

Nations Development Programme

Country: Papua New Guinea

2014 Annual Work Plan

Project Title: Enhancing Adaptative Capacity of Communities to Climate Change-related Floods in the North Coast and Island Region of PNG (00074956).

UNDAF/ Expected CP Outcome(s): By 2015, Government and civil society have enhanced their capacity to implement biodiversity conservation, low carbon and climate resilient development initiatives for environmental sustainability and improved community livelihoods to reduce the vulnerability of women, girls, men and boys to disaster risks.

Expected Output(s): *(Those that will result from the project)*

Public institutions, private sector and local communities enhance the implementation of low carbon growth and climate resilient development initiatives for environmentally sustainable economic growth.

Implementing Partner: Office of Climate Change and Development

Brief Description

This Adaptation Fund Project annual work plan and budget reflects its delayed implementation of activities in 2012 and 2013. It is anticipated that most activities that have been delayed in the past two years will be implemented in 2014. Major activities for 2014 includes installing coastal and inland early warning systems, Coastal and Inland Flood preparedness and response plans for Northern, Madang, Morobe, Madang, East Sepik and New Ireland Provinces; Support system for community-led mangrove reforestation and conservation projects, inland and coastal adaptation measures, institutional and policy

Programme Period: 2012-2015

Key Result Area (Strategic Plan): Environment, Climate Change and Disaster Risk Management

Atlas Award ID: 00059799
Atlas Project ID: 00074956

Start date: October 2012
End Date: October 2016

Management Arrangements: NIM

Total resources allocated: US\$3,963,723.00

Total allocated resources: _____

- Regular: UNDP US\$ 25,000
- Other:
 - Adaptation Fund - US\$ 3,438,723
 - AusAID - US\$500,000
 - Government _____

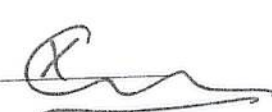
Unfunded budget: _____

In-kind Contributions: National Government, UNDP

Agreed by (Government): Varigini Badira-Executive Director, OCCD



Agreed by (UNDP): Sukhrob Khoshmukhamedov, Deputy Resident Representative


20.01.14

I. ANNUAL WORK PLAN

Year: 2014

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Account Code	Budget Description
<p>Output 1: Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Island Region of PNG</p> <p>Baseline: There is lack of equipment and capacity of the PNG NWS, hence, the forecasting of disasters and extreme weather events is severely limited.</p> <p>Indicator: Number of communities covered by the improved coastal warning system and weather information.</p> <p>Target: One automated weather station will have been installed in each 8 target communities.</p>	<p>Activity Result 1: Reduced exposure and increased adaptive capacity of coastal communities to flood-related risks and hazards in 8 communities and 3 cities of the 11 provinces of the North Coast and Islands Region.</p> <p>Activity 1.1: Coastal early warning system established for observation, data collection and information management and dissemination in the provinces of the North Coast and Islands Region.</p> <p>Activity action 1.1.1: Assess and map coastal flooding hazards with areas of major population as higher priority</p> <p>Activity action 1.1.2: Train and equip the PNGNWS / NDC / Digicel with the necessary systems (weather stations, gauges, operations centre) and capacity.</p> <p>Activity action 1.1.3: Establish a central database on coastal flooding hazards as basis for the monitoring of respective weather scenarios</p> <p>Activity action 1.1.4: Train PNGNWS / NDC / Digicel in monitoring and analysis of weather data and especially the identification of indicators and scenarios relevant to triggering early warning messages and processes</p>					UNDP/AF/ OCCD/ AusAID			1,659,723.00
							71200	International Consultant	245,000.00
							71300	Local consultant	180,000.00
							71600	Travel	160,000.00
							72100	Contractual Services-Companies	400,000.00
		X					71400	Contractual Services-Individuals	25,000.00
			X				72200	Equipment & Furniture	259,723.00
		X	X				72300	Materials & Supplies	190,000.00
					X		75700	Training, Workshops, Conferences	200,000.00

<p>Baseline: The provincial and national-level disaster management frameworks are evidently inadequate to address the risks.</p> <p>Indicator: Number of provinces with comprehensive disaster preparedness and response plans for coastal flooding in place.</p> <p>Target: At least four provinces will have a comprehensive disaster preparedness and responsive plans for coastal flooding in place and will have conducted dry run tests</p>	<p>Activity action 1.1.5: Facilitate the integration of the operation and maintenance of the early warning systems under this programme (incl. the system under output 2.1.) in recurrent government allocations by 2014.</p> <p>Activity 1.2: Coastal flood preparedness and response plan and systems established in the North Coast and Islands Region.</p> <p>Activity action 1.2.1: Develop a model disaster preparedness and response plans for coastal flooding in East Sepik and New Ireland Province</p> <p>Activity action 1.2.4: Facilitate the integration of the coastal flooding early warning system into the national and provincial DRM plans</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP, Office of Climate Change Development/National Disaster Centre</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>Baseline: Community-based mangrove projects are undertaken ad-hoc and largely without sufficient expertise and support.</p> <p>Indicator: Number of community-led mangrove projects benefiting from support system for mangrove projects.</p> <p>Target: At least 5 community-led mangrove conservation and/or reforestation projects, covering about 100 hectares are supported through support network and nurseries.</p>	<p>Activity 1.3: Support system for community-led mangrove reforestation and conservation projects.</p> <p>Activity action 1.3.1: Training of trainers for community leaders, CBOs, NGOs on best practices for mangrove reforestation and conservation (includes dissemination and application of mangrove toolkit in target sites and replication areas and nationally).</p> <p>Activity action 1.3.2: Establish regional mangrove nurseries and conduct training and support centres to serve target sites and replication areas and commit resources for their operation beyond the life of the project.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP, OCCD, East Sepik and New Ireland Provinces</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
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<p>Baseline: With the scale of adaptation measures planned for implementation the total population in the 16 targeted communities would be an estimated 32,000.</p> <p>Indicators: Number of risk-exposed communities protected through adaptation measures.</p> <p>Targets: Land-use plans are prepared for four communities and the required adaptation measures are identified; Four coastal communities are flood adapted.</p>	<p>Activity action 1.3.3: Integrate mangrove reforestation and conservation in local development plans and formulation/signing of community mangrove forestry agreements/compacts (no separate budget allocation as this will be coordinated by the Programme Management Unit).</p> <p>Activity 1.4: Integrated coastal measures implemented to protect 8 communities in East Sepik Province, Northern Province and New Ireland Province.</p> <p>Activity action 1.4.1: Adapt four coastal communities to coastal flooding in the context of land-use plans that will be prepared and through support to community-led best practice adaptation measures in the most affected areas of East Sepik Province, Oro Province and New Ireland Province.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>UNDP, OCCD, East Sepik Province, Northern Province and New Ireland Province.</p>	<p>UNDP/AF/ OCCD/AusAID</p>	<p>71200</p> <p>71300</p> <p>71600</p> <p>72100</p> <p>71400</p> <p>72200</p> <p>72300</p> <p>75700</p>	<p>International Consultant</p> <p>Local consultant</p> <p>Travel</p> <p>Contractual Services-Companies</p> <p>Contractual Services-Individuals</p> <p>Equipment & Furniture</p> <p>Materials & Supplies</p> <p>Training, Workshops, Conferences</p>	<p>245,000.00</p> <p>140,000.00</p> <p>160,000.00</p> <p>400,000.00</p> <p>25,000.00</p> <p>260,000.00</p> <p>13,000.00</p> <p>160,000.00</p>	<p>1,403,000.00</p>
<p>Baseline: There is lack of equipment and capacity of the PNGNWS is weak, hence, the forecasting of disasters and weather patterns is limited.</p> <p>Indicator: Number of automated weather stations and voluntary weather stations in operation.</p> <p>Target: One automated weather station will have been installed in each target 8 communities.</p>	<p>Activity Result 2: Reduced exposure and increased adaptive capacity of targeted 8 river communities of the 4 provinces.</p> <p>Activity 2.1: Inland flooding early warning systems established for observation, data collection and information management and dissemination in the North Coast provinces.</p> <p>Activity action 2.1.1: Assess and map coastal flooding hazards with areas of major population as higher priority.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>UNDP, Office of Climate Change and Development/National Weather Service</p>	<p>UNDP/AF/ OCCD/AusAID</p>	<p>71200</p> <p>71300</p> <p>71600</p> <p>72100</p> <p>71400</p> <p>72200</p> <p>72300</p> <p>75700</p>	<p>International Consultant</p> <p>Local consultant</p> <p>Travel</p> <p>Contractual Services-Companies</p> <p>Contractual Services-Individuals</p> <p>Equipment & Furniture</p> <p>Materials & Supplies</p> <p>Training, Workshops, Conferences</p>	<p>245,000.00</p> <p>140,000.00</p> <p>160,000.00</p> <p>400,000.00</p> <p>25,000.00</p> <p>260,000.00</p> <p>13,000.00</p> <p>160,000.00</p>	<p>1,403,000.00</p>

	<p>Activity action 2.1.2: Train and equip the PNGNWS / NDC / Digicel with the necessary systems (weather stations, gauges, operations equipment) and capacity.</p> <p>Activity action 2.1.3: Establish a central database on inland flooding hazards as basis for the monitoring of respective weather scenarios</p> <p>Activity action 2.1.4: Train PNGNWS / NDC / Digicel in monitoring and analysis of weather data and especially the identification of indicators and scenarios relevant to triggering early warning messages and processes.</p>	X	X	X	X	X			
<p>Baseline: The provincial and national-level disaster management frameworks are evidently inadequate.</p> <p>Indicator: Number of provinces with comprehensive disaster preparedness and response plan for inland flooding.</p> <p>Target: At least four provinces will have a comprehensive disaster preparedness and response plan for inland flooding in place and will have conducted dry run tests.</p>	<p>Activity 2.2: Inland flood preparedness and response plan and systems established in the North Coast provinces.</p> <p>Activity action 2.2.1: Develop a model disaster preparedness and response plan for inland flooding in Oro Province.</p> <p>Activity action 2.2.2: Establish local flood management committees with clear communication channels to the provincial level disaster coordinators.</p> <p>Activity action 2.2.4: Facilitate the integration of the flood early warning system into the national and provincial DRM plans.</p>	X	X	X	X	X	UNDP, Office of Climate Change Development/National Disaster Centre		
<p>Baseline: The vast majority of communities exposed to inland flooding risk is inadequately equipped with resources, capacity and support</p>	<p>Activity 2.3: Integrated riverbank protection measures implemented to protect communities in East Sepik Province, Oro Province and Morobe and Madang Provinces.</p>	X	X	X	X	X	UNDP, OCCD, East Sepik Province, Northern Province, Morobe Province and Madang Province		

<p>to adapt to the changed scenario.</p> <p>Indicator: Number of communities benefitting from improved protection from inland flooding.</p> <p>Target: Land-use plans are prepared for four communities and the required adaptation measures are identified. Four coastal communities are flood adapted.</p>	<p>Activity action 2.3.1: Flood adapt four communities in the context of land-use plans that will be prepared and through support to community-led adaptation measures in the most affected areas of East Sepik Province, Oro Province and Morobe and Madang Provinces.</p> <p>Activity action 2.3.4: Documentation/ capture and develop trainings and implementation materials on best practice adaptation measures to inland flooding in support of further community-led initiatives.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>283,000.00</p>
<p>Baseline: At the provincial level the lack of resources, capacity and in some cases basic management mechanisms/plans is evident.</p> <p>Indicator: Number of provincial and national-level officers trained in climate adaptation planning and implementation.</p> <p>Target: At the provincial level, there is a strong link between all climate change officers/focal points and the communities in their respective provinces and the officers are equipped with resources and capacity to identify and adaptation needs in the province.</p>	<p>Activity Result 3: Strengthened institutional capacity at national and sub-national level to integrate climate change-related risks into sectoral policies and management practices with focus on flooding</p> <p>Activity 3.1: Climate change-related risks and resilience to coastal and inland flooding integrated into coastal zone management related policies, legal and planning frameworks at the national and sub-national levels.</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>98,000.00</p> <p>50,000.00</p> <p>20,000.00</p> <p>40,000.00</p> <p>15,000.00</p> <p>10,000</p> <p>50,000.00</p>
<p>UNDP/IAF/ OCCD/AUSAID</p>		<p>71200</p> <p>71300</p> <p>71600</p> <p>72100</p> <p>72300</p> <p>74200</p> <p>75700</p>	<p>International Consultant</p> <p>Local consultant</p> <p>Travel</p> <p>Contractual Services-Companies</p> <p>Materials & Supplies</p> <p>Printing & Publication</p> <p>Training, Workshops, Conferences</p>	<p>UNDP, Office of Climate Change and Development</p>			

<p>Baseline: Awareness raising efforts to date remain ad-hoc, uncoordinated and often undertaken with insufficient technical basis.</p> <p>Indicator: % of the risk-affected population exposed to awareness raising activities and materials.</p> <p>Target: 75% of the risk-affected population is exposed to awareness raising activities and materials</p>	<p>Activity action 3.1.3: Trainings for the Conservation and Environment Protection Authority (CEPA - being established) with the focus on building capacity for identifying non-adherence to climate change related policies, laws and regulations as well as respective enforcement.</p> <p>Activity 3.2: Policy makers and planners at the national, provincial and district offices, institutions and extension services systemically trained to implement climate-sensitive policies and plans.</p> <p>Activity action 3.2.1: Undertake a comprehensive training programme for provincial climate change officers.</p> <p>Activity action 3.2.2: Facilitate the utilisation of funding mechanisms such as the infrastructure tax credit schemes available to communities through trainings and provincial workshops.</p> <p>Activity action 3.2.3: Disseminate regular policy briefs to inform high-level policy makers on climate change related risk reduction and adaptation processes in support of the CCDS.</p> <p>Activity Result 4: Strengthened awareness and ownership of adaptation and climate change-related risk reduction processes at national and sub-national level.</p> <p>Activity 4.1: Lessons learned and best practices generated, captured and distributed to other communities, civil society, and policy makers in government and globally through mechanisms.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>UNDP, Office of Climate Change and Development</p> <p>UNDP, Office of Climate Change and Development</p>	<p>71300</p> <p>71600</p> <p>72100</p> <p>72200</p> <p>72300</p> <p>74200</p> <p>75700</p>	<p>Local consultant</p> <p>Travel</p> <p>Contractual Services-Companies</p> <p>Equipment & Furniture</p> <p>Materials & Supplies</p> <p>Printing & Publication</p> <p>Training, Workshops, Conferences</p>	<p>60,000.00</p> <p>50,000.00</p> <p>70,000.00</p> <p>50,000.00</p> <p>40,000.00</p> <p>10,000.00</p> <p>20,000.00</p>	<p>300,000.00</p>
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Annex 1: Management Arrangements

This AWP is an integral part of the overall United Nations Development Assistance Framework (UNDAF) Action Plan and is developed to contribute to the achievement of the following Interagency Outcome: *“By 2015, Government and civil society have enhanced their capacity to implement biodiversity conservation, low carbon and climate resilient development initiatives for environmental sustainability and improved community livelihoods to reduce the vulnerability of women, girls, men and boys to disaster risks”*. This AWP supports the activities required to achieve the second output, namely *“Promote Low Carbon Growth and Climate Resilient Economic Development-Public institutions, private sector and local communities enhance the implementation of low carbon growth and climate resilient development initiatives for environmentally sustainable economic growth”*. The other two outputs are captured in separate AWP's and have different implementing partners, the Department of Environment and Conservation and National Disaster Centre.

The UNDAF Action Plan provides the overall legal framework and the relevant management arrangements, which apply unaltered to this Annual Work Plan (AWP). The Office of Climate Change and Development (OCCD) as the Implementing Partner for this AWP take on the responsibility to achieve the defined output and appropriately use all resources that are made available. To do so, the OCCD obtain guidance and support from the AWP Steering Committee.

The AWP/Project Steering Committee comprises of senior representatives of OCCD, key stakeholders including National Disaster Centre, National Weather Service, Department of Treasury, Department of National Planning and Monitoring, Pilot Provinces, Non-Governmental Organization and the UN System. The decision making governing body of this AWP is the Project Steering Committee. It is anticipated that in due course, beneficiaries like other Ministries and Departments that benefit from External Assistance, Central Government Units, as well as donors, may join this committee as key stakeholders. Coordination and advice on initiatives submitted for funding will be done through the UNDAF Coordination Committee and relevant Technical Working Groups.

The OCCD prepare substantive progress reports on a bi-annual basis and submit these for review and approval to the Project Steering Committee. Within the context of the Harmonized Approach to Cash Transfers (HACT), OCCD will manage the implementation of this AWP and, in accordance with the UNCP Action Plan, ensure appropriate agreements are prepared and signed with the Responsible (third) Party if necessary. The OCCD will use the form called Funds Authorization and Credit Expenditures (FACE) to financially report on the AWP, also on a quarterly basis. Depending on the cash transfer modality, this quarterly financial report includes the request for funds for the next quarter. Also, the achievement of the results envisaged by the outsourced activities and the appropriate use of resources, remain the responsibility of the OCCD.

By signing this AWP, OCCD reaffirm its commitment to HACT, including decisions pertaining to the appropriate cash transfer modality and assurance activities.

Annex 2: Standard Letter of Agreement for Provision of Support Services


LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF PAPUA NEW GUINEA FOR THE FOLLOWING INTER-AGENCY OUTCOME AND OUTPUTS IN THE UN DEVELOPMENT ASSISTANCE FRAMEWORK ACTION PLAN- "By 2015, selected government agencies, Civil Society Organizations and communities in PNG have enhanced their capacity to develop and implement environmentally sustainable livelihoods projects based on low carbon and climate resilient development strategies".


Dear Mr. Badira,

1. Reference is made to consultations between officials of the Government of Papua New Guinea (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP Country Office for above Annual Work Plan (AWP). UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described.
2. In addition, the UNDP Country Office may provide, at the request of the designated institution/Implementing Agent, the following support services for implementation activities:
 - (a) Identification and assistance with and/or recruitment of project personnel;
 - (b) Procurement of goods and services;
 - (c) Access to UNDP-managed global information systems, including rosters of consultants and providers of development services
3. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP Country Office shall be in accordance with the UNDP regulations, rules, policies and procedures. If the requirements for support services by the country office change during the life of a programme or project, the annex to the project document is revised with the mutual agreement of the UNDP Resident Representative and the designated institution.
4. The relevant provisions of Article 1 of the SBAA between the Government of Papua New Guinea and UNDP signed on the 7th April 1981 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally executed project or programme through its designated institution/Implementing Agent.
5. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
6. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be in accordance with UNDP corporate rules and price lists as they apply.
7. The UNDP Country Office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

8. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
9. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for this project.

Yours sincerely,


Signed on behalf of UNDP 20.01.14
/ Roy Trivedy
Resident Representative


Signed on behalf of Office of Climate Change and Development
Varigini Badira
Executive Director

Annex 2b: Universal Price List of the provision of support services by the UNDP Country Office (PNG=mid-low cost)

Valid as of 1 October 2011

UNDP 2011 Universal Price List For Services to UN Agencies Provided by General Development Situation Country Offices



(For Country Office Cost Bands, refer to page 4 of this document)

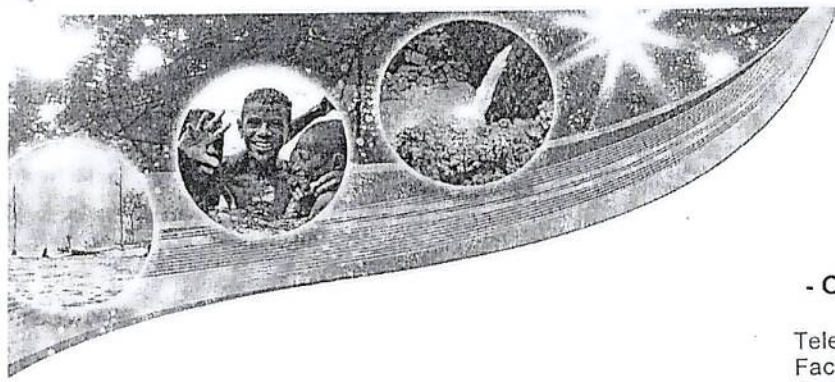
Service ^{1,2,3,4} (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process ⁵	36.39	27.39	23.59	19.20
Issue check only (Atlas Agencies)	16.32	13.68	12.69	11.49
Vendor profile only (Atlas Agencies only)	20.32	14.65	12.17	9.40
Staff selection and recruitment process for resident agencies ^{6,7}	674.64	463.21	371.37	268.14
Advertising (20%)	134.93	92.64	74.27	53.63
Short-listing (40%)	269.85	185.28	148.55	107.26
Interviewing (40%)	269.85	185.28	148.55	107.26
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff. Service incl. contract issuance, UNJPF/MIP enrollment, payroll setup - Starting 2006 this price applies to the separation process as well)	215.73	154.73	128.77	99.01
Recurrent personnel management services: Staff Payroll & Banking Administration & Management ⁹ (per staff, per calendar year)	478.48	344.43	288.75	226.17
Payroll validation, disbursement (35%)	167.47	120.55	101.06	79.16
Performance evaluation (30%)	143.55	103.33	86.63	67.85
Extension, promotion, entitlements (30%)	143.55	103.33	86.63	67.85
Leave monitoring (5%)	23.92	17.22	14.44	11.31
Consultant recruitment	260.53	180.07	145.21	105.89
Advertising (20%)	52.11	36.01	29.04	21.18
Short-listing & selection (40%)	104.21	72.03	58.09	42.36
Contract issuance (40%)	104.21	72.03	58.09	42.36
Interns management	78.87	54.28	43.38	30.89
Issue/Renew IDs (UN LP, UN ID, etc.)	39.32	28.47	23.86	18.53
Travel authorization	35.74	25.90	21.75	16.98
F10 settlement	32.45	23.64	19.94	15.69
Procurement process involving local CAP ^{7,10,11} (and/or ITB, RFP requirements)	599.94	414.42	333.79	242.67
Identification & selection (50%)	299.97	207.21	166.90	121.34
Contracting/issue purchase order (25%)	149.98	103.61	83.45	60.67
Follow-up (25%)	149.98	103.61	83.45	60.67
Procurement not involving local CAP ^{7,10,11} (low value procurement)	232.74	163.31	133.07	98.41
Identification & selection (50%)	116.37	81.65	66.54	49.21
Issue purchase order (25%)	58.18	40.83	33.27	24.60
Follow-up (25%)	58.18	40.83	33.27	24.60
Disposal of equipment	305.94	211.12	169.90	123.37
AR Management Process (creates/apply receivable pending item- Atlas Agencies Only)	37.64	26.31	21.35	15.80

Service	Type of Activity/Service	Price Mid-Low cost
US\$		
UPL Cost/Tag		
Finance	1 Payment processing	23.59
	2 Issue check only (Atlas Agencies)	12.69
	3 Vendor profile only (Atlas Agencies only)	12.17
HR	4 Staff selection and recruitment process for resident agencies 6,7 Advertising (20%) Short-listing (40%) Interviewing (40%)	371.37 74.27 148.55 148.55
	5 Staff HR & Benefits Administration & Management 8 (one time fee, per staff. Service incl. contract issuance, UNJPF/MIP enrollment, payroll setup -Starting 2006 this price applies to the separation process as well)	128.77
	6 Recurrent personnel management services: Staff Payroll & Banking Administration & Management 8 (per staff, per calendar year) Payroll valuation, disbursement (35%) Performance evaluation (30%) Extension, promotion, entitlements (30%) Leave monitoring (5%)	288.75 101.06 86.63 86.63 14.44
	7 Consultant recruitment Advertising (20%) Short-listing & selection (40%) Contract issuance (40%)	145.21 29.04 59.06 56.08
	8 Interns management	43.36
	9 Issue/renew IDs (UN IDP, UN ID, etc.)	23.88
	10 Travel authorization	21.75
Admin	11 FIU Settlement	19.94
	12 Procurement process involving local CAP (and/or ITB, T&P requirements) 7, 10, 11 Identification & selection (50%) Contracting/issue purchase order (25%) Follow-up (25%)	333.79 166.90 83.46 83.45
Procurement	13 Procurement not involving local CAP 7, 10, 11 (low value procurement) Identification & selection (50%) Issue purchase order (25%) Follow-up (25%)	133.07 68.54 33.27 33.27
	14 Disposal of equipment	169.90
	15 AR Management Process (create/apply receivable pending item-Atlas Agencies Only)	21.35
2013 Local Price List (LPL)		
Finance	16 Payment cancellation for EFT	Per transaction 51.81
	17 Payment cancellation for CHK	Per transaction 26.64
Admin	18 Import Customs Clearance (non-cars)	Per case 356.21
	19 Export Shipment	Per case 307.64
	20 Import Customs Clearance (Cars)	Per case 420.98
	21 Annual Vehicle Registration & Tax Exemption	Per case 97.15
	22 Car Maintenance for UNDP	Per case 129.53
	23 Local Driving License	Per case 426.38
	24 New Visa/extension/correction for PNG	Per case \$77.50
	25 Hotel Reservation	Per case 37.78
	26 Hotel Reservation (Conference)	Per case 680.84
	27 Access Card to the office entrance doors	Per case 37.78
	28 Vehicle Transfer by using existing vehicle registration	Per case 620.67
	29 Exemption for Import car registration	Per case 437.17
	30 VAT/GST Exemption Certificate Application	Per case 172.71
	31 Calculation for flight booking	Per case 37.78
Registry	32 Incoming correspondence and mail	Per item 129.53
	33 Incoming FAX Message	Per item 23.75
	34 Outgoing Mail	Per item 71.24
	35 Incoming Pouch	Per item 7.56
	36 Outgoing Pouch	Per item 0.45
	37 Messenger Service	Per item 61.53
Information Technology	38 Servers and Network Maintenance	Per month 93.91
	39 WEB Site Hosting - Setup (one time)	Per item 430.44

* Price governed by the Universal Price List (UPL)

Annex 4: Project Security Risk Assessment

As per decision of the UN Security Management Team in Papua New Guinea, each project or Annual Work Plan is expected to be exposed to security risks and is subject to security assessment. This assessment was undertaken in 2012. While the current Annual Work Plan has allocations for security measures on a specific budget line, the amount allocated may have to be revised and potentially increased following the security risk assessment, depending on the measure such an assessment may deem necessary. In the event that such increased security allocations are necessary, the AWP will be revised and endorsed by the AWP/Project Steering Committee before the revised AWP is signed.



**OFFICE OF CLIMATE CHANGE
AND DEVELOPMENT (OCCD)**

- OFFICE OF THE EXECUTIVE DIRECTOR-

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24 December, 2013

Mr. Roy Trivedy
UNDP Resident Representative
PO BOX 1041, Port Moresby, NCD

Subject: Delegation of Authority for Project (00074956 Adaptation Fund)

Dear Mr. Trivedy,

In order to address all issues related to the project (00074956 Adaptation Fund), I would like to delegate to Ms Maureen Ewai, Project Manager of the afore-mentioned project, the authority on taking the decisions related to organizational, financial and other issues of the project.

As such, Ms Ewai is authorized, to address all above-mentioned issues including:

- Ensuring the proper financial planning and expenditures (including the endorsement of the project Annual Work Plans);
- Financial accounting and control of the project operations;
- Approval of all financial documents under the project (including the payment requests and other documents, as necessary such as RDPs in the absence of Director-Adaptation and myself).

This delegation will enable UNDP to provide more effective support to Office of Climate Change and Development in the implementation of the above-mentioned project.

Let me take the opportunity and express my gratitude for the high level of the cooperation between our organizations.

Sincerely,

MR. VARIGINI BADIRA