The accountability of an IPA tax is:  
- Reporting, fairly and accurately, on project progress against agreed work plans in accordance with the reporting schedule and forms included in the project document/Annual Work Plan.  
- Maintaining documentation and evidence that describes the procedures and prudent use of project resources in conformity to the project agreement and in accordance with applicable regulations and policies.  
- This documentation will be available to project monitors (project assurance role) and designated auditors.  
- Meeting the targets and the outputs outlined in the approved and agreed annual work plan.  
- Approving and signing the Combined Delivery Report (CDR) at the end of the year.  
- Signing the Financial Report or the Funding Authorization and Certificate of Expenditure (FAEC).  

The MIA will be supported by the Deputy MP (Director, MIA) who in her/his capacity of Project manager will address project related issues. Considering the size, wide range of Government/Private Government organizations and stakeholders and spread of the project over a large geographical area, a Project Management Team (PMT) within the Ministry will be put in place for support in coordination and management of the project. It will comprise of 3-4 technical experts and a support staff.

Technical Experts  
The IPA may enter into agreements with other organizations or entities, known as technical experts for providing technical guidance and services under the programme. Technical experts may include UN agencies, NGOs, IGOs, IAs, or any other research/institution based organizations. These experts will be utilized for preparation/benchmarking of guidelines, technical assistance and revision of national/local standards.

Stakeholders  
Selected ministries, state/local level governmental departments, municipal corporations, training & academic institutions, volunteers/Communities based organizations and private firms etc. will be involved as stakeholders to assist in achieving the project outputs and local level activities in consonance with implementing partners.

National Programme Director  
The National Programme Director/Deputy Secretary (Disaster Management) will be responsible to convene regular review meeting with the Implementing Partners, technical experts and the stakeholders to discuss progress made under the programme and Annual Programmes. He will be responsible for following activities:  
- Review programme expectations against activities and outcomes;  
- Review and approve work plans;  
- Review combined delivery reports to ensure they meet the Implementing Partner's requirements;  
- Delegate (as per day management of the IPA) and related decisions to a working group comprising UNDP, technical experts and other stakeholders, as appropriate;  
- Access and decide to proceed on project changes through appropriate resolutions;  
- Apportion the project annual review report, make recommendations for the next annual work plan, and informs the Project Management Committee about the results of the review.

Programme Management Committee  
In order to guide and support the Implementing Partners towards meeting the project outputs, a Programme Management Committee (PMC) would be constituted by the Ministry of Home Affairs (MHA) to meet at least once a year, and will have state governments as members to provide oversight and cross-sectional linkages. The PMC would be chaired by the Secretary (Disaster Management). The recommendations of the PMC will serve as an input to the Country Programme Management Board (CPMB) chaired by DEA and UNDP. MHA and UNDP will also make efforts to mobilize additional resources towards achievement of the UNDP supported programme.

The PMC will:  
- Provide overall guidance and direction to the programme;  
- Review the project progress and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans and timelines;  
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks;  
- Address project issues as noted by the MIA in his/her capacity of Project Manager.

In order to ensure UNDP’s ultimate accountability to the IPA, PMC decisions will be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency, and effectiveness of international competition. In case a consensus cannot be reached within the PMC, final decision shall rest with the UNDP. In addition, the PMC plays a critical role in UNDP’s comprehensive project evaluations by ensuring the evaluation process and products, and using evaluations for performance improvement, accountability and learning. Both MHA and UNDP will be jointly responsible for achieving outcome level results. The PMC will approve the project annual review report, make recommendations for the next annual work.

State Monitoring Committee  
The State level Monitoring Committee (SMC) will be nominated and will be chaired by the Principal Secretary, State Revenue Department/LCD, SDMAs for implementation and monitoring of the programme. The members of the Committee will include officials (at least one at the rank of Joint Secretary) from the relevant departments. The members may include concerned project staffs of MHA, DEAs, or other state departments. The SMC will have the authority to approve annual plans and budgets, as well as to monitor and evaluate the programme.

Country Programme Management Board  
The project results will be reviewed at the Country Programme Management Board (CPMB) comprising DEA and UNDP. The oversight will consist, at a minimum, of a six-monthly review (at the end of the second quarter) and an annual review meeting (at the last quarter of the year) between DEA and UNDP, together with implementing partners. The recommendations from the annual review will be used to adjust and adjust the annual work plan and budgets for the coming year, if required.

Outlook  
1. Knowledge Management  
2. Community Resilience  
3. Capacity Building  

In three different broad areas:  

<table>
<thead>
<tr>
<th>Event/Activity</th>
<th>Date</th>
<th>Location</th>
<th>Participants</th>
<th>Remarks to technical expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshops/reviews/session</td>
<td>Jan-Dec 2014</td>
<td>State Govt., UNDP, MHA</td>
<td>UNDP</td>
<td>24,250</td>
</tr>
<tr>
<td>Capacity of Communities to adopt DRR and CCA re-emergence of technology and promotion of migration plans</td>
<td>Jan-Dec 2014</td>
<td>State Govt., UNDP, MIA</td>
<td>UNDP</td>
<td>26,250</td>
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<tr>
<td>International Community Based Demonstration Projects at District/MAC/VA/PH level</td>
<td>Jan-Dec 2014</td>
<td>State Govt., UNDP, MIA</td>
<td>UNDP</td>
<td>117,009</td>
</tr>
</tbody>
</table>

Total: 268,500

Technical Support Costs at the Centre and States: 539,663
Project Management Expenditure: 108,075
Annual Audit, Evaluation, Milestone Assessment Costs: 5,250

Total: 1,643,266

2% General management support (GMS): 40,794

Total: 1,684,060

3. Management Monitoring  

Monitoring Partners  
The Ministry of Home Affairs will be the implementing Partner (IP) for the project, and will be responsible and accountable for the effective use of UNDP and other resources and the achievement of the project outcomes and outputs as set forth in the document. The MIA will be responsible for the overall implementation of the project on the national. The MIA will designate a senior level official of the rank of Joint Secretary as the National Project Director (NPD) who will be responsible for overall management, including achievement of planned results, and for the use of UNDP funds through effective process management and well-established programme review and oversight mechanisms. MFA in coordination with UNDP will facilitate programme development with state governments and coordination with other relevant central ministries as required. MIA will sign a budgeted Annual Work Plan with UNDP on an annual basis, as per UNDP rules and regulations. Selected state governments (State Disaster Management Authority) will be responsible to implement the project activities by signing Work Plans on an annual basis with the MIA. The state government/SDMAs will be responsible for carrying out project activities at state, district, city and local level.

Total budget: 31,200,000

Project Completion: 2016-2017
Project Assurance: Project Assurance will be the responsibility of UNDP. The Assurance role will support the PSC by carrying out objectives and independent project oversight and monitoring functions. This will also include Outcome Board and CHRM review meetings. During the implementation of the project, the assurance role ensures (through periodic monitoring, assessment and evaluations) that appropriate project management milestones are managed and completed. The assurance will:

- Ensure that funds are made available to the project;
- Ensure the project is making progress towards intended outputs;
- Perform regular monitoring activities, such as periodic monitoring visits and spot checks;
- Ensure that measures entailed to UNDP are utilized appropriately;
- Ensure that critical project information is monitored and updated;
- Ensure that financial reports are submitted to UNDP on time, and that combined delivery reports are prepared and submitted to the PSC;
- Ensure that project risks are properly managed and regularly updated;

The UNDP will convene an annual review meeting involving the implementing partners, technical experts and stakeholders to review the progress in the previous year and discuss the work plan for the coming year. An independent external review may be conducted through resource persons/group to feed into this process. The UNDP is the implementing partner for the Project Assurance and the Project Manager will meet on a monthly basis to align the progress of the decisions taken in the PSC.

With a view to supporting administrative efficiency and developing capacities of government agencies, UNDP will provide demand-based development support services, including procurement support services, with requisite professional skills, personnel and technical resources and with applicable UNDP’s standard management fee.

Funds Flow Anomalies and Financial Management:
Funds can be appropriated on: (a) direct payment to vendors or third parties for obligations incurred by the implementing partners on the basis of requests signed by the designated official of the implementing Partner(s), and (b) direct payments as vendors or third parties for obligations incurred by UNDP in support of activities agreed. UNDP shall not be obliged to reimburse expenditure made by the implementing Partner, nor shall the authorized amounts be transferred immediately to UNDP through non-submitted work orders.

The implementing Partner may request UNDP to provide support services for project implementation. These services known as Implementation Support Services (ISS) or procurement services and regulations will apply for the services provided. All direct costs which are attributable to the provision of these services (direct project costs) will be charged to the project in accordance with the policies as defined by UNDP, decided by UNDP’s Executive Board.

In cases where UNDP provides only direct payments on behalf of an implementing partner, UNDP’s accountability is limited to 1) assurance that funds have come from an authorized official, 2) verification that the requested payment is in accordance with the project work plan, and 3) verification that payment is made in the specified vendor/third party for services rendered.

Audit: The project shall be subject to audit in accordance with UNDP procedures and as per the annual audit plan drawn up in consultation with DSA. The project shall conform to the audit requirements by the end of the following year. The audit covering annual calendar year expenditure will focus on the following parameters: (a) financial accounting, documentation and reporting; (b) monitoring, evaluation and reporting; (c) monitoring of ex-ante and on-site control of non-extendable reporting; (d) any other audit-related issues addressed by the UNDP Country Office support, in line with the UN Audit Board requirements for submitting the first audit reports by 30 April, the auditors will carry out field visits during February/March. Detailed instructions on audit will be circulated by UNDP separately.

Power Cut: Project: Project will be operationally completed within the time limit and all the UNDP-financed inputs have been provided and the related activities completed. Through the PSC, the implementing partner notifies the UNDP when this has been done. When a project is operationally complete, the parties must agree on the disposal of any equipment and computer the transfer of assets under the project. Projects will be financially completed when the Implementing Partner has reported all financial transactions to UNDP so that the project accounts can be closed. UNDP and the Implementing Partner will verify a Final Combined Delivery Report. Projects will be financially completed not more than 12 months after being operationally completed. Between operational and financial closure, the Implementing Partner will be required to identify and settle all financial obligations and prepare a final submission report. No adjustments can be made to a financially completed project.

III. MONITORING FRAMEWORK AND EVIDENCE

In accordance with the programming parties and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

A. MONTHLY PROGRESS REPORT: The implementing Partner, in consultation with the project team, will prepare and submit monthly updates on progress against planned activities and budgets. These monthly reports will be provided in the format provided in Annex 1. These monthly reports will be consolidated, as required, by UNDP’s Country Office according to their program review meetings.

B. ONE YEAR RISK LOG: Based on the initial risk analysis, a risk log shall be activated in time and regularly updated by reviewing the external environment (that may affect the project implementation). This will be completed by UNDP project assurance teams in consultation with the implementing partner. For the standard RAS log template.

C. QUARTERLY FINANCIAL REPORTS: The Implementing Partner (IP) will make use of the funding, including the Disbursement and Certification of Disbursements (CCD) and the Certificate of Expenditure (COE) to request for advances and reports submitted at the end of each quarter, not later than 30 days of the following quarter. Together with the CCD, the project will send a copy of the risk statement to the end of the period reported and the biannual cost report on the activities to be funded. The reports will be submitted by the implementing partner using the IP.

D. ANNUAL REPORT: An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the UNDP Executive Board. The reporting format is already set and will continue to be submitted annually until the project is completed.

E. ANNUAL PROJECT REVIEW: Based on the above report, an annual project review will be conducted during the final quarter of the year or soon after, to assess the performance of the project and appreciate the Annual Work Plan (AWP) for the following year. In the next year, the review will be a final assessment. This review is driven by the