



South-South

Cooperation Program for Disaster Risk Reduction OPERATIONS MANUAL



Tribute to GFDRR Partners

Since its establishment in September 2006, the GFDRR has evolved into a partnership of Australia, Canada, Denmark, European Commission, Finland, France, Germany, Italy, Japan, Luxembourg, Norway, Spain, Sweden, Switzerland, United Kingdom, UN/ISDR, USAID Office of Foreign Disaster Assistance, and the World Bank.

1. Introduction

The Global Facility for Disaster Reduction and Recovery (GFDRR) is a unique partnership of the World Bank, the International Strategy for Disaster Reduction (UN/ISDR), and bilateral donors to support the implementation of the Hyogo Framework for Action (HFA). GFDRR was established to help developing countries enhance their capacity for disaster prevention, emergency preparedness, and recovery. To mobilize the leadership, creativity, know-how, experience and intellectual resources of Southern governments, institutions, networks and communities, a separate financing mechanism under Track II is designed to encourage inter-country collaboration and partnership arrangements within the South.

2. GFDRR South–South Cooperation Program

2.1 Rationale

Cooperation among development partners is a key driver of development effectiveness to achieve the Millennium Development Goals. The World Bank has recognized the importance of linking knowledge and expertise across the globe and identified the support and promotion of South-South and South-North partnerships and dialogue as a strategic priority within its knowledge and learning agenda. Over the past years, a number of initiatives have

pioneered South-South cooperation. By pooling knowledge, research, and analysis, these early collaborations have enabled a rethinking of issues, methods, and approaches, and the systematic dissemination of knowledge to relevant actors. Areas of successful collaboration include agriculture, trade, and healthcare. Similar cooperation has been evident after recent major disasters, when South-South assistance played an important role in disaster response, reconstruction, emergency preparedness, and longer-term risk reduction.

Multilateral institutions, regional organizations, and bilateral donors can provide strategically oriented and carefully targeted financial and technical support to catalyze or facilitate inter-country cooperation. Experience shows that this can be accomplished without creating a permanent role or long-term dependence among developing country partners.

2.2 Objective

The overarching goal of the GFDRR South-South Cooperation Program is to support the implementation of the Hyogo Framework for Action through technical assistance to low- and middle-income countries for inter-country collaboration. The objective is to build and expand capacities to mainstream disaster risk reduction into development planning and programming. This initiative will catalyze strong inter-country partnerships within the South that collaborate on disaster reduction and recovery, including climate change adaptation, by mobilizing

the leadership, creativity, technical know-how, and practical experience of Southern governments, institutions, networks and communities. South-South Cooperation is inspired by a spirit of mutual solidarity and a shared and enlightened self-interest in producing results. The initiative also contributes to increased ownership of the disaster risk reduction agenda by developing countries.

2.3. Guiding Principles of South-South Cooperation

South-South Cooperation is a partnership arrangement. Partners share common goals and objectives and have a strong interest in learning from each other. This interest translates into formal commitments of resources. The rules of engagement follow basic principles:

- Partnerships are demand-driven and address the needs identified by specific national and local analyses.
- Partners share common goals and objectives.
- Commitments to collaborate are based on the reasonably equitable distribution of mutual benefits.
- The exchange of knowledge and expertise occurs in both directions.
- Institutional capacity is strengthened.
- Risk reduction actions produce results.
- Outputs and achievements are disclosed and posted in the public domain.

2.4. Value Added of South-South Cooperation

The key benefits of South–South Cooperation are the identification and appreciation of effective and efficient solutions to common problems, and the creation of a legacy of expanded capacities that allow partners to do more and better in the field of disaster reduction and recovery. The GFDRR South-South Cooperation Program will sponsor new partnerships and/or existing collaborative arrangements, including those of regional organizations. It will build on and utilize the extensive experience of partners in the UN/ISDR system.

2.5 Partnership Obligations: The Code of Partnership

To achieve the benefits of South-South Cooperation, it is important to maintain the demand-driven character of the initiative while facilitating the partnership arrangements. The Program will pursue a proactive approach to catalyze “well-informed demand” and match this with a “responsive supply side.”

The partnership should be based on a clear understanding of the implications of mutual engagement

and acceptance of the “Code of Good Partnership.”¹ The Code outlines the obligations and expectations of partners, the long-term commitments at all levels, and the need to transform knowledge exchanges into action that produces concrete and measurable results. The “Code of Good Partnership” also requires:

- a. Commitment of resources (intellectual, financial, technical, logistical, and/or personnel) to achieve common objectives;
- b. Shared responsibility for the risks and outcomes of the partnership;
- c. Undertaking joint activities with the highest degree of integrity and professionalism;
- d. Collaborations based on mutual respect, dedication, cultural sensitivity, and responsiveness.

Program beneficiaries make a commitment to allocate capacities and resources that allow them to help each other and achieve long term sustainability for the partnership. The commitments and obligations will be agreed in a formal MOU among the Southern partners.

2.5 Deliverables

The principal deliverables of the GFDRR South-South Cooperation Program are public, private, and civil society partnerships between institutions and organizations in low- and middle-income countries. Over the next three years, the Program will provide grant financing for at least 15 partnerships. The actual number of partnerships will depend on demand and available resources.

3. Specific Arrangements of the Program

3.1. General Provisions

The GFDRR South-South Cooperation Program is financed by a multi-donor South-South Cooperation Trust Fund. The Trust Fund complements existing GFDRR financing modalities² in order to enhance the overall effectiveness and efficiency of global, regional and national resource flows for disaster risk reduction and recovery, including adaptation to the impacts of climate change

Building on the global and regional processes supported under Track I, the Program helps meet the demand from Track II countries³ to share, learn from, and collaborate with each other. Similarly, it supports

1. See Annex 5.

2. Please visit www.gfdr.org for details on Track I, Track II and Track III financing mechanisms.

3. See Annex 1 for the list of Track II countries.

collaboration and knowledge-sharing through expeditious recovery initiatives funded by Track III technical assistance.

3.2. Supported Partnerships

A typical South-South partnership will have two or more “principal members” from disaster-prone low- and middle-income countries that have more than 30 percent of their population and GDP in areas of risk to one or more hazards and require special attention because of adverse geo-economic factors, i.e. small-islands and fragile states. Priority is given to designated GFDRR Track II countries (Annex 1). The following considerations will determine the selection of partnerships for Program support:

- Is the country committed to a disaster risk reduction policy based on the Hyogo Framework and integrated into national poverty reduction strategies or, if not, is it requesting assistance to develop such policies?
- Does the country have a disaster risk reduction strategy or plan under implementation or, if not, is it requesting assistance for the finalization of such a plan?
- Does the country have a UN/ISDR compatible national platform for disaster reduction or, if not, is it requesting assistance to set one up?
- Does the country have the potential to leverage additional national and donor resources for improving disaster risk reduction and climate adaptation programming?
- Has the country identified specific institutions and organizations that are committed to developing cooperative partnerships with comparable bodies in other countries and transferring knowledge and expertise?

Partnership members should be legal entities. Partnering entities can be government agencies, sub-national entities, public and private sector institutions, non-governmental or civil society organizations, academia, associations endorsed by the respective national platform, or the equivalent national coordination authority for disaster risk reduction.

At least one of the principal members of a two-member partnership or at least half the members in the case of multi-country partnerships must come from GFDRR Track II countries.

One principal member within a partnership is expected to act as the focal point and to assume responsibility for facilitating cooperation and coordination among the partners. The focal point has to report on results on behalf of the partnership.

Developed country institutions and international and multilateral bodies that are part of the UN/ISDR system are welcomed as “accompanying members.” Their role is to provide additional financial and technical support to facilitate the collaboration. Regional economic commissions and regional organizations are encouraged to participate.

Both principal and accompanying members must identify the specific commitments that they will bring to the partnership. These core commitments may include financial contributions and/or quantified, in-kind technical assistance, products, and services.

A pre-condition of support is the commitment of principal members to contribute financial resources or specified, quantified technical inputs to sustain and expand the partnership beyond the initial period of Program support. If and when members of a specific partnership decide that the partnership should be discontinued after it fully or partially achieves its objectives, it is anticipated that principal members will contribute financially or technically to one or more of the three GFDRR tracks.

3.3. Categories of Partnerships

South-South Cooperation partnerships are divided into two categories:

- *Enabling partnerships* are arrangements that bring together policy makers and practitioners to provide the essential “upstream” analyses and supportive policy and financing environment for effective programming.
- *Executive partnerships* are arrangements around particular themes, such as hazard-specific concerns, that focus on implementation of disaster risk reduction activities. The establishment of a Southern-focused network of “Centers of Excellence” with the mandate to provide advisory services can be part of the partnership structure.

3.4. Scope of the Partnerships

The scope of a partnership must cover one or more aspects of risk management, climate adaptation, disaster mitigation, and recovery.

3.5. Assessing the Outcomes

The key performance indicators for assessing the outcomes of this Program are:

- The number of South-South partnerships that are developed and sustained through support from this initiative;
- The extent to which these partnerships catalyze or leverage additional technical and financial resources for country-level actions as part of national programs on disaster risk reduction, climate adaptation, and recovery;
- The type and extent of sustainable country-level and regional capacities for disaster risk reduction that are built or expanded;
- The assessed benefits of such partnerships for the magnitude, quality, and impact of national disaster risk reduction programming;
- The extent to which the objectives of each of the three GFDRR Tracks are enhanced by this support modality of South-South Cooperation.

The GFDRR Secretariat is responsible for Program outcomes and provides reports to donor partners and the Consultative Group.

4. Application process

4.1 Initiating the process

Eligible partnerships interested in participating in the GFDRR South-South Cooperation Program are invited to submit proposals to the GFDRR Secretariat. As described above, the Program supports two categories of partnerships: *enabling and executive*.

All proposals undergo a two-stage review process. Stage 1 is a screening phase. Proposals that meet the eligibility and evaluation criteria are invited by the GFDRR Secretariat⁴ to submit a Stage 2 proposal. Approved proposals will be funded from grants awarded to implementing partners through a grant agreement.

4.2 Funding Principles

Partnerships supported by a GFDRR South-South Cooperation Program grant must cover one or more aspects of risk management, climate adaptation, disaster mitigation, or recovery. Activities may include the following types of technical cooperation:

- Developing and sharing evidence-based public policies and advocating for their adoption;
- Developing and sharing sound plans of action and their monitoring and evaluation;

- Generating and sharing knowledge and experience;
- Strengthening and sharing organizational and institutional capacities, including training activities and the establishment of “Centers of Excellence”;
- Developing and sharing specific technologies;
- Testing and piloting specific strategies and interventions;
- Developing and sharing innovative approaches to financing, including risk transfer.

4.3. Eligible Partnerships

- At least 50 percent of principal members must come from GFDRR Track II countries.
- Principal members must be associated with and endorsed by their national platform for disaster reduction or the equivalent national coordination authority.
- One principal member must be willing to act as a focal point for the partnership and assume responsibility for supporting the partnership, including signing the grant agreement as the grant recipient and regularly reporting on the partnership’s performance.
- All principal and accompanying members must identify their specific financial or technical commitments to the partnership. These core commitments may include financial contributions and/or quantified in-kind technical assistance, products, and services.
- All principal members should convey their willingness, in principle, to contribute financially or technically to sustaining or expanding the partnership beyond the Program support period or to contribute to GFDRR in the future.

4.4. Eligible Areas for Collaborative Activities

During the 2008-2010 proposal phase, partnerships are encouraged in the following areas:

- Building safer, resilient communities;
- Financial risk sharing mechanisms;
- Legislation and public policy development;
- Risk assessment methods and systems;
- Early warning and emergency preparedness;
- Post-disaster needs assessment and recovery;
- Information, education, and communication approaches;
- Risk mitigation in relation to specific hazards (e.g. hydro-meteorological etc.);
- Risk mitigation in relation to specific settings (e.g. urban, small island states etc.).

4. Templates for Stage 1 and Stage 2 proposals can be found in Annexes of this document.

Special consideration should be given to the most vulnerable population groups, including the elderly, children and women.

4.5. Funding Allocation

Funding requests cannot exceed US\$500,000 over three years. Proposals should include the feasibility of planned partnership activities, proposed timeline, and the proven capacity of the implementing entities. Priority will be given to the partnership's relevance, the partners' motivation to strengthen disaster management practices, and the proven track record and demonstrated competence of the principal members in their respective areas of expertise.

4.6. Application Process

The GFDRR South-South Cooperation Program will accept partnership proposals that are within the funding allocation limits and commensurate to the scope of activities and the number of members involved. Funds will be disbursed to participating members based on the proposed work program. Funding for the activities should also include the members' own contributions and resources from potential third parties. Selection is based on a two stage process.

4.6.1. Stage 1

Applicants should fill out the Stage 1 Application Form and submit it to the GFDRR Secretariat with a Letter of Intent signed by all members of the partnership. Each member should also fill out the Questionnaire attached to the Stage 1 Application Form. The members of the partnership should identify the focal point, who will be asked to submit additional documents for due diligence assessment.

Proposals will be evaluated according to the eligibility criteria, commitment to deliver results, and merit. The review will take one to four weeks. Only those approved to proceed to Stage 2 will be notified.

4.6.2. Stage 2

The GFDRR Secretariat will help⁵ the partnering entities finalize the concept and scope of the proposed collaboration. The full proposal should detail the specific objectives, the members' commitments to contribute resources, the activities and work plan, the expected results, and agreed indicators.

Additional documentation, such as a financial report and proof of legal status, may be requested

from members to comply with the World Bank fiduciary policies.

4.7. Approval

The full partnership proposal will be peer-reviewed by an expert panel appointed by the GFDRR Secretariat. The comments and recommendations will be communicated to the applicants within four weeks and the proponents will have an additional four weeks to consider and incorporate the recommendations into the final proposal.

As part of the review process, the GFDRR Secretariat will assess the identified focal point's capacity to administer funds. The review will consider, among other factors, the focal point's legal status, financial statements, and track record, if any, in administering grant funds.

Following the GFDRR Secretariat's approval of the final proposal, all concerned parties will be notified and the GFDRR will enter into a grant agreement with the focal point, as the grant recipient. The grant agreement becomes effective when the members sign a mutually agreed MOU outlining the objectives, terms, and conditions of the partnership. A signed copy of the MOU should be sent to GFDRR Secretariat for the records.

4.8. Application Forms

Applicants for GFDRR South-South Cooperation Program grants should use the Application Templates for Stage 1 and Stage 2. The Stage 1 application should be accompanied by:

- a cover letter containing a short description of the proposed partnership's objective and scope, a list of the member entities, principal contact information for all partnership members, submission date, and the signature of the focal point;
- a letter of intent signed by the head of each entity of the proposed partnership;
- the questionnaires completed by all members.

4.9. Grant Administration

As the recipient organization, the focal point will enter into a grant agreement with the World Bank as administrator of the South-South Cooperation Trust Fund. The grant agreement will stipulate the terms and conditions for receiving the funds. It will also confirm that recipients use the contributions to finance expenditures for goods and services in accordance with the Bank's guidelines

5. In exceptional cases, Partnership Preparation Funds (PPF) up to US\$100,000 can be requested for preparation of the Stage 2 proposal. The recipient shall administer the funds in accordance with the World Bank rules and regulations.

on “Procurement under IBRD Loans and IDA Credits” and “Selection and Employment of Consultants by World Bank Borrowers” that are in effect on the date of the respective grant agreement. The funds will be disbursed in installments based on the progress achieved in implementing the partnership activities in accordance with the Bank’s disbursement guidelines⁶.

4.10. Reporting, Monitoring, Evaluation

The partnership is expected to submit a quarterly implementation report in a predetermined format to the GFDRR Secretariat. Consolidated narrative and financial reports must be submitted annually for review and should include monitoring aspects and reflections on lessons learned.

The GFDRR Secretariat has established a Result-based Management System for the monitoring and evaluation of all projects.

6. For details please consult the following documents, *Disbursement Guidelines and Handbook* and *Procurement Policies and Procedures*.

Applications for Funding are Accepted between June 1 - June 30, and December 1 - December 31 in each calendar year as of 2008.

Indicative timeline of the application process:

Action	2008												2009											
	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12					
FIRST CYCLE (June 1-30)																								
1	Stage 1 applications accepted																							
2	Stage 1 applications evaluated																							
3	Stage 2 proposals submitted																							
4	Full proposals reviewed and evaluated																							
5	Full proposals approved ⁷																							
6	Grant agreements prepared and signed																							
7	Approved partnerships implemented																							
SECOND CYCLE (December 1-31)																								
8	Stage 1 applications accepted																							
9	Stage 1 applications evaluated																							
10	Stage 2 proposals submitted																							
11	Full proposals reviewed and evaluated																							
12	Full proposals approved																							
13	Grant agreements prepared and signed																							
14	Approved partnerships implemented																							

Obtaining application forms: The application form requesting GFDRR support may be obtained from the GFDRR website. Application templates for Stages 1 and 2 are enclosed for reference.

Submitting an application form: Once completed, applications can be sent by email to the GFDRR Secretariat at Application@GFDRR.org, copy to cyollero@worldbank.org and kdemeter@worldbank.org or by mail to GFDRR Secretariat, MSN MC5-512, c/o The World Bank Group, 1818 H Street NW, Washington, DC 20433 USA.

7. The final proposals are sent to the GFDRR Consultative Group on a no objection basis.

Annex 1

Track II Countries fiscal years 2008-2010

REGION	COUNTRY
1 AFR	Burkina Faso
2 AFR	Eritrea
3 AFR	Comoros
4 AFR	Congo, Democratic Rep of
5 AFR	Ethiopia
6 AFR	Ghana
7 AFR	Kenya
8 AFR	Madagascar
9 AFR	Malawi
10 AFR	Mozambique
11 AFR	Niger
12 AFR	Rwanda
13 AFR	Senegal
14 AFR	Seychelles
15 AFR	Swaziland
SUBTOTAL, AFRICA	15
1 EAP	Cambodia
2 EAP	China
3 EAP	East Timor
4 EAP	Fiji
5 EAP	Indonesia
6 EAP	Kiribati
7 EAP	Lao, PDR
8 EAP	Marshall Islands
9 EAP	Papua New Guinea
10 EAP	Philippines
11 EAP	Solomon Islands
12 EAP	Vanuatu
13 EAP	Vietnam
SUBTOTAL, EAST ASIA AND THE PACIFIC	13
1 LCR	Bolivia
2 LCR	Colombia
3 LCR	Costa Rica
4 LCR	Ecuador
5 LCR	El Salvador
6 LCR	Guatemala
7 LCR	Jamaica
8 LCR	Nicaragua
9 LCR	Panama
10 LCR	Peru
SUBTOTAL, LATIN AMERICA AND THE CARIBBEAN	10
1 MNA	Algeria
2 MNA	Djibouti
3 MNA	Morocco
4 MNA	Tunisia
5 MNA	Yemen
SUBTOTAL, MIDDLE EAST AND NORTH AFRICA	5
1 ECA	Albania
2 ECA	Armenia
3 ECA	Kyrgyz Republic
4 ECA	Turkey
SUBTOTAL, EUROPE AND CENTRAL ASIA	4
1 SAR	Bangladesh
2 SAR	Bhutan
3 SAR	India
4 SAR	Maldives
5 SAR	Sri Lanka
6 SAR	Nepal
7 SAR	Pakistan
SUBTOTAL, SOUTH ASIA REGION	7
GRAND TOTAL	54

Annex 2

STAGE 1 APPLICATION FOR GRANT SUPPORT UNDER GFDRR SOUTH-SOUTH COOPERATION PROGRAM⁸ Proposed Title

A1. Add additional tables as needed according to the number of proposed partnership members.

Focal Point - Principal Member 1

Name:	Position:	
Organization:		
Address:		
Telephone:	Fax:	Email:

Principal Member 2

Name:	Position:	
Organization:		
Address:		
Telephone:	Fax:	Email:

Additional Members

Name:	Position:	
Organization:		
Address:		
Telephone:	Fax:	Email:

A2. Geographic Affiliation of Proposed Partnership:

Country/Regional Affiliation of Principal Member 1:
Country/Regional Affiliation of Principal Member 2:
Additional Members

B1. Type of Partnership

Enabling partnership: arrangements that bring together policy makers and practitioners to provide the essential "upstream" analyses and supportive policy and financing environment that will allow effective programming.
Executive partnership: arrangements around particular themes or issues, including specific hazard areas. The creation of a Southern-focused network of "Centers of Excellence" to provide advisory services can be part of the partnership structure.

8. Please visit the GFDRR web-site www.gfdr.org for the most current version of the Operational Manual and Application templates

B2. Proposed Partnership: Briefly describe the nature of the proposed collaboration.

B.3 Areas of Collaboration Check the appropriate box, one primary and, if applicable, more than one secondary

Primary	Secondary	
		Building safer, resilient communities: collaboration in designing mechanisms and activities related to increased resilience of communities including toolkits, etc.
		Financial risk sharing mechanisms: collaboration in designing activities and mechanisms related to risk financing and risk sharing.
		Climate Change Adaptation collaboration in designing mechanisms related to climate change adaptation.
		Legislation and public policy development: collaboration aimed at improved institutional capacity for disaster management and risk reduction.
		Risk assessment methods and systems: collaboration and technical assistance in risk assessment.
		Early warning and emergency preparedness: activities aimed at improved early warning and preparedness.
		Post-disaster needs assessment and recovery: advise on design and implementation of methodology, assessments and instruments.
		Information, education, and communication approaches: collaborative activities aimed at design and implementation of awareness raising activities, tools and methods.
		Risk mitigation in relation to specific hazards (e.g. hydro-meteorological etc.)
		Risk mitigation in relation to specific settings (e.g. urban, island states etc.)
		Other specify.

B4. Scope of Proposed Partnership Check all that apply

	Developing and sharing evidence-based sound public policies and advocacy for their adoption.
	Developing and sharing sound plans of action and their monitoring and evaluation.
	Generating and sharing knowledge and experience.
	Strengthening and sharing organizational and institutional capacities, including training and establishing "Centers of Excellence."
	Developing and sharing specific technologies.
	Testing and piloting specific strategies and interventions.
	Developing and sharing innovative approaches to financing, such as risk transfer.

B5. Characteristics of Proposed Partnership and Implementation Strategy:

Describe [in 500 words or less] how the partnership proposed for GFDRR funding promotes the national disaster risk reduction agenda. The proposed partnership should clearly link with the HFA, national disaster risk reduction strategy or plan, countries' Poverty Reduction Strategies, etc. Increase the number of boxes as appropriate

Country 1

Country 2

B6. Partnership Objectives and Impact Assessment:

Summarize the primary objective of the proposed partnership and the key indicators against which the success of the partnership might be judged. Include details on how HFA benchmarks will be met—for example, legislation or regulations to be drafted; institutions to be strengthened or enhanced; specific policies to be developed; licenses, contracts or concessions to be drafted; likely or intended transactions to be conducted; and/or estimated number of government officials or regulators to be trained, etc. Where possible, indicate the expected timing of the event or level of impact.

C1. Financing Plan

After approval to proceed to Stage 2, a detailed budget will be requested. Provide a summary of the financing plan's major components. Please indicate estimates of any in-kind contributions.

MAJOR COMPONENTS	GFDRR Request (US\$)	CO-FINANCING				Total Cost (US\$)
		(US\$)	Source			
			Partner 1	Partner 2	Partner 3	
Technical and Consulting Services (fees, travel, per diem)						
Dissemination Costs (Translation, editing, publication, etc.)						
Logistics (Training, workshops, conference facilities, stakeholder consultation, etc.)						
Pilot Works (please specify and provide rationale for use)						
Study Tours/Field Experience						
Management Costs (Administrative expenses, communication, etc.)						
Other (please specify)						
Total Financing/Costs						

Annex 3

Questionnaire for Member Entities of the Proposed Partnership⁹

BASIC INFORMATION	
Name of organization/entity	
Country of origin	
Type of organization (government - central, local-, non-government, private, association, educational, international, etc.)	
Size of organization (# of professional staff)	
Annual budget (in US\$)	
Source of budget	
Head of organization (name, title)	
Contact person (name, title)	
Telephone number	
Email address	
QUESTIONS – ORGANIZATION	
1. What is the organization/entity's mission, mandate, and experience in the area of disaster management? How many years has the organization been involved in this area?	
2. What are the areas where the organization's accumulated experience can be shared with other entities? In which areas does the organization have a comparative advantage?	
3. In which areas does the organization/entity seek improvement, advice, technical assistance?	
4. What type of organizations are the main counterparts and in what capacity (counterparts are public, private entities, donors. Type of working relationship: business-based, contractual or other?)	
5. Do you have partnership arrangements with other entities and in what area?	
6. Does your organization have international experience and what type?	
7. Did your organization received technical assistance and from whom?	
8. Does your organization provide training and technical assistance and in which areas?	
9. Please provide at least two references: (organization, address, scope of work done jointly, contact person name, title, contact information)	
Any further comments	

Please email the completed forms to: Application@GFDRR.org with a copy to kdemeter@worldbank.org and cyollero@worldbank.org. Or mail to: GFDRR Secretariat, MSN MC5-512, c/o the World Bank Group, 1818 H Street NW, Washington, DC 20433 USA. For more information, please visit the GFDRR website at www.gfdr.org

9. Each member of the partnership should fill out a separate questionnaire.

Annex 4

STAGE 2 APPLICATION FOR GRANT SUPPORT UNDER GFDRR SOUTH-SOUTH COOPERATION PROGRAM Proposed Title (from Stage 1)

A1. To be filled out for each member of the partnership. Please add additional tables as needed according to the number of members in the proposed partnership.

Focal Point - Principal Member 1

Name:		Position:	
Organization:			
Address:			
Telephone:	Fax:	Email:	

Principal Member 2

Name:		Position:	
Organization:			
Address:			
Telephone:	Fax:	Email:	

Additional Member

Name:		Position:	
Organization:			
Address:			
Telephone:	Fax:	Email:	

A2. Geographic Affiliation of Proposed Partnership

	Country/Regional Affiliation of Principal Member 1:
	Country/Regional Affiliation of Principal Member 2:
	Additional Members
	Additional Members
	Additional Members

B1. Type of Partnership: Please provide 1-2 paragraphs explanation

	Enabling partnership: arrangements that bring together policy makers and practitioners to provide the essential "upstream" analyses and the supportive policy and financing environment that will allow effective programming.
	Executive partnership: arrangements around particular themes or issues, including specific hazard areas. The creation of a Southern-focused network of "Centers of Excellence" to provide expert advisory services can be part of the partnership structure.

B.3 Areas of Collaboration

Check the appropriate box, one primary and, if applicable, more than one secondary

Primary	Secondary	
		Building safer, resilient communities: collaboration in designing mechanisms and activities related to increased resilience of communities including toolkits, etc.
		Financial risk sharing mechanisms: collaboration in designing activities and mechanisms related to risk financing and risk sharing.
		Climate Change Adaptation collaboration in designing mechanisms related to climate change adaptation.
		Legislation and public policy development: collaboration aimed at improved institutional capacity for disaster management and risk reduction.
		Risk assessment methods and systems: collaboration and technical assistance in risk assessment.
		Early warning and emergency preparedness: activities aimed at improved early warning and preparedness.
		Post-disaster needs assessment and recovery: advise on design and implementation of methodology, assessments and instruments.
		Information, education, and communication approaches: collaborative activities aimed at design and implementation of awareness raising activities, tools and methods.
		Risk mitigation in relation to specific hazards (e.g. hydro-meteorological etc.)
		Risk mitigation in relation to specific settings (e.g. urban, island states etc.)
		Other specify.

B4. Scope of Proposed Partnership

Check all that apply

<input type="checkbox"/>	Developing and sharing evidence-based sound public policies and advocacy for their adoption.
<input type="checkbox"/>	Developing and sharing sound plans of action and their monitoring and evaluation.
<input type="checkbox"/>	Generating and sharing knowledge and experience.
<input type="checkbox"/>	Strengthening and sharing organizational and institutional capacities, including training and establishing "Centers of Excellence."
<input type="checkbox"/>	Developing and sharing specific technologies.
<input type="checkbox"/>	Testing and piloting specific strategies and interventions.
<input type="checkbox"/>	Developing and sharing innovative approaches to financing, such as risk transfer.
<input type="checkbox"/>	Other, specify.

B4. Expected Benefits from and Commitments to the Proposed Partnership

MEMBER	Strong Areas of the Member	Weak Areas of the Member	Expected Value Added from the Partnership	Core Contribution to the Partnership ¹⁰
Principal Member 1				
Principal Member 2				
Additional Member				
Additional Member				

10. Please see Operational Guidelines 4.3

B5. BASELINE INFORMATION

Please fill out for each member of the proposed partnership and add tables as needed

Principal Member 1

<p>Policy– Does the government have a national policy on disaster risk reduction? How does this policy support the development of risk reduction in all sectors? Does this policy promote climate change adaptation? Include sources of information for assessing how the national government pursues disaster risk reduction policies in national and sub-national development processes. Identify challenges encountered.</p>
<p>Strategy – Describe how disaster risk reduction is integrated into the country's development strategies, e.g., PRSPs, Socio-economic Development Plans, Country Assistance Strategies, UNDAF, National Adaptation Plans of Action, etc. Identify sources of information to support this assessment, including challenges encountered in implementing these strategies.</p>
<p>Institutional, legal and regulatory framework - Is there a national coordinating agency for disaster risk reduction? Describe briefly the institutional and regulatory frameworks facilitating the coordination mechanism.</p>
<p>Country Programming and Financing – How do national programs and projects assess hazard vulnerabilities and capacities, and manage risks in different parts of the country? Describe briefly how the country's national budget supports disaster risk reduction and define the national government's direct budgetary support mechanism[s]. What percentage of GDP is currently planned for risk reduction, relief and recovery? Who are the major donors supporting risk reduction programs through budgetary support to the government?</p>
<p>Proponent Organization's Project Cycle Management - Describe how disaster risk reduction is integrated into your organization's project planning, project implementation, project evaluation, and/or project re-design processes. Describe challenges faced and plans to overcome these in different sectors, particularly the sector in which this proposal is being made.</p>

Principal Member 2

<p>Policy – Does the government have a national policy on disaster risk reduction? How does this policy support risk reducing development in all sectors? Does this policy promote climate change adaptation? Include sources of information for assessing how the national government pursues disaster risk reduction policies in national and sub-national development processes. Identify challenges encountered.</p>
<p>Strategy – Describe how disaster risk reduction is integrated into the country's development strategies, e.g., PRSPs, Socio-economic Development Plans, Country Assistance Strategies, UNDAF, National Adaptation Plans of Action, etc. Identify sources of information to support this assessment, including challenges encountered in implementing these strategies.</p>

Institutional, legal and regulatory framework - Is there a national coordinating agency for disaster risk reduction? Describe briefly the institutional and regulatory frameworks facilitating the coordination mechanism.

Country Programming and Financing – How do national programs and projects assess hazard vulnerabilities and capacities, and manage risks in different parts of the country? Describe briefly how the country's national budget supports disaster risk reduction and define the national government's direct budgetary support mechanism[s]. What percentage of GDP is currently planned for risk reduction, relief, and recovery? Who are the major donors supporting risk reduction programs through budgetary support to government?

Proponent Organization's Project Cycle Management - Describe how disaster risk reduction is integrated into your organization's project planning, project implementation, project evaluation, and/or project re-design processes. Describe challenges faced and plans to overcome these in different sectors, particularly the sector in which this proposal is being made.

Additional Member

Policy – Does the government have a national policy on disaster risk reduction? How does this policy support the development of risk reduction in all sectors? Does this policy promote climate change adaptation? Include sources of information for assessing how the national government pursues disaster risk reduction policies in national and sub-national development processes. Identify challenges encountered.

Strategy – Describe how disaster risk reduction is integrated into the country's development strategies, e.g., PRSPs, Socio-economic Development Plans, Country Assistance Strategies, UNDAF, National Adaptation Plans of Action, etc. Identify sources of information to support this assessment, including challenges encountered in implementing these strategies.

Institutional, legal and regulatory framework - Is there a national coordinating agency for disaster risk reduction? Describe briefly the institutional and regulatory frameworks facilitating the coordination mechanism.

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Proponent Organization's Project Cycle Management - Describe how disaster risk reduction is integrated into your organization's project planning, project implementation, project evaluation, and/or project re-design processes. Describe challenges faced and plans to overcome these in different sectors, particularly the sector in which this proposal is being made.

B6. Partnership Objectives:

Summarize the primary objective of the proposed partnership and the key indicators against which the success of the partnership might be judged.

B7. Primary Type of Outcome and Results:


Briefly describe results anticipated from this proposed partnership, e.g., percentage of the annual increase in investments in hazard prevention and mitigation, decrease in mortality and economic losses, compliance with the HFA, etc. Define which natural hazard is being addressed by such results. Please provide the information for each participating member as appropriate

Country 1

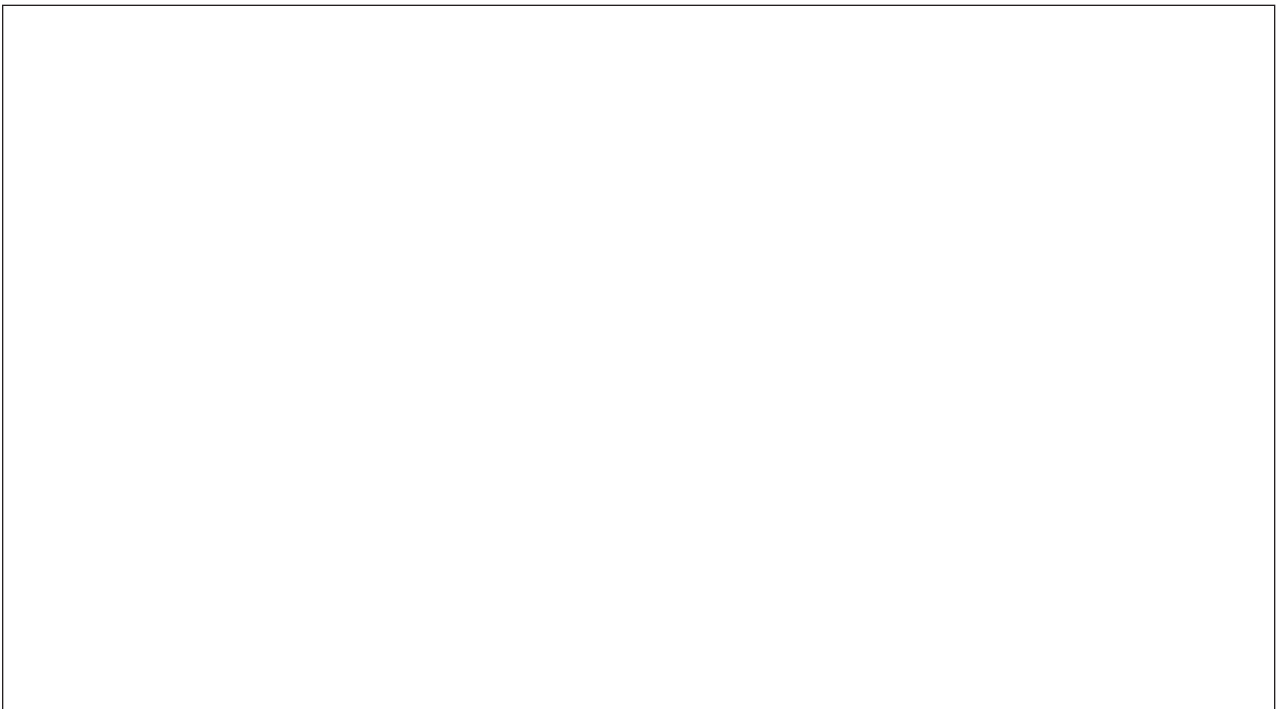
Country 2

Country 3

B8. Primary Type of Deliverable: (e.g., study/report, survey, environmental and social impact assessment, economic and financial analysis, training, seminar, workshop, other kinds of deliverables).



B9. Consistency with GFDRR Mission: Describe briefly how this specific partnership would contribute to GFDRR's overarching objective of reducing vulnerabilities to hazards, helping to eliminate poverty and achieving sustainable development.



B10. Coordination Issues: Describe how the proposed partnership is related to recently completed, ongoing or proposed activities funded by international financial institutions or official donors, and list these activities and their sponsoring agency. What measures have been taken to ensure that this partnership is not in conflict with programs or activities of donors, including the World Bank. Also include information on coordination with other development partners in terms of project preparation.

IMPLEMENTATION AND FINANCING PLAN

C1. Implementation Approach and Schedule:

Briefly describe each element of the implementation. For each component provide (a) short description, (b) outputs, (c) outcomes, (d) implementing entities (e.g. consultants, government officials, etc); (e) for country-specific activities, key counterpart institutions; (f) measures to involve key stakeholders; and (g) how the activity's output is proposed to be disseminated, including its target audience. Indicate a beginning and end date, as well as major milestones. If a multi-phased approach is proposed, include indicative timing for all major activity phases. The implementation plan should also detail the specific role of partnership members, their contributions, and their responsibility in each phase of implementation.

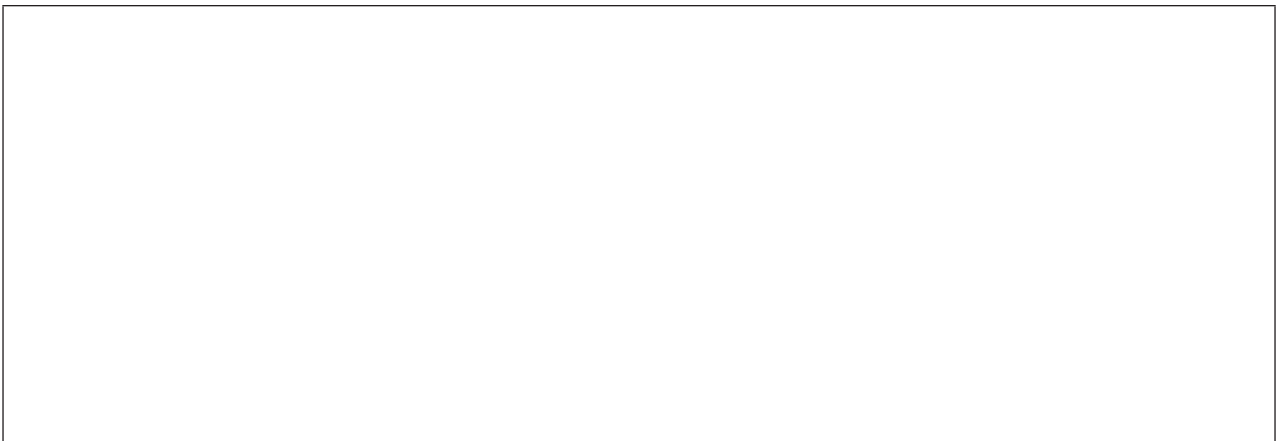


C2. Detailed Budget:

Please attach a detailed budget for the entire project and for the individual components, clearly indicating sources and uses of funds, including contributions from each member of the partnership.

C3. Quality Assurance Mechanisms, Replication, Scaling Up, Monitoring and Evaluation:

Describe the measures that will be in place to ensure that the activity is subject to independent quality review (e.g., external peer reviewer or advisory groups. Briefly describe how experiences and lessons learned in the proposed partnership will be scaled up, disseminated.) Describe specific performance indicators and how these will be monitored during implementation.



D1. LOGFRAME:

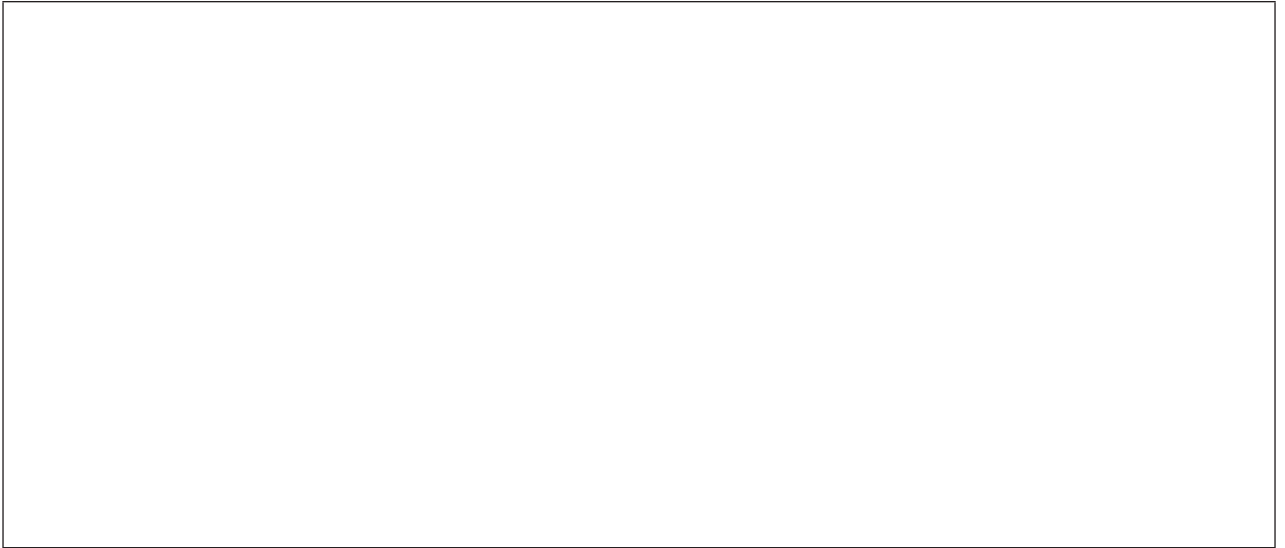
The South-South Cooperation Logframe presents a summary of the proposal and will be used to monitor and evaluate the progress and achievements of the proposed partnership (project). Performance indicators are measures of partnership impacts, outcomes, outputs and inputs that are monitored during implementation to assess progress toward the partnership objectives. The Project Development Objective should be a comprehensive but succinctly phrased objective of the partnership, which will be used for trust fund oversight and quality assurance purposes as well as future audits and evaluations.

NARRATIVE SUMMARY	KEY PERFORMANCE INDICATORS	MONITORING AND EVALUATION	CRITICAL ASSUMPTIONS
1. GFDRR Strategy-related Goal	1A	1B	1C (From Goal to Support of Hyogo Framework for Action)
Provide a brief statement on the long-term strategic goal (as related to GFDRR mission)	These indicators involve measurements that explain the degree of achievements towards GFDRR Criteria.	Identify where the information for verifying each indicator will be found, e.g.: <ul style="list-style-type: none"> ■ various sector or country reports ■ process involved, such as beneficiary assessments. 	These assumptions often involve conditions, actions, or responses outside the project.
2. Project Development Objective	2A Outcome/Impact Indicators	2B Project reports/Process involved	2C (From Objective to Goal)
Provide a one-sentence statement of the overall objective that will have been achieved through this partnership by the end of the financing period as a result of both the delivery of the project outputs and the assumed responses from beneficiary groups and/or institutions (stated under Outputs to Objective). The objective should express a single development purpose that is realistic, specific and measurable.			
3. Expected Outputs	3A Output indicators	3B Various project reports, supervisory missions and evaluation reports	3C (From Outputs to Objective)
Describe the end-of-project milestone to be achieved through the implementation of each component. A correct statement of output milestones will be easy to measure (as reflected in the indicators to the right). For simplicity and clarity, there should be one output statement for each corresponding project component. Each output should correspond in number to its respective component. The project team is generally responsible for ensuring the delivery of the outputs as part of good project design and good implementation planning and delivery.			
4. Project Components/ Activities	4A Inputs (budget for each component)	4B	4C (From Components to Outputs)
A component is a cluster of activities that contribute to a single project output. List each project component as a main heading, followed by a list of major activities, if any, which are funded under it (use subheadings, or use a descriptive phrase that gives a flavor of the types of activities to be funded).		Inputs are generally monitored and evaluated via progress reports and disbursement reports.	

SUPPLEMENTARY INFORMATION and MATERIALS

E1.

Additional and Supporting Information: Include any additional information that may be useful in evaluating the proposal (e.g., related activities which may have been undertaken; planned follow-on activities; etc.). List all supporting material including, where appropriate, government approval letters, and terms of reference. To the extent possible, please attach these materials as electronic files if submitting application by electronic mail. Where material has been sent to GFDRR separately from this application, indicate the date and form (e.g., fax, courier, etc.) of transmission to GFDRR.



Please email the completed form to: Application@GFDRR.org with a copy to cyollero@worldbank.org and kdemeter@worldbank.org or mail to GFDRR Secretariat, MSN MC 5-512, c/o the World Bank Group, 1818 H Street NW, Washington, DC 20433 USA. For more information, please visit the GFDRR website at www.gfdr.org

Annex 5

CODE OF GOOD PARTNERSHIP in SOUTH-SOUTH COOPERATION

Inspired by a spirit of mutual solidarity and a shared and enlightened self-interest in achieving specific results, partners benefiting from the GFDRR South-South Cooperation Program agree to be guided by this framework of principles and undertakings.

GUIDING PRINCIPLES

Members of a partnership recognize that effective partnerships are based on:

- Real needs and demands articulated on the basis of specific analyses of shared problems to be tackled;
- Willingness to learn through an exchange of knowledge and expertise;
- Clearly understood and shared objectives for joint programming to be carried out by the partnership;
- Ensuring that benefits accrue to partners on an equitable basis;
- Taking a reasonably long-term perspective to promote institutional capacity and sustainability;
- Demonstrating mutual respect, dedication, cultural sensitivity, and responsiveness;
- Transparent public disclosure and accountability of partnership objectives and results.

UNDERTAKINGS

Informed by the above principles, collaborating partners undertake to:

- Commit specifically identified resources (intellectual, financial, technical, logistical, and/or personnel) to achieve the agreed objectives of the partnership;
- Focus on delivering agreed outcomes in relation to disaster reduction and recovery;
- Share responsibility for mitigating and managing the risks of program activities under the partnership;
- Ensure that partnership processes are conducted with simplicity and proportionality;
- Ensure timely reporting;
- Conduct their collaboration with the highest level of transparency, integrity, and professionalism for the benefit of all partners, including an empathic understanding of each other's needs and requirements;
- Make the capacities developed or strengthened by the partnership available to potential new partners who could benefit from them.

GFDRR

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