UNDP PHL CO ANNUAL WORK PLAN (AWP) REVIEW CHECKLIST

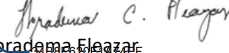**Year: 2022   Date submitted to RQT**: 15 December 2022
Project ID and Output ID: 00128629 / 00122575
Name of Project: Strengthening Institutions and Empowering Localities Against Disasters and Climate Change (SHIELD)
Implementing Partner: United Nations Development Programme (UNDP)

DocuSigned by:
Maria Victoria De Guzman

DocuSigned by:
Floradema C. Eleazar

Name & signature of Staff: Maria Victoria De Guzman   **Name & signature of Team Leader:** Floradema Eleazar

CPD 2019 – 2023 Outcome: ☐ 1   ☒ 2   ☐ 3

Please make sure to check the following:

Section	Requirements	Y/N
Cover Page	Received by Registry	Y
	Has complete IDs, title, dates and costings	Y
Programme Alignment	SP and CPD outcome and output indicators are properly identified and populated with baseline, milestone, and target data. (see: SP and CPD results and resources framework)	Y
Work Plan	Project output indicators are properly identified, consistent with the project results framework, and populated with baseline and target data (see: CO IATI Data Clean-Up guidelines)	Y
	Quarterly timeframe of activities / sub-activities are identified	Y
	Chart of Accounts: Funding Source / Donor / Budget Accounts properly specified	Y
	GMS Set-up	Y
	DPC Set-up	Y
	Atlas AWP attached	Y
M&E Plan	Costed M&E Plan attached	NA
Procurement Plan	Procurement Plan attached. All procurement items >$5000 **uploaded in PROMPT**	Y
Quarterly Budget Breakdown	Attached Excel with Quarterly Budget Breakdown	NA
Risk Log	**Uploaded in ATLAS** (Grants > Project Management > Approved Projects > Risks)	Y
PBM Minutes	Project Board Meeting/LPAC minutes attached	Y

Remarks / Notes from Programme Team, if there are "Nos": 2022 AWP continued from PIP; M&E plan to be formulated for the implementation phase.

RQT action

reviewed

Date received_____

☐ Endorsed for transmittal to NEDA / DRR [Date of transmittal: 12/16/2022_____]

☐ Returned for revisions [Date returned to Programme Team: n/a_____]

☐

Remarks / Suggestions, if returned for revisions: _____

reviewed and endorsing for downward revision
kindly revisit targets in 2023 AWP
_____
_____
_____

DRR action

16.Dec.2022
Date: _____

☒ Approved

☐ Needs work

Comments: _____
Approved
_____
_____
_____
_____
_____

United Nations Development Programme
Philippines

Empowered lives.
Resilient nations.

1Project Title: Strengthening Institutions and Empowering Localities Against Disasters and Climate Change (SHIELD) Program Initiation Plan (PIP)
2022 Annual Work Plan

Implementing Partner: United Nations Development Programme (UNDP)

Project Description

The Philippines is the third most disaster-prone and fifth most exposed to climate change impacts globally. Climate change is exacerbating the impacts of weather-related events in the Philippines. With 7,000+ islands and major coastal population centres, it is highly exposed to rising sea levels and extreme weather events, and associated storm surges and flooding.

The Philippines is one of the fastest growing economies in Southeast Asia and plays an important role in the stability of the region. Environmental degradation and more frequent climatic events are likely to be key political, economic, and security disrupters over the longer term. Humanitarian crises can undermine growth, reverse development gains, increase poverty, and cause instability that can last for decades.

The nexus between gender equity, disability, and social inclusion (GEDSI), disaster risk reduction and management (DRRM), and climate change adaptation (CCA) is a well- established human development issue. Climate change and inequality interlink to create a vicious vulnerability-poverty cycle. Socio-economic inequalities are a key determinant in the disproportionate adverse effects of climate hazards on marginalized people and these impacts in turn create greater inequality and marginalisation. At the same time, disasters and conflict are integrally linked to the broader national development context in which they occur and can contribute to each other by making a situation better or worse

The Government of Australia (GOA) is investing AUD18 million in the Strengthening Institutions and Empowering Localities Against Disasters and Climate Change (SHIELD) Program to support the Government of the Philippines (GPH) in building institutional and community resilience to climate change and natural hazards. The goal of the SHIELD Program is to make all people in target communities safer and more resilient to the impacts of natural hazard events and climate change. Following the Call for Proposals by DFAT which led to the identification of a UNDP-led consortium of partners, the objective of the Initiation Plan is to conduct the inception phase and prepare the Project Document for the SHIELD Program.

Country Programme Period: 2019-2023
 	
Project/Output ID: 00128629/00122575
 	
Project Start Date: 22 January 2021
Project End Date :   30 September 2027
 	
Project Board Meeting/LPAC Date: 5 September 2021
 	
Gender Marker: GEN 2
	2022 AWP budget:
	Total resources required: USD 680,874.35
	Total allocated resources: USD 680,874.35
	• Regular: USD 0.00
	• Other:
	   o Donor (DFAT): USD 1,963,126.35
	   o UNDP (CRU): USD 0.00
	   o Government: USD 0.00
	Unfunded budget: USD 0.00
	In-kind Contributions: USD 0.00

DocuSigned by:

Agreed by UNDP: **EDWINE CARRIE**, Deputy Resident Representative
Date: 16-Dec-2022

PROGRAMME ALIGNMENT

A.1 2019-2023 PFSD/CPD Outcome alignment	2: Urbanisation, economic growth, and climate change actions are converging for a resilient, equitable, and sustainable development path for communities.

A.2 2019-2023 CPD Output Indicator alignment *[Choose between 1-3 applicable indicators]* *Y1-YX placeholders should be replaced with actual project implementation period*	*2.1.1 Number of UNDP-assisted LGUs with risk-informed development and investment plans, integrating solutions for disaster risk reduction (DRR) and climate change adaptation and mitigation [IRRF 2.3.1.1]*

Baseline		Targets / Cumulative Results						End of Project Target	
Year	Quantity/Points /Rating	2021	2022	2023	2024	2025	2026	Target	Actual
2020	9 provinces/ cities	2 provinces/ cities (11)	2 provinces/ cities (13)	2 provinces/ cities (15)	2 provinces/ cities (17)	2 provinces/ cities (19)	2 provinces/ cities (21)	12 provinces/ cities	NA

2.2.1 Extent to which low emission and climate-resilient development targets are reflected in national plans, strategies, and budgets, local development plans, strategies, and budgets, and private sector business plans and strategies [IRRF 2.1.1.1]

Baseline		Targets / Cumulative Results						End of Project Target	
Year	Quantity/Points /Rating	2021	2022	2023	2024	2025	2026	Target	Actual
2020	9 provinces/ cities	2 provinces/ cities (11)	2 provinces/ cities (13)	2 provinces/ cities (15)	2 provinces/ cities (17)	2 provinces/ cities (19)	2 provinces/ cities (21)	12 provinces/ cities	NA

A.3 2022-2025 UNDP SP IRRF Output Indicator Alignment	*Indicate any other applicable SP output indicators outside the CPD. See [link] for full list of indicators.*

Baseline		Targets / Cumulative Results						End of Project Target	
Year	Quantity/Points /Rating	2021	2022	2023	2024	2025	2026	Target	Actual
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

A.4 Sustainable Development Goals Target Alignment	*Indicate applicable SDG targets. See [link] for full list of targets and indicators.* 11.b By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015–2030, holistic disaster risk management at all levels 13.1 Strengthen resilience and adaptive capacity to climate- related hazards and natural disasters in all countries

A.5 Project Document Outcome Indicators	*To be determined in the full project document.*

	Baseline		Targets / Cumulative Results						End of Project Target	
	Year	Quantity/Points /Rating	2021	2022	2023	2024	2025	2026	Target	Actual
	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

3

I.   2022 ANNUAL WORK PLAN

Project Title: Strengthening Institutions and Empowering Localities Against Disasters and Climate Change (SHIELD) Program Initiation Plan
Project ID: 00128629

Output ID: 00122575

Implementing Partner: United Nations Development Programme

EXPECTED OUTPUTS
Output 1. Technical reports prepared
Guidance: Indicate output statement per Project Document

Project Output Indicator/s	Baseline		Annual Target (Annual)	Cumulative Target (from Start Year) Start year: 2021	End-of-Project Target End year: 2022
1.1 Technical assessments meet requirements of ProDoc	**2020**	*Technical assessments completed during IDD preparation stage*	*Technical assessments completed during IDD preparation stage updated for ProDoc development*	*Technical assessments completed during IDD preparation stage updated for ProDoc development*	*Technical assessments completed during IDD preparation stage updated for ProDoc development*

PLANNED ACTIVITIES (for Output No.1)								PLANNED BUDGET (for Output No.1)			
Activity/Sub-Activity Description[1]	Activity Target [2]	TIMEFRAME				RESPONSIBLE PARTY[3]	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US$ (1= PHP 56.56)
1.1 Organize TWG	Technical working group for SHIELD created, with representation from consortium members and stakeholders from national government					UNDP	1981	30000/11854	64300	DPC-DOE	22,000.00
								30000/11854	71300	Local consultants	22,989.58
1.2 Identify entry points for COVID-19 Recovery and Resilience	Mapping of entry points for integration of COVID-19 recovery and resilience in SHIELD program					UNDP	1981	30000/11854	71400	Contractual Services – Individ	25,502.96
1.3 Review and update GEDSI analysis undertaken at IDD stage	Updated GEDSI analysis/report/section on ProDoc					UNDP	1981	30000/11854	71600	Travel	62,573.72
1.4 Review and update SESP undertaken during IDD stage	Updated SESP analysis/report/section on ProDoc					UNDP	1981	30000/11854	72100	Contractual Services – Companies	164,204.43
1.5 Review prioritization criteria of LGUs, conduct consultations and identify year 1 priority sites	Updated prioritization and phasing of target LGUs					UNDP	1981	30000/11854	72500	Supplies	2,733.79
1.6 Review and update the political economy analysis done in the IDD stage	Updated political economy analysis/report/section on ProDoc					UNDP	1981	30000/11854	74200	Audio Visual & Print Prod Costs	7,000.14
1.7 Conduct the humanitarian, development and peace nexus analysis for BARMM	Analysis on humanitarian, development and peace nexus for BARMM					UNDP	1981	30000/11854	74500	Miscellaneous Expenses	17,380.43

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[1] For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).
[2] Specify units, e.g., number of trainings, number of participants, number of representations, etc.
[3] Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

PLANNED ACTIVITIES (for Output No.1)								PLANNED BUDGET (for Output No.1)				
Activity/Sub-Activity Description[1]	Activity Target [2]	TIMEFRAME				RESPONSIBLE PARTY[3]	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US$ (1= PHP 56.56)
Guidance: Include UPL/LPL rates for UNDP support services							1981	30000/11854	75100	Facilities & Administration	9,081.80
							1981	30000/11854	75700	Training, Workshops, and Confer	5,580.99
										OUTPUT 1 Sub TOTAL	339,047.84

EXPECTED OUTPUTS
Output 2. ProDoc and mandatory annexes prepared and approved
Guidance: Indicate output statement per Project Document

Project Output Indicator/s	Baseline		Annual Target (Annual)	Cumulative Target (from Start Year) Start year: 2021	End-of-Project Target End year: 2022
2.1 ProDoc with complete annexes completed	**2020**	*DFAT IDD and UNDP proposal completed*	*ProDoc meeting quality criteria and ready for submission to LPAC*	*ProDoc meeting quality criteria and ready for submission to LPAC*	*ProDoc meeting quality criteria and ready for submission to LPAC*

PLANNED ACTIVITIES (for Output No.2)								PLANNED BUDGET (for Output No.2)			
Activity/Sub-Activity Description[4]	Activity Target [5]	TIMEFRAME				RESPONSIBLE PARTY[6]	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US$ (1= PHP 56.56)
2.1 Review background documents (IDD, technical annexes, and technical reports)						UNDP	1981	30000/11854	64300	DPC-GOE	17,975.00
2.2 Conduct consultations with stakeholders	At least 4 consultations					UNDP	1981				
2.3 Conduct activity and financial planning	1 planning workshop					UNDP	1981	30000/11854	71300	Local Consultants	21,432.35
2.4 Prepare Draft ProDoc and Annexes	Draft ProDoc with complete draft annexes					UNDP	1981	30000/11854	71400	Contractual Services – Individ	725.89
2.5 Conduct TWG review meetings	At least 3 TWG review meetings					UNDP	1981	30000/11854	71600	Travel	4,731.66
2.6 Undertake capacity assessment of partners using Partner Capacity Assessment Tool (PCAT)	Completed PCAT for 4 consortium members					UNDP	1981	30000/11854	72500	Supplies	160.93
2.7 Undertake Harmonized Approach to Cash Transfer (HACT) assessment of partners	Completed HACT microassessment for 3 consortium members					UNDP	1981	30000/11854	74500 75100	Miscellaneous Expenses Facilities & Administration	3,661.89 2,663.74
2.8 Perform QA on Project Design						UNDP	1981	30000/11854	75700	Training, Workshops, and Confer	3,202.91
Guidance: Include UPL/LPL rates for UNDP support services											
										OUTPUT 2 Sub TOTAL	54,554.37

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[4] For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).
[5] Specify units, e.g., number of trainings, number of participants, number of representations, etc.
[6] Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

EXPECTED OUTPUTS
Output 3. Validation, LPAC review and report completed
Guidance: Indicate output statement per Project Document

Project Output Indicator/s	Baseline		Annual Target (Annual)	Cumulative Target (from Start Year) Start year: 2021	End-of-Project Target End year: 2022
3.1 ProDoc ready for LPAC	**2020**	*DFAT IDD and UNDP proposal submitted*	*Signed ProDoc*	*Signed ProDoc*	*Signed ProDoc*

PLANNED ACTIVITIES (for Output No.3)								PLANNED BUDGET (for Output No.3)			
Activity/Sub-Activity Description[7]	Activity Target [8]	TIMEFRAME				RESPONSIBLE PARTY[9]	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US$ (1= PHP 56.56)
3.1 Conduct validation workshop	1 validation workshop with stakeholders					UNDP	1981	30000/11854	64300	DPC-GOE	4,000.00
3.2 Organize LPAC	1 LPAC meeting					UNDP	1981				

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[7] For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).
[8] Specify units, e.g., number of trainings, number of participants, number of representations, etc.
[9] Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

PLANNED ACTIVITIES (for Output No.3)								PLANNED BUDGET (for Output No.3)			
Activity/Sub-Activity Description[7]	Activity Target [8]	TIMEFRAME				RESPONSIBLE PARTY[9]	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US$ (1= PHP 56.56)
3.3 Prepare LPAC documentation and submit ProDoc for signing	Final ProDoc with complete final annexes					UNDP	1981	30000/11854	71300	Local Consultants	29,716.29
								30000/11854	71600	Travel	13,878.29
								30000/11854	74500	Miscellaneous Expenses	1,700.00
								30000/11854	75100	Facilities & Administration	5,000.00
								30000/11854	75700	Training, Workshops and Confer	3,000.00
								30000/11854	77300	Salary & related cost-TA/IP	24,000.00
Guidance: Include UPL/LPL rates for UNDP support services											
										OUTPUT 3 Sub TOTAL	81,294.58

EXPECTED OUTPUTS
Output 4. Supported response, recovery, and resilience-building in disaster-affected areas
Guidance: Indicate output statement per Project Document

Project Output Indicator/s	Baseline		Annual Target (Annual)	Cumulative Target (from Start Year) Start year: 2021	End-of-Project Target End year: 2022
4.1 Extent to which recovery and resilience-building interventions implemented in disaster-affected areas are more responsive due to improved PDNA and planning	*2020*	*Not adequately – Absence of PDNA-informed recovery and resilience-building plans*	*Largely – Recovery and resilience-building interventions implemented in disaster-affected areas are more responsive due to improved PDNA and planning*	*Largely – Recovery and resilience-building interventions implemented in disaster-affected areas are more responsive due to improved PDNA and planning*	*Largely – Recovery and resilience-building interventions implemented in disaster-affected areas are more responsive due to improved PDNA and planning*

Activity/Sub-Activity Description[10]	Activity Target [11]	TIMEFRAME				RESPONSIBLE PARTY[12]	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US$ (1= PHP 56.56)
4.1 Conduct of post-disaster needs assessment in target areas	Post-disaster needs assessment report in target areas					UNDP	1981	30000/11854	71300	Local Consultants	115,616.71
								30000/11854	71400	Contractual Services - Individual	7,105.04

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[10] For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).

[11] Specify units, e.g., number of trainings, number of participants, number of representations, etc.

[12] Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

Activity/Sub-Activity Description[10]	Activity Target [11]	TIMEFRAME				RESPONSIBLE PARTY[12]	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US$ (1= PHP 56.56)
4.2 Prepare Recovery, Rehabilitation and Resilience Plan	Local recovery, rehabilitation and resilience plans developed							30000/11854	72100	Contractual Services-Companies	47,000.00
								30000/11854	72400	Comm & Audio Visual Equipment	10.00
								30000/11854	72500	Supplies	35.12
								30000/11854	72800	Information Technology Equipment	27,644.94
								30000/11854	74100	Professional Services	8,500.00
4.3 Support to implementation of priority recovery and resilience activities	Recovery and resilience interventions implemented							30000/11854	74500	Miscellaneous Expenses	65.75
Guidance: Include UPL/LPL rates for UNDP support services											
										OUTPUT 4 Sub TOTAL	**205,977.56**

TOTAL BUDGET	**680,874.35**

Prior Year Commitments[13]:

Activity/Sub-Activity Description	Year of commitment	RESPONSIBLE PARTY	IA CODE	Funding Source/Donor	Budget		Amount
					Code	Description	US$ (1= PHP 56.56)
ACTIVITY1 (PO 46237)	2022	UNDP	001981	30000/11854	71300	Local Consultants	54,023.75
ACTIVITY1 (PO 46322)	2022	UNDP	001981	30000/11854	71300	Local Consultants	5,488.99
ACTIVITY4 (PO46378)	2022	UNDP	001981	30000/11854	72100	Contractual Services - Companies	28,437.50
ACTIVITY4 (PO46454)	2022	UNDP	001981	30000/11854	72800	IT Equipment	2,343.00
ACTIVITY4 (PO46535)	2022	UNDP	001981	30000/11854	72100	Contractual Services - Companies	4,368.12
ACTIVITY1 (PO 46592)	2022	UNDP	001981	30000/11854	71300	Local Consultants	4,891.44
ACTIVITY4 (PO 46613)	2022	UNDP	001981	30000/11854	72100	Contractual Services - Companies	4,018.48
						TOTAL	**103,571.28**

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[13] Purchase Orders issued in prior years that are not yet received and paid in Combined Delivery Report

II.   MANAGEMENT ARRANGEMENTS

The management arrangements for the project shall be identified as part of the development of the full project document. For the Initiation Plan, UNDP Philippines will lead the project development process and management of the budget, in full consultation with DFAT and consortium partners

The Initiation Plan shall be guided by the UNDP Senior Management, in close consultation with DFAT and participation from the Consortium partners. A Technical Working Group comprised of representatives from UNDP, DFAT, Consortium partner representatives, and partner government agencies such as Department of Interior and Local Government (DILG), Department of Science and Technology (DOST), Climate Change Commission (CCC), Office of Civil Defense (OCD), National Economic and Development Authority (NEDA), Department of Finance (DOF), and BARMM, shall be constituted to provide inputs and participate in the review of the Project Document, before it is submitted to LPAC.

The Initiation Plan team will be composed of the following:
- *Team Leader/CC-DRR Specialist*
- *Project Development Consultant*
- *Gender, Disability and Social Inclusion (GEDSI) Specialist*
- *Social and Environmental Safeguards Specialist*
- *Project Development Associate*
- *Project Assistant*

III.   MONITORING PLAN

Monitoring Activity	Purpose	Frequency	Expected Action
Tracking of results/progress	Progress data against the output and activity indicators in the initiation plan will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator	Slower than expected progress will be addressed by project management
Monitoring and management of risks	Identify specific risks that may threaten achievement of intended outputs. Identify and monitor risk management actions using a risk log.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken
Initiation Phase Report	An initiation phase report will be presented to the Technical Working Group, consisting of progress data showing the results achieved against pre- defined targets, lessons learned, and an updated risk log with mitigation measures.	At the end of the initiation phase	

IV.   ANNUAL PROCUREMENT PLAN

Project Title:	Strengthening Institutions and Empowering Localities Against Disasters and Climate Change (SHIELD)
Project Type: *(DIM or NIM with CO Support or Management Project)*	DIM
Date Prepared:	15 December 2022 (update)

Instructions:
Please include ONLY the procurement items that will be done by UNDP (i.e., DIM project needs, Management project needs, CO support-to-NIM projects and UN Agency service requirements

Atlas Project ID No.	Category (Identify if Goods, IC, Civil Works, Recurring Cost, Consulting Services)	Brief Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (for goods and works) or start of services (if services)	Target Date for the Submission of TOR/Specs/SOWs to Procurement Team	Delivery Location (for goods)	Home-based (Yes or No, if consulting services)	Duty Station (if consulting services)
128629	Consulting Services	LGU Capacity Assessment and Engagement Strategy	ea	1	$ 85,000	$ 85,000	20 December 2022	12 December 2022	NA	Yes	Metro Manila
		TOTAL			**$ 85,000.00**	**$ 85,000.00**					

V. RISK LOG (UPLOAD IN ATLAS: GRANTS > PROJECT MANAGEMENT > APPROVED PROJECTS > RISKS)

No.	Description	Date Identified	Type	Countermeasures/ Management Response	Owner	Last Update	Status
1	Pacing of initiation may be affected by delays in procurement	2/8/2021	Operational	Upload the procurement plan, TORs, requests, and other attachments to PROMPT; for small value items, use the Micropurchasing tool to cut down on time	Project Manager	2/8/2021	Completed
2	COVID-19 restrictions may affect some project initiation activities (e.g. scoping, LGU planning, etc.)	2/8/2021	Environmental	Online meetings will be the main platform for coordination	Project Manager	2/8/2021	Completed
3	LGU prioritization may affect strategic partnerships	2/8/2021	Strategic	Review initial LGU priority list from Investment Design Document and conduct an internal sensing of which LGUs should be first pursued (ideally those with existing/previous engagement with UNDP) and work from there	Project Manager	2/8/2021	Completed

MINUTES OF THE 1ˢᵗ PROGRAM BOARD MEETING
06 September 2022, 3:00 p.m. – 5:30 p.m.
UN Board Room 15AB

ATTENDANCE

Project Board Members

1. Dr. Selva Ramachandran (Chair), *UNDP*
2. Director Ana Bonagua (Vice-Chair), *DILG*
3. Counsellor Thanh Le (Vice-Chair)*, DFAT*
4. Minister Naguib Sinarimbo, MILG*
5. Usec. Marilou Erni*, DENR*

6. Director Nieva Natural *, NEDA*
7. Exec. Director Teresito Bacolcol, *DOST*
8. Director Susana Juangco, *OCD*
9. Ferdinand Ortilla, *DOF**

DFAT

1. Paul Harrington
2. Mei Santos

3. Harry Pasimio

UNDP

1. Edwine Carrie
2. Floradema Eleazar

3. Gwyneth Anne Palmos

Consortium Partners

1. Wilhelmina Aquino, CBCS*
2. Aileen Rombaoa, CBCS*
3. Sidneyrose Manuel, NRC*
4. Elvin Uy, PBSP

5. Jay Presaldo, PBSP*
6. Cris Rollo, UN-HABITAT
7. Laids Cea, UN-HABITAT*
8. Reinero Flores, UN-HABITAT*

Government

1. Cheryl Leal, *OCD*
2. Rosauro de Leon, *NEDA*
3. Aira Tanbengko, DOF*

SHIELD Support Unit

1. Mavic H. de Guzman
2. Ana Gabrielle Alcantara

*Via Zoom

I. CALL TO ORDER

UNDP Resident Representative (RR) Selva Ramachandran called the meeting to order at 3:40 in the afternoon. Each attendee was asked to introduce themselves.

II. PRELIMINARIES

Message from the DILG

Director Anna Liza Bonagua, representing Undersecretary Marlo Iringan, expressed appreciation to the assistance given by the Australian Embassy and UNDP to address the challenges of LGUs in delivering services despite the persistent challenges of climate change and disasters.

Director Bonagua also recognized the participation and assistance of fellow government partners, OCD, DOST, DENR, NEDA, DOF in contributing to the development of the program and its various components. The Director expressed gratitude to the agencies for accepting to be part of the program board. Through this first meeting, the hope is to promote shared understanding of the activities to be implemented for the next six years, starting this year. SHIELD will continue to engage with the agencies throughout the duration of the project.

In closing, Director Bonagua emphasized that through the concerted efforts of government, private sector, and civil society working together, success of implementation of the program is assured for the next six years.

RR Ramachandran added that SHIELD adopts a consortium approach and acknowledged the presence of Consortium Partners in the meeting, namely CBCS, NRC, PBSP, and UN-Habitat. This is a new approach that requires much wider partnership, and it was good to see everyone in the meeting.

Message from DFAT

Counsellor Thanh Le expressed satisfaction that after a long process, the project is now moving forward. The Counsellor shared the positive discussions they recently had with BARMM partners and the excitement of getting the momentum started for SHIELD. Some partners have asked if other regions and areas can be added to the SHIELD, which may be explored as the project grows and become successful. Counsellor Le expressed his appreciation to UNDP and DILG for the tremendous work behind the scene to shepherd and guide SHIELD, as well as the broad consultations that have been undertaken to involve the partners.

In closing, Counsellor Le emphasized that the broader component of what needs to be done is that partners are represented and that there will be mechanisms where partners' voices are heard in order make the project a success.

III. ADOPTION OF THE AGENDA

The following agenda were adopted:

- Overview of the SHIELD Program Board Terms of Reference
- Presentation on SHIELD Program Overview and Updates
- Discussion and approval of the 2022 Work Plan

- Discussion and approval of the 2023 Indicative Work Plan
- Discussion on the Multistakeholder Representation in the Program Board

RR Ramachandran noted other matters arising from the meeting can also be added to the agenda.

IV.   DISCUSSION OF THE AGENDA

Agenda 1: Terms of Reference of the Program Board

RR Ramachandran stated that while many of the members are already aware of program boards, it would be good to level off on the roles and responsibilities of the program board.

RR Ramachandran also clarified that as he is the Chair of the board, he is not representing UNDP. The RR asked Deputy Resident Representative Edwine Carrie to provide the briefing about the program board.

The Deputy RR explained that the program board, similar to being the elders of a village, bring the wisdom of SHIELD into a management decision forum. This decision rests with the accountability of the board, or they can be delegated.

As a decision-making body, the Program Board performs the following functions:

- Provide programmatic directions. This includes:
  - Approval of work plan – attest that the work plans are in line with the program objectives, that the budget is sufficient, and the means of implementation is correct
  - Approve revisions to the work plans
- Provide strategic guidance and advice.
  - For example, the Board can give instructions to re-orient the project based on the results of an evaluation
- Address high-level project issues and facilitates complex issues between key stakeholders
- Delegate decisions or accountability to the project management team or to the project manager. Examples include:
  - Approve non-substantive revision to the work plan
  - Delegate decisions on budget variations of up to 10% for business continuity purposes.

A program board usually meets at least twice a year.

RR Ramachandran added that the board may be convened when needed, e.g., if there are issues that need to be addressed by the board.

With no questions raised about the Program Board functions, the meeting moved to the next agenda.

Agenda 2: Presentation on SHIELD Programme Overview and Updates

SHIELD Program Adviser Mavic de Guzman presented the salient features of the program for the information of the Board. The presentation covered the following:

- SHIELD Program Components and the outputs for each component
- Management Arrangements, including the organizational structure and the roles of each unit
- Program phases, from Start-Up, Roll-out/Implementation, Learning and Consolidation
- Status and accomplishments as of July 31

Agenda 3: Discussion on the 2022 Annual Work Plan

Ms. de Guzman presented for the board's approval the work plan for the remainder of the year. The proposed budget for 2022 is Php 61.042 M, with a target to deliver the following outputs:

- Memorandum of Understanding with four priority provinces
- Development of the provincial engagement strategy, informed by capacity assessment and mapping of existing initiatives
- Conduct of risk assessment in four provinces, with one completed within the year
- Mapping and assessment of multistakeholder partnerships
- Conduct of value chain analysis
- Inception activities in BARMM, including the conduct of Humanitarian-Development-Peace Nexus Analysis
- Coordination with NGAs on the risk-based planning guide
- Guidelines on the LGU surge support
- Support to NDRRMP, Sendai Framework Reviews
- Component 3 Work Plan
- Conduct of Learning Exchange Forum
- Onboarding of SSU, Consortium PMU staff

After the presentation, RR Ramachandran opened the floor for questions and discussions on the proposed 2022 Annual Workplan.

Discussion on Agenda 3

Nieva Natural, NEDA: What is the difference between Output 2.1 and Output 2.4?

Mavic de Guzman, UNDP: *Output 2.1 Framework to organize and guide policy reform* would detail the scope and methodology of the policy reforms that will be pursued under SHIELD. This may be based on the assessment of capacities of national government, and the identification of policy gaps and needs to create the right policy environment for local resilience. *Output 2.4:* Refers to the actual development of policies, strategies, or frameworks.

Nieva Natural, NEDA: We suggest to include capacity building of LGUs on mainstreaming CC/DDR in their respective development plans.

Mavic de Guzman, UNDP: Noted. This may be covered under Outcome 1.3.

Nieva Natural, NEDA: May we clarify the roles and expectations of NEDA regional offices in the implementation of the program?

Mavic de Guzman, UNDP: The type and extent of involvement of NEDA regional offices will depend on the intervention package that will be designed for each of the provinces, which will

1 identify the change agents that needs to be involved. But for sure, NEDA will be engaged in
2 those related to development planning and resilience building.
3
4 **Selva Ramachandran, UNDP:** Just to clarify, who will be involved in the scoping missions? Will
5 NEDA be involved?
6
7 **Mavic de Guzman, UNDP:** NEDA will be involved in the Scoping Missions. The goal of the scoping
8 missions is to interface with the provinces and their functionaries, as well as the regional
9 stakeholders, including NEDA.
10
11 **Nieva Natural, NEDA:** Is the project coverage (11 provinces) already final?
12
13 **Paul Harrington, Australian Embassy:** Pretty much.
14
15 **Selva Ramachandran, UNDP:** Yes, but here is flexibility for us to look at other LGUs. For a start
16 we want to focus on the 11. Additional LGUs to be suggested by the Philippine Government,
17 may be supported but there is a need to ensure capacity in covering additional LGUs.
18
19 **Thanh Le, Australian Embassy:** The Scoping Missions will highlight the capacity of some of the
20 areas where we are proposing to work. We would welcome our partners' suggestions in areas
21 where in your assessment, require additional support. We can take note of additional areas as
22 reserve.
23
24 As the scoping mission goes, we could spend more time in one LGU just on capacity building
25 before we are able to implement some of the program. Your suggestion of other regions is
26 enabling more activity to come out and if it still fits in the scope of SHIELD, then we should come
27 back to the board for decision making. I don't think we should discount additional areas; it is
28 also a recognition of capability and capacity change. If we can factor some of those in, that
29 would be great.
30
31 **Anna Bonagua, DILG:** The Scoping Missions are very important, especially since we are doing
32 this with each of the provinces and with the support of our partner agencies, because while we
33 have identified some of the activities to attain the deliverables, there is a need to consult the
34 provincial government and even the LGUs within the provincial government which are part of
35 our pilot sites to see and respond to their actual needs and priorities. They might not need all
36 the activities listed or they might prioritize certain activities for that specific period. Hence, it is
37 important for our partner agencies to provide inputs and guidance to LGUs on which priorities
38 can be built on first (entry points for enhancement) to enhance current policies. We also need
39 inputs from our partner government agencies so they can lead/guide the LGUs in the
40 identification of appropriate actions and which one are important to them to carry on. We
41 should also start with the existing policies in place, for example, the joint policy between DILG,
42 NEDA, and DBM on planning and incorporating climate change and disaster in the planning
43 processes of our local government units and build on that. If our experts can identify entry points
44 to enhance our current policies, we will do so as we move on to the implementation of the
45 project. The guidance of the expert agencies we have in the program board is very important.
46 However, the participation at each level of the agencies has not been identified yet, we still must
47 distinguish this based on the needs of the LGUs.
48
49 **Susana Juangco, OCD:** What will be our contingency plan if the identified provinces decline
50 SHIELD's support?
51

Selva Ramachandran, UNDP: This is a very important question, at the end of the day, the basis is commitment [from the provinces].

Mavic de Guzman, UNDP: We hope this will not happen; if it does, that is where the reserve list of provinces can come in.

Edwine Carrie, UNDP: That will then become the first official act of the program board, as it can instruct the project structure to have a reserve list. If this happens, it will only take the decision of the program board to add or withdraw. On the technical side, the consortium partners will take care of identification and the board decision will be enough for us to adjust the provinces to be covered.

Anna Bonagua, DILG: The identification of LGUs were assessed/consulted prior to the national election. The provinces identified already gave their commitment to the project, however, we are not certain if the same leadership are still there, but we have somehow secured the commitment of the previous administration. We will have to re-orient the new leadership of the target LGUs for them to be re-committed to the program.

Teresito Bacolcol, DOST: In the year 1 Workplan, there is the May 2022 output for Outcome 3, it says that you already conducted consultations and scoping missions with Australian Science agencies.

Mavic de Guzman, UNDP: The May 2022 output refers to the workplan that was drafted during a Consortium planning exercise in May. One of the target activities is the conduct of the scoping mission of the Australian agencies.

Gwyneth Palmos, UNDP: This was actually the preparatory phase for the scoping missions with the Australian Science agencies.

Selva Ramachandran, UNDP: When will the scoping mission with the Australian Science agencies be done? Late this year or next year?

Mavic de Guzman, UNDP: Based on our initial discussion with DOST, we will be able to conduct the actual scoping mission next year. We will be able to initially coordinate with our Australian Science counterparts this year to prepare for the scoping mission.

Paul Harrington, Australian Embassy: We have been in contact with Geoscience Australia.

Thanh Le, Australian Embassy: Under Outcome 2 (policy engagement), we must align the SHIELD Program with the National Development Plan (priorities and targets) and the BARMM Development Plan. While we are looking at the different components, it would be good that the SHIELD program would develop that narrative saying that this is where the National Development Plan is coming out, this is where we fit, and if not, then we must re-align some of our activities. The alignment with the BARMM development plan is an activity that I also want to see; I don't know if it fits this year or next year, but that is up to the program team to see based on capacity and capability.

Mavic de Guzman, UNDP: We will have to get back to you on that, but the initial engagement with BARMM can happen this year through CBCS.

1   **Selva Ramachandran, UNDP:** I suggest that as a follow-up to the program board meeting, we
2   can have further discussions with NEDA as well as the government counterparts so the
3   alignment can be discussed.
4
5   *Agreement:* RR Ramachandran asked the members of the board as well as the Vice-Chairs if they had
6   any further updates, clarifications, or additional comments to the 2022 workplan and budget. **Having
7   no objections or further comments received from the board, the 2022 Work and Financial Plan was
8   approved. SHIELD Support Unit was instructed to do the needful in ensuring the alignment of SHIELD
9   with the Philippine Development Plan and BARMM Development Plan**.
10
11 Agenda 4: Discussion and Presentation on the Indicative 2023 Work Plan
12
13 Ms. De Guzman presented for the board's approval the indicative work plan for the first two
14 quarters of 2023. The work plan was prepared to ensure continuity of project operations, and in
15 response to the instructions during the Partners Meeting and the Executive Committee Meeting
16 to prepare a 2023 work plan.
17
18 The basis of the budget is the Year 1 of the Multi-year Work Plan in the Project Document.
19 Activities were identified partly based on the output of the May 31, 2022 Consortium Planning
20 Workshop where Year 1 activities were identified.
21
22 The SSU will go back to the board in April or May with a firmed-up AWP for 2023, which will also
23 be informed by the scoping missions, assessments, and when the Work plans for Components 2
24 and 3 have been firmed by with OCD and DOST.
25
26 RR Ramachandran opened the floor for questions and discussions on the proposed 2023 Annual
27 Workplan.
28
29 ***Discussion on Agenda 4***
30
31 **Selva Ramachandran, UNDP:** May I know the role of the Consortium Partners for FY 2023? What
32 are their leadership roles?
33
34 **Mavic de Guzman, UNDP:** We will continue work on the activities for this year that may spill over
35 next year, including work on Value Chain Analysis, Risk Assessment; Development of MEL;\
36 Development of the Resiliency Index Framework, MoUs in the BARMM Provinces. We will conduct
37 a planning workshop for 2023 within the first quarter.
38
39 **Selva Ramachandran, UNDP:** Will the budget for 2023 increase?
40
41 **Mavic de Guzman, UNDP:** Yes, it will increase. After the scoping missions, we will have a better
42 idea on the needs of the provinces.
43
44 **Thanh Le, Australian Embassy:** As things go into some broad engagement identified by our
45 partners as we do the scoping missions, and there is a request for a potential activity that is related
46 to the work that we do here but not planned, has there been flexibility built into the budget or
47 should there be flexibility built into it? This is in case there are unplanned requirements that would
48 fit under the broad objectives of SHIELD, without the team having to come back to the board for
49 a decision.
50

1 **Edwine Carrie, UNDP:** This can be a decision of the board, to accord flexibility to the project
2 manager to be able to have the ability to spend more money on a strategic objective, more than
3 what was budgeted. This would be a zero-dollar thing for now, but at the end of the program, it
4 may lead to a decision on how to go about this.
5
6 **Thanh Le, Australian Embassy:** Is the activity sufficient that it would fit under the broad output so
7 that it does not have to require to come back to the board for decision?
8
9 **Edwine Carrie, UNDP:** No, this means that at the end of this meeting, when we do the minutes,
10 we have to consign that the authority is there for the project manager to do that and then from
11 there, it is no problem.
12
13 **Thanh Le, Australian Embassy:** I propose to include a 10% buffer authorized to the program
14 manager to decide and work on identified needs from partners, moving forward in the 1st and 2nd
15 quarter of 2023; that will allow the team to be more responsive and move things forward with
16 more flexibility. By then, at the next board meeting we will have a more substantive, robust, and
17 bigger budget.
18
19 **Selva Ramachandran, UNDP:** This is an indicative budget, and we are not looking at the entire
20 2023, this is only for the first two quarters. This is still indicative because discussions are going on.
21 We can start with our 2023 indicative budget but there is a need to meet again to finalize the
22 whole budget for 2023.
23
24 *Agreement:* RR Ramachandran asked the members of the board for further comments and
25 clarifications to the 2023 workplan and budget. **Having no objections or further comments received**
26 **from the board, the proposed Q1-Q2 2023 Work and Financial Plan was approved, with a 10% buffer**
27 **for unplanned but necessary activities aligned with the broad objectives of SHIELD. requirements.**
28
29 Agenda 5: Discussion on Representation of Multistakeholder Partners (MSP) in the Program Board
30
31 Deputy RR Edwine Carrie discussed the representation of Multistakeholder Partners (MSPs) in the
32 Program Board that is existing in the original configuration of the Program Board. How to ensure
33 representation and the mechanics of determining who will sit in the board, how many, or how to
34 select from among MSPs require a decision from the board.
35
36 The board can look at several options: (a) Have one representative each from the private sector,
37 academe, and civil society; (b) have one representative for all three sectors; (c) have three
38 representatives from each three sectors but the three will sit in the board on a rotational basis,
39 however this last option may not be sustainable.
40
41 RR Ramachandran opened the floor for deliberations.

42 ***Discussion on Agenda 5***

43

44 **Thanh Le, Australian Embassy:** Has there or will there be a discussion on this with the MSP? We are
45 making a discussion on behalf of the private sector, academe, and civil society without creating a
46 platform for them to have that conversation first. Is it better for the board to task the project
47 management team to talk to these groups separately, bring them together in a way and then give us
48 the series of views that the partners are bringing to the table for the board's consideration, and then
49 we can have a discussion on this even through an ad hoc meeting via email once we have the
50 consolidated views and the initial thoughts of the Consortium and the management team.

1
2   **Elvin Uy, PBSP:** For PBSP's previous projects, we included key stakeholder groups. This is usually
3   defined by the donor or the government partner. An example is the Global Fund project on
4   tuberculosis and malaria, where PBSP is a principal recipient here in the Philippines. The Fund requires
5   the host government – in this case through the Department of Health – to establish a country
6   coordinating mechanism composed of government, the principal recipients of the fund, the key
7   affected population and other partner groups and institutions. The structure had good representation
8   from all stakeholders, but the group was so huge that accountable parties tend to hide behind the
9   structure and sometimes you cannot feel their presence anymore.
10
11 **Gwyneth Palmos, UNDP:** We have identified outputs on MSP establishment at the national level; part
12 of that is establishing a convergence platform for the MSPs. There are two aspects here. We must
13 establish MSP representation at the Local level and at the National level.
14
15 **Selva Ramachandran, UNDP:** In many different countries, one lesson we can learn is have clear criteria
16 in the selection process to have broad and fair representation. How we move forward in identifying
17 this would be very important so that we do not seem biased to anybody. There will be certain issues
18 when there are too many people involved. We need to have some decision making at the end of the
19 day, otherwise, it will be a loose-ended discussion.
20
21 **Thanh Le, Australian Embassy:** The strength of the program in its inception is its inclusiveness. That
22 in a sense had been done, but we need a concise and consolidated decision-making which is why we
23 are bringing the board together. Having said that, there are elements within that would be
24 important—is that the board leave open a seat and at a particular board meeting, should there be one
25 representation required, then either a private sector, academia, civil society representative would
26 come on to the board and present their paper and have a more robust discussion with the board at
27 that stage. The paper will be circulated way before the board meeting and partners will have great
28 inputs on the issues and there will be robust discussions way before it gets to the board as the final
29 findings. Rather than choosing all three and adding more work for those partners to sit on the board
30 or try to rotate with the others, is it an option to have that there will always be a seat at the table for
31 MSP? But then that seat will be occupied based on the needs of those individual partners leading up
32 to that board meeting and then they could talk about the substantial issue they want to present.
33
34 **Selva Ramachandran, UNDP:** Based on my experience, when it is a one-to-two-year program, it is easy
35 to decide on who will be the candidate, however, when it is a multi-year program, there has to be a
36 rotation. We need to have that element. When we are covering a lot of geographical areas, there has
37 to be some reflection of the people who are represented in the region as well. I fully welcome the
38 MSP partnership here but we have to do it right. We do not need to rush this six-year program, it must
39 be done right from the beginning. Principally, we all agree that this is something we need to do.
40
41 **Marilou Erni, DENR:** I fully support the idea of MSP. We really see the value of MSP and the
42 contribution of the academic community since their participation ensures sustainability. The program
43 cannot be there forever, but the MSP are there to stay with the local government unit partners—it is
44 a very critical component. The MSPs, especially the academe, can ensure sustainability. I agree with
45 Thanh's suggestions.
46
47 **Elvin Uy:** DILG has a very specific experience on this that is very recent. DILG, on behalf of the
48 Philippine government requested to be included in the Global Community Resilience Fund. GCRF has
49 a country stakeholder mechanism. PBSP happen to sit as the CSO representative in that stakeholder

1 mechanism. The private sector, academe, government, and other international partners are also
2 represented. DILG may draw from this experience to see how it might want to introduce or
3 operationalize inclusion for this program.
4
5 **Anna Bonagua, DILG:** The program partners in itself are stakeholder partners, we have PBSP, NRC,
6 and CBCS which represent the different diverse stake of the different sectors. Just the consortium as
7 implementing partners of the project, we are able to get the different perspectives of the
8 stakeholders. Since it is needed that there should be one MSP representative aside from the
9 consortium partners, I agree with Thanh's recommendation that we can have a pool of partners to call
10 in depending on the subject matter or their expertise/ perspective on certain implementation issues.
11 I am more concerned on the representation at the LGU for implementation level. We need to ensure
12 that there should be at least one MSP representative who should be part of the implementation at
13 the local level. We have a very diverse set of target LGUs like BARMM and Metro Manila. BARMM and
14 Metro Manila will require a different set of CSO perspective to bring into the program implementation.
15 At the program board level, we can have a pool that we can tap whenever we need them for specific
16 concerns of the board.
17
18 **Selva Ramachandran, UNDP:** We are looking at the Program Board level and the LGU level, we must
19 have clear criteria in identifying the right people for both levels. We can discuss this with Director
20 Anna and if need be, so, we can have a network discussion to get this right. This is a multi-year
21 program, we cannot rush this, but we also cannot sit on this all day. SHIELD Support Unit (SSU) through
22 the Program Adviser can help in leading this based on this discussion.
23
24 **Thanh Le, Australian Embassy:** I formally propose that the SHIELD Program Board create a position
25 for MSP participation at that board level. The Program Board will be in consultation with the broader
26 multistakeholder partners and ensure that proper representation is present as needed. The MSP seat
27 will always be occupied at the board meeting—by whom and for what issue—that will be the work of
28 the program committee. It is also the board's work to ensure that the appropriate representation is
29 present at that board meeting. We will see to it that there will be different representatives at every
30 board meeting, and we will ensure that there is a seat and a mechanism for the MSP to be there. The
31 SHIELD Program Board shall propose who among the pool of MSPs will sit during a specific board
32 meeting.
33
34 **Paul Harrington, Australian Embassy:** There should be a proposal to discuss with the MSPs to ensure
35 that they are okay with this set-up.
36
37 *Agreement:* MSPs will have one seat at the Program Board. The seat will always be occupied at the
38 board meeting. Representation will be based on the type of expertise needed or agenda to be
39 discussed. The SSU and the Consortium will develop and proposed to the board a mechanism that will
40 establish a pool of MSPs that can be tapped for their subject matter expertise, or to represent LGU
41 agenda or advocacies to the board.
42
43 Agenda 6: Other Matters
44
45 **Thanh Le, Australian Embassy:** Because of the broad spectrum and multitude of partners and
46 everybody we have engaged in this, it would be a shame to lose an opportunity to hear from all
47 partners. I am proposing that we bring all partners in SHIELD together for an annual conversation on
48 best practices, lessons learned, and sharing of ideas. We could have a SHIELD gathering of partners to
49 truly capture the inputs and ideas of everyone involved in the program.

1 **Mavic de Guzman, UNDP:** Yes, that is the intent of the Learning Exchange Forum.
2
3 **Anna Bonagua, DILG:** Taking off from the suggestion of Thanh, maybe we can conduct one MoU
4 signing for all the provinces instead of a separate activity. Provinces can also present their proposed
5 activities under SHIELD and compare it to the other provinces instead of simply signing the MoU only.
6
7 **Mavic de Guzman, UNDP:** Current thinking is to have separate MOU signing for each of the four
8 provinces so SHIELD will have local visibility in each of these provinces.
9
10 **Thanh Le, Australian Embassy:** The MoU will be signed at different stages because the provinces will
11 be ready differently. We can go ahead with the separate MoU signing because that will enable us to
12 move forward. Once we have all the MoUs signed we can bring them together for the Learning
13 Exchange Forum.
14
15 **Selva Ramachandran, UNDP**: Let us strive to be able to do this by December 2022. We should at least
16 have something tangible by 2022.
17
18 **Jay Presaldo, PBSP:** I agree on the Experience and Lessons Learned Session with the 1st Batch of LGUs,
19 with the presence of Batch 2 LGUs
20
21 **Anna Bonagua, DILG:** Today is the right time to engage the LGUs, they are starting their program
22 agenda for the next three years, this is the opportune time to get their attention and bring them to
23 commit to the project implementation. We have agreed with our 2022 budget and activities.
24
25 **V.   Adjournment**
26
27   RR Ramachandran summarized the agreements of the Program Board:
28
29   • Approval of the 2022 Work and Financial Plan
30   • Approval of the 2023 Indicative Work and Financial Plan with 10% buffer authorized
31   to the project manager
32   • Approval of the MSP representation at the Program Board. SSU and the Consortium
33   to develop and submit to the board a proposed mechanism for MSP representation
34   • SSU to coordinate with NEDA and BARMM on the alignment of the SHIELD program
35   with the National Development Plan and the BARMM Development Plan
36   • Convene all the SHIELD partners (Learning Exchange Forum) in one gathering by
37   December 2022
38
39 The meeting adjourned at 5:30 PM.
40
41 *Prepared by:*
42 SHIELD Support Unit
43
44 *Please email corrections or questions to* shield.ph@undp.org Attn: Mavic H. de Guzman, Program
45 Adviser
46

Annual Work Plan

Philippines - Manila

Project: 00128629

Project Title: SHIELD

Report Date: 15/12/2022

Year: 2022

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor		Budget Descr	Amount US$
00122575 SHIELD PIP	Assessments and Recovery	31/12/2020	31/12/2025	UNDP	30000	DFAT	61100	Salary Costs - NP Staff	0.00
				UNDP	30000	DFAT	71300	Local Consultants	115,616.71
				UNDP	30000	DFAT	71400	Contractual Services - Individ	7,105.04
				UNDP	30000	DFAT	72100	Contractual Services-Companie	47,000.00
				UNDP	30000	DFAT	72400	Communic & Audio Visual Equip	10.00
				UNDP	30000	DFAT	72500	Supplies	35.12
				UNDP	30000	DFAT	72800	Information Technology Equipm	27,644.94
				UNDP	30000	DFAT	73100	Rental & Maintenance-Premises	0.00
				UNDP	30000	DFAT	74100	Professional Services	8,500.00
				UNDP	30000	DFAT	74500	Miscellaneous Expenses	65.75
				UNDP	30000	DFAT	75700	Training, Workshops and Confer	0.00
	Project Document Developm	31/12/2020	31/12/2025	UNDP	30000	DFAT	64300	Staff Mgmt Costs - IP Staff	17,975.00
				UNDP	30000	DFAT	71200	International Consultants	0.00
				UNDP	30000	DFAT	71300	Local Consultants	21,432.35
				UNDP	30000	DFAT	71400	Contractual Services - Individ	725.89
				UNDP	30000	DFAT	71600	Travel	4,731.66
				UNDP	30000	DFAT	72100	Contractual Services-Companie	0.00
				UNDP	30000	DFAT	72500	Supplies	160.93
				UNDP	30000	DFAT	74500	Miscellaneous Expenses	3,661.89
				UNDP	30000	DFAT	75100	Facilities & Administration	2,663.74
				UNDP	30000	DFAT	75700	Training, Workshops and Confer	3,202.91
	Technical Reports Completic	31/12/2020	31/12/2025	UNDP	30000	DFAT	61100	Salary Costs - NP Staff	0.00
				UNDP	30000	DFAT	64300	Staff Mgmt Costs - IP Staff	22,000.00
				UNDP	30000	DFAT	71300	Local Consultants	22,989.58
				UNDP	30000	DFAT	71400	Contractual Services - Individ	25,502.96
				UNDP	30000	DFAT	71600	Travel	62,573.72
				UNDP	30000	DFAT	72100	Contractual Services-Companie	164,204.43
				UNDP	30000	DFAT	72500	Supplies	2,733.79

Annual Work Plan

Philippines - Manila

Project: 00128629

Project Title: SHIELD

Report Date: 15/12/2022

Year: 2022

Output	Key Activities	Timeframe		Responsible Party	Planned Budget					Amount US$
		Start	End		Fund	Donor		Budget Descr		
	Technical Reports Completic	31/12/2020	31/12/2025	UNDP	30000	DFAT	72800	Information Technology Equipmt		0.00
				UNDP	30000	DFAT	74200	Audio Visual&Print Prod Costs		7,000.14
				UNDP	30000	DFAT	74500	Miscellaneous Expenses		17,380.43
				UNDP	30000	DFAT	75100	Facilities & Administration		9,081.80
				UNDP	30000	DFAT	75700	Training, Workshops and Confer		5,580.99
	Validation	31/12/2020	31/12/2025	UNDP	30000	DFAT	61100	Salary Costs - NP Staff		0.00
				UNDP	30000	DFAT	64300	Staff Mgmt Costs - IP Staff		4,000.00
				UNDP	30000	DFAT	71200	International Consultants		0.00
				UNDP	30000	DFAT	71300	Local Consultants		29,716.29
				UNDP	30000	DFAT	71400	Contractual Services - Individ		0.00
				UNDP	30000	DFAT	71600	Travel		13,878.29
				UNDP	30000	DFAT	72100	Contractual Services-Companie:		0.00
				UNDP	30000	DFAT	72800	Information Technology Equipmt		0.00
				UNDP	30000	DFAT	73100	Rental & Maintenance-Premises		0.00
				UNDP	30000	DFAT	74500	Miscellaneous Expenses		1,700.00
				UNDP	30000	DFAT	75100	Facilities & Administration		5,000.00
				UNDP	30000	DFAT	75700	Training, Workshops and Confer		3,000.00
				UNDP	30000	DFAT	77300	Salary and related costs–TA/IP		24,000.00
TOTAL										**680,874.35**
GRAND TOTAL										**680,874.35**

DocuSign

Certificate Of Completion

Envelope Id: 526FE35B02D3431DB5025A51195948AC   Status: Completed
Subject: Complete with DocuSign: SHIELD 2022 AWP downward revision
Source Envelope:
Document Pages: 31   Signatures: 3   Envelope Originator:
Certificate Pages: 2   Initials: 0   Paul Villarico
AutoNav: Enabled   One United Nations Plaza
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)   paul.villarico@undp.org
                                                                                 IP Address: 110.235.140.5

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Status: Original   Holder: Paul Villarico   Location: DocuSign
        12/15/2022 3:45:16 AM   paul.villarico@undp.org

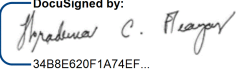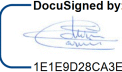| Signer Events	Signature	Timestamp
Maria Victoria De Guzman maria.victoria.de.guzman@undp.org Programme Manager Security Level: Email, Account Authentication (None)	*Maria Victoria De Guzman* EDDA883ECF57414... Signature Adoption: Pre-selected Style Using IP Address: 110.235.140.5	Sent: 12/15/2022 3:56:27 AM Viewed: 12/15/2022 5:19:27 AM Signed: 12/15/2022 5:21:32 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Floradema Eleazar floradema.eleazar@undp.org Team Leader, Climate Action Programme UNDP Headquarters Security Level: Email, Account Authentication (None)	*Floradema C. Eleazar* 34B8E620F1A74EF... Signature Adoption: Uploaded Signature Image Using IP Address: 110.54.132.70 Signed using mobile	Sent: 12/15/2022 5:21:36 AM Viewed: 12/15/2022 3:42:29 PM Signed: 12/15/2022 3:42:40 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Kathleen Ivy Custodio kathleen.ivy.custodio@undp.org RBM Analyst UNDP Headquarters Security Level: Email, Account Authentication (None)	**Completed** Using IP Address: 180.191.32.74	Sent: 12/15/2022 3:42:42 PM Viewed: 12/15/2022 8:06:15 PM Signed: 12/15/2022 8:09:58 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Edwine Carrie edwine.carrie@undp.org Deputy Resident Representative UNDP Headquarters Security Level: Email, Account Authentication (None)	*[signature]* 1E1E9D28CA3E42B... Signature Adoption: Pre-selected Style Using IP Address: 103.225.39.162	Sent: 12/15/2022 8:10:00 PM Viewed: 12/16/2022 12:13:50 AM Signed: 12/16/2022 12:14:39 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Patrick Omar Erestain patrick.omar.erestain@undp.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	**COPIED**	Sent: 12/16/2022 12:14:42 AM
Rosalyn-frances Marcelo Veneracion rosalyn-frances.marcelo.veneracion@undp.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	**COPIED**	Sent: 12/16/2022 12:14:45 AM
Ana Gabrielle Alcantara ana.gabrielle.alcantara@undp.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	**COPIED**	Sent: 12/16/2022 12:14:48 AM
Rosemarie Cruz rosemarie.dela.cruz@undp.org UNDP Headquarters Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	**COPIED**	Sent: 12/16/2022 12:14:50 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/15/2022 3:56:27 AM
Certified Delivered	Security Checked	12/16/2022 12:13:50 AM
Signing Complete	Security Checked	12/16/2022 12:14:39 AM
Completed	Security Checked	12/16/2022 12:14:50 AM

Payment Events	Status	Timestamps