

RBMS Implementation Review

December 2014



UNISDR
The United Nations Office for Disaster Risk Reduction

1 Ensure buy in/ownership of the RBMS

2012	<u>Awareness</u> Several presentations and discussions on RBMS organized with unit and regional offices. Several on site sessions were also conducted to advocate and support the proper implementation of RBMS, through greater ownership within the secretariat.
2013	<u>Focal Points</u> Results Focal Points and SO Leads mechanism was introduced to improve the coordination, monitoring and reporting amongst the regional and HQ offices.
2014	<u>Coordination on Planning, Monitoring and Reporting</u> Coordination improved on progress reporting, cost planning, allocations and consultations for the updates of e-Tool modules.

Action Points	<ul style="list-style-type: none">• Organize quarterly meetings with RBMS Focal Points to discuss the implementation of RBMS plan
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2. Planning

2012	<u>Strategic Planning</u> The Quadrennial 2012-2015 and the Biennial Work Plan 2012-2013 developed. Indicators adjusted to reflect mid-level impacts.
2013	<u>Results Based Planning:</u> <ul style="list-style-type: none">• Biennial Work Programme 2012-2013 adjusted to focus on results.• Biennial Work Programme 2014-2015 developed.• Work Programmes introduced in 2014-2015 Biennial Work Plan, as implementation mechanism.• Results Based Budgeting and Cost Planning process developed and implemented.
2014	<u>UNISDR Framework 2016-2020</u> An analysis of DRR themes and issues developed to identify priorities for 2016-2020 planning process. The analysis was based on the outcomes from the consultation on the post-2015 framework for DRR.

Action Points	<ul style="list-style-type: none">• Develop Strategic Framework 2016-2020, aligned with the Work Programmes for improved implementation• Conduct baseline study to benchmark the indicators for Strategic Framework 2016-2020• Develop Biennial Work Plan 2016-2017• Develop Cost Plan for 2016
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3. Strengthen Functions and Work Processes

3.1 Carry out external assessment of UNISDR finance & admin processes (OIOS recommendation).

3.2 Organizational Performance Management System.

2012	<p><u>Assessment of the UNISDR finance and admin processes</u> Based on the assessment report, UNISDR improved its admin and finance work processes.</p> <p><u>Programme and Finance Committee (PFC)</u> Established to ensure operational coherence across units and enhance organizational cost recovery.</p> <p><u>Functional Review</u> Functional Review of core functions, structures and processes was done, to enhance managerial effectiveness and ownership in support of the organizational strategic objectives.</p>
2013	<p><u>Standard Operating Procedures</u> SOPs updated to improve operational efficiencies in Admin., HR & Finance areas.</p> <p><u>Cost Planning</u> Following the recommendation from an assessment of administrative and financial services in 2012, cost planning initiated through e-Tool</p> <p><u>Financial Management</u> The transparency and regularity of the budget and resource allocation process improved. This was done through systematically sharing the financial updates with SLG and shifting from quarterly to monthly allotments/allocations.</p> <p><u>OIOS Audit</u> OIOS Audit for 2011-2013 on governance and organizational structure was carried out.</p> <p><u>Management Response</u> An SLG Implementation Plan developed as a Management Response to address and track the recommendations from different evaluations / assessments.</p>
2014	<p><u>Fit-for-purpose</u> A fit-for-purpose exercise done to discuss and finalize the role of UNISDR to support the implementation of in post 2015 framework on DRR.</p>

Action Points	<ul style="list-style-type: none">• Review and update SLG Implementation Plan for Evaluations and Functional Review, based on OIOS Audit 2011-2013• Update UNISDR's Accountability Framework according to UN guidelines• Develop UNISDR transparency website within UNISDR corporate website
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4. Develop the RBMS

4.1 Develop an internal mechanism to monitor accomplishment of results at different levels (combined with 4.4. Develop procedures for independent checking/auditing of data collection and results and measuring of impacts).

2012	<p><u>Project Management</u> A standard ISDR project proposal template was developed, with a view to rationalize the complete project management cycle, including planning, and reporting requirements.</p> <p><u>Monitoring</u></p>
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	<p>Periodic Planning and Monitoring tool was developed for reporting on financial and programmatic progress.</p> <p><u>RBMS Work Plan</u> The RBMS Work Plans 2012-2013 was developed. The RBMS work plan elaborates the result chain and provides guidance on how to track information for improved result based management.</p>
2013	<p><u>Performance Monitoring Plan</u> Results level Performance Monitoring Plan was developed for tracking of indicators.</p> <p><u>Online Management Tool (e-Tool)</u> The online e-Tool was adopted at the HQ level to be implemented across the organization. A redesign was done in order to reflect the adjusted Framework for 2013-2014 and a financial management module was introduced in the system.</p> <p><u>Financial Tracking / Monitoring</u> IMIS Financial update linked with the e-Tool to provide regular financial updates to HQ and regional offices.</p>
2014	<p><u>Planning, Monitoring & Reporting</u> A plan developed for 2014 -2015.</p> <p><u>Project Management Module</u> A prototype of Project Management Module Developed and tested. Replication on larger scale planned in November 2014.</p>

Action Points	<ul style="list-style-type: none"> • Map income (projects), cost plan and allotment processes and update in e-Tool • Conduct evaluation of RBMS Implementation in 2015 • Conduct evaluation of UNISDR Framework 2012-2015, in 2015
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4.2 *Develop guidance for result-based monitoring and reporting of budget and expenditures for BWP combined with mapping of current procedures and responsibilities for financial expenditures data collection and their linkage with outputs/outcomes.*

2012	<p><u>e-Tool User Manual</u> The guidelines on Work Planning, Cost Planning, Allotment Request and Reporting through e-Tool developed and shared with the user group.</p>
2013	<p><u>Guidelines on Reporting</u> The guidelines on Mid-Term Review, Annual Reporting, and Biennial Work Planning process were developed.</p>
2014	<p><u>Guidelines on Reporting</u> The guidelines for updated for Monthly Executive Snapshot, Mid-Term Review, Cost Planning, Annual Reporting and Strategic Planning for 2016-2020.</p>

Action Points	<ul style="list-style-type: none"> • Update guidelines for Strategic Planning, biennial work planning, cost planning, allotments request and expenditure tracking • Update e-Tool User Manual and the guidelines for re-designed version of the e-Tool
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4.3 *Develop harmonized and coherent reporting mechanisms.*

2012	<p><u>Donor Reporting</u> Reporting requirements and schedule prepared. Standard reporting format for quarterly and annual reporting was developed. Standardized format agreed by AusAID, with a note to put more focus on the impacts in the report.</p> <p><u>Mid-Term Reporting against UN Strategic Framework (IMDIS 2012-2013)</u> Mid-Term / Annual Report against UN Strategic Framework developed and submitted.</p>
2013	<p><u>Mid-Term Report 2013</u> Six Monthly Progress Monitoring Report 2013 developed.</p> <p><u>Reporting against UN Strategic Framework (IMDIS 2012-2013)</u> Biennial Report against UN Strategic Framework developed and submitted.</p>
2014	<p><u>Annual Report 2013</u> Annual Report 2013 developed and finalized.</p> <p><u>Mid-Term Report 2014</u> The report was updated in September 2014. Some new section and chapeaux against each SO included in the report. Action points developed and tracked till October 2014.</p> <p><u>Monthly Executive Snapshot</u> Designed new format and Implemented Monthly Executive Snapshot across the secretariat.</p>

Action Points	<ul style="list-style-type: none"> • Develop Annual Report 2014 based on the Programmes and Results • Monthly Executive Snapshot to be done through e-Tool, starting January 2015 • Develop Mid-term report against the results indicators in Jul 2015 • Initiate expenditure tracking for financial updates through e-Tool in January 2015
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5. **Capacity building for implementation of RBMS**

5.1 *Establishment of the in-house RBM resource group and identification of capacity building needs.*

5.2 *Adoption/adaptation of a training programme on RBM for UNISDR.*

5.3 *Training for Heads of unit/RO and relevant staff on Performance auditing and management and TOT for in-house resource group on RBM.*

2012	<p><u>Trainings and Support on e-Tool</u> WebEx training sessions on e-Tool conducted for regional and section offices. On-Job support on finalization of Work Plans in e-Tool was also provided.</p>
2013	<p><u>Support to Planning and Reporting</u> Support on various planning and reporting process was provided as required.</p>
2014	<p><u>Support to Planning and Reporting</u> Training and support on submission of monthly progress reporting and Mid-Term Review provided.</p>

Action Points	<ul style="list-style-type: none"> • Conduct training sessions on new modules in e-Tool in December 2014 and January 2015 • Identify resource group for TOT trainings and conduct training programme on RBMS
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