United Nations Development Programme – INDIA
CPAP 2013-17
Annual Work Plan 2016

Project Title: Enhancing Institutional and Community Resilience to Disasters and Climate Change
Implementing Partner: Disaster Management Division, Ministry of Home Affairs, GOI
UNDP Strategic Plan Outcome: Disaster Prevention and Risk Management (Outcome 5)
UNDP Strategic Plan Output(s): Disaster and Climate Risk Management (Output 5.2)
UNDP SP Indicators: Effective institutional, legislative and policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.
UNDAF Outcome(s): Government, industry and other relevant stakeholders actively promote more environmentally sustainable development, and resilience of communities is enhanced in the face of challenges of Climate Change, Disaster Risk and natural resource depletion

**Brief Description**

Climate change and variability are increasing the frequency and intensity of extreme weather events and hydro-meteorological disasters. These are accentuating the risk exposure of people and assets, and undermining development gains. The limited capacity at the institutional and communities level fail to systematically integrate DRR and CCA measures in ongoing development programmes. The project aims to build the capacities at national and sub-national levels to integrate disaster risk reduction concerns and climate change adaptation measures in developmental activities in ten selected states. In addition, local communities in urban and rural areas will be made more resilient to disasters and climate risks through better preparedness and demonstrative pilot adaptation initiatives.

<table>
<thead>
<tr>
<th>Programme Period:</th>
<th>2013-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Result Area (Strategic Plan):</td>
<td></td>
</tr>
<tr>
<td>Award ID:</td>
<td>00087555</td>
</tr>
<tr>
<td>Project ID:</td>
<td>00075890</td>
</tr>
<tr>
<td>Project Start date:</td>
<td>Sept 2013</td>
</tr>
<tr>
<td>Project End Date</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>PAC Meeting Date</td>
<td>30 May 2013</td>
</tr>
<tr>
<td>Management Arrangements</td>
<td>NIM</td>
</tr>
<tr>
<td>2016 AWP budget:</td>
<td>USD 856,339</td>
</tr>
<tr>
<td>- Core:</td>
<td>USD 800,000</td>
</tr>
<tr>
<td>**Non-core:</td>
<td>USD 56,339 (USAID)</td>
</tr>
<tr>
<td>**Please specify donors and contribution.</td>
<td></td>
</tr>
</tbody>
</table>
## Project Expenditure

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>UNDP 4.5 million</td>
<td>USD 635,000</td>
<td>USD 1.03 million</td>
<td>USD 860,000</td>
<td>USD 800,000</td>
</tr>
<tr>
<td>USAID 1.735 million</td>
<td>USD 38,601</td>
<td>USD 400,000</td>
<td>USD 540,000</td>
<td>USD 56,339</td>
</tr>
<tr>
<td>USD 6.235 million</td>
<td>USD 38,601</td>
<td>USD 1.035 million</td>
<td>USD 1.4 million</td>
<td>USD 856,339</td>
</tr>
</tbody>
</table>

*provisional figures

Agreed by (Implementing Partner):

[Signature]

VLC M. William
Joint Secretary
Ministry of Home Affairs
Govt. of India, New Delhi

Agreed by UNDP

[Signature]

Jaco Cilliers
Country Director
## Annual Work Plan

**Year: 2016**

<table>
<thead>
<tr>
<th>Expected Output</th>
<th>Planned Activities</th>
<th>TIME FRAME</th>
<th>PLANNED BUDGET</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline; Associated indicators; and Annual Targets</td>
<td>List activity results and associated actions</td>
<td>Q1 Q2 Q3 Q4</td>
<td>Funding Source</td>
<td>Amount in USD (at 66.76)</td>
</tr>
<tr>
<td><strong>Output1 (Mainstreaming DRR/CCA)</strong></td>
<td><strong>Activity 1:</strong> Consultation with Ministries to identify potential national flagship programmes for integration of DRR/CCA</td>
<td></td>
<td>UNDP</td>
<td>Meetings, travel, consultations 8,987</td>
</tr>
<tr>
<td><em>Guidelines on mainstreaming DRR/CCA in two National Flagship Programmes developed.</em></td>
<td><em>Action:</em> Consultation with Stakeholders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Baseline-0</em></td>
<td><em>Activity 2:</em> Development of guidelines on mainstreaming DRR/CCA in the identified National Flagship Programmes</td>
<td></td>
<td>UNDP</td>
<td>Meetings and travel, workshops 22,469</td>
</tr>
<tr>
<td><em>Associated Indicators - Tool Kit / Guidelines developed on mainstreaming DRR in Urban Housing</em></td>
<td><em>Action:</em> Identification of technical agencies; Consultation with Stakeholders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Target - 2</td>
<td><em>Action:</em> Preparations of Guidelines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Action:</em> Pilot Training</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><em>Activity 3:</em> Provision of technical inputs through technical resource agencies/experts/specialists to the Ministries at the Centre and selected States on</td>
<td></td>
<td>UNDP</td>
<td>Remuneration of technical experts 22,469</td>
</tr>
<tr>
<td>Output 2 (Urban Risk Reduction)</td>
<td>增强规划、响应和减缓灾害风险的能力</td>
<td>输出2 (城市风险减缓)</td>
<td>17,975</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Enhanced planning, response and mitigation capacities for managing urban risks</td>
<td>基线-8个城市的规划与响应</td>
<td>活动2: 培训建设安全的技术实践</td>
<td>会议、差旅、培训成本、支付技术专家的报酬</td>
<td></td>
</tr>
<tr>
<td>Baseline - 8 Cities for planning &amp; Response</td>
<td>1. 数量城市层面HRVA报告</td>
<td>基线-8个城市的规划与响应</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
<td></td>
</tr>
<tr>
<td>Associated Indicators:</td>
<td>2. 基于加强早期预警系统的行动方案的数量</td>
<td>基线-8个城市的规划与响应</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
<td></td>
</tr>
<tr>
<td>1. Number of city level HRVA reports</td>
<td>基线-8个城市的规划与响应</td>
<td>基线-8个城市的规划与响应</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
<td></td>
</tr>
<tr>
<td>2. Number of Action Plans for strengthening Early Warning Systems in the cities</td>
<td>基线-8个城市的规划与响应</td>
<td>基线-8个城市的规划与响应</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
<td></td>
</tr>
<tr>
<td>Annual Target - 4</td>
<td>基线-8个城市的规划与响应</td>
<td>基线-8个城市的规划与响应</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output3 (Capacity Development)</th>
<th>新的和修订的减灾和气候适应整合培训模块和高级培训师的队伍</th>
<th>输出3 (能力发展)</th>
<th>22,469</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and revised DRR &amp; CCA integrated training modules and cadre of master trainers</td>
<td>基线-0</td>
<td>活动: 培训一个跨部门的事务师团队</td>
<td>会议、差旅、培训成本、支付技术专家的报酬</td>
</tr>
<tr>
<td>Baseline - 0</td>
<td>0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>Associated Indicators:</td>
<td>数量高级培训师在地方层级规划中集成减灾</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>Number of master trainers on integration of DRR in district level planning</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>Annual Target - 120 Master Trainers on integration of DRR in district level planning</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>基线-0</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>Action: Identification of technical agencies/experts and participants</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>基线-0</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>Action: Organize the training</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>基线-0</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
<tr>
<td>Action: Create database of trainees and link it to relevant agencies</td>
<td>基线-0</td>
<td>基线-0</td>
<td>MHA/UNDP/地方当局/技术专家和机构</td>
</tr>
</tbody>
</table>
### Output 4 (Knowledge management)

**Disaster Management Score Card developed**

**Baseline:** 0  
**Associated Indicators:** Number of Disaster Management Status Report  
**Annual Target:** 2 Disaster Management Status Report

<table>
<thead>
<tr>
<th>Activity 1: Develop Benchmarks and Indicators for measuring status of Disaster Management at different levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> Procurement of services for developing benchmarks and indicators on the status of disaster risk reduction at state, district, sub divisional and block level</td>
</tr>
<tr>
<td><strong>Action:</strong> Workshops and consultations with various stakeholders for identifying the benchmarks and indicators at different levels</td>
</tr>
<tr>
<td><strong>Action:</strong> Undertaking a nationwide study for developing a Disaster Management Report</td>
</tr>
</tbody>
</table>

| 179,750 |
| MHA/UNDP/technical experts |

**Support to Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR)**

**Baseline:** 0  
**Associated Indicators:** Number of Websites developed; Number of side events organized around AMCDRR  
**Annual Target:** Two side events organized and report published for AMCDRR

<table>
<thead>
<tr>
<th>Activity 2: Procurement of services to support AMCDRR/NPDRR/State Platforms for DRR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> Procurement of services for maintaining the website &amp; to Develop content for the website</td>
</tr>
<tr>
<td><strong>Action:</strong> Organize two side events during the AMCDRR</td>
</tr>
<tr>
<td><strong>Action:</strong> Support to NPDRR and establishment of State Platforms for DRR and develop indicators for Sendai Framework for DRR</td>
</tr>
<tr>
<td><strong>Action:</strong> Support participation of Private Sector in DRR</td>
</tr>
</tbody>
</table>

| 42,426 |
| MHA/UNDP/technical experts |

Remuneration for services of experts workshop, meetings, travel: 32,469
<table>
<thead>
<tr>
<th>Output 5: Community Resilience</th>
<th></th>
</tr>
</thead>
</table>
| Community-based models for preparing action plans for DRR and CCA integration developed  
Annual target: 5 community level pilots |  |
| Activity 1: Awareness on disaster and climate change-related risks enhanced at the village level |  |
| Activity 2: Capacities of communities to adapt DRR and CCA measures enhanced and implemented through ongoing schemes |  |
| Activity 3: Services of experts/technical agencies engaged in disaster management, emergency preparedness, and response |  |
|  |
| Project Management (Staff Salary, Audit, Rent and Communication) |  |
| Actions: Identification and conduct of training programmes |  |
| Actions: Procurement of services of experts/technical agencies for developing plans and conducting trainings |  |
| Actions: Procurement of material for developing the IEC campaigns |  |
| Actions: Organizing awareness campaigns |  |
|  |
| UNDP/State government/NGOs/CBOs |  |
|  |
| Remuneration for Development of IEC campaigns  
14,929 technical experts/material |  |
|  |
| Total for Output 1 to 5 |  |
| 856,339 |  |
## II. Monitoring and Evaluation

### A. Framework

*(Include all monitoring and evaluation activities/events)*

---

**Project ID:** 87556  **Project Title:** Enhancing Institutional and Community Resilience to Disasters and Climate Change

<table>
<thead>
<tr>
<th>Expected Results (Outcomes &amp; Outputs)</th>
<th>Indicators</th>
<th>Baseline</th>
<th>Targets</th>
<th>Source/Method of Collection</th>
<th>Schedule/ Frequency</th>
<th>Responsible Staff</th>
<th>Resources ($)</th>
<th>Risks and Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtained from the CPAP and Project Results Frameworks</td>
<td>Obtained from the CPAP and Project Results Frameworks</td>
<td>At the project start date</td>
<td>At the project end date</td>
<td>Specific publication, evaluation, survey, field observation, interviews, etc</td>
<td>Monthly, quarterly, annually, etc</td>
<td>Staff member responsible for collecting and reporting data</td>
<td>PO</td>
<td>Delay in publishing reports by governments at national and state levels</td>
</tr>
<tr>
<td><strong>CPAP Outcome:</strong> Government, industry and other relevant stakeholders actively promote environmental sustainability and enhanced resilience of communities in the face of challenges of climate change, disaster risk and natural resource depletion.</td>
<td># of Government Schemes and Missions which incorporate climate resilience measures</td>
<td>0</td>
<td>4</td>
<td>MHA-MoHUPA-BMTPC Publications</td>
<td>Annual Project Report</td>
<td>PO</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CPAP Output:</strong> Climate change adaptation and community resilience to disasters promoted</td>
<td># of state government and local governments of cities and multi hazard prone districts that adopt disaster and climate risk reduction measures and holistic DM plans</td>
<td>0</td>
<td>7 States 10 cities &amp; 25 districts</td>
<td>SCMP/DDM/CDMP/Departmental Action Plan</td>
<td>State Quarterly Reports</td>
<td>PO</td>
<td></td>
<td>Delay in publishing reports by governments at national and state levels</td>
</tr>
<tr>
<td><strong>Project Output 1:</strong> Mainstreaming DRR in National programmes</td>
<td># of identified National Programmes as proposed in the 12th Plan which mainstream DRR</td>
<td>0</td>
<td>4</td>
<td>MHA-MoHUPA-Scheme/Project documents, Policy papers</td>
<td>Annual Project Report</td>
<td>PO</td>
<td></td>
<td>Delay in publishing reports by governments at national and state levels</td>
</tr>
<tr>
<td><strong>Project Output 2:</strong> Urban Risk Reduction</td>
<td># of cities that establish climate risk management systems within Municipal Corporations</td>
<td>0</td>
<td>6</td>
<td>CDMPs/Departmental Action Plans</td>
<td>State Quarterly Reports</td>
<td>PO</td>
<td></td>
<td>Delay in publishing reports by governments at national and state levels</td>
</tr>
<tr>
<td><strong>Project Output 3:</strong> Capacity Development</td>
<td># of state training institutes that are strengthened with master trainers and modules for training DM functionaries on integrated DRR and CCA</td>
<td>0</td>
<td>5</td>
<td>Training Modules/Governmen t Notifications on Master trainers/Government reports</td>
<td>State Quarterly Reports</td>
<td>PO</td>
<td></td>
<td>Delay in government notifications</td>
</tr>
</tbody>
</table>
### B. Monitoring and Evaluation Plan

**Monitoring Plan**

<table>
<thead>
<tr>
<th>Monitoring Visit</th>
<th>Time Frame</th>
<th>By whom</th>
<th>Place</th>
<th>Purpose</th>
<th>Expected Outcome</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Visit 1</td>
<td>1</td>
<td>Project Coordinator</td>
<td>Project State</td>
<td>Assessment of technical quality of plans and training courses</td>
<td>Quality assurance to be reflected in BTOR</td>
<td>Travel &amp; accommodation cost</td>
</tr>
<tr>
<td>Field Visit 2</td>
<td>1</td>
<td>Project Coordinator</td>
<td>Project State</td>
<td>Assessment of technical quality of plans and training courses</td>
<td>Quality assurance to be reflected in BTOR</td>
<td>Travel &amp; accommodation cost</td>
</tr>
<tr>
<td>Field Visit 3</td>
<td>1</td>
<td>Project Coordinator</td>
<td>Project State</td>
<td>Assessment of technical quality of plans and training courses</td>
<td>Quality assurance to be reflected in BTOR</td>
<td>Travel &amp; accommodation cost</td>
</tr>
<tr>
<td>Field Visit 4</td>
<td>1</td>
<td>Project Coordinator</td>
<td>Project State</td>
<td>Assessment of technical quality of plans and training courses</td>
<td>Quality assurance to be reflected in BTOR</td>
<td>Travel &amp; accommodation cost</td>
</tr>
</tbody>
</table>

**Evaluation Plan**

No Evaluations/Assessments/Reviews have been planned for the current year.

### III. Recruitment Plan 2016
No recruitments are envisaged by the project in AWP 2016.

IV. Procurement Plan 2016

(Include all local and international procurements valued at or above $ 5000 envisaged in AWP 2016 – including goods, assets, services and works) This section will be filled up after the approval of state workplans and the emerging requirements.

Project ID: ____________  Project Title: ____________________________

<table>
<thead>
<tr>
<th>Country Office</th>
<th>Submitted by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>India</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructions:
- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format.

<table>
<thead>
<tr>
<th>Requesting Unit</th>
<th>Project Name (acronym or brief name)</th>
<th>Type of Supply</th>
<th>Category</th>
<th>Description of goods, services or works required</th>
<th>Unit of Measure</th>
<th>Quantity</th>
<th>Estimated Unit Price in USD</th>
<th>Estimated Total Price in USD</th>
<th>Requested delivery date (goods, works) or start of services</th>
<th>Finalization of services date</th>
<th>End user of goods, services or works</th>
<th>Procurement Process Status</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Estimated 2016 Procurement Plan (USD):
V. Management Arrangements

Note: if the management and fund flow arrangements are same as agreed in Project Brief you need to just indicate that and do not repeat.

The management and fund flow arrangement is same as mentioned in the project brief.

VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

<table>
<thead>
<tr>
<th>Timeline / Target Date</th>
<th>Activity</th>
<th>Primary Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 January 2016</td>
<td>Submit final Annual Progress Report 2015 to UNDP</td>
<td>Project Director/Project Manager</td>
</tr>
<tr>
<td>10 Jan 2016</td>
<td>Finalisation of audit plans</td>
<td>RPU in consultation with Program Units</td>
</tr>
<tr>
<td>1 Feb-15 Mar 2016</td>
<td>Annual audit of the project</td>
<td>RPU-Program Unit</td>
</tr>
<tr>
<td>07 April 2016</td>
<td>Quarterly Progress Reports, including:</td>
<td>Project Manager/Program Officer, M&amp;E</td>
</tr>
<tr>
<td>07 July 2016</td>
<td>a) Report on project progress and financial delivery (FACE forms)</td>
<td></td>
</tr>
<tr>
<td>07 October 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 January 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 July 2016</td>
<td>Organise Project Steering Committee as agreed in the Prodoc. (Mid-year review of project progress and, if needed, revision of the AWP)</td>
<td>Project Director/Project Manager</td>
</tr>
<tr>
<td>30 November 2016</td>
<td>IRRF, IWP and ROAR updates</td>
<td>M&amp;E and Program Units</td>
</tr>
<tr>
<td>30 November 2016</td>
<td>Organise Project Steering Committee to:</td>
<td>Project Director/Project Manager</td>
</tr>
<tr>
<td></td>
<td>a) Review of project contribution to results and financial delivery 2016;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Review and endorsement of AWP 2017</td>
<td></td>
</tr>
</tbody>
</table>

ANNEXES

Annex 1: Cost sharing agreements signed with donors/government (if any)
Annex 2: Project cooperation agreement signed with NGOs (if any)
Annex 3: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc), if an