

Annex 1
Submission Form
Call for Proposals (Grants out)

CFP 2022 010 Call for Proposals (Grants out)

UNDRR is the United Nations' focal point for the coordination of disaster risk reduction, working with countries and a broad range of partners and stakeholders to support the implementation, monitoring and review of the Sendai Framework for Disaster Risk Reduction 2015-2030 in coherence with the 2030 Agenda and other instruments, for the multihazard management of disaster risk in development and the substantial reduction of disaster risk and losses.

UNDRR issues grants, in line with UN Financial Regulations and Rules, to apolitical and not profit-making organisations to facilitate, implement, or carry out activities related to UNDRR's and the partner's mandates and work programmes.

To this end, UNDRR invites not profit-making organisations to submit grant proposals that focus on the project described below.

(Grant Proposal)

Enhance knowledge, practices, and capacities for building back better in recovery, rehabilitation, and reconstruction

A. Rationale:

The Sendai Framework for Disaster Risk Reduction 2015-2030 urges UN Member States to prioritize building back better in recovery, rehabilitation and reconstruction from disasters. Priority Four of the Sendai Framework represents the culmination of a growing consensus that post-disaster recovery presents opportunities to rebuild communities and livelihoods with improved assets and capacities, with greater resilience and reduced vulnerabilities, and to integrate disaster risk reduction across the sustainable development agenda. Building back better in recovery offers a critical opportunity that must be adequately planned for, resourced and implemented.

At the midpoint of the Sendai Framework's implementation, gaps remain in the knowledge, capacities and resources necessary to support the planning, policies, and practices required to achieve resilient recovery outcomes. The need to address these gaps has never been more urgent, as national and local governments manage recovery from the impacts of the COVID-19 pandemic, the acceleration of climate change, the persistence of conflict and fragility, among a multitude of shocks and stresses.

The International Recovery Platform (IRP) is a joint initiative of the United Nations, international financial institutions, national and local governments, and non-governmental organizations engaged in disaster

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recovery. With support from the Government of Japan, UNDRR coordinates the IRP which is a leading knowledge platform, aggregating experience, knowledge, and lessons for disaster recovery. It supports learning through the development of recovery guidance and knowledge products, capacity building, and by convening learning events.

The project seeks to build on the ongoing work, achievements, and the institutional infrastructure that the IRP has developed since its founding in 2005. This project supports the functions and activities of the IRP Secretariat, as delegated by the IRP Steering Committee to the Secretariat in the [IRP Strategic Framework](#). The International Recovery Platform is coordinated by a Secretariat under the supervision of the UNDRR Office in Japan.

The Project contributes to the UNDRR Work Programme 2022-2023, Strategic Objective 2: Disaster risk reduction governance strengthened at global, regional, national and local levels. It supports Deliverable 2.2.3: Strengthened disaster preparedness, early warning – early action, build back better and greener approaches across and within sectors. Strategic Objective 3: Catalyze investment and action in disaster risk reduction through partnerships and engagement with stakeholders. It supports Deliverable 3.3.1: Coherence facilitated at global level with key intergovernmental and UN system partners between disaster risk reduction and sustainable development, climate-change policies, development and climate finance, one health, gender equality, human rights, humanitarian action and crisis recovery. Strategic Objective 4: Mobilize governments and other stakeholders through advocacy and knowledge sharing to make disaster risk reduction central to sustainable development. It supports deliverable 4.1.1: Increased awareness and understanding of disaster risk reduction and its centrality to sustainable development, to the climate change agenda and to a reduced need for humanitarian action.

B. Purpose:

This project aims to support the Secretariat functions and activities for the International Recovery Platform. Secretariat responsibilities are defined in accordance with the IRP Strategic Framework, as delegated and agreed by the IRP Steering Committee. These responsibilities include:

- (a) Provide secretariat service to the Steering Committee, including organization of Steering Committee meetings, preparation of agenda, minutes, reports, and background documents.
- (b) Facilitate the development and implementation of the IRP work plan, monitors progress of activities, and prepares detailed year-end narrative report showing cash and in-kind contributions.
- (c) Under the guidance of the Chair, facilitates necessary communication among the IRP Steering Committee members between Steering Committee meetings.
- (d) Under the guidance of the Chair or Co-chair represent the IRP in conferences and meetings organized by members or partners.
- (e) Organization of IRP events, including the International Recovery Forum, and participation at international and regional events including the Global Platform on Disaster Risk Reduction in accordance with the approved work plan or as agreed by the Steering Committee.
- (f) Monitor the progress of actions agreed at the meetings, including external communications with other relevant parties. For the purpose of monitoring the progress and impact of collective work of the IRP, the Secretariat will develop and monitor a set of key indicators for IRP platform.
- (g) Management of IRP knowledge and communication by

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- sharing information with 'IRP Community of Practice'
- creating the web-based platform for and facilitating the 'IRP Community of Practice'
- in partnership with IRP network members review, develop and disseminate tools and knowledge products
- development of a communication strategy and communication materials including publication of regular newsletter
- maintain and update the IRP website
- Administer the IRP Recovery Help Desk according to the approved modality of the IRP Steering Committee

(h) Management of IRP Secretariat human resources, assets/office facilities.

C. Outcome:

It is expected that the project will achieve measurable progress toward the achievement of the following three IRP Strategic Goals and in the four areas of work specified in the IRP Strategic Framework:

IRP's Strategic Goals

- Proactively contribute to the implementation of Priority Four of the Sendai Framework and lead discussions around the issue of building back better at international forums.
- Promote collaboration and cooperation among global and regional partners on the subject of building back better in recovery, rehabilitation and reconstruction.
- Promote shared understanding of a common strategic approach for building back better among IRP partners

IRP's areas of work

- Supporting the International Agenda
- Knowledge Management
- Promoting Partnerships and Collaboration
- Engagement

D. Output:

It is expected that the IRP Secretariat will deliver at least the following outputs:

- Successful planning and implementation of the International Recovery Forum, in coordination with the IRP Steering Committee.
- Successful planning and implementation of IRP Steering Committee meetings.
- Organize or contribute to learning events (including virtual events) on building back better in international forums
- Maintain the IRP website and knowledge library, innovate and deliver traffic to the site
- Development of disaster recovery knowledge products in coordination with the IRP Steering Committee
- Efficient administration the IRP Recovery Help Desk according to the approved modality of the IRP Steering Committee

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E. Suggested activities:

Knowledge Management:

- Management and curation of online repository of recovery resources
- Development of new online recovery resources on the IRP website
- Develop and implement plan to increase traffic and use of the IRP website
- Effective communications and dissemination to share knowledge, experience, and promote learning resources and best practices on building back better

Knowledge Production

- Contribute to recovery publications, training, events, and respond to technical assistance requests
- Conduct research, develop, publish knowledge products on disaster recovery
- Planning and organization of International Recovery Forum
- Planning and organization of learning events in international forums

Secretariat Management

- Plan and organize regular IRP Steering Committee meetings
- Support the IRP Steering Committee with Secretariat services
- Manage Secretariat human, financial, and technical resources
- Effectively manage the IRP Recovery Help Desk
- Robust reporting to UNDRR and the IRP Steering Committee of activities, outputs, outcomes.

F. Resources: **105,000 USD**

The grantee should list personnel/staff required to undertake the activities, the level required, and the number of days budgeted for individual roles.

The grantee should describe its strengths and expertise which can be brought in order to fulfil the functions outlined in this call for proposals.

G. Elements specific to the project that the grantee should know:

- Applicants are required to indicate a plan for implementation, taking into consideration challenges created by the COVID-19 pandemic. *[Mandatory]*
- The grantee should have a proven track record of successfully coordinating and supporting a network organization, knowledge management, and knowledge production. Experience working well with international organizations, national and local governments, and NGOs is essential.

H. Budget and administrative-related aspects:

The duration of the proposed project cannot exceed **12 months**. The maximum amount requested from UNDRR for the implementation of this project cannot exceed **105,000 USD**. The project proposal must not

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exceed 10 pages (attachments such as scanned copies of entity's registration, CVs of staff etc. do not count).

For this purpose, please fill in duly **all the sections of the [application form](#)**, include the required **documents** (scanned copy of NGO/IGO's registration certificate, CVs of staff etc.) and **[budget excel sheets](#)**, and send **the complete application package** (application form, budget excel sheets, entity registration certificate, CVs of staff, etc.) to the following email address: undrrgrantproposal@un.org,

Cc: matsuoka@un.org, paulelliott.rosenberg@un.org

Reference: **CFP 2022 010** Call for Proposals – Enhance knowledge, practices, and capacities for building back better in recovery, rehabilitation, and reconstruction

Deadline for applications: 28 December 2022, midnight New York, USA EST (Eastern Standard Time).

Incomplete and/or late applications **will not be considered**.

Projects' activities can include, amongst others, the following:

- seminars, workshops, trainings;
- capacity building activities;
- institutional strengthening activities and
- advocacy

The following types of activity will not be covered:

- capital expenditure, e.g. land, buildings, equipment and vehicles;
- individual scholarships for studies or training courses;
- supporting political parties; and
- sub-contracting

Due to the number of applications, **only short-listed applicants will be notified**.

Please note that the grant payment schedule will be determined with the selected grantee when finalizing the agreement. UNDRR standard practice is: not to exceed 40% of the requested amount upon signature of the grant agreement; remaining payments made based on a schedule of payments linked to production of project milestones and the final payment, 20%, will be paid after the end of the project, once final documents have been received, verified and approved by UNDRR.

Refund of grants: UNDRR may request organizations to refund, either in part or in whole any amounts paid in respect of a grant when:

- the project was not implemented in full or in part;
- the grant was spent for ineligible expenditures other than those mentioned in the budget proposal submitted to, and approved by UNDRR;
- no narrative, financial or audit report was submitted within the deadline established by the grant agreement;
- a narrative report and/or a financial report submitted was determined to be unsatisfactory;

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- a negative evaluation of the project by UNDRR;
- any other valid reason provided by the UNDRR.