

UNITED NATIONS



NATIONS UNIES

**BASIC AGREEMENT DOCUMENT FOR FUNDS
DIRECTED TO UN AGENCY**

A. PROJECT SUMMARY

Project Title: Disaster Loss Database Establishment in the Republic of Serbia (the "Project")

Time frame: Activities start date: 08 February 2013
Activities end date: 30 June 2013

Location: Republic of Serbia

Grant amount: Phase 1: USD 59,195
Phase 2: USD 23,365 (subject of availability of funds)
Total: USD 82,560 (the "Grant")

Donor: United Nations Office for Disaster Risk Reduction (UNISDR)

Recipient Agency: United Nations Development Programme (UNDP)

Nature of activities:

Nature of Activities: The specific objective of the assignment is to develop a historical disaster loss database for the Republic of Serbia using data provided by the Government of Serbia and other sources. This will entail hosting a national consultation workshop on the data collection process, collection of historical data, review data workshop, and launching of the historical database.

Purpose

Activities in the Republic of Serbia are intended to be support the significant increase in the availability and quality of data on disaster losses and of metrics for measuring risk, resilience and the cost-effectiveness of risk reduction. Furthermore, it will provide an enhanced baseline of disaster loss and impact data that will clearly improve the knowledge of Extensive/Intensive risk, and its applications to probabilistic risk assessments and in general to disaster risk reduction measures and decision making processes.

[A detailed description of the Activities, the work plan or project document and the budget are attached below]

Annexes: **Annex I:** Detailed description of Activities and budget.

Annex II: Financial Statement on Income and Expenditures from Funds Allocated for the Trust Fund for Disaster Reduction for the year ended 31 December 2013.

Annex III: "Progress Report"

Expected outcome:

Historical Disaster Loss Database for the Republic of Serbia and the possibility to continue updating the database.

Anticipated Expenditures

6. The following expenditures are anticipated.

BUDGET LINE	AMOUNT in USD (Phase I: Jan 2012- March 2013)	AMOUNT in USD (Phase II: April 2013- June 2013)	Total
Staff and other personnel Costs	8,961	8,961	17,922
Travel on Official Business	5,414	1,674	7,088
Contractual Services	4,099	901	5,001
Operating Expenses	5,948	0	5,948
Fellowships, Grants, Other	30,900	10,300	41,200
UNDP Charges: GMS at 7% of programmable and implementation costs (ISS)	3,873	1,529	5,401
TOTAL USD	59,195	23,365	82,560

In-Kind Contribution UNDP: portion of support staff salaries (1 admin/logistic + 1 finance) 25% for 6 months each, portion of office rent, utilities, communications cost, equipment, stationary, local travel etc.)	5,376	5,376	10,752
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7. UNDP will ensure that the Grant shall not be used for purposes other than those described herein.

B. REPORTING

Substantive Reporting

1. After the Grant has been received into the UNDP account, UNDP shall provide UNISDR with "substantive reports" detailing achievements, constraints, and impact with regard to the utilization of the Grant for the Project. Such reports shall be provided on the first 31 December occurring after the Grant has been received into the UNDP account and at annual intervals thereafter until the final substantive report required by this Agreement is submitted. When the Grant is mixed with funds from other sources, the substantive reports should reflect its utilization in the context of the overall contributions to the Project.

2. In addition to the formal reporting requirements set out above, UNDP may be requested to provide UNISDR with information on an informal basis.

3. Within three (3) months after the Grant has been fully expended or the Project has been completed, whichever is first to occur, UNDP shall provide a final substantive report detailing achievements, constraints, and impact with regard to the utilization of the Grant for the Project. As with the annual substantive reports, the final report should reflect the utilization of the Grant in the context of the overall contributions to the project.

4. Reporting Deadlines: Interim Narrative Report as at 31 March 2013 due 30 April 2013.
Final Narrative Report as at 30 June 2013 due 31 August 2013.

Financial Reporting

1. Once the Grant has been received into the UNDP account, UNDP shall provide UNISDR with an annual end-of-year Financial Statement listing amounts received and expended from the Grant utilising the standard "Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Reduction" (form attached). This end-of-year Financial Statement reflecting expenditures between 1 January and 31 December of the reporting year shall be due 31 March each year until such time as the Grant has been fully utilised or the Project has ended, whichever is first to occur. This annual Financial Statement shall be certified by the Comptroller of UNDP.

2. Within six (6) months after the closure of UNDP's books for the UNDP's financial year during which all funds from this Grant have been expended, or the project has been completed, whichever is first to occur, UNDP shall provide UNISDR with a "Semi-final Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Reduction."

3. Within one (1) year after the closure of UNDP's books for the UNDP financial year during which all funds from this Grant have been expended, or the project has been completed, whichever is first to occur, UNDP shall provide UNISDR with a "Final Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Reduction" UNDP will credit to the project account any interest income earned or accrued on Grant funds. This final Financial Statement shall be certified by the Comptroller of UNDP.

4. All financial reports shall be provided in the following categories:

- a. Amount Received
- b. SUB-TOTAL INCOME
- c. Staff and other personnel costs
- d. Travel
- e. Contractual services
- f. Operational expenses
- g. Acquisitions
- h. Fellowships, Grants and other
- i. SUB-TOTAL EXPENDITURES

- j. Programme Support Costs
- k. TOTAL EXPENDITURES

5. Reporting Deadlines: Interim Financial Report as at 31 March 2013 due 30 April 2013.
Final Financial Report as at 30 June 2013 due 31 August 2013.

C. PAYMENT INSTRUCTIONS

The Phase 1 total Grant amount of USD 59,195 will be disbursed by UNISDR to the bank account listed below following the signing of the Agreement.

The second installment of USD 23,365 in connection with phase 2 of the grant is subject to availability of funding and approval by UNISDR. Phase 2 installment will be released when substantive and financial reports and other agreed upon documentation, as referenced in Section B above, have been submitted to and accepted by UNISDR as showing satisfactory management and use of the Fund. Such additional funding is not guaranteed under the terms of this agreement.

Bank Name: Bank of America
Bank Address: 1401 Elm St, Dallas TX 75202-2958
Account Number: 3752174582
Account Title: UNDP Representative in Serbia USD Account
SWIFT: BOFAUS3N
ACH routing number: 111000012
Wire routing number: 026009593
Beneficiary: UNDP Serbia
Currency: US Dollars

When making such transfers the Contributing Agency will notify the Recipient Agency, UNDP Serbia, P.O.Box no.3, Internacionalnih brigada 69, 11000 Belgrade, Serbia, for the Attention of Ivan Zverzhanovski, SEESAC Coordinator, ivan.zverzhanovski@undp.org, by fax (+381 11 3 44 43 00) or by e-mail registry.rs@undp.org of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.

D. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement, other than this signed Basic Agreement Document, shall be addressed to:

UNISDR
Stefanie Dannenmann-Di Palma
Programme Officer
Rue Montoyer 14, 1000 Brussels
Phone: +32 (0)2 290 2589
Fax: +32 (0)2 290 4950
E-mail: dannenmann@un.org

Christine V. Alessi
Coordinator, Administrative Support Services
Rue de Varembé 9-11, Geneva, Switzerland
Fax: +41(0)22 917 89 82
E-mail: alessi@un.org

UNDP Serbia
William Infante
UNDP RR and RC
P.O.Box no.3
Internacionalnih brigada 69
11000 Belgrade, Serbia
Phone: +381 11 20 40 400
Fax: +381 11 3 44 43 00
Email: registry.rs@undp.org

SEESAC
Ivan Zveržhanovski, PhD
Coordinator
United Nations Development Programme
Hadži Milentijeva 30, 11000 Belgrade / SERBIA
ivan.zverzhanovski@undp.org

E. TERMINATION

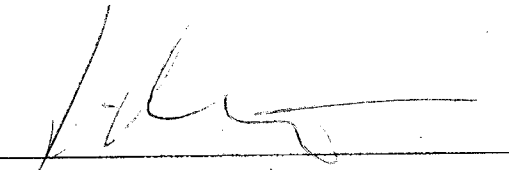
1. This Agreement, may, at any time, be terminated by either party by written notice to the other, if, in its opinion, an event beyond its reasonable control occurs which makes it impossible to carry out its obligations under this Agreement. Termination shall be effective thirty days after receipt of the above notice.
2. The obligations assumed by the parties under this Agreement shall survive the termination of the Agreement to the extent necessary to permit the orderly conclusion of activities, the withdrawal of personnel, funds and property, the settlement of accounts between the parties hereto and the settlement of contractual liabilities that are required in respect of personnel, contractors, consultants or suppliers.
3. At the termination of the Project, any unexpended or uncommitted part of the Grant will be returned to UNISDR, unless otherwise agreed in writing by the parties.

F. AGREEMENT BY UNDP

UNDP certifies that the statement herein under the heading "Nature of Activities" is an accurate description of the Project and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorised signature below.

Signed:

On behalf of UNDP


Jörg Staudenmann,
UNDP RR a.i.

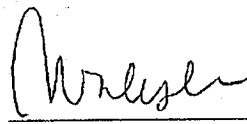
Date: 13 Feb 13

E. CERTIFICATION BY THE UN

It is hereby certified that the activities described in this document are consistent with UNISDR Policy and the Objectives of the Trust Fund for Disaster Reduction and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorised signature below.

Signed:

On behalf of UNISDR:

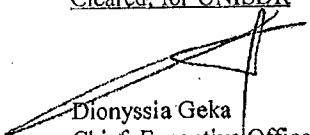


Date: 8/2/13

Name: Margareta Wahlström

Title: Special Representative of the Secretary-General for Disaster Risk Reduction

Cleared, for UNISDR


Dionyssia Geka
Chief, Executive Office
Place: Geneva Date:

7/2/13

ANNEX I: Detailed description of Activities and budget

Disaster Loss Database Establishment in the Republic of Serbia

I. BACKGROUND

In order to develop a disaster loss database in the Republic of Serbia, a very unique and specific combination of knowledge and past experience is required, i.e.:

- High level of knowledge on the current database, the process by which it was built, and perfect clarity on how to move it forward. This knowledge that is available only to former members of the teams that originally built these databases.
- Training in the DesInventar methodology and use of the complex software tools required to carry out the data collection and data entry processes.
- Good Knowledge of the Country, its government, structure, geography and Disaster profile.

II. PURPOSE

The Disaster-Risk Poverty Analysis project in Europe Region will provide focused support to the development of national disaster databases by piloting in selected countries. The development of national disaster databases represents a low-cost, high impact strategy for visualizing risk patterns and trends and their relationship to development factors such as poverty. As such, it can act as a crucial first step towards developing institutional and national capacities for risk information management systems. Data from the disaster loss databases will be overlaid with poverty datasets/development indices to reach conclusions on risk-poverty trends in the region and enhance national capacities to address risk reduction challenges in the context of poverty reduction strategies.

Activities in the Republic of Serbia are intended to be support the significant increase in the availability and quality of data on disaster losses and of metrics for measuring risk, resilience and the cost-effectiveness of risk reduction. Furthermore, it will provide an enhanced baseline of disaster loss and impact data that will clearly improve the knowledge of Extensive/Intensive risk, and its applications to probabilistic risk assessments and in general to disaster risk reduction measures and decision making processes.

The specific objective of the assignment is to develop a historical disaster loss database for the Republic of Serbia using data provided by the Government of Serbia and other sources.

III. PROBLEM ANALYSIS

Accurate, comparable and appropriately scaled information on disaster losses, hazards, vulnerabilities and risks is fundamental for designing and implementing effective policies and programmes that reduce disaster risk. Risk identification provides the evidence base for disaster risk management applications and decision-making.

There has been significant progress improvement in recent years in the quality and accuracy of global disaster data and in risk assessment methodologies, indicators and indexes. The use of risk information in decision making in the context of international development programs, however, is

still at an initial stage. There is potential for more effective use of the wealth of knowledge and information on disaster risk and losses to improve development outcomes.

Historical loss data collection is necessary not only for risk assessment but also for measuring progress towards achieving the expected outcome of the Hyogo Framework of Action - the substantial reduction of disaster losses.

The 2011 edition of the report was much more focused on policy recommendations and proposed a refinement of the analysis made in 2009, both for the Global Risk Assessment and for the Extensive/Intensive risk analysis. For GAR 2013, a rerun of the Extensive/Intensive risk analysis is planned with updated databases (up to 2011) and adding a number of new countries to reach probably 40 countries in the sample, with existing updated and new databases from Asia, Latin America, the Caribbean and Africa.

Existing global disaster databases (for example, EM DAT, NatCat and Sigma) provide useful information on large scale intensive losses but do not capture a large proportion of losses to housing, local infrastructure and livelihoods that are associated with frequently occurring extensively distributed but low intensity losses. Since the 1990s, in Asia and Latin America, nationally-owned disaster loss databases built using the data collected and validated by national and sub-national agencies have proved useful to analyze disaster trends and impacts, allowing policy makers and planners to make informed decisions. No European country currently possesses such as database. Making disaster data available is a first step towards assessing trends in disaster and climatic risks with implications for poverty reduction and achievement of development goals in the Europe region.

IV. STRATEGY AND DETAILED DESCRIPTION OF THE PROJECT

1) A national workshop in the Republic of Serbia

This will be a more hands-on 3 1/2 days workshop taking place in the Republic of Serbia. The first day is directed towards the End user, where a full group, including stakeholders of participating institutions attend (participating institutions are data providers, such as ministries of Agriculture, Public works, etc.). Second and third days are focused on those who will conduct data collection and analysis. It is extremely important that hosting institutions commit their own resources to the day by day data collection, which is independent of the historical data collection.

UNDP together with the Serbian Government under the direct guidance of UNISDR will organize this national workshop and provide the technical training.

Proposed dates: February 2013

Associated cost: travel of resource persons, venue, translation. Workshop environment should include networking, workstations, etc.

2) The historical data collection in the Republic of Serbia.

An initial dataset with minimum 20-30 years of data would need to be collected. In the case of the Republic of Serbia, UNDP needs to identify a realistic historical dataset. The dataset must be endorsed by the government, and ideally the government should also contribute with some resources, so that knowledge of the process, issues, etc. stays in the institution.

UNDP will undertake the following duties:

- Establish national linkages of the 'Disaster Inventories' tool – DesInventar with other similar methodologies, government institutions/counterparts and other relevant organizations
- Support the collection of past disaster impact data from a range of information sources for the past 30 years utilizing the DesInventar methodology for the past 30 years
- Analyze disaster trends via the DesInventar methodology and subsequently share them with policy and decision makers, under the guidance of the host institution and UNISDR
- Support the adaptation of the DesInventar methodology into country specific context
- Liaise with UNISDR on the technical aspects of the database development and seek guidance where required
- Explore the potential for the technical expansion of DesInventar to be used as a tool for national 'post – disaster' assessments
- Institutionalize DesInventar (country specific applications) within partner government agencies

UNDP Serbia will work together with the Statistical Office of the Republic of Serbia in developing the historical database.

Associated cost: Grant agreement with the Statistical Office of the Republic of Serbia. Some operational costs may be needed, and possibly internal travel to collect data in provinces should be calculated, with its DSA. Usually a large percentage of the data can be found locally, but one month of each collector on the field might need to be required.

Proposed dates: January 2013 – March 2013 (initial set of data completed) – finalization of data collection May/June 2013 (pending availability of funds)

3) Data Review workshop (March 2013)

1 day workshop to validate, conduct a GAP analysis and produce recommendations on how to improve the data, and start looking at preliminary analysis. Data providing institutions should be also invited.

UNDP will be responsible in organizing this event together with UNISDR.

Proposed dates: March 2013

Associated cost: travel of resource, venue.

4) Dissemination Event in Republic of Serbia

A dissemination event, where an analysis can be presented or directly conducted and findings discussed. During this event, it will be presented what are the next steps in the process, i.e. full probabilistic risk assessment, hybrid risk model, conversations with finance and public investment related ministries planned, definition of DRM strategies -risk retention, reduction transfer, etc- can be discussed.

Associated cost: travel of resource, maybe internal travel of provincial authorities, venue.

Proposed dates: June/July 2013 (pending availability of funds)

5) Other potential activities and costs:

- Translation of some of the main documentation and interface of the system.
- a short report published with historical profile and statistics of the county.
- workstations (laptops and a small server) and Internet services for web hosting.

V. RESULTS FRAMEWORK AND PERFORMANCE INDICATORS

- Clear identification of disaster loss and impact information needs and gaps in Republic of Serbia.
- Knowledge, information and data available nationally is enhanced and made accessible to partners and stakeholders in the country
- Historical disaster data is collected for a period of 30 years, from 1980 to date, with multi-hazard, multi-institutional and full national coverage.
- National Disaster Observatory set up/ hosted in the relevant national institution with sound capacities to collect, monitor and archive disaster data in the Republic of Serbia.
- National reports/ briefs/ studies that document risk-poverty interactions at the local level available for Republic of Serbia.

VI. INPUTS OF OTHER PARTIES

None

VII. INDICATIVE PROJECT BUDGET AND CONDITIONS OF PAYMENT

VII. INDICATIVE PROJECT BUDGET AND CONDITIONS OF PAYMENT

No.	Heading	Qty	Unit	Unit Price (USD)	Phase I (USD)	Phase II (USD)	Total Budget (USD)
1	ACTIVITY 1: National Workshop in Republic of Serbia (Phase I)						
1.1	TRAVEL ON OFFICIAL BUSINESS						
1.1.1	Incountry Travel of Workshop Participants	3	trip	129	386	-	386
1.1.2	Accommodation (DSA) ¹	9	days	172	1,550	-	1,550
	Sub-total				1,936	-	1,936
1.2	OPERATING EXPENSES						
1.2.1	Lunch	40	lump sum	21	824	-	824
1.2.2	Coffee breaks	7	lump sum	129	901	-	901
	Sub-total				1,725	-	1,725
1.3	CONTRACTUAL SERVICES						
1.3.1	Simultaneous translation (2 translator for 3-5 days)	7	days	402	2812	-	2,812
1.3.2	Conference materials	25	pcs	15	386	-	386
	Sub-total				3,198	-	3,198
	ACTIVITY 1 - TOTAL				5,860	-	5,860
2	ACTIVITY 2: Historical Data Collection in Republic of Serbia						

(Phase I & Phase II)									
Research Grant to the Statistical Office of the Republic of Serbia									
2.1	Research grant covering (research, travel and necessary IT equipment)	1	lump sum	41,200	30,900	10,300	41,200		
Sub-total					30,900	10,300	41,200		
2.2	STAFF AND OTHER PERSONNEL COSTS								
2.2.1	Project Leader (Phase I: January-June 2013)	6	month	2,987	8,961	8,961	17,922		
	CONTRACTUAL SERVICES								
2.2.2	Translation (Phase I & Phase II)	70	day	26	901	901	1,803		
	OPERATING EXPENSES								
2.2.3	IT equipment donated to Sector upon successful launch of Database	1	lump sum	3,090	3,090		3,090		
Sub-total					12,952	9,862	22,815		
2.2	TRAVEL ON OFFICIAL BUSINESS								
2.2.1	Travel of Project Leader (in-country travel)	30	trip	129	2,575	1,288	3,863		
Sub-total					2,575	1,288	3,863		
ACTIVITY 2-TOTAL					16,427	21,450	67,877		
3	ACTIVITY 3: Data Review Workshop (Phase I)								
3.1	TRAVEL ON OFFICIAL BUSINESS								
3.1.1	Travel of Workshop Participants (local data collectors only)	3	trip	129	386.25	-	386		
3.1.2	Accommodation (DSA)	3	1 day	172	517	-	517		

BUDGET SUMMARY

BUDGET LINE	AMOUNT in USD (Phase I: Jan 2012- March 2013)	AMOUNT in USD (Phase II: April 2013- June 2013)	Total
Staff and other personnel Costs	8,961	8,961	17,922
Travel on Official Business	5,414	1,674	7,088
Contractual Services	4,099	901	5,001
Operating Expenses	5,948	0	5,948
Fellowships, Grants, Other	30,900	10,300	41,200
UNDP Charges	3,873	1,529	5,401
TOTAL USD	59,195	23,365	82,560
In-Kind Contribution UNDP: portion of support staff salaries (1 admin/logistic + 1 finance) 25% for 6 months each, portion of office rent, utilities, communications cost, equipment, stationary, local travel etc.)	5,376	5,376	10,752

ANNEX III: "Progress Report"

Initiative Title:	
Reporting Organization:	
Contact Person:	
Reporting period:	From _____ To _____
Reporting phase:	Interim [_____], Final [_____]
Date of submission:	

I. BACKGROUND & CONTEXT:

Provide an overview of the situation prior to the project's intervention and describe the objectives and outcomes expected as per the approved project document and work plan. Make reference to how the project relates to partners involved and how it aims to support Hyogo Framework for Action needs and priorities. (*Approximately 200 words*)

II. STATUS of IMPLEMENTATION:

1. **ACTIVITIES & RESULTS:** Describe the main activities undertaken and give an assessment of the project progress in relation to the outcomes expected, which should also cover accomplishments to date. When applicable, note the key partnerships and collaboration impact on results.
2. **RESOURCES:** Note the total approved budget and summarize any additional resources made available to the project (e.g. experts, in-kind support, and external funding sources). Provide a brief overview of expenditures to date (expenditures details to be provided in the financial report) and any financial arrangements that need to be reviewed or updated.
3. **CHALLENGES:** Explain any implementation constraints and action taken and/or planned to overcome them. Describe any major adjustment in the process, activities, and key outcomes. This section should also cover any major funding shortfalls.

III. HIGHLIGHTS

Provide notes on highlights of the project. These will serve as the major source to document and promote success stories, and lessons learned for your project, which will enhance the information sharing and resources mobilization. (When applicable, include attachments of press release, photos, research papers, web links, etc.)

IV. CONCLUSION

Outline the future work plans and activities and any additional issues or concerns that need to be addressed in the future. (*Approximately 150 words*)

V. LIST OF MAJOR EVENTS

Date	Event
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VI. SUPPLEMENTARY INFORMATION

If available provide list of meeting agenda, meeting minutes, workshop report, list of participants/countries etc.

ANNEX II:
Financial Statement on Income and Expenditures
from Funds Allocated for the Trust Fund for Disaster Reduction
for the year ended 31 December 2013
 (United States dollars)

I. OPERATING FUND

Balance available 1 January 200	_____
Add: Remittances from United Nations	
Interest income	
Miscellaneous income (specify)	_____
Subtotal	_____
Less: Expenditures <i>a/</i>	
Staff and other personnel costs	
Travel on official business	
Contractual services	
Operating expenses	
Acquisitions	
Fellowships, grants, other	_____
Subtotal	_____
Programme support costs	_____
Total expenditure <i>b/</i>	_____
Balance available 31 December 200	=====

II. STATEMENT OF UNSPENT ALLOCATIONS *a/*

Unspent allocations 1 January 200	_____
Add: Net allocations issued for 200	
Subtotal	_____
Less: Expenditure in 200	_____
Unspent allocations 31 December 200	=====

a/ See attached supporting schedule giving breakdown of unspent allocations and expenditures by project and object of expenditure.

b/ Includes unliquidated obligations of \$ _____.

This is to certify that the above statement on income and expenditures is correct and that the expenditures were incurred in connection with the approved projects for which funds have been received.

_____	_____	_____
(Signature)	(Name and title)	(Date)

VII. LOGO/PICTURES

If not yet submitted, please send the latest logo of your organization in print resolution (possible format: .tiff, .eps, .ps, .jpg).

If available, please send UNISDR any high resolution pictures with small description and the credit information.

