



**BASIC AGREEMENT DOCUMENT FOR FUNDS
DIRECTED TO
UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)**

A. PROJECT SUMMARY

Project Title: "Strengthening National Capacities for Tsunami Early Warning and Response System in the Indian Ocean in Comoros"

Time frame: 1 May 2010 – 31 December 2010

Location: Comoros

Grant amount in USD: US\$ 242,890 (Two Hundred Forty-two Thousand, Eight Hundred Ninety USD) (the "Grant")

Donor: The UN Consortium supporting the establishment of the Indian Ocean Tsunami Warning and Mitigation System coordinated through the United Nations International Strategy for Disaster Reduction secretariat (UNISDR)

UNDP: United Nations Development Programme (UNDP)

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Project Background

The contribution governed by this Agreement shall be utilized exclusively for "Strengthening National Capacities for Tsunami Early Warning and Response System in the Indian Ocean" (see Annex A). It will be used by the recipients to contribute to request made by the Government of Comoros to the Indian Ocean Consortium. This contribution will be administered in accordance with the regulations and rules applicable to UNDP.

Project Budget

Item	Budget (USD)
Staff and other personnel costs	25,000
Travel on official business	15,000
Contractual services	29,800
Operating expenses	5,000
Acquisitions	54,200
Fellowships, grants, other	98,000
Subtotal:	227,000
7% Programme Support Cost (UNDP):	15,890
Total:	242,890

UNDP will ensure that the Grant shall not be used for purposes other than those described herein.

Amendments

Should new activities be identified during the implementation of this agreement that would require an increase on the above budget, such activities and consequential budgetary requirements may be discussed between the parties hereto and should an agreement be reached between them, an amendment to this document stating the increased tasks and budgets will be prepared and signed by both parties. This amendment will then become an integral part of this agreement.

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 substantive reporting requirements set out above, UNDP may be requested to provide UNISDR with interim information as at 31 August 2010.
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.

Financial Reporting

4. 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 May 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.
5. In addition to the financial reporting requirements set out above, UNDP may be requested to provide UNISDR with interim information as at 31 August 2010.
6. Within six (6) months 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 "Semi-final Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Reduction."
7. 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.

8. All financial reports shall be provided in the following categories:
- a. Amount Received
 - b. Interest Earned or Accrued
 - c. SUB-TOTAL INCOME
 - d. Staff and other personnel costs
 - e. Travel
 - f. Contractual services
 - g. Operational expenses
 - h. Acquisitions
 - i. Fellowships, Grants and other
 - j. SUB-TOTAL EXPENDITURES
 - k. Programme Support Costs
 - l. TOTAL EXPENDITURES

C. PAYMENT INSTRUCTIONS

After signature of the Agreement, UNISDR will send the first instalment of USD 195,000 to the following UNDP account:

UNDP Contributions Account

Account Number: 015002284

JP Morgan Chase

International Agencies Banking

1166 Avenue of the Americas

17th. Floor

New York, NY 10036-2708, USA

Swift Code: CHAS US 33

Beneficiary: UNDP Comoros, Strengthening National Capacities for Tsunami Early Warning and Response System in the Indian Ocean

When requesting a next instalment, UNDP will submit to UNISDR an interim financial and narrative report detailing actual expenditure to date. Please complete Annex B & Annex C, which should be accompanied by a detailed breakdown of the following period's estimated costs.

D. CORRESPONDENCE

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

United Nations International Strategy For Disaster Reduction Ms Stefanie Dannenmann - Di Palma Programme Officer UNISDR-PPEW UN Campus Hermann Ehlers Str. 10 D-53113 Bonn Germany Tel. +49 228 815 0304 Fax. +49 228 815 0399 E-mail. dannenmann@un.org Cc: amlang@un.org	United Nation Development Programme (UNDP) Name: Opia Mensah Kumah Title: Resident Representative UNDP Comoros Address: Maison des Nations Unies, Hamramba-Moroni Tel: +2697731558/7731558 Fax: +2697731577 Email: opia.kumah@undp.org
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Correspondence regarding financial and budgetary matters should be addressed to:

UNISDR
Ms. Christine V. Alessi
Programme Management Officer
UNISDR, Palais de Nations
Avenue de la Paix 8-14
CH-1211 Geneva 10
Switzerland
Tel. +41(22) 917 27 97
Fax +41(22) 917 05 28
E-mail: alessi@un.org
Cc : boubault@un.org,
dannenmann@un.org

UNDP :
Name : Youssef Mbechezi
Title : Programme Manager Office (ARR/P)
Address: Maison des Nations Unies, Hamramba-Moroni -Comores
Tel: +2697731558/7731558
Fax: +2697731577
E-mail: youssef.mbechezi@undp.org
Cc: anlia.mzeahemd@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:



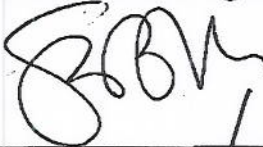
On behalf of UNDP
Opia Mensah Kumah, Resident Representative

Date: 30/04/2010

E. CERTIFICATION BY THE UNISDR

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.

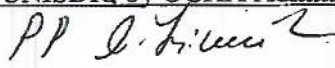
Signed:



On behalf of UNISDR
Margareta Wahlstrom, Assistant Secretary-General for Disaster Risk Reduction

Date: 30.04.10

Cleared, for UNISDR, by OCHA Administrative Office:

Signature: 

Name: Griffin Saint Hilaire

Title: Chief, Finance Section, Administrative Office, OCHA

Place: Geneva

Date: 29.4.10

Annex A – "Project Document"

Annex B – "Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Reduction"

Annex C – "Progress Report"

PROJECT DOCUMENT

Project Title: "Strengthening National Capacities for Tsunami Early Warning and Response System in the Indian Ocean"

Time frame: 1 May 2010 – 31 December 2010

Location: Comoros

Grant Amount in USD: USD 242,890

Donor: The UN Consortium supporting the establishment of the Indian Ocean Tsunami Warning and Mitigation System coordinated through the United Nations International Strategy for Disaster Reduction secretariat (UNISDR)

Implementing Agencies: UNDP

Background:

The deadly Indian Ocean tsunami of 26 December 2004 caused unprecedented human and economic losses not only in Asia but also in the Indian Ocean.

Conscious of the dangers that possibly another Tsunami could cause in our area, in particular in the Comoros where the major part of the localities are concentrated in the coastal zones at low altitude without stopping of protection.

Conscious, since 1975, that the Comoros are a country predisposed with many disasters due to the Karthala volcano in activity, maritime shipwreck, flood, cyclone, epidemic, drought which had their considerable impacts in the fragile economy.

The Comoros join the international community initiatives and more particularly the decisions and recommendations resulting from the World Conference on Disaster Reduction to build the Comorian society to be more resilient to disaster. Also in accordance with the objectives, for a sustainable development for the 10 next years, the Hyogo framework of action, the Comorian authorities would wish to act on crucial questions of prevention, safeguarding and consolidation of the people safety and their livelihoods.

Achievements - Implemented Activities

The "Tsunami Solidarity Comorian" was created and launched on 8 January 2005 to take part in the solidarity campaign to the profit of the tsunami victims. The solidarity initiative raised 19,744.77 euros from the contributions of cities and villages, schools and well wishers, through:

- (1) Information campaign, awareness raising on Tsunami – sports events – concerts;

Annex B

Financial Statement on Income and Expenditures
from Funds Allocated for the Trust Fund for Disaster Reduction
for the year ended 31 December 200_
(United States dollars)

I. OPERATING FUND

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

JP

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Annex C - "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.

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 us any high resolution pictures with small description and the credit information.

(2) At the National Operation Coordination: from 08 to 11 July 2005, the national coordination on tsunami received a mission of expert from the UNESCO/IOC, UNISDR and WMO to assess the impacts of the December tsunami, the national capacities and identify the needs for strengthening our capacities to tsunami and other risks.

- Sites visit for the pre positioning of a sea level station was done.
- permanent connections, with the other weather services of the area, in particular the CMRS of La Reunion, with 128kbits/s on Internet are established
- a module of Ultra alarm Priority (Cyclone and Tsunami) of the working station of the forecaster, is tested and received by JMA (Japanese Weather Center)
- a Tsunami committee was created under the Ministry for the Defense through the Civil Protection.

(3) National tsunami centre established and operating as the authoritative source for tsunami advice and warnings. The National Center for Tsunami was created. The Center is also the national centre for Cyclone monitoring and tsunami.

(4) Some villages are equipped with satellite phones to warn population, volunteers are responsible for distribution of the warning;

(5) IFRC is undertaking awareness raising and education campaign in 43 villages but exclusively related to volcano risk and at the main island (volunteers could be also (6) trained on tsunami risk);

(7) Activities "how to respond to natural hazards" were undertaken from the Spanish Red Cross that covered all hazards;

(8) Teachers guide was produced including all hazards at the three islands, training of children in first aid, community early warning networks strengthened, national awareness and information sharing improved, capacity building and equipment for using GIS;

(9) Vulnerability studies to meteorological hazards (En cours de realisation)

(10) A committee national was established

Expected results

- The National Center for Tsunami has the capacity for prevention of Tsunami and tropical disturbances
- The early warning system in case of Tsunami is operational real time
- The population especially the youth has concepts for the gestation of Tsunami Hazard

Planned Activities

1) Awareness-raising and education campaign undertaken on tsunami risks and the warning system in coastal regions

At school:

- Multiplication of school guidance for tsunami and other hazards (10,000 USD);
- Development of Radio programme for children (5,000 USD)

At community level

- Raise awareness of risks and actions through development of posters and drama (10,000 USD).
- Training for local government authorities, NGOs, community leaders to increase awareness on risks in particular in most vulnerable areas for the 3 islands (10,000 USD).
- Training for Community Disaster Response Teams (5,000 USD).

With the media

- Provide training of journalists at national and rural radio level to ensure understanding of early warning and disaster management issues in support of dissemination of alert for the 3 islands (17,500 USD).
- Promote the development of early warning information dissemination by including early warning messages in street theatres and TV programme (5,000 USD)

2) Intermediate and long-term plan developed for the complete and sustainable tsunami warning and response system with full costing

Reinforcement of the capacities of prevention:

- Installation of an automatic message switching system and training (USD 92,000)
- Installation of one meteorological stations SYNERGIE(USD 47,500)

Stakeholders and Beneficiaries

The project will be overseen by a national steering platform that will be established at the outset of project activities, to oversee the project and see to its proper course. It will also approve annual work plans, review technical reports, issue opinions and recommendations, and provide support in solving any problems encountered during the implementation of the project. The national platform will be composed of representatives of Meteorological Service, COSEP, National Center of Oceanic Data , OVK, and the Comorian Red Crescent (CRCo). Its members will be identified in the first phase of the project. The national platform will meet quarterly to monitor the progress of the project. The target group is the people living in the coastal areas of the three islands of the Union of Comoros. Indirect beneficiaries are the nation as a whole as effective early warning system and preparedness significantly reduce risks to human lives and loss of property in situations of disaster.

Sustainability and Disaster Risk Reduction

Disaster Risk Reduction is a major preoccupation for the national authorities. It is also an integral part of programming for the interim PRSP (Poverty Reduction Strategy Paper) document "Implementation of prevention and management mechanisms for risks and natural disasters".

This strategy document outlines three priority objectives:

1. Improve the understanding of risk at country-level and via public information
2. Strengthen the organization of emergency assistance for major accidents
3. Prevention and mitigation of the risks associated with climate change

The main aim of this programming is to manage and prevent such risks, with a focus on the dissemination of information on major risks and capacities and systems for emergency response, as well as strong community involvement in the design and implementation of prevention and response measures.

In addition, Disaster Risk Reduction is a major focus of the United Nations assistance framework for the period 2008-2012. The fourth objective of the UNDAF is entitled "Strengthening sustainable capacity to prevent and manage the risk of conflict and natural disasters at both national and local level". This objective complies with the African Union's strategy for Disaster Risk Reduction and will assist with the implementation of the Hyogo Framework for Action in the Union of the Comoros.

Aspects of DRR have been central to the UNDAF planning process for 2008-2012, as well as in the UN Country Programme Action Plan. Under these frameworks, all DRR specific programming will be monitored and evaluated following ongoing standard UNDAF procedures.

To meet the challenges posed by major hazards that threaten the country (hurricanes, volcanoes, climate risk), the UNDP country Action Plan for 2008-2012 provides for a study on prevalent natural hazards and projections for confronting them in the coming years. The study will map out specific Intervention plans to deal with each hazard. This study will include an assessment of impacts on people's lives, livelihoods, economic activities, natural resources and socio-economic development in general in the country.

Partnerships

At the national level, the project will be collaborating with COSEP, ASECNA and ANACM of upstream policy, procedure and system related arrangements. ASECNA's role will be transmission of Real Time Data to the COSEP and ANACM.

At the regional level, the movement of Red Crescent and municipal authorities will assist the project in coordinating and facilitating the interventions at the regional /municipality level.

The UNESCO-IOC will provide technical input for review and development of various aspects and systems for coastal inundation and tsunami stipulated in this document. From UNESCO Science Sector, the Disaster Risk Reduction Unit will be actively engaged in the project.

Timetable

Starting date 1 May 2010; Termination date of activities 31 December 2010.

	Mai	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activity 2: Awareness-raising and education campaign undertaken on tsunami risks and the warning system in coastal regions								
Activity 3: Intermediate and long-term plan developed for the complete and sustainable tsunami warning and response system with full costing								

Budget total

Item	Budget (USD)
Staff and other personnel costs	25,000
Travel on official business	15,000
Contractual services	29,800
Operating expenses	5,000
Acquisitions	54,200
Fellowships, grants, other	98,000
Subtotal:	227,000
7% Programme Support Cost (UNDP):	15,890
Total:	242,890

Activities	Estimated Cost USD
Activity 1: Awareness-raising and education campaign undertaken on tsunami risks and the warning system in coastal regions	70,000
Activity 2: Intermediate and long-term plan developed for the complete and sustainable tsunami warning and response system with full costing	157,000
Subtotal:	227,000
7% Programme Support Cost (UNDP):	15,890
TOTAL	242,890

Monitoring and Follow-up

The project will be subject to the obligations of examination and reporting, which by all UNDP projects are bound. Internal evaluation of the project relating to the desired results will be conducted bi-annually on the basis of a report (technical, financial, accounting and other) on progress prepared by the National Project. The National Project Coordinator will be responsible for monitoring the project and preparation of reports under the management plan and for implementation of activities identified in the management plan and monitoring and evaluation. The project will be audited at the end of the year to ensure the efficient and effective use of resources.

