Nations Development Programme

Country: Papua New Guinea 2015 Annual Work Plan

Project Title: Strengthening Capacities to Measure, Report and Verify Indicators of Global Environment Benefits (00090395).

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)

National Authorities trained on mainstreaming and monitoring of environmental issues. Integrated environmental monitoring and compliance database is established in Papua New Guinea. Effective network established between Department of Environment and Conservation and other relevant government institutions with Provincial and Local authorities and NGOs, community base organisation (CBOs) and FBOs.

Implementing

Partner:

Department

of f

Environment

and

Conservation

Brief Description

The CCCD Project is designed as a direct response to the National Capacity Self-Assessment (NCSA) Report for PNG. The NCSA Report assessed that there is an overall low systematic capacity to implement the Rio Conventions due to weak data and information management and not having the right indicator to monitor or measure performance.

The CCCD Project aims to address this gap through the implementation of the two main components of the project: 1) Establish integrated environmental management system and 2) Institutional Strengthening of for improved monitoring of the global environment and capacity to replicate successful environmental management and information system.

Programme Period:

2012 - 2015

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

Atlas Award ID: Atlas Project ID: 00080825 00090395

Start date:

September 2014

End Date:

August 2017

Management Arrangements:

NIM

PAC Meeting Date:

19 June 2014

Total resources allocated: US\$ 407, 000

Total allocated resources:

Regular:

UNDP:

US\$ 10,000

Other: GEF:

US\$ 197,000 US\$ 100,000

Government DEC: (Parallel funding)

Unfunded budget:

In-kind Contributions: DEC:

US\$ 100, 000

09.01.15

Agreed by (Government): Gunther Joku, Secretary, DEC

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

ANNUAL WORK PLAN

'ear: 2015 PLANNED BUDGET And baselines, indicators including ennual targets Output	4.7°Ki	TIMEFRAMES Q1 Q2 Q3 Q4	RESPONSIBLE	Fund	Donor Name	A	PLANNED BUDGET Budget Description	Amoun
Strangthening Capacities to Measure Report and Venty Indicators of Copal Environment Benefits	Durcome 1. Strengthen capacities to manage & use integrated information systems for Rio Conventions and Implementation				Name	Code		USD\$
indicator; * Need for baseline assessment for current management information system review of	interd Environm in-depth of current information	ental Management into, X X			oring and Rap GEF	71300	S) for Monttoring and Reporting on Global Environmental Benefits 2000 GEF 71300 Local Consultants	740, 5 00
applicable best practice tooks for environment data & metadata sharing at all levet for the	hational level	(1907) Service Services				71200	International consultants	37, 500
designing of an integrated EMIS infrastructure Baseline: Rudimentary tools for data storage & sharing hence lack undfor outdated	Design EMIS based on best practice web base tools for environmental data and meta-data sharing and storage management	> >			7	72100	Contractual Services	73, 000
identify & analyze data to measure Rio Agenda and to support National convironment decision making. Target: Complete basaline assessment of current EMIS targeting	Action 1.1.3: Undertake a feasibility study of the integrated EMIS including lechnological hardware and software using successful in-country and offshore models to design the EMIS.	×						

 Limited technical capacity to analyze data & information therefore data related to Rio Conventions are limited No standardize data collection method, data collections dane by individual expert, hence 	Rio Reporting Rio Reporting Identify lead agencies to callect require data & information for Rio Reporting A training module for all government staff responsible for EMIS Baseling:	Indicators; Establish expert working group under each Rio Conventions A collecting technical data and information for the collecting technical d	EMIS infrastructure	web-based tools for environmental data & melo-duta sharing, storage management. Completion of design and feasibility study of an integrated EMIS.
Prepare training modules on the collection and use of environmental data and information for each Rio Convention Actions 1.2.4: Undertake the training courses based on the	Actions 1.2.2: Identify and select Rio Conventions indices and measurement methodologies for EMIS as well as responsible lead agencies for collecting data.	Indicators; Establish expert working group under each Rio Conventions A collection of bast practice data and information making. Establish expert working group under each Rio Convention to review data and information needs for decision making.		Actions 1.1.4: Undertake an independent peer review of EMIS design Action 1.1.5: EMIS infrastructure
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National directives on obligations of relevant GOPNG agencies and an standardise data collection methods for Ria	to pilot sharing of data & information under the institutional reforms Baseline:	Formulate resource mobilization for approval by steering committee Memorandum of Agreement	in Fariamentary brief on recommendations for institutional reforms for relevant institutions for approval and reforms indicated.	Results Activity 2.1 Indicator:	ACTIVITY RESULTS 2 (C	training module on collection & use of environment data and information.	 ma prepared Relevant technical GOPNG staff trained from the developed 	 Best practices for technical data collection identified 	for each Rio Conventions established	data for country wide- reporting Targets: Expert working groups
Prepare and approve resource mobilisation plan for Actions 2.1.5 Negoliate and signing of Memoranda of Agreement	Actions 2.1.3: Initiate approve institutional reforms in target institutions	Actions 2.1.2: Submit reform bills to parliament for deliberation and approval	Convene expert working group and undertake stakeholder meetings to agree on recommendations for institutional reforms	Results Activity 2.1 Institutional Reforms for: Actions 2.1.1:	ACTIVITY RESULTS 2 (Component 2): Institutional strengthening environmental information inanagement and information in			and after each training.	Conduct pre-evaluation and post-evaluation technical capacity assessment hetero	for the collection and use of the environmental data and information for each of the Rio Conventions.
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			ព្		initioning of global environment and canacity in the last terms.					
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	Contractual Services	Consultant	National Consultant	o japinoate successin						
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Indicator: • A collection of best practice and software for data collection, storage and complex data modelling • A crchitecture for the storage & transformation of data & information	Target: A working group establish and series of stakeholder reganisations and other stakeholder organisations of environmental data sharing establish and series of stakeholder meetings convene on thattutional reforms. A working group establish and series of stakeholder meetings and information exchange a thattutional reforms. A institutional reform brief prepared, submitted and endorse by Parkiament institutional reforms on environmental data and information sharing initiated by relevant line GOPNG agancies governed by signed interagency Memoranda of Agreements A resource mobilisation plan is prepared, peer reviewed and approved by Steering Committee Results Destructions The Award properties of stakeholder organisations and information exchange and endorse by signed information exchange and information e
Actions 2.2.1: Contract an independent assessment review best practice and software for data collection and sharing and information exchange including their use in complex model designing Actions 2.2.2: Construct an institutional architecture for the storage and	organisations and other stakeholder organisations for environmental data sharing and information exchange as per institutional reforms.
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	Targets	i ·							•						•						p						•	Baseline:	1				•	•		
An independent		legislative reforms	to environment	Jocal area issues, with	remain targeted to	issues, however these	environment-related	place on	Trainings to take	Climate Charge	Blodlversty as is with	Degradution and	mechanism for I and	mer-Ministerial	No policy making	makers	planners and decision	unclear value to	documents that have	are internals	Monitoring reports	MEA obligations	national reporting	information for	constraint manage	capacity to identify,	There is limited	ine:	MEAS	under the Nio Conventions & other	national reports	the preparation of the	Dianning Using the EMIS for	& development	data & information for policy formation	monitoring the use of
			in the		water		ئىرى <u>س</u> ىدۇرى				· ·					-												1	Conventions and other	planning and preparation of	formulation and development	usage of EMIS for policy	Develop a tracking	Actions 2.2.3:		information
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	data flow in national	There has been a lack	form to be to be \$1000	d page rayion FIA	methodologies and	best practice	integrales the new	methodology that	An expanded ELA	paeniai impaeis on global environments	requirements for their	and information	A collection of data	plan!	anadarahania		Results Activity 2.3: EMIS Demonstration	MEAs.	Reports and other	EMIS to the national	Contribution of the	planning	and development	or polley formulation	data and information	to monitor the use of	A trackino mechanism	data and information	transformation of	Storage and	architecture	An institutional	models	prepare complex	including their use to	information,	sharing of data and	practice & software	undertaken for best
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	Develop an expanded EIA methodology that integrates	Actions 2.3.3:	;	global environment	to evaluate it	High Value Development	lation sharing unde	Rio Convention data and	Undertake a review of the	Actions 2.3.2:	Project Steering Committee	sharing by	data	development plan for Rio		Actions 2.3.1:	emonstration																						
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GOPNG Co-financing	Actions 3.1,2:		Office	Recruitment of establishment	ACTIVITY RI		·					· , -	···		·· ·			**	гесотп	SIMB	Seview	peer re	EIA pro		 -
o-financir	3.1.2:			요 :	TYRES														recommend improvements.	EMIS demonstration	Review Jassons	peer review of the draft EIA	ocess and	Actions 2.3.4; Test the new a	the new best pracmethodologies and EMIS
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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 output 10.2, "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 UNDAF Action Plan provides the overall legal framework and the relevant management arrangements, which apply unaltered to this Annual Work Plan (AWP). The Department Of Environment and Conservation (DEC) as the Implementing Partners 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 DEC obtain guidance and support from the AWP/Project Steering Committee.

The AWP/Project Steering Committee comprises of senior representatives of DEC, other relevant government agencies, private sector, civil society organizations and the UN System. The decision making governing body of this AWP is the AWP/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 DEC prepare substantive progress reports on a bi-annual and annual basis, and submit these for review and approval to the AWP/Project Steering Committee. Within the context of the Harmonized Approach to Cash Transfers (HACT), DEC 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 DEC 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 DEC.

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

Where deemed appropriate, DEC as the Implementing Partners, can request UNDP to provide support services for the AWP, for which relevant details are described in the attached 'Standard Letter of Agreement for Provision of Support Services' (Annex 2). The cost of these services will be charged to the AWP budget according to the Universal Price List for Support Services (Annex 2b).

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

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. Joku.

- 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.

- 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

✓Roy Trivedy

Resident Representative

Signed on behalf of the Department of Environment and Conservation

Gunther Joku Secretary

Valid as of 1 March 2015

UNDP 2015 Universal Price List (UPL) - Part 1 of 2 For Services to UN Agencies Provided by Special Development Situation Country Offices

UNDP 2015 Universal Price List (UPL) - Part 1 of 2 For Services to UN Agencies Provided by Special Development Situation Country Offices	UNDP to UN Age	OP 2015 Universal Price List (UPL) Agencies Provided by Special Development	niver ovided I	sal Pri by Spec	ce Lis ial Deve	t (UPI	.) - Part 1 of 2 if Situation C	of 2 In Count	N Office	ų			0 58
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Valid as of 1 March 2015

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Short-fishing (40%)	71 0 .04	207.70	275,36	237.52	165.20	188.69	232.56	288 79	205.00		CA*+50	1,455,38
bitoniawing (20%)	427.32	415.39	551.72	475.04	330.40	.,	444 12	1000	CCO.R9	174.93	178.87	287.97
Staff HR & Benefits Asministration & Management 8	421.32	475.39	551,72	475.04			* 1	11010	457 88	349.87	357,62	562.14
-thousestance of a contract, and							503,12	5/6.77	451.88	349.87	357.62	562.74
- agen et sparaken) Recuttent personnel management services Staff Pavroll & Bandinn arment and	235,76	232.37	355.37	264:50	184.61	196.44	251.85	334,88	261.64	168,73	214.55	12.92
Management " (annual tea per staff, per cakandar year)	915,49	307,96	1.039.27	10000								
rayron validation, disturbement (35%)	320.42	246			77,027	475.11	1,041,51	1,205.69	549.42	788,90	724,09	1.45 %
Performance evaluation (30%)	2776.00	0.00.03			252.07	306.29	364 53	422.34	332.30	275.43	20.00	
Extension, promotion, entitlements (30%)	20.4.7	58.0/2	311.78	310 66	216,06	262.53	312.45	362.04	297.60		7	400,65
Leave monitring (5%)	274.65	270.89	371.78	310.66	216.00	262.33	312 45	,	467.02	70,050	217.23	343.58
Consulant regularent	45.77	45.75	51.96	57.78	35.07	47.77		1000	24.57	256.07	217,23	343.58
Aptvertisms (2018)	384,09	378.67	513,62	43.85	to 43		22.00	60.33	47.47	39.35	36.29	57.26
	76.92	75,73	07 507	Dr. Ac		65,350	421,54	528,81	414.10	317,23	329,69	517.47
Side Misself & Schatter (40%)	153.64	151.17	204 de	9	22.00	68.03	84.39	105.76	82.82	63.45	65.92	101 44
Contract (sequence (40)5)	159 64	400	1 1	27.57	120.45	136,15	168.79	211.53	18.6	128.89	121.64	2 2 2
inlerns management	5	137.47	202.41	173.13	120.45	136,15	753.78	211.53	165.64	126.80	40.44	8 2
SSUAMEREN IDS (UN LP, UN ID, etc.)		1,14	113.63	\$8.06	43,76	34.60	48.06	25.63	25.38		6 75	64.982
Travel authorization	13.62	21.13	\$6.95	37.61	26,26	25,58	34.63	46.20			1/%	120
F10 settientent	38.67	38.01	\$6'95	43.33	30.19	32.30	1		6.67	75.42	32.50	60,95
Produrament pracess involving faces Calaismillor are per-	36.38	35.86	52.25	40,91	28.48	26.05	, in	80.5	42.58	30.36	34.93	54.52
dontification & selection (50%)	820.84	803,39	1,140,68	923,70	642.58	249.93		7	95,39	29.45	32.44	20.72
Contractinofication transfer and a security	410.32	404.49	570.29	461.85	256.40		187.33	1,142,25	293,69	170.65	718.90	1,126.13
TOTAL STATE OF THE	305.16	202.25	285.14	2000	24.60	4	446.47	571.11	446.79	335,33	359,45	583.07
(VC) deserve	205, 16	202 25	285 44	200	07.991	178.07	223.23	255,555	223.40	167.05	179.72	291 57
Productment not involving local CAP 7.19.15 flow value procurement)	200 84	10.00	1.00	220.93	160,75	178.07	2232	285.55	223.4D	167.66	17072	
Homilication & selection (50%)	100 47	200	\$ 2	224.33	156,77	148.08	263.80	301.37	234.28	151.72	264.54	70.00
Assure purchase order (2654)	50.55	5	77777	172 17	78,33	74.05	101,80.	150 69	117,15	75.86		7 1
Follow-up (25%)	36.03	\$	68.90	\$6,08	35.79	37.02	50.90	75,34	58.57	37.63	16.00	205 265
Disposal of equipment	5	9	68.89	58.06	39.19	37.02	50 80	75.34	58.67	2 6	G 1	76.94
AR Management Process (treate/apply receivable ponding item- Altes Anarios, Chi.)	440.85	997226	663,28	432.96	336.13	374,63	495.06	695.0%	387	3	2	77.34
Issue/Apply Daposit only	53.70	94729	80,18	74.36	50.84	68.16	70.79		100.00	201,03	373,48	585,40
	38.49	37.99	46,33	43.08	30.78	\$ 45		- 1 2	47.62	53.91	54.01	\$2,70

PAGE 3 Principles of the Universal Price List

The UPL consists of a set of standard services, with reasonable cost estimates, that can be provided by UNDP country offices to UN agencies. Note, the UPL is only intended to price specified standard services to UN agencies - not inputs to UNDP projects & programmes. The pricing of inputs to UNDP projects & programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.

If a country office assesses that it lacks sufficient capacity to provide individual services to UN agencies, they are not required to do so. Alternatively, if a country office assesses that the UPL does not fully cover the total costs for providing services, they can establish locally negotiated prices using transparent, prevailing market rates. These rates should be communicated to the agencies prior to

The UPL does not cover specialized or locally provided ad-hoc services. The UPL also does not cover local security-related services that might be necessary in certain countries without banking facilities. Both ad-hec and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned UN agencies.

- 1 Not all UN agencies require all services. In particular, Allas partner agencies and resident UN agencies may carry out several UPL subtransactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.
- ² A certain number of services which were previously categorized as standard administrative services (local driver's licenses, visa requests, customs clearance, etc.) have now been eliminated from the UPL. Any standard service not listed on the UPL is to be considered ad-hoc/non-standard service subject to full cost recovery per locally negotiated prices using transparent prevailing market rates.
- The request for services under the following exceptional circumstances are subject to a 25% surcharge on top of the regularly accepted cost/price:
 - Urgent requests requiring a turnaround of less than 3 business days.
 - · Requests for services before/after normal working hours.
- A Requests for prior year UPL services should always use the fatest applicable published rates (not UPLs from prior years) without exception.
- ⁵ Payment Process: the process includes <u>disbursement only</u>, and requires a written instruction by the budget owner agency. UNDP does not review procurement process supporting documentation other than vendor banking information, unless otherwise stipulated locally. Note that UNDP does not charge fellow Atlas partner agencies for running a fully automated pay cycle.
- 8 Staff selection and recruitment process for resident agencies only. This service for non-resident agencies should be treated as an ad-hoc service subject to full cost recovery at transparent, prevailing market rates.
- 7 In cases where a reciprocity agreement does not exist between UNDP and UN agencies, the time spent on joint boards (recruitment, procurement, etc.) will be charged as an ad-hoc service.
- Staff HR & Benefits Administration & Management typically include services such as:
 - Position Data & Budget management
 - Issuance of contract
 - HR & dependent/beneficiary data entry & maintenance
 - Benefits data entry & maintenance (PF/Medical/Life Insurance)
 - · Interface with GMC Henner on MIP reimbursements
 - Organization events (within grade increments, secondments, transfers etc)
 - Life events (changes to marital status and dependents)
 - HR data management for ASHI retirees
 - Production of key HR reports such as staffing table & personnel action forms (PAFs)
 - Guidance to staff & managers on HR rules & regulations

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- 9 Staff Payroll & Banking Administration & Management are distinct from Global Payroll Services (provided by UNDP Copenhagen) and include
 - Setting up transactions that impact payroll such as one-time or recurring earnings and deductions, garnishments, positive inputs for overtime payments and transportation allowance.
 - Administration of retroactivity, recoveries and adjustments
 - Maintenance of the absence calendars for that location
 - Management of absence data
 - Validation of trial payroll results prior to the final pay run.
 - Maintenance of employee banking instructions
 - · Tracking and adjusting of leave balances that affect pay
 - · Reporting of payroll activity to Managers
 - · Production of payroll reports and queries
 - Production of pay slips for employees
 - Manage receivables and payables that have an impact in Payroll including benefits billing for retirees and SLWOP. The Administrator GP will be granted access to the Finance Modula to process these transactions.
 - Production, follow up and clean up of the PVR reports
- As stated above, the UPL is only intended to price services to UN agencies -- not inputs to UNDP projects & programmes. The pricing of inputs to UNDP projects & programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may

Where the portion of the procurement process that takes place outside Atlas is of a clearly complex (ad-hoc) nature involving specialized supplychair, management processes, dedicated procurement staff, construction, etc., offices are encouraged to determine the actual cost of the exercise and explore with denors/partners the possibility of charging the cost of some of its specific components (e.g. dedicated staff) - in full or in part - to the project budget as a direct input to project delivery (i.e., negotiated transparent, prevailing rates using the UPL as a baseline).

11 If, due to its size and/or complexity, a procurement process must be submitted to a Regional ACP (or regular ACP), it should be treated like ad-hoc service subject to full cost recovery at transparent, prevailing market rates.

Annex 3: 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 2013. 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.