



Submission Form

To

Management Committee for the Central Fund for Influenza Action

Meeting No: 5	Date of Meeting: 20 February 2008
Item No: 200802 <i>CFIA-A8</i>	Programme / project: Pandemic Influenza Contingency West Africa regional platform
To: Management Committee for the CFIA	Date of Submission: 14 January 2008
From: UN / Eligible Partner Participating Organisation UN Office for the Coordination of Humanitarian Affairs	Contact: Telephone number, email Michael Mosselms +41 22 910 2778 mosselms@un.org
National Authority Not applicable (regional) <input type="checkbox"/> Endorsement <input type="checkbox"/> Comments (mandatory if no endorsement)	Contact: Telephone number, email Not applicable
Proposed submission, if approved would result in: X Continuation of existing programme/project <input type="checkbox"/> New programme/project <input type="checkbox"/> Other (explain)	Proposed submission resulted from: <input type="checkbox"/> National Authorities request X UN Agency/eligible Partner initiative within UN Consolidated Action Plan <input type="checkbox"/> NGO or other agency Request <input type="checkbox"/> Other (explain)
Programme/project Title: Pandemic Influenza Contingency West Africa regional platform	
Category of project: Countries with restricted implementation capacity;	
Amount of CFIA funds requested for Proposed Programme/project: \$320,000	
Amount of indirect costs requested: (%) 13% \$36,814	

To be completed by the Participating UN Organisation

1. Background

Pandemic Influenza Contingency (PIC) was created at the beginning of 2007 within the UN Office for the Coordination of Humanitarian Affairs (OCHA) in Geneva. It is based in Geneva with 7 regional officers posted around the world. PIC focuses on greater readiness of the UN System, national governments and the humanitarian community for the next influenza pandemic or similar international catastrophe. In 2008, PIC's overall goal is to support implementation of the multi-sector elements of the Chairman's Proposed Road Map from the New Delhi Conference on Avian and Pandemic Influenza, 4-6 December 2007. PIC aims to sustain 7 regional platforms based in OCHA regional offices overseas. This project proposal is to finance a regional platform based in the OCHA regional office in Dakar. This would comprise of one international officer at L4 level and two national officer staff. The purpose of the regional platform is (a) to help UN country teams in West Africa to develop and maintain robust plans to protect their staff health and safety, so as to be able to continue essential programmes and support national government pandemic preparedness planning; (b) to advocate for, help and measure West African national government pandemic preparedness beyond the health sector; and (c) to stimulate and support humanitarian agency pandemic preparedness in the region through coordination, information management and advocacy. PIC and its 7 regional platforms were funded in 2007 through support from the Governments of Japan, Canada, USA and Denmark. The Government of Japan, PIC's largest supporter in 2007, has recently decided to focus its 2008 AHI funding on vaccine issues. As a result PIC is seeking funding for its West Africa activities from the CFIA. The total cost of PIC's proposed West Africa regional platform is \$392,000. We are proposing to source \$320,000 from the CFIA and the remainder from other donors.

2. Purpose of Proposed Programme/Project

<i>Intended outcomes</i>	<i>Outcome indicators</i>	<i>Some key intended outputs</i>
<i>UN country teams in West Africa more ready to maintain essential operations and assist their national host governments</i>	<i>PIC data show at least a 20% improvement in West Africa UNCT readiness year to year</i>	<i>PIC-backed UN basic measurement of national pandemic readiness updated well for over 14 West African countries</i>
<i>Greater awareness in West Africa of the need to prepare for a high mortality influenza pandemic</i>	<i>UN country teams use PIC tools and capacities to assist improvement of national readiness in 7 or more West African countries</i>	<i>At least 7 UN country teams in West Africa assisted to support their national governments with pandemic preparation, including simulations</i>
<i>Governments in West Africa improve their preparedness for a sudden pandemic</i>	<i>PIC data show at least a 20% improvement in West African national readiness year to year</i>	<i>Key presentations made at 2+ regional and subregional organisations' high level meetings advocating multi-sector pandemic preparedness</i>
<i>Governments, UN and partners in West Africa prepared to support humanitarian response in a pandemic</i>	<i>At least 75% of West African national governments answer yes to the question: 'Is pandemic planning integrated into existing national disaster management structures?'</i>	<i>Regional platform of the key actors in AHI organised and maintained, covering participants from over 14+ countries</i>
<i>In the event of WHO Pandemic Phase 4, 5 or 6 being declared the UN performs well in assisting governments to face the situation in a broad multi-sector fashion</i>	<i>Post-pandemic studies</i>	<i>Best practices in pandemic readiness widely disseminated to key actors in easy-to-absorb forms in 14+ countries</i>

		<i>National disaster risk mitigation focal points lobbied in at least 14+ countries to advocate inclusion of preparedness for a sudden pandemic in disaster risk reduction work</i>
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3. Evaluation of Proposals

<i>General principles and selection criteria</i>		
(a)	Must be explicitly based on UN Consolidated Action Plan (UNCAP),	Yes X No <input type="checkbox"/>
(b)	Must support national strategies,	Yes X No <input type="checkbox"/>
(c)	Must promote and ensure national ownership,	Yes X No <input type="checkbox"/>
(d)	Must demonstrate UN's comparative advantage for specific intervention ,	Yes X No <input type="checkbox"/>
(e)	The organization must have the appropriate system to deliver the intervention,	Yes X No <input type="checkbox"/>
(f)	The UN response must be effective, coherent, context-sensitive, cost-efficient and the outcomes, sustainable,	Yes X No <input type="checkbox"/>
(g)	Must avoid duplication of and significant overlap with the activities of other actors,	Yes X No <input type="checkbox"/>
(h)	Must use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements,	Yes X No <input type="checkbox"/>
(i)	Must build on existing capacities, strengths and experience,	Yes X No <input type="checkbox"/>
(j)	Must promote consultation, participation and partnerships.	Yes X No <input type="checkbox"/>

Project Implementability

	2007	2008
<i>Estimated commitments (\$mill)</i>	0.340,587	0.320,000
<i>Estimated disbursements (\$mill)</i>	0.340,587	0.320,000

4. Review by Secretariat

Check on Programme/Project Proposal Format Contents

- Cover sheet (first page) Yes No
- Logical Framework with indicators of success and timelines Yes No not required < \$500,000
- Programme/Project Justification Yes No
- Programme/Project Management Arrangements Yes No
- Risks and Assumptions Yes No
- Budget Yes No
- Progress Report (for supplementary funding only) Yes No
- Implementability*

The project has clearly defined activities (17 identified) and deliverables including National pandemic plans updated for over 14 countries; minimum of 7 UN country teams assisted to support national governments pandemic preparations; key regional and sub-regional presentations held; best practices collected and disseminated.

<i>General criteria for prioritisation</i>		
(a)	Must be in line with UN Consolidated Action Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Recipient Organization is unable to meet high or urgent priority needs with existing level of funding.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Need to address high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Supports activities that are likely to improve the overall situation at national and local levels.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Does not overlap with other ongoing programmes	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Overall review of programme submission

Project proposal submission criteria have been fulfilled.
 This proposal covers outputs 4.2.4, 6.1.1, 6.1.2, 6.1.3 and 6.1.4, of the UN Consolidated Action Plan, for which OCHA has been unable to find funding.

6. Decision of the UN CFIA Management Committee

- Approved content and budget as submitted
- Approved for a total budget of **\$ 320,000.00**
- Approved with modification/condition on content
- Deferred
- Rejected

Reason/Comments

7. Action taken by the Executive Coordinator, Multi-Donor Trust Fund Office, UNDP

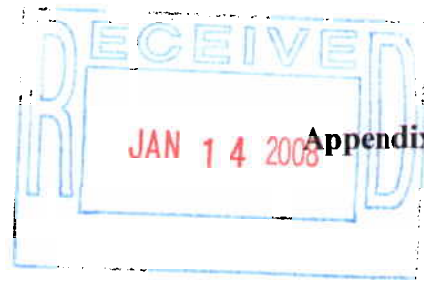
- Project consistent with provisions of the UNDP Administrative Agent-Participating UN and Non-UN Organization's Memorandum of Understanding and Letter of Agreement with donors (if applicable)

..... 11/3/2008
 Date

to be completed by the MDTF Office

ANNEX 2**CFIA Programme/Project Proposal Format and Guidelines****Contents:**

1. Cover sheet, first page of the programme/project document, (**Appendix A**)
2. Logical Framework (**Appendix B**)
3. Programme/Project Justification (**Appendix B**)
4. Programme/Project Management Arrangements (**Appendix B**)
5. Risks and Assumptions (**Appendix B**)
6. Programme/Project Budget (**Appendix C**)



CFIA PROJECT DOCUMENT COVER SHEET

<p>Participating UN or Eligible Partner Organisation: UN Office for the Coordination of Humanitarian Affairs (OCHA)</p>	<p>UN CAP objective: 6 Continuity under pandemic conditions</p>
<p>Programme/Project Manager</p> <p>Name: Michael Mosselmans</p> <p>Address: 37-39 Rue de Vermont, CH-1202, Geneva</p> <p>Telephone: +41 22 910 2778</p> <p>E-mail: mosselmans@un.org</p>	<p>UN or Eligible Partner Organization that has lead responsibilities for the objective of the UN CAP</p> <p>Name: Michael Mosselmans, OCHA</p> <p>Address: 37-39 Rue de Vermont, CH-1202, Geneva</p> <p>Telephone: +41 22 910 2778</p> <p>E-mail: mosselmans@un.org</p>
<p>Programme/Project Title: Pandemic Influenza Contingency, West Africa regional platform</p> <p>Programme/Project Number: CFIA/A-8</p>	<p>Programme/Project Country and Location: West Africa. Location: Dakar, Senegal</p>
<p>Programme/Project Description: The OCHA Pandemic Influenza Contingency West Africa regional platform will help UN country teams in West Africa to develop and maintain robust plans to protect their staff health and safety, maintain essential operations and help Governments in a pandemic; it will support and help UN country teams in West Africa to assist national Governments to prepare for pandemic, beyond the health sector; it will coordinate the preparedness of humanitarian actors in the region to deliver humanitarian assistance to vulnerable groups in a pandemic.</p>	<p>Total Programme/Project Cost: \$391,976 CFIA: \$320,000 Government Input (if relevant): N/A Other: \$71,976 Total: \$391,976</p> <p>Programme/Project Duration: October 2006-December 2008</p> <p>Estimated start up date: January 2007</p>
<p>UN CAP Objective (one or more of the seven objectives) and Key Immediate Objectives: Objective 6: continuity under pandemic conditions -Pandemic influenza preparedness plans built upon existing mechanisms for disaster preparedness, mitigation and response and – as much as possible – fully integrated into existing structures for disasters and crisis management -Stakeholders engaged in the facilitation of coherent strategies for pandemic preparedness</p>	

and response, including in humanitarian settings, encouraging synergy
-Assessment, tracking and monitoring of pandemic preparedness
-Support to national pandemic preparedness planning

Outputs and Key Activities:

Outputs:

UNCAP 4.2.4 (IV) Regional Interagency Platform strengthened, organised and maintained to provide support to country-level pandemic contingency planning, covering participants from over 14+ countries

UNCAP 6.1.3 (I) PIC-backed UN basic measurement of national pandemic readiness beyond the health sector updated well for over 14 countries

UNCAP 6.1.1 (II) At least 7 UN country teams assisted to support their national governments with pandemic preparation, including simulations

UNCAP 6.1.2 (II) Key presentations made to 2+ regional and sub-regional organisations' high level meetings advocating multi-sector pandemic preparedness

UNCAP 6.1.1 (III) Best practices on pandemic readiness widely disseminated to key actors in easy-to-absorb forms in 14+ countries

UNCAP 6.1.1 (II) National disaster risk mitigation focal points lobbied in at least 14+ countries to advocate inclusion of preparedness for a sudden pandemic in disaster risk reduction work

Key activities:

AHI planning meeting for West Africa (4.2.4)

ECOWAS regional simulation (4.2.4)

Collaboration with Surge capacity and coordination on 9 priority countries for IASC CP updating (4.2.4)

Private sector engagement (6.1.2)

Piloting of Ghana for national capacity building initiative (6.1.1)

Continued support to UNCT testing and simulation exercises (6.1.1)

Dissemination of further practical guidance on non-health sector preparedness (6.1.1)

Develop further OCHA/ROWA Business Continuity Plan and SOPs (4.2.4)

Quarterly thematic regional platform meetings (4.2.4)

Individual meetings with regional partners (6.1.2)

1 annual AHI planning meeting with partners (4.2.4)

1 mid year review of 3Ws (4.2.4)

Identification of Africa wide issues and contacts for alignment and effectiveness (6.1.2)

Coordination, joint missions (6.1.2)

Support UNCTs in national preparedness efforts (6.1.1)

Identify and address cross border issues (4.2.4)

Coordination between the UN, Government and Civil Society Organisations (6.1.2)

UN organization that has lead responsibilities for the objective of the UN CAP Review Date: 13 February 2008
Secretariat Review Date: 5 February 2008

Management Committee Approval Date: 20 February 2008
Total Approved Amount: \$ 320,000.00



UN organization that has lead responsibilities for the objective of the UN CAP Review Date: 13 February 2008

Secretariat Review Date: 5 February 2008

Management Committee Approval Date: 20 February 2008

Total Approved Amount: \$ 320,000.00

Appendix B

Programme/project Justification

The Pandemic Influenza Contingency team in OCHA aims (a) to support UN country teams to protect staff health and safety, so as to be able to maintain key operations and to provide support to national governments during pandemic; (b) to support UN country teams to provide assistance to national governments with pandemic preparedness beyond the health sector; and (c) to support humanitarian actors to prepare to be able to deliver humanitarian assistance to vulnerable populations during pandemic. PIC's strategy comprises advocacy, measurement and help. PIC aims to maintain 7 regional platforms based in OCHA regional offices overseas. The West Africa regional platform was launched in the autumn of 2006. The position of PIC West Africa Regional Planning Officer is currently vacant. The West Africa regional platform comprises one international professional staff member and two national officers. They are the PIC/OCHA front line in terms of supporting UN country teams with pandemic preparedness beyond health in West Africa.

Background

The West Africa regional platform has been running since the autumn of 2006 but the regional planning officer position is currently vacant. In 2007, the Japanese Government was the main donor to PIC globally, providing \$1m. In 2008, the Japanese Government has decided to withdraw funding for PIC and other UN humanitarian agencies in order to focus its resources on the vaccine aspects of pandemic preparedness. For this reason PIC is seeking funding from the CFIA, to help to fill the hole left by the Japanese withdrawal, so as to be able to continue to afford to sustain its 7 regional platforms.

Programme/project approach

In 2008, PIC's overall goal is to support implementation of the multi-sector elements of the Chairman's Proposed Road Map from the New Delhi Conference on Avian and Pandemic Influenza, 4-6 December 2007. PIC's strategy can be simply summarised as 'Measure, Advocate and Help'. Advocacy includes diplomatic, inter-governmental or coordination work as well as more mass advocacy. Assisting with readiness activities, like simulations, is essential to the credibility of the advocacy and measurement effort.

PIC/OCHA West Africa covers 20 countries, ECOWAS plus Mauritania, Cameroon, Sao Tome and Principe, Gabon and Equatorial Guinea. The population is 250 million. 50% of the population live in environments plagued by violent conflicts, protracted tensions or slow onset natural disasters. 55% of the population live on less than \$1 a day. 10% of the population have access to electricity.

PIC/OCHA West Africa has established a Pandemic Influenza regional platform. PIC/OCHA West Africa provides a website as a service to platform members. The IFRC have been elected as the rotating chair of the platform. Consistent and active partners include UNICEF, WFP, IFRC, WHO, USAID and CDC. The platform facilitates networking and disseminates who is doing what where information. Through information management, OCHA catalyses getting things done.

PIC/OCHA West Africa runs regional workshops to identify areas of support needed in coordination, preparedness and response planning; to facilitate information-sharing between UNCT AHI focal points, national AHI coordinators and the regional AHI platform; and to review overall response and capacities in order to update UN system AHI contingency plans.

Priorities for 2008 include planning meetings with partners, regional simulations, updating IASC contingency plans, engaging the private sector, piloting national capacity building in Ghana, supporting UNCT testing and simulation exercises, disseminating guidance on non-health sector preparedness, developing the OCHA regional office's business continuity plan and standard operating procedures, quarterly thematic regional platform meetings, joint missions with partners, supporting UNCTs in national preparedness efforts, addressing cross border issues, and facilitating coordination between UN, Government and civil society organizations.

Management arrangements

PIC's West Africa regional platform is situated within OCHA's West Africa Regional Office in Dakar, Senegal. The West Africa Regional Planning Officer reports to the Head of OCHA's Regional Office and operates under the overall direction of the Director of PIC in Geneva.

PIC operates under the same reporting, auditing, monitoring and evaluation regime that applies to all OCHA projects, including the OCHA cost planning and work planning processes.

PIC operates a website which contains online measurement of UN country team pandemic preparedness planning and national government pandemic preparedness planning for all countries with a UN country team presence, using a system of simple indicators. This website enables us to review progress with pandemic preparedness on a country by country basis. Since the key goals of the West Africa regional platform are to achieve better preparedness by UNCTs and Governments, the website offers the best and simplest overview of whether these key goals are being achieved.

Some 4 major inter-agency workshops a year organised by PIC West Africa review contingency plans, identify gaps and formulate strategies for addressing gaps.

PIC West Africa will undertake a mid year review of who is doing what where information management tool.

PIC will monitor our outputs twice per year.

Analysis of risks and assumptions

There is a risk of waning interest in governments, international organisations and UN country teams if the current avian influenza epizootic subsides, along with media coverage of the issue. We intend to confront this problem with our advocacy and diplomacy work. We will promote operational, simple and short contingency plans. We will deliver user-friendly guidance on why and how to prepare for the non-health impacts of pandemic. We will encourage the mainstreaming of pandemic preparedness into existing plans, processes and structures, to promote sustainability.

There is a risk that PIC West Africa would not be able to assist in a pandemic. Therefore we are taking steps to develop robust plans to ensure that we can continue to maintain key operations.

There is a risk that if PIC fails to secure sufficient donor funding, it will be unable to achieve all its intended outputs. We are seeking funding from the CFIA and developing a strategy to approach other potential key donors.

THE LOGICAL FRAMEWORK

Objectives	Indicators of success	Important assumptions	Time line
<ol style="list-style-type: none"> Continuity under pandemic conditions. Ensuring the continuity of essential social, economic and governance services, and effective implementation of humanitarian relief, under pandemic conditions. Contingency planning for continuity of operations during a pandemic, including preparation for humanitarian actions under pandemic conditions. 			
<p>Immediate Objectives:</p> <ol style="list-style-type: none"> UN country teams in West Africa more ready to maintain essential operations and assist their national host governments Greater awareness in West Africa of the need to prepare for a high mortality influenza pandemic Governments in West Africa improve their preparedness for an influenza pandemic Governments, UN and partners in West Africa prepared to support humanitarian response in a pandemic In the event of WHO Pandemic Phase 4, 5 or 6 being declared, the UN in West Africa performs well in assisting governments in a broad multi-sector fashion 	<p>PIC data show at least a 20% improvement in UNCT readiness year to year in West Africa</p> <p>UN country teams in West Africa use PIC tools and capacities to assist improvement of national readiness in 7 or more countries</p> <p>At least 1 regional or subregional organisation in West Africa places sudden pandemic preparedness on its meeting agenda with PIC involvement</p> <p>PIC data show at least a 20% improvement in national readiness year to year in West Africa</p> <p>At least 75% of national governments in West Africa answer yes to the question: "Is pandemic planning integrated into existing national disaster management structures?"</p> <p>Post-pandemic studies</p>	<p>(Immediate Objective to UN Action Plan Objective)</p> <p>National governments, humanitarian actors and UN country teams in West Africa willing to devote sufficient attention to pandemic readiness.</p>	<p>Steady progress throughout year toward achievement of indicators of success by end 2008</p> <p>Objective 5 verifiable if and when pandemic occurs</p>

<p>OUTPUTS:</p> <ol style="list-style-type: none"> 1. PIC-backed UN basic measurement of national pandemic readiness beyond the health sector updated well for over 14 programme countries in West Africa 2. At least 7 UN country teams in West Africa assisted to support their national Governments with pandemic preparation, including simulations 3. Key presentations made at 2+ West African regional and subregional organizations' high level meetings advocating multisector pandemic preparedness 4. Regional platform of the key actors in AHI in West Africa organized and maintained, covering participants from over 14+ countries 5. Best practices on pandemic readiness widely disseminated to key actors in easy to absorb forms in 14+ countries 6. National disaster risk mitigation focal points lobbied in at least 14+ countries to advocate inclusion of preparedness for a sudden pandemic in disaster risk reduction work 		<p>(Outputs to immediate objective)</p> <p>PIC West Africa has a robust capability to remain functional even in Phase 6</p> <p>Interest in governments and international organisations does not wane if the current avian influenza epizootic and media coverage of the issue subsides</p>	<p>Steady progress throughout 2008 toward achievement of output by end 2008 (Output 4 to be delivered by end March 2008 and maintained)</p>
<p>ACTIVITIES:</p> <ol style="list-style-type: none"> 1. Improved readiness is measured on both UN and national sides, in 2008 compared to 2007 2. At least 8 UNCTs assisted in country to support their Governments, for instance bringing together UNCT, national focal points and civil society actors 3. Pilot PIC-designed national capacity building project funded and started in at least 1 country during 2008 4. PIC facilitates national partnership of high GDP country expertise with lower GDP country expertise to improve mutual readiness in at least 1 pair of countries 5. Major presentations at at least 2 meetings 6. Platform functioning 7. Platform devotes more of its time to beyond health, 	<p>INPUTS:</p> <ul style="list-style-type: none"> 1 international post \$178k 2 national officer posts \$52k Total staff cost \$230k Total non staff costs \$52k Programme support cost \$37k Total project cost \$320k 	<p>(Activity to output)</p> <p>Governments in West Africa see UN as one of the key sources of support on pandemic preparedness</p> <p>Governments, UN country teams and PIC Regional Planning Office have capacity for regular dialogue</p> <p>Continued project funding secured from donors</p>	<p>Steady progress throughout 2008 with all activities delivered by end 2008.</p> <p>Activities 6 and 8 delivered by March 2008 and maintained</p> <p>Activities 7 and 13 delivered by June 2008 and maintained</p>

multisector contingency planning for a pandemic or similar event

8. Regional coordination network serviced by virtual platform: - who does what where mapping; - contact database; - situation reports/newsletters
9. PIC online system shows progress in UN country teams making provision to sustain life saving programmes and in national governments planning continuity of water and sanitation, health and food sectors
10. A Government Preparedness Framework, including an advocacy quiver of arrows (one pagers for each sector) is tested, translated and delivered in 14+ countries
11. At least 10 UN RCs forward the portfolio of 1 pagers to a key senior government official capable of distributing the 1 pagers to the different ministries concerned
12. Percent of countries having begun integrating pandemic planning into existing national disaster management structures reaches at least 75%
13. PIC and OCHA West Africa is able to fully function even in the predicted Phase 6 scenario, including: -backup IT arrangements; -all staff using laptops and thus able to change workplace with little notice; - 80% of OCHA West Africa staff ready to work from home on internet in a pandemic

Appendix C

THE PROGRAMME/PROJECT BUDGET (CFIA CONTRIBUTION)

CATEGORY	ITEM	UNIT COST	NUMBER OF UNITS	TOTAL COST
1. Personnel • including staff and consultants	L4	178,300	1	178,300
	NOA	43,200	1	43,200
	GS2	9,000	1	9,000
<i>Sub-total</i>				230,500
2. Contracts • including companies, professional services, grants				
3. Training				
4. Transport				
5. Supplies and commodities				
6. Equipment				
7. Travel				52,686
8. Miscellaneous				
SUB-TOTAL				283,186
9. Management Support (13%)				36,814
TOTAL				320,000

Footnote: PIC will seek the remaining \$72,000 required for this programme from other donors.

