

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 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.

<p>Programme Period: 2012 - 2015</p> <p>Key Result Area (Strategic Plan): Environment, Climate Change and Disaster Risk Management</p> <p>Atlas Award ID: 00080825 Atlas Project ID: 00090395</p> <p>Start date: September 2014 End Date: August 2017</p> <p>Management Arrangements: NIM PAC Meeting Date: 19 June 2014</p>	<p>Total resources allocated: US\$ 407, 000</p> <p>Total allocated resources:</p> <ul style="list-style-type: none"><li>• Regular: UNDP: US\$ 10, 000</li><li>• Other: GEF: US\$ 197, 000</li><li>• Government DEC: US\$ 100, 000 (Parallel funding)</li></ul> <p>Unfunded budget:</p> <p>In-kind Contributions: DEC: US\$ 100, 000</p>
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Agreed by (Government): Gunther Joku, Secretary, DEC

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

  
09.09.15

# ANNUAL WORK PLAN

Year: 2015

PLANNED BUDGET And baselines, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAMES				RESPONSIBLE PARTY	Fund ID	Donor Name	Account Code	Budget Description	Amount USD\$
		Q1	Q2	Q3	Q4						
Output 1.1 Strengthening Capacities to Measure, Report, and Verify Indicators of Global Environment Benefits	Outcome 1.1 Strengthen capacities to manage & use integrated information systems for Rio Conventions and Implementation										
<b>Result Activity 1.1: Establish Integrated Environmental Management Information System (EMIS) for Monitoring and Reporting on Global Environmental Benefits</b>											
<b>Indicator:</b>											
<ul style="list-style-type: none"> <li>Need for baseline assessment for current management information system, review of applicable best practice tools for environment data &amp; metadata sharing at all level for the designing of an integrated EMIS infrastructure</li> <li>Rudimentary tools for data storage &amp; sharing hence lack and/or outdated data. Limited capacity to identify &amp; analyze data to measure Rio Agenda and to support National environment decision making.</li> </ul>											
	<ul style="list-style-type: none"> <li>Complete baseline assessment of current EMIS targeting</li> </ul>	<ul style="list-style-type: none"> <li>Action 1.1.1: Undertake assessment of current information management system at the national level</li> </ul>	X	X							
		<ul style="list-style-type: none"> <li>Action 1.1.2: Design EMIS based on best practice web base tools for environmental data and meta-data sharing and storage management</li> </ul>		X	X						
		<ul style="list-style-type: none"> <li>Action 1.1.3: Undertake a feasibility study of the integrated EMIS including technological hardware and software using successful in-country and offshore models to design the EMIS.</li> </ul>			X	X					
						UNDP	62000	GEF	71300	Local Consultants	30,000
									71200	International consultants	37,500
									72100	Contractual Services	73,000





<p>Conventions not define in national priorities.</p> <p>Target:</p> <ul style="list-style-type: none"> <li>A working group establish and series of stakeholder meetings convene on institutional reforms</li> <li>A institutional reform brief prepared, submitted and endorse by Parliament</li> <li>Institutional reforms on environmental data and information sharing initiated by relevant line COPNG agencies governed by signed Interagency Memoranda of Agreements</li> <li>A resource mobilisation plan is prepared, peer reviewed and approved by Steering Committee</li> </ul>	<p>between partner organisations and other stakeholder organisations for environmental data sharing and information exchange as per institutional reforms.</p>																		
<p><b>Result Activity 2.2: Datanow system and tracking</b></p>																			
<p>Indicator:</p> <ul style="list-style-type: none"> <li>A collection of best practice and software for data collection, storage and complex data modelling</li> <li>A architecture for the storage &amp; transformation of data &amp; information</li> </ul>	<p>Actions 2.2.1:</p> <p>Contract an independent assessment review best practice and software for data collection and sharing and information exchange including their use in complex model designing</p>																		
<p>Actions 2.2.2: Construct an institutional architecture for the storage and</p>																			

<ul style="list-style-type: none"> <li>• A mechanism for monitoring the use of data &amp; information for policy formulation &amp; development planning</li> <li>• Using the EMIS for the preparation of the national reports under the Rio Conventions &amp; other MEAs</li> </ul> <p><b>Baselines:</b></p> <ul style="list-style-type: none"> <li>• There is limited capacity to identify, assess and manage environmental information for national reporting</li> <li>• MEA obligations</li> <li>• Monitoring reports are internal documents that have unclear value to planners and decision makers</li> <li>• No policy making inter-Ministerial Council (CACO) mechanism for Land Degradation and Biodiversity as is with Climate Change</li> <li>• Trainings to take place on environment-related issues, however these remain targeted to focal area issues, with inadequate attention to environment legislative reforms</li> </ul> <p><b>Targets</b></p> <ul style="list-style-type: none"> <li>• An independent assessment</li> </ul>	<p>Transformation data and information</p> <p><b>Actions 2.2.3:</b></p> <p>Develop a tracking mechanism to monitor the usage of EMIS for policy formulation and development planning and preparation of national reports under the Rio Conventions and other MEAs.</p>			X							
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<p>Government agencies concern with the MEAs - especially the Rio Conventions</p> <p>Targets:</p> <ul style="list-style-type: none"> <li>• Selection of a high value development plan</li> <li>• Each Rio Convention will review this same plan to identify the data and information requirements to evaluate it for its potential impacts on the global environment</li> <li>• Develop an expanded EIA methodology that integrates the new best practice methodology and EMIS</li> <li>• Finalization of the new and improve EIA after the peer review of the draft EIA</li> <li>• A lessons learnt report prepared</li> </ul>	<p>the new best practice methodologies and EMIS</p> <p><b>Actions 2.3.4:</b> Test the new and improve EIA process and conduct a peer review of the draft EIA</p> <p><b>Activity 2.3.5:</b> Review lessons learned of EMIS demonstration and recommend improvements.</p>							<p>18,500</p>	
<b>ACTIVITY RESULTS 3 Project Management Unit Established</b>									
<p><b>Actions 3.1.1:</b> Recruitment of PMU and establishment of Project Office</p>	<p>X</p>					<p>62000</p>	<p>71300</p>	<p>Local Consultants</p>	<p>8,500</p>
<p><b>Actions 3.1.2:</b> GOPNG Co-financing</p>	<p>X</p>					<p>04000</p>	<p>74699</p>	<p>UNDP costs recovery charges</p>	<p>10,000</p>
							<p>In-kind contribution</p>		<p>100,000</p>



## 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).

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

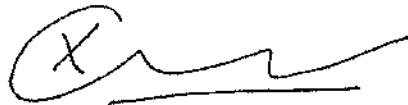
**LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF PAPUA NEW GUINEA FOR THE FOLLOWING INTER-AGENCY OUTCOME AND OUTPUTS IN THE UN DEVELOPMENT ASSISTANCE FRAMEWORK ACTION PLAN- "By 2015, selected government agencies, Civil Society Organizations and communities in PNG have enhanced their capacity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

Dear Mr. Joku,

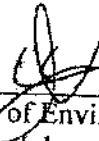
1. Reference is made to consultations between officials of the Government of Papua New Guinea (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP Country Office for above Annual Work Plan (AWP). UNDP and the Government hereby 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.

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  
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 2 of 2  
For Services to UN Agencies Provided by Special Development Situation Country Offices



Service (see service notes overleaf)	Mali	Pakistan	PAPPI Israel	Papua New Guinea	Samoa	Sierra Leone	Somalia	South Sudan	Syria	Timor Leste	Ukraine	Yemen
Payment Process <sup>1</sup>	3375	3592	5264	3731	2726	2737	3436	4741	3784	2716	3248	4817
Issue check only (Atlas Agencies)	1308	1308	1626	1477	1111	1130	1354	1730	1429	1179	1283	1724
Vendor profile only (Atlas Agencies only)	3388	3346	4212	3770	2745	3111	3717	4460	3584	2489	2803	4330
Staff selection and recruitment process for resident agencies <sup>2,3</sup>	1,053.29	1,033.48	1,378.81	826.00	826.00	943.49	1,162.79	1,441.01	1,428.71	874.87	994.95	1,465.38
Advertising (20%)	210.86	207.70	275.96	237.52	165.20	188.69	222.56	288.32	225.94	174.93	178.81	281.07
Short-listing (40%)	427.32	415.39	551.72	475.04	330.40	377.37	465.12	578.77	451.88	348.87	357.82	562.14
Interviewing (40%)	421.32	415.30	551.72	475.04	330.40	377.37	465.12	578.77	451.88	348.87	357.82	562.14
Staff HR & Benefits Administration & Management <sup>4</sup> (one time fee, per staff at a given appointment)	205.76	232.37	351.37	264.90	184.61	196.44	251.85	334.89	261.84	188.78	214.55	334.73
Recurrent personnel management services: Staff Payroll & Banking Administration & Management <sup>5</sup> (annual fee per staff, per calendar year)	916.48	907.86	1,038.37	1,036.54	730.20	876.71	1,044.51	1,209.69	948.42	788.90	724.00	1,148.26
Payroll validation, disbursement (35%)	320.42	316.63	363.75	362.44	252.07	306.29	364.53	422.34	320.30	275.42	253.43	400.85
Performance evaluation (30%)	274.65	270.89	311.78	310.66	216.06	262.53	312.45	362.01	284.83	236.07	217.22	343.89
Extension, promotion, entitlements (30%)	274.65	270.89	311.78	310.66	216.06	262.53	312.45	362.01	284.83	236.07	217.22	343.89
Leave monitoring (5%)	45.77	45.75	51.96	51.78	36.01	43.78	52.08	60.35	47.47	39.35	36.29	57.86
Consultant recruitment	844.09	378.61	513.62	431.82	304.12	340.39	421.94	529.81	414.10	317.33	328.69	517.47
Advertising (20%)	76.82	75.79	102.70	96.56	60.22	68.08	84.39	105.76	82.82	63.45	65.92	103.49
Short-listing & selection (40%)	153.64	151.47	205.41	173.13	120.45	136.15	168.79	211.53	165.64	128.89	131.84	208.80
Contract issuance (40%)	153.64	151.47	205.41	173.13	120.45	136.15	168.79	211.53	165.64	128.89	131.84	208.80
Inform management	62.46	61.84	113.53	85.06	49.76	51.60	64.86	84.58	65.18	49.76	51.60	64.86
Issue/Renew IDs (UN LP, UN ID, etc.)	33.63	33.13	37.81	37.81	26.26	25.58	34.89	48.70	38.89	25.32	27.80	40.95
Travel authorization	38.57	38.01	56.98	43.33	30.19	32.30	41.29	54.64	42.88	30.36	34.93	54.82
F/O settlement	38.38	38.86	52.25	40.91	28.40	30.89	39.25	51.12	39.06	29.45	32.44	50.72
Procurement process involving local CAP (endor, ITB, RFP requirements) <sup>6(a)</sup>	820.84	800.89	1,140.68	923.70	642.58	712.27	892.83	1,116.21	893.69	670.66	718.50	1,126.13
Identification & selection (50%)	410.32	404.49	570.29	461.85	321.49	356.14	448.47	571.11	446.79	335.33	359.45	563.07
Contracting/issue purchase order (25%)	205.16	202.25	285.14	230.92	160.75	178.07	223.23	285.65	223.40	167.86	179.72	281.57
Follow-up (25%)	205.16	202.25	285.14	230.92	160.75	178.07	223.23	285.65	223.40	167.86	179.72	281.57
Procurement not involving local CAP (enr, it (low value procurement))	200.94	197.95	355.44	224.33	156.77	148.68	203.90	301.37	234.29	151.72	201.81	311.74
Identification & selection (50%)	100.47	98.98	177.72	112.17	78.39	74.05	101.90	150.69	117.15	75.86	100.91	155.88
Issue purchase order (25%)	50.24	48.49	88.86	56.08	39.19	37.02	50.90	75.34	58.57	37.93	50.45	77.94
Follow-up (25%)	50.24	48.49	88.86	56.08	39.19	37.02	50.90	75.34	58.57	37.93	50.45	77.94
Disposal of equipment	428.93	422.86	693.39	432.96	335.13	374.63	469.04	605.08	485.85	361.65	375.48	565.40
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	53.70	52.86	80.18	71.35	50.84	58.16	70.29	86.14	67.62	53.91	64.01	82.70
Issue/Apply Deposit only	38.40	37.99	48.99	43.08	30.78	36.17	42.44	51.36	40.84	32.02	32.68	49.88

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 implementation.

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-hoc* and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned UN agencies.

- <sup>1</sup> Not all UN agencies require all services. In particular, Atlas partner agencies and resident UN agencies may carry out several UPL sub-transactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.
- <sup>2</sup> 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.
- <sup>3</sup> 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.
- <sup>4</sup> Requests for prior year UPL services should always use the latest applicable published rates (not UPLs from prior years) without exception.
- <sup>5</sup> **Payment Process:** the process includes disbursement only, 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.
- <sup>6</sup> 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.
- <sup>7</sup> 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.
- <sup>8</sup> **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 Herrer 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

<sup>9</sup> Staff Payroll & Banking Administration & Management are distinct from Global Payroll Services (provided by UNDP Copenhagen) and include services such as:

- 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 Module to process these transactions.
- Production, follow up and clean up of the PVR reports

<sup>10</sup> 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 use the UPL.

Where the portion of the procurement process that takes place outside Atlas is of a clearly complex (ad-hoc) nature involving specialized supply-chain management processes, dedicated procurement staff, construction, etc., offices are encouraged to determine the actual cost of the exercise and explore with donors/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).

<sup>11</sup> 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.