Baseline:</p> <p>1 Targeted institutions and agencies have considerable capacity in their sectors/ focus areas but limited expertise in supporting biodiversity-friendly, commercially competitive enterprises</p> <p>2. No mechanism in place to effectively manage and share project knowledge and lessons learned exist as the project has not started implementation</p> <p>Targets:1a) Targeted capacity development of at least 4 major partner national organizations/government agencies to support certified NTFP production by CBEs in northern</p>	<p>Action: Develop, refine and test biodiversity monitoring indicators for the project</p> <p>Action: Develop and Test participatory monitoring system to be used by communities for assessment of individual business plan</p> <p>Activity Result</p> <p>4.1 Targeted capacity of key institutions in place to support CBEs Development</p> <p>4.1.1. Training and participatory planning workshop organized</p> <p>Action: Training in participatory planning of key institutions to support CBE development</p> <p>Action: Orientation workshops</p> <p>Action: Participatory work planning workshop for year 2015</p> <p>4.1.2 Linkages established through supporting academia</p> <p>Action: Support students Masters Degree research program from the project</p>					IUCN-Pakistan	GEF	72100	
						IUCN-Pakistan	GEF	72100	
						Environment Deptt. KP	GEF	72100	6,000
						Environment Deptt. KP	GEF	72100	
						Environment Deptt. KP	GEF	72100	500

<p>Pakistan, including KP and GB Forest Deptt., AKRSP, SRSP, PFI, MoNFSR</p> <p>1b) Mechanism for providing coordinated support to communities agreed and implemented by key partners willing to provide on-going support to communities for CBE development and certified NTFP production</p> <p>1c) Committed budgetary support from the partnership of organizations to provide capacity development to communities for CBE scale up and replication</p> <p>2a) Community to community learning facilitated by arranging for non-project villages to visit successful CBEs.</p> <p>b) Project knowledge and lessons shared across northern Pakistan through the Valley and Conservancy Management Committees AKRSP, Sarhad RSP and AJKRSP</p>	<p>areas)</p> <p>Action: Support students Degree research program one each from Astore and Diamer</p> <p>Action: Support students Degree research Masters program</p> <p>4.1.2 Partnership of project extended through additional resource mobilization in support of the project/CBEs</p> <p>Action: Augment project resources through attracting donors for securing financial support required to strengthen the project/CBEs</p>			<p>Forest Deptt. GB</p> <p>CC Division</p> <p>IUCN- Pakistan</p>	<p>GEF</p> <p>GEF</p> <p>GEF</p>	<p>72100</p> <p>72100</p> <p>72100</p>	<p>1,000</p> <p>500</p> <p>2,000</p>
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Organize annual planning and review workshop									GEF	72100	1000
Management and Coordination									UNDP	71300	39,780
Management and Coordination (KPK)									UNDP	71300	31,110
Management and Coordination (GB)									UNDP	71300	31,110
Support Staff									UNDP	71400	19,325
Support Staff									UNDP	71400	10,800
Support Staff									UNDP	71400	10,800
Project Steering Committee meetings									GEF	72100	800
									GEF	72100	1,000
Office equipment and furniture									UNDP	72200	35000
Office equipment and furniture									UNDP	72200	35000
Office equipment and furniture									UNDP	72200	15000
Office Supplies									UNDP	72200	10000
Office Supplies									UNDP	72200	7000

Office Supplies						GB	UNDP	72200	7500
In-country-Travel						Environment Deptt. KP	UNDP	71600	7000
In-country-Travel						CC Division	UNDP	71600	7500
In-country-Travel						Forest Deptt. GB	UNDP	71600	5000
Communication						CC Division	UNDP	72400	7000
Communication						Environment Deptt. KP	UNDP	72400	7000
Communication						Forest Deptt. GB	UNDP	72400	7000
Rental						CC Division	UNDP	73400	22300
Audit						UNDP	UNDP	74100	4000
Misc. Expenses						CC Division	UNDP	74500	1200
Misc. Expenses						Environment Deptt. KP	UNDP	74500	1000
Misc. Expenses						Forest Deptt. GB	UNDP	74500	1000
Total Budget								783492	

Project Output 1: Market demand for biodiversity friendly non-timber forest products (NTFP) stimulated	Increased support for sustainable NTFP production use within private sector in Pakistan through BBRT	No mechanism exists to support CBEs for sustainable production of NTFPs within the private sector	At least 3 major herbal industries in Pakistan include reference in their CSR policy to preferential buying of certified NTFP from project areas	CSR policies of major herbal pharmaceutical companies, CBE and project reports	Annually	M&E Specialist, RPCs	100	Major private sector companies dealing in NTFP increasingly supportive of sustainable NTFP production
	2. Number of voluntary NTFP certification systems established	No opportunity for private sector to preferentially buy sustainably produced wild NTFP as no certification systems exist	Voluntary certification schemes for Sustainable production established for at least 2 NTFP including: a) Chilgoza pine nuts; b) Morel mushrooms	The approved schemes	Annually	NPC	250	Govt supports development and use of NTFP certification as a tool for biodiversity conservation & mountain livelihoods development
	3. Number of alliances with national & international buyers representing preferential markets for certified biodiversity-friendly NTFP from project CBEs	No mechanism of preferential trade of certified NTFPs from the project area	At least 10 operational alliances with international and national buyers representing preferential markets for certified biodiversity-friendly NTFP from Northern Pakistan	CBE & project reports	Quarterly	NPC/RPCs /M&E Specialist	100	Markets for biodiversity-friendly NTFP remain resilient to impacts of global economic downturn & other external shocks
	4. Revised regulatory framework for NTFP collection & trade	No comprehensive regulatory framework for NTFP collection & trade. A few special rules for some products.	A comprehensive regulatory framework for NTFP collection & trade that supports sustainable NTFP production	The regulatory framework	Annually	NPC/RPC	200	Govt continues to support revision of regulatory framework to strengthen sustainable use of NTFPs
Project Output 2: Strengthened capacity of local community to produce and market biodiversity-friendly products	1. Number of conservancy villages & valleys receiving support for CBE development & management	Conservancy villages have experience of forming new village institutions and understanding of biodiversity conservation & SRU principles & a few have experience of enterprise development, but none have experience of certified sustainable production of NTFP	At least 20 villages and 10 valleys receive training on the business and technical skills needed for successful CBE establishment & participation in voluntary certification schemes	Training reports, CBE reports	Quarterly	M&E Specialist	500	Communities see value in establishing CBEs & participating in certification schemes
	2. Number of operational CBEs with approved business plans	All Valleys have Valley Conservation Plans and Valley Conservation Funds.	At least 20 CBEs with approved business plans participating in one or more	CBE business plan and Valley	Annually	M&E Specialist/ RPC and	300	Business & technical capacity development of communities &

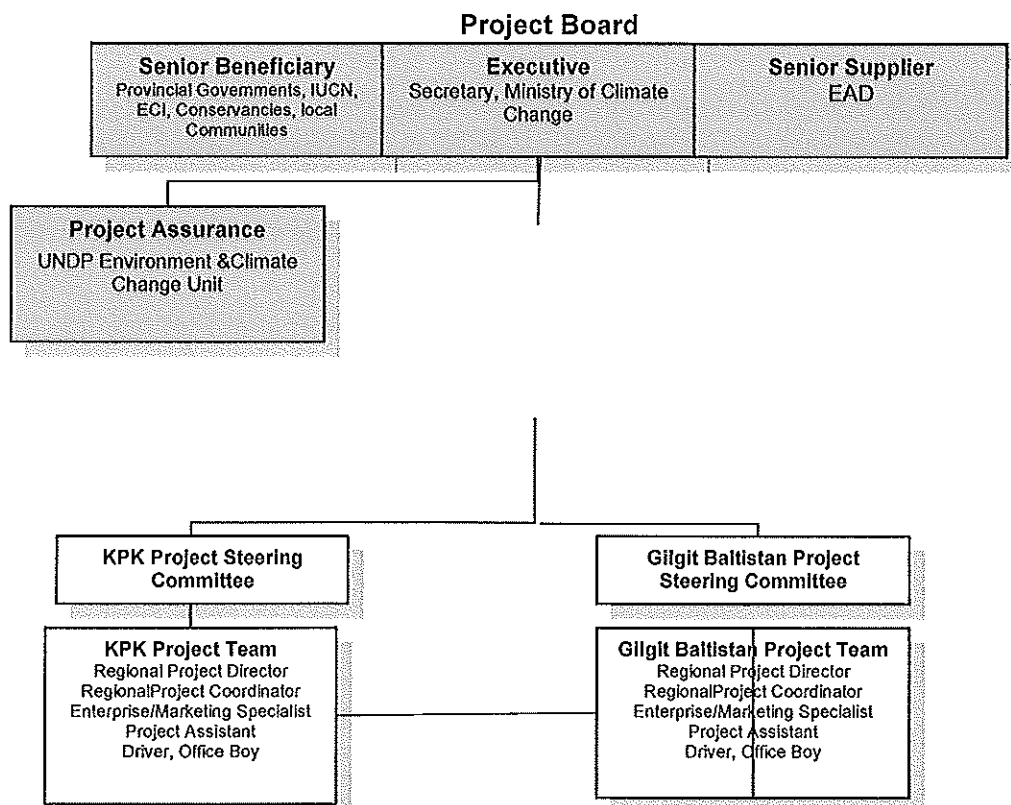
	<p>participating in voluntary NTFP certification schemes</p> <p>3. Community access to relevant technical, financial and market information services for CBE development</p>	<p>Some have community-based trophy hunting enterprises. There is no community-based certified NTFP production</p> <p>No extension services currently available to communities for biodiversity business planning or sustainable, commercially viable NTFP production</p>	<p>NTFP voluntary certification schemes</p> <p>A mechanism for coordinated delivery of technical, financial and market advisory services to CBEs in place and being used effectively by CBEs for business planning and development</p>	<p>conservation Committee Record</p> <p>CBE reports, business plans and project reports</p>	<p>Quarterly</p>	<p>NPC</p> <p>M&E Specialist</p>	<p>200</p>	<p>development / adoption of NTFP certification system proceeds in a smooth & timely fashion</p> <p>Key govt., private sector, research institutions and relevant non-govt. agencies able to coordinate effectively and provide CBEs with integrated advisory services to enhance their capacity and competitiveness</p>
<p>Project Output 3: Positive biodiversity linkages strengthened at landscape level through CBE Conservation and Sustainable Resource Use (SRU) agreements</p>	<p>1. Number of specific biodiversity conservation measures successfully implemented by project CBEs at landscape level under their Conservation and SRU Agreements</p> <p>2. Number of collaborative forest management initiatives developed and implemented by State Forestry departments and local communities</p>	<p>Some biodiversity conservation measures are being implemented under Village and Valley Conservation Plans, which will not be duplicated in this project</p> <p>Not applicable as there is no collaborative forest management in the country.</p>	<p>At least 2 specific and quantifiable priority conservation measures included in each of the 20 CBEs Conservation & SRU Agreements and integrated into the relevant Landscape Conservation Plans (LCPs).</p> <p>At least one collaborative forest management developed and under implementation in every conservancy</p>	<p>The conservation agreements and relevant LCPs</p> <p>The collaborative Management plan and regular progress reports</p>	<p>Quarterly</p> <p>Annually</p>	<p>M&E Specialist</p> <p>M&E Specialist</p>	<p>300</p> <p>400</p>	<p>Communities derive sufficient value from participating in CBEs and certification schemes to honor Conservation & SRU agreements</p> <p>Communities and State forest agencies find collaborative management mutually beneficial</p>
	<p>Number of community-based assessments of CBE performance, including economic and conservation benefits generated</p>	<p>Not applicable as CBEs do not exist yet. However, there is precedent of such assessments developed through MACP and continued through PMAC in relation to reviews of Valley Conservation Plans by concerned villagers</p>	<p>Annual participatory community-based assessments of CBE performance used together with project monitoring and any other assessments to adapt individual CBE management, including implementation of business plan and Conservation & SRU Agreement</p>	<p>Assessment reports, CBE, project reports, Valley Conservation Committee records</p>	<p>Annually</p>	<p>M&E Specialist</p>	<p>400</p>	<p>Practical monitoring and assessment protocols developed by project together with local communities are implemented systematically</p>

Project Output 4: Strengthened institutional capacity for scale up and replication of CBEs	1. Number of key institutions and agencies with capacity to provide coordinated support to mountain communities wishing to establish CBEs and participate in certified sustainable NTFP production	1a) Targeted institutions and agencies have considerable capacity in their sectors/ focus areas but limited expertise in supporting biodiversity-friendly, commercially competitive enterprises 1b) No mechanisms exist for coordinated delivery of extension services 1c) There is no partnership yet and hence no budgetary support for CBE scale up & replication other than through the co-financiers of this project (Mo CC/ & UNDP)	1a) Targeted capacity development of at least 4 major partner national organizations/government agencies to support certified NTFP production by CBEs in northern Pakistan, including KP and GB Forest Deptt., AKRSP, SRSP, PFI, MoNFSR 1b) Mechanism for providing coordinated support to communities agreed and implemented by key partners willing to provide on-going support to communities for CBE development and certified NTFP production 1c) Committed budgetary support from the partnership of organizations to provide capacity development to communities for CBE scale up and replication	1a) Training reports 1b & c) CBE Association records, Project Reports, written document on coordination mechanism endorsed by participating partners	Quarterly	M&E Specialist/ RPCs	500	National & provincial government departments, private sector and rural development and conservation NGOs continue to see value of sCBEs as a means of generating biodiversity and livelihood-related benefits
2. Number of dedicated follow up activities to systematically analyze, document and disseminate project knowledge and lessons learned regionally, nationally and globally	No project knowledge or lessons exist as the project has not started implementation	2a) Community exchanges facilitated by arranging for non-project villages to visit successful CBEs. 2b) Project knowledge and lessons shared across northern Pakistan through Valley/Conservancy Management Committees AKRSP, SRSP and AJKRSP 2c) One national conference organized through Business & Biodiversity Round Table to share project knowledge & lessons learned with key national stakeholders	2a) Community exchanges facilitated by arranging for non-project villages to visit successful CBEs. 2b) Project knowledge and lessons shared across northern Pakistan through Valley/Conservancy Management Committees AKRSP, SRSP and AJKRSP 2c) One national conference organized through Business & Biodiversity Round Table to share project knowledge & lessons learned with key national stakeholders	2a) Community feedback, CBE reports, Project reports 2b) Project reports 2c) Conference proceedings	Quarterly and Annually	M&E Specialist/ RPCs and NPC	500	Project staff and partners committed to ensuring systematic capture, analysis, documentation and sharing of project knowledge and lessons during implementation

III. Recruitment Plan 2014

Project ID:00076779 Project Title: Mountains and Market: Business and Biodiversity in Northern Pakistan

NO	Post Title	Contractual Modality		Duty Station	No of Posts	Category (National/ International)	Level of Post	Recruitment Process	Duration		Total budget availability based on Performa Cost(USD)	Responsible party (UNDP/IP/ EAD/PMU, etc)	Focal point
		TA/FTA/SC/NIM/Gov	ernment						Start date	End date			
1	Monitoring & Evaluation Specialist	NIM		Islamabad	1	National	NC-8	To be advertised	March 2014	Dec. 2014	5950	IP	NPC, M&M
2	Provincial Coordinator	NIM		KPK	1	National	NC-9	To be advertised	March 2014	Dec. 2014	7700	IP	PPD, KPK
3	Provincial Coordinator	NIM		GB	1	National	NC-9	To be advertised	March 2014	Dec. 2014	7700	IP	PPD, GB
4	Marketing Biodiversity Specialist	NIM		GB	1	National	NC-8	To be advertised	March 2014	Dec. 2014	5950	IP	PPD/ PPC
5	Marketing Biodiversity Specialist	NIM		KPK	1	National	NC-8	To be advertised	March 2014	Dec. 2014	5950	IP	PPD/ PPC
6	Admin/Finance Assistant	NIM		KPK	1	National	NC-5	To be advertised	March 2014	Dec. 2014	2975	IP	PPD/ PPC
7	Admin/Finance Assistant	NIM		GB	1	National	NC-5	To be advertised	March 2014	Dec. 2014	2975	IP	PPD/ PPC
8	Driver	NIM		KPK	1	National	NC-2	To be advertised	March 2014	Dec. 2014	1250	IP	PPD/ PPC
9	Driver	NIM		GB	1	National	NC-2	To be advertised	March 2014	Dec. 2014	1250	IP	PPD/ PPC
10	Office Boy	NIM		KPK	1	National	NC-1	To be advertised	March 2014	Dec. 2014	950	IP	PPD/ PPC
11	Office Boy	NIM		KPK	1	National	NC-1	To be advertised	March 2014	Dec. 2014	950	IP	PPD/ PPC



decisions, including approval of annual work plans and budgets and any major revisions to the approved project design.

The Board will also provide guidance regarding the technical feasibility of the project, and ensure the realization of project benefits to the project beneficiaries. Specifically the Board will be responsible for:

- a) achieving co-ordination among the various government agencies;
- b) guiding the program implementation process to ensure alignment with national and local statutory planning processes and sustainable resource use and conservation policies, plans and conservation strategies;
- c) ensuring that activities are integrated with other developmental initiatives in the country;
- d) overseeing the work being carried out by the implementation units, monitoring progress and approving reports;
- e) Overseeing the financial management and production of financial reports; and monitoring the effectiveness of project implementation.

The Board contains three distinct roles, including:

- The Executive will be from the Climate Change Division to represent the project ownership and to chair the group;
- The Senior Resource Provider will be UNDP who represents the interests of the parties concerned, provides funding for specific cost sharing projects and technical expertise to Project, and whose primary role is to provide operational guidance for project and provide a quarterly review and approval of the work plan and budget; and
- The Senior Beneficiaries will be the Provincial Governments, IUCN, Conservancies, and local Communities. The primary function of these Senior Beneficiaries within the Board is to ensure the realization of project results for their respective components.

National Project Director: The Climate Change Division will appoint, in consultation with UNDP, a National Project Director (NPD), from within Climate Change Division as per the PCM guidelines. The NPD will be responsible for overall coordination of the project implementation and ensuring that the project objective and outcomes are achieved. This function is not funded through the project. The NPD, assisted by the National Project Coordinator, will report to the Project Board on project progress. The NPD also will be responsible for coordinating the flow of results and knowledge from the project to the Project Board. The NPD together with the NPC will be responsible for the transfer of funds to the provinces/regions and other implementing partners.

The Project Coordination Unit (PCU): Day to day project coordination at the federal level and liaison with the provincial offices and relevant organizations will be carried out by the PCU. The PCU will comprise of (1) a Project Coordinator, (2) Admin and Finance Associate; and (3) a Biodiversity Specialist.

The role of the PCU will be to:

- ensure overall project management, implementation, monitoring and reporting in line with UNDP rules on managing UNDP/GEF projects;
- facilitate communication and networking among key stakeholders;
- organize the meetings of the Project Board; and
- Support project field teams

The National Project Coordinator The Project Coordinator is responsible for overall coordination and supporting the implementation of the project according to the course laid down by the Project Board. The Project Coordinator's prime responsibility is to support the provincial teams and other implementing partners such as IUCN, etc. in ensuring that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

Responsibilities include the preparation of progress reports which are to be submitted to the members of the Project Board. The Project Coordinator will also coordinate directly with relevant staff of UNDP Pakistan's Environment & Climate Change Unit. A quarterly meeting between UNDP and the project management team will be held to regularly monitor the planned activities and their corresponding budgets in the project's Annual Work Plan (AWP). The National Project Coordinator will also supervise the progress/performance of the Regional Project Coordinators.

Technical Assistance: The project will be testing new approaches linking business with biodiversity, and working in the areas of corporate social responsibility, green enterprise development and support and NTFP voluntary certification systems, areas in which there is some national technical expertise. However, this will need to be periodically supplemented with external targeted assistance from experts in the areas mentioned above. The technical assistance needs will be met through output based agreements with the best qualified persons, government agencies, NGOs or private firms selected through standard UNDP procedures for capacity assessment.

The Provincial Steering Committees: These bodies will be set-up in both Khyber Pukhtoonkhwa and Gilgit Baltistan. In Gilgit Baltistan the Committee will be headed by the Secretary Forest whereas in Khyber Pukhtoonkhwa the Secretary Environment will chair the Committee. The Committees will supervise and monitor the overall performance of the project in the respective province. An important function of this body will be to approve the grants as seed capital of the CBEs for establishing NTFP enterprises according to the stipulated grant processing procedures laid down under the project. The Committees will be responsible for the approval of the annual work plan and budget of the project in the province, beside progress scrutiny. The Committee will present the progress and annual plans of the province at the Project Board. The provincial Committee will also approve the Valley Conservation Plans and will also approve the CBE business plans and Conservation Agreements. The provincial Committees will include the representatives from UNDP, Climate Change Division, IUCN, Forests departments, members of the Valley Conservation Committees, other relevant NGOs and Private Sector.

Two **Provincial Project Teams** will be established, one in Khyber Pakhtunkhwa and one in Gilgit Baltistan headed by Regional Project Director (RPD) who will be a Government employee, not funded through the project. The teams will have primary responsibility for implementing project activities in the target conservancies. Each team will comprise of Coordinator, who will report to both the RPD and NPC. The Provincial Teams will play a critical role in coordinating with key government officials at provincial level, notably the Chief Conservator of Forests, Conservator or Chief Conservator of Wildlife, heads of other important line agencies, the Rural Support Programmes, NGOs and Private Sector. The Provincial Project Teams will also work closely with the Conservancy Management Committee and the Valley Conservation Committees and the Village Conservation Committees in the areas where CBEs are established.

The Project Assurance function will be performed by UNDP Pakistan Environment and Climate Change Unit. The function supports the Project Board by carrying out objective and independent project oversight and monitoring functions. The role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the National Project Coordinator; therefore the Project Board cannot delegate any of its assurance responsibilities to the National Project Director or the National Project Coordinator.

Funds Transfer/Financial Flow: UNDP will transfer the funds to the PCU according to the approved work plan and upon the submission of the progress reports. The funds will be transferred to the provinces and other relevant partners according to their approved plans, whereas subsequent tranches will be made available on quarterly basis upon submission of the progress and financial reports.

Audit Arrangements

Audits will be conducted following UNDP Financial Regulations and Rules and related audit policies.

Agreement on intellectual property rights and use of logo on the project's deliverables:

To accord proper acknowledgement to GEF for providing funding, a GEF logo will appear on all relevant GEF project publications. Any citation on publications regarding projects funded by GEF should also accord proper acknowledgment to GEF. The UNDP logo should also be present in all publications along with GEF logo.

In line with the United Nations reform principles, especially simplification and harmonization, the Annual Work Plan will be operated with the harmonized common country programming instruments and tools, i.e. the UNDAF results matrix, M&E and the Harmonized Approach to Cash Transfer (HACT). At the day-to-day operational level, ATLAS will be used for keeping track of timely and efficient delivery of the activities and or effective financial monitoring under the Annual Work Plan.

6. MONITORING AND EVALUATION PLAN AND BUDGET

Project monitoring and evaluation (M&E) will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Country Office with support from the UNDP/GEF Regional Coordination Unit. The Project Results Framework (Section 3) provides performance and impact indicators for project implementation along with their corresponding means of verification. Additionally the Tracking Tool for GEF Biodiversity SO₂ projects has been completed and will be updated during the Mid-Term and Terminal Evaluations.

VI. PLANNING, MONITORING AND REPORTING

The project will follow the following planning, monitoring and reporting cycle during the year.

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	NPC
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 Regional Project Steering Committees (KP and GB) to: a) Review and recommend draft regional work plans and budget b) Integrate the regional activities with service providers and other government and relevant non-government agencies	NPC/RPD
December 20, 2013	Organize Project Board to: a) Review the progress made in 2013 b) Review draft consolidated project work plan/ budget 2014 c) Secure approval of the work plan 2014 from the Project Board	NPD/NPC
December 25, 2013	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	NPD/NPC
January 05, 2014	Approval of AWP and LOS by UNDPs	ACD UNDP and Program Officer
January 15, 2014	Review and provide feedback on the project APR to NPM	ACD UNDP and Program Officer
February 15, 2014	Monitoring visit to Gilgit-Baltistan and Khyber Pakhtunkhwa	NPC
April 15, 2014	Visit field four Conservancies for dialogues	NPC
June 15, 2014	Monitoring visits to the field conservancies	NPC/NPC
30 April 2014	Quarterly Progress Reports, including:	NPC
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)	

August 15, 2014	Monitoring visits to the field Conservancies	NPC/M&E Specialist
November 15, 2014	Monitoring Visit to field conservancies	NPC/M&E Specialist
15 July 2014	Organise Project Steering Committee (Mid-year review of project progress and, if needed, revision of the AWP)	NPD/NPC/RPD
30 November 2014	Organise Project Steering Committee to: a) Review of project contribution to results and financial delivery 2014; b) Review and endorsement of AWP 2014	National Project Director/ National Project coordinator
February 28, 2015	Annual audit of the project	SMU-UNDP

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 agreements 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	Countermesures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Political instability and deterioration in security and law and order situation lead to temporary internal displacement of local communities and disruption of project activities	September 2012	Political	As such the project will not suffer as the field implementation lies with other government responsible partners. The project may observe temporary dead lock if the situation becomes worst. Enter probability on a scale from 1 (low) to 5 (high) P = 3 Enter impact on a scale from 1 (low) to 5 (high) I = 3	This is a potential risk in parts project area. UNDP has considerable experience of operating under such conditions in Pakistan. Thus, based on lessons learnt from UNDP's work, including other UNDP-GEF projects, should the security situation deteriorate, the project will make greater use of local institutions for field implementing, which will anyway be carried out primarily through other government projects/ Umbrella NGOs (RSPs). In the worst case scenario, the project would temporarily suspend activities in affected areas.	National Project Coordinator	National project Coordinator	January 05, 2014	No Change
2	Conflicting interests among resource users in some project sites could undermine the feasibility of BD-friendly production and effective regulation of resource	September 2012	Social	As such the impact of this particular risk may not be that high as the increasing awareness among the community institutions seems to be a positive element.	All community stakeholders have been extensively consulted during the PPG phase. The project shall focus on putting in place regulatory frameworks that define adequately the conditions of collection and trade of	National Project Coordinator	National project Coordinator	January 05, 2014	No Change

<p>management while competition from business as usual production in non project areas may create marketing issues</p>			<p>P =2 I = 2</p>	<p>MAPs and forge alliances at the local and national level (output 1.3) to ensure that project interventions are locally acceptable and owned by local resource users. The project will also pay attention to the traditional knowledge and tenure rights of the local communities in the design and implementation of project activities.</p> <p>The project will also work to strengthen negotiation channels and conflict resolution mechanisms, as well as raising awareness of the mutual benefits of collaboration between resource user groups and support community business capacities</p>	<p>National Project Coordinator</p>	<p>National project Coordinator</p>	<p>January 05, 2014</p>	<p>No Change</p>
<p>3 Natural catastrophic event like earthquakes and extreme weather events such as floods may cause major damage to life and property in a project site</p>	<p>September 2012</p>	<p>Natural</p>	<p>Implications of such natural disasters may not be severe as communities in the project areas have already been sensitized through other government agencies to cope with such disasters.</p>	<p>The project's interventions to help reduce the vulnerabilities through development of alternative and biodiversity based enterprises is expected to support local communities deal with such catastrophic events. Besides local enhanced</p>	<p>National Project Coordinator</p>	<p>National project Coordinator</p>	<p>January 05, 2014</p>	<p>No Change</p>

4	Development of standards and building institutional capacity for third party certification may prove to be a lengthy process and affect stakeholder interest	September 2012	Institutional	<p>There is no reservations in the circle of relevant government and private sector initiations so the impact may be negligible</p> <p>P=2 I=1</p>	<p>capacities through the support to local institutions through the project and the government programme MAC is expected to increase their coping capacities. The project also proposes to address this risk by building a better understanding on the impacts of climate change and integrating climate change impacts in better extension service delivery (outcome 3)</p> <p>Stakeholders and institutions have been consulted on this during the design of the project. The project will effectively monitor the process and share information on the process and progress with the local stakeholders</p>	National Project Coordinator	National project Coordinator	January 05, 2014	No Change
5	Climate variability and human-induced climate change may adversely impact NTFP populations making some CBEs economically unviable	September 2012	Anthropogenic	<p>The project will adopt a detailed biological threshold for harvest.</p> <p>P=2 I=1</p>	<p>Project is initially targeting NTFP that are relatively abundant and resilient to the impacts of climate variability. CBEs will undertake regular monitoring to establish productivity, yield, regeneration and other ecological parameters relevant to sustainable</p>	National Project Coordinator	National project Coordinator	January 05, 2014	No Change

6	<p>Certified sustainable production of NTFP does not generate enough profits to change the individual and community cost-benefit calculus in favor of sustainable use and biodiversity conservation over other forms of resource use that degrade biodiversity.</p>	September 2012	Economic	<p>The probability of this particular threat may not be as severe as communities in the project area very marginalized and due to extreme poverty, value added NTFPs is viewed as a major economic gain at the local level.</p> <p>P=2 I=1</p>	<p>wild harvesting. In the longer-term, climate risk analysis will have to be incorporated into CBE business planning</p> <p>As noted above, only NTFP that are relatively abundant and already being harvested and sold will be targeted initially. Value addition by producers and improved access to markets can be achieved at relatively low cost with capacity development and some infrastructural support. The project will work with other partners to develop a cost-effective certification scheme along the lines of those developed by FSC and others, recognizing the difficulties faced by small producers. The project will provide seed capital to cover initial start up costs of each project CBE and also identify sustainable sources of finance for CBE expansion and/or new CBEs. The high levels of poverty and limited livelihood development opportunities in northern Pakistan are such that even modest profits may go a long</p>	National Project Coordinator	National Project Coordinator	January 05, 2014	No Change
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