



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR HUMANITARIAN AID - ECHO

**CONTRIBUTION AGREEMENT WITH AN INTERNATIONAL ORGANISATION**

**AGREEMENT NUMBER – ECHO/DIP/BUD/2005/02003**

The European Community (“the Community”), represented by the Commission of the European Communities (“the Commission”), itself represented for the purposes of signature of this agreement by **S. STENBERG, Director**, Directorate-General for Humanitarian Aid - ECHO,

of the one part,

and

**UNITED NATIONS DEVELOPMENT PROGRAMME, UN - UNDP - BEL**  
with its Head office at **14 Rue Montoyer, 1000 BRUSSELS**

(“the Organisation”), represented for the purposes of signature of this agreement by

**Pierre HARZÉ, Deputy Director UNDP Liaison Office Brussels**

of the other part,

hereafter referred to as “the Parties”,

**HAVE AGREED**

the following **General Conditions, Special Conditions and Annexes**:

**Annex I** Description of the Action;

**Annex II** Summary of the estimated budget and financial plan of the Action;

which form an integral part of this contribution agreement (“ the agreement”).

The **General Conditions applicable to European Community contribution agreements with international organisations for humanitarian aid Actions**, (“the General Conditions”), which the Organisation declares to have read and accepted, shall apply. The General Conditions comply with the provisions of the Financial and Administrative Framework Agreement, (hereafter referred to as FAFA), between the European Community, represented by the Commission of the European Communities, and the United Nations, signed on 29 April 2003.

The terms set out in the General Conditions shall take precedence over those in the Annexes.

The terms set out in the Special Conditions shall take precedence over those in the other parts of the agreement.

ECHO/DIP/BUD/2005/02003

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## **SPECIAL CONDITIONS**

### **ARTICLE 1 - PURPOSE**

- 1.1 Subject to the conditions established in this agreement, which the Organisation declares to have read and accepted, the Commission will contribute to the eligible costs of the humanitarian aid action entitled **Fostering knowledge transfer and the replication of best practices in disaster preparedness and risk reduction within the Caribbean** ("the Action") implemented by the Organisation.
- 1.2 The description of the Action is annexed to this agreement as Annex I. The Organisation shall ensure that the Action is carried out in accordance with this description and the related proposal submitted on **16/09/2005** and registered at the Directorate-General for Humanitarian Aid under reference **05.7276**. The proposal can be completed or modified subsequently where appropriate in accordance with article 10 of the General conditions. The proposal and any possible additional information and modifications are an integral part of this agreement.
- 1.3 The Organisation accepts the financial contribution and undertakes to do everything in its power to carry out the Action, acting on its own responsibility.

### **ARTICLE 2 - DURATION**

- 2.1 Subject to the conditions laid down in article 9 of the General Conditions, the agreement shall enter into force on the date of reception by the Commission of one of the originals of the contribution agreement duly signed by both Parties.
- 2.2 The implementation period of the agreement shall run for **15.00 months** from **15/10/2005** ("the start date of the Action").

### **ARTICLE 3 - FINANCING THE ACTION**

- 3.1 The direct costs of the Action eligible for **Community** financing are estimated at **EUR 487,775.00**. In accordance with article 15.5 of the General Conditions, a fixed percentage of direct eligible cost, not exceeding 7%, shall be eligible as indirect costs. Accordingly, indirect costs are calculated at **EUR 27,200.00**. The total eligible costs of the Action are estimated at **EUR 514,975.00**, as set out in the summary budget in Annex II.
- 3.2 The European Community undertakes to finance a maximum of **EUR 399,975.00**, equivalent to **77.67 %** of the estimated total eligible costs specified in paragraph 1.
- 3.3 Subject to the conditions laid down in article 15 of the General Conditions, expenditure is eligible from **15/10/2005**.
- 3.4 The final amount of the European Community contribution shall be determined in accordance with article 18 of the General Conditions.

### **ARTICLE 4 - SUBMISSION OF REPORTS**

- 4.1 Within the first **7.5 months** following the start date of the Action, the Organisation shall submit an interim report on its implementation with a statement of the costs incurred and a financial report.

Interim reports shall be drafted in accordance with the provisions of article 2.3 of the General Conditions and submitted in one paper copy, together with an electronic version.

- 4.2 The Organisation shall submit the final narrative and financial reports within three months after the end of the implementation period.

In accordance with article 2.4 of the General Conditions, final reports shall be submitted using the standard forms, in two paper copies, together with an electronic version.

## **ARTICLE 5 - PAYMENT ARRANGEMENTS**

- 5.1 Pre-financing payment

In accordance with article 16.2 of the General Conditions, the Commission shall make a pre-financing payment of **EUR 319,980.00**, representing **80 %** of the amount specified in article 3.2 hereof.

- 5.2 Payment of the balance

The request for the payment of the balance shall be accompanied by the final narrative and financial implementation reports specified in article 2.4 of the General Conditions. The approval of the final reports will be done in accordance with the procedure established in article 16.4 of the General Conditions.

## **ARTICLE 6 - BANK ACCOUNT**

Payments shall be made to the Organisation's bank account denominated in EURO indicated below:

Name of bank: **ING Belgium**

Address of branch: **24, Avenue Marnix**

Precise denomination of the account holder: **United Nations Development Programme UNDP**

Full account number (including bank codes): **BE80 301-0186139-77**

IBAN account code, (or BIC country code if the IBAN code does not apply): **BE80 301018613977**

## **ARTICLE 7 - CONTACT ADDRESSES**

All communication relating to this agreement shall be in writing, stating the number of the agreement and title of the Action, and it shall be sent to the following addresses:

To the Commission:  
European Commission  
Directorate-General for Humanitarian Aid  
Mr SPITZ, Acting Head of Unit ECHO 1  
B- 1049 Brussels

To the Organisation:

**UNITED NATIONS DEVELOPMENT PROGRAMME, UN - UNDP - BEL**  
**Mr Pierre HARZÉ, Deputy Director UNDP Liaison Office Bxl**  
**14 Rue Montoyer**  
**B- 1000 BRUSSELS**

## **ARTICLE 8 - DATA PROTECTION**

Any personal data included in the agreement will be processed in accordance with the requirements of Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movements of such data. The data will only be processed for the purposes of the performance, management and follow up of the agreement by the European Commission's Directorate-General for Humanitarian Aid without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in conformity with Community law. The data subject may, upon request, obtain the communication of his/hers data and rectify any inaccurate or incomplete personal data. Should the data subject have any queries concerning the processing of his/hers data, he/she shall address them to European Commission's Directorate-General for Humanitarian Aid. As regards the processing of personal data, the data subject has a right of recourse at any time to the European Data Protection Supervisor.

## **ARTICLE 9 - SPECIFIC CONDITIONS APPLYING TO THE ACTION**

9.1 The provisions of the General Conditions concerning Multi-donor Actions shall **not** apply to the present contribution agreement.

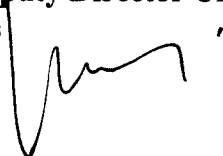
## **SIGNATURES**

Done in two originals in the English language, one for the Commission and one for the Organisation.

For the Organisation

**P. HARZÉ, Deputy Director UNDP Liaison  
Office Brussels**

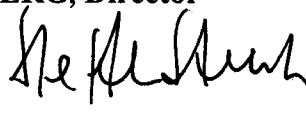
Signature



For the Commission

**S. STENBERG, Director**

Signature



Done at \_\_\_\_\_, on

07.11.2005

Done at Brussels, on

19.07.2005

## **ENCLOSURES**

**Annex I** Description of the Action

**Annex II** Summary of the estimated budget and financial plan of the Action



EUROPEAN COMMISSION  
HUMANITARIAN AID OFFICE (ECHO)

**Contribution Agreement - International Organisations  
ANNEX I**

**SINGLE FORM FOR HUMANITARIAN AID ACTIONS**

**1. General Information**

**1.1. Name of the International Organisation**

United Nations Development Programme (UNDP)

**1.2. FPA number (if applicable)**

**1.3. Purpose of the submission**

1.3.1 Proposal

New proposal  date: 27-05-05

Revised proposal  date: 16-09-05

ECHO reference A/7276 date: 31-05-05

1.3.2 Final report  date dd-mm-yy

**1.4. Contribution agreement number ECHO/DIP/BUD/2005/02003**

**1.5. Implementing rules applicable to this agreement**

Grant, 100% financing

Grant, co-financing

Multi-donor Action

**1.6. Framework of this submission**

Primary emergency decision

Emergency decision

Ad hoc decision

Global plan decision

DIPECHO

Other, please specify

**1.7. Executive summary of the Action**

**(4.1.) Title of the Action**

Fostering Knowledge Transfer and the Replication of Best Practices in Disaster Preparedness & Risk Reduction within the Caribbean.

**(4.2.) Country/ies and region(s) of implementation of the Action**

Cuba, Haiti, Dominican Republic, and selected English speaking countries of the Caribbean.

**(4.3.) Start date of the Action**

The starting date will be 15 October 2005,

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**(4.4.) Duration in months**

15 Months

**(4.5.1.) Total number of direct beneficiaries**

The ultimate beneficiaries of this project will be the populations physically exposed to natural disasters in the region, particularly to floods and tropical cyclones. More specifically, it is estimated that the indirect beneficiaries will be approximately 50% of the populations living in the countries targeted by this proposal, namely Cuba, Haiti, Dominican Republic, and selected English speaking countries of the Caribbean.

Data on populations exposed to disasters in the region is scarce, but it is estimated that in Haiti, the Dominican Republic, Cuba, Jamaica and Trinidad & Tobago alone, the populations physically exposed to floods every year is 7,710,747<sup>1</sup>. In terms of tropical cyclones, for which there is less systematised data, the population physically exposed every year is estimated at 15,327,920 in the Dominican Republic, Haiti and Jamaica<sup>2</sup>.

The direct beneficiaries of the Project will include the populations targeted by DIPECHO partners in the Caribbean region under the V Plan of Action. The direct beneficiaries will also include the populations targeted by the organisations working on disaster preparedness and risk reduction in the Caribbean region which will participate in the proposed activities.

**(4.5.2.) Identify the status and give details of the beneficiaries**

The ultimate beneficiaries of this project will be the populations exposed to natural disasters in the region, roughly 50% of those living in the targeted countries, as they will benefit from stronger collaboration and partnerships among institutions, and the actual transfer and application of preparedness strategies, methodologies, experiences and tools which have proven to be particularly effective in meeting the needs of populations at risk.

In Haiti, the Dominican Republic, Cuba, Jamaica and Trinidad & Tobago alone, the populations physically exposed to floods every year is estimated to be 7,710,747<sup>3</sup>. In terms of tropical cyclones, for which there is less systematised data, the population physically exposed every year is estimated at 15,327,920 in Haiti, Dominican Republic and Jamaica<sup>4</sup>. See table below.

Disaster Risk in Caribbean 1980-2000								
Country	Tropical Cyclones				Floods			
	Average physical exposure per year	Physical exposure in percentage of pop	No of people killed per year	Number of events (average per year)	Average physical exposure per year	Physical exposure in percentage of pop	No of people killed per year	Number of events (average per year)
Dominican Rep	6,889,529	96.30%	19	0.38	1,023,241	14.43%	3	0.29
Cuba					3,482,880	32.53%	5	0.71
Haiti	6,269,306	89.77%	81	0.29	2,399,474	34.71%	12	0.81
Jamaica	2,169,085	92.57%	3	0.24	632,000	26.76%	3	0.24
Trinidad & Tobago					173,152	13.80%	0	0.1
Total / Average	15,327,920	92.88%	35	0.30	7,710,747	24.45%	5	0.43

Source: UNDP 2004 global report, *Reducing Disaster Risk: a Challenge for Development*

<sup>1</sup> Based on data 1980-2000, reported in the UNDP global report, *Reducing Disaster Risk: a Challenge for Development*

<sup>2</sup> *Ibid.*

<sup>3</sup> Based on data 1980-2000, reported in the UNDP 2004 global report, *Reducing Disaster Risk: a Challenge for Development*

<sup>4</sup> *Ibid.*

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2004 in particular was one of the worst years for the Caribbean in terms of natural disasters in decades. That year, three of the top ten natural disasters to cause the highest number of deaths world-wide took place in the Caribbean<sup>5</sup>. This included Hurricane Jeanne in Haiti which caused the death of 2754 people, the floods in May-June which killed 2665 in Haiti and 688 in the Dominican Republic.

The direct beneficiaries of the Project will include the populations targeted by DIPECHO partners in the Caribbean region under the V Plan of Action.

To reach this population, the project will build capacity in institutions whose work has incidence at local levels reinforcing their coping capacity through the exchange of knowledge and of preparedness best practices, including culturally sensitive and appropriate examples and methodologies that can be applied and utilised for reducing risk at the local level. The target agencies will be local national and regional public institutions such as:

- Regional organisations: CDERA, ACS, CMO
- National organisations: National disaster management systems, Inter-institutional teams on risk prevention, Sectoral ministries involved in housing, UNDP Country offices, UN Agencies, National NGOs on disaster risk reduction and local development, as well as local organisations, association of municipalities and decentralised field operations of national systems and highly vulnerable communities.
- International organisations and NGOs implementing DIPECHO proposals, such as: French, Spanish, Dutch Red Cross, IFRC, CONCERN, INTERMON, MPDL, ACSUR, OXFAM. Many of these will be included in and benefit from interchange of knowledge through the regional inventory of risk reduction initiatives, the interactive map of successful experiences and good practices, and in the regional Knowledge Workshops.

#### **(4.7.1.) Action's specific objective**

The present proposal will contribute to reach the overriding objective of the Fifth DIPECHO Action Plan in the Caribbean, which is "...to reduce risk by better preparing the vulnerable populations in the areas most affected by recurrent natural hazards".

In particular, the proposal fits directly into the programme's aim of "fostering appropriate and sustainable preparedness activities that are coordinated with local, national and regional public institutions and can be easily replicated in other parts of the region and beyond..."

The action's specific objective is: To facilitate the availability and replication of best practices and foster knowledge transfer in disaster preparedness and risk reduction initiatives within the Caribbean, as well as effective exchange and partnership among DIPECHO partners and institutions within the region.

#### **(4.7.2.) Indicators and sources of verification**

- a) Four successful meetings among DIPECHO partners;
- b) The number of institutions directly participating in the virtual forum: French, Spanish, Dutch Red Cross, IFRC, CONCERN, INTERMON, MPDL, ACSUR, OXFAM (9 organizations).

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<sup>5</sup> Based on 2004 statistics from the CRED-OFDA EM-DAT Emergencies Disaster Database

- c) The number of organisations participating in the inventory of successful experiences, at least 30; and the number of good practices mapped, at least 8;
- d) Number of organisations participating in the 2 knowledge workshops, a minimum of 20, as well as at least 3 letters of intent and collaboration agreements reached as a result of each of them.

Sources of information will include the minutes of meetings; follow up reports of the actions plans resulting in the meetings, the regular UNDP reports, and the successful completion of the actual products.

**(4.8.1.) Expected result 1**

**Enhanced knowledge and information exchange among DIPECHO partners in the Caribbean.**

UNDP will assist this process in two ways:

1) By organising and facilitating regular meetings, at least four, among DIPECHO partners in the region under the V Action Plan to facilitate exchange, collaboration and coherence. A first workshop with DIPECHO partners will be organised early during the implementation phase to identify common needs and interests and establish a common platform for future actions to enhance knowledge and information exchange. The workshop will also serve to discuss in greater depth the design of outputs included in this proposal.

Before coordination meetings, a draft agenda will be distributed well in advance among the participants. Each meeting will conclude with the preparation of an "action plan" to be developed for the next coordination meeting. UNDP will be responsible for logistic coordination of the meetings as well as the follow up of the activities agreed.

2) By developing a virtual forum or website for DIPECHO partners in the Caribbean to promote the sharing of information, lessons, practices, tools and announcements. Based on initial discussions and agreements between DIPECHO, UNDP and relevant stakeholders, the virtual forum is to be linked or form part of already existing websites to ensure coherence and sustainability, such as the CRMI website that will have linkages with the DIPECHO website and the BCPR/DRU website.

In the first coordination meeting, the virtual forum idea will be presented to the group to see if it is accepted and the actual specification for its development. If the group agrees on a different coordination mechanism or tool, resources will be reprogrammed accordingly.

The potential for making this virtual forum wider in scope and in partnerships will also be explored and agreed upon during the design phase in order to maximise its effectiveness and success. DIPECHO partners will also participate actively in the following two results relating to the interactive map of lessons and good practices and the Knowledge Workshops.

**(4.8.2.) Expected result 2**

**Enhanced knowledge through the development and dissemination of an Interactive Map of Successful Experiences and Good Practices in the Caribbean.**



**What it is:** the map will involve the process of identifying and documenting successful experiences and good practices in risk reduction and disaster preparedness in the region, following DIPECHO sectors.

**Objective:** the primary objective is to offer *practitioners* knowledge of and access to a range of good practices in preparedness and risk reduction (focused in two DIPECHO sectors), the methodologies and tools used in the successful experiences in the region, with the ultimate aim of fostering their adoption and replication.

**Priority Countries:** the countries to be prioritised by this initiative include Haiti, Dominican Republic, Jamaica, Cuba, Granada and Trinidad and Tobago. These are the same countries to be prioritised by the knowledge Workshops (result no 3 below).

**Methodology:** the map will begin by identifying successful experiences and good practices based on research, a literature review, country visits, contacts and interviews with key organisations working in the target countries (donors, governments, UN agencies, regional bodies, among others). This will serve as a first step for taking stock of experiences in the region. A research team will be recruited to undertake this review. The practices identified will be placed in an inventory with a brief description and key data on each experience. The actual good practices selected for systematisation will be extracted from the above inventory, and will be done jointly by UNDP/BCPR and ECHO (focused in two DIPECHO sectors) with input from the research team. The good practices selected will fall under DIPECHO sectors of intervention, including education, capacity-building, early warning, mitigation works, among others.

**Criteria for Selection of Good Practices to Systematize:** Fundamentally, the good practices selected will meet the following main criteria: demonstrated success, verifiable results, be sustainable, and have a high potential for knowledge transfer. The criteria will be further defined by UNDP and ECHO during the planning phase. Further details on the criteria are explained below in section 4.5.4

#### **Mainstreaming**

Special attention will be met for VIH AIDS, Gender and Children mainstreaming. At least 2 out of the 8 experiences mapped should include good practices related to mainstreaming.

On the other hand experiences which successfully incorporated Disaster Risk Reduction into development agenda will be studied.

**Products:** This component will have 4 main products, all of which will be published and disseminated, as well as be made available through relevant websites in the region to boost knowledge exchange. It will include details on each experience, the methodologies and tools used.

- Inventory of selected experiences in risk reduction and disaster preparedness.
- Case studies documenting in greater depth the selected good practices.
- An interactive CD ROM and website with the selected case studies.
- One video of good practices.

This systematisation of good practices will directly feed into the selection of successful experiences to be presented in the knowledge workshops.

Whenever it is possible, UNDP will manage to incorporate, link, coordinate and take advantage of any other initiative that in this sense is already being implemented in the region.

### **Knowledge Transfer Workshops**

2 Knowledge Workshops (1 for English Caribbean and 1 for Hispaniola and Cuba) will serve as a region-wide forum for showcasing selected good practices in risk reduction and disaster preparedness in the Caribbean.

The primary objective of the knowledge workshops is to boost knowledge exchange in disaster preparedness and risk reduction within the Caribbean, and to foster the replication of good practices through the establishment of new partnerships and collaboration agreements under the auspices of UNDP and ECHO.

The systematisation of good practices will directly feed into the selection of successful experiences to be presented in the workshops. Hence, the good practices selected for the workshops will follow the same priority sectors of intervention mentioned above. The actual selection will be made jointly by UNDP and ECHO, following the results of the map of successful experiences. Specific suppliers will also be invited to showcase potential cost-effective technologies.

The workshops will invite participants from government institutions, national and international non-governmental organisations, civil society groups, private sector firms, donors, United Nations agencies, among others. It will target primarily a combination of practitioners and decision-makers within these organisations, that is, those who are more directly engaged in the adoption and implementation of initiatives in risk reduction and disaster preparedness.

The workshop will implement an innovative methodology, different from the more traditional conferences, to more effectively promote the direct interaction between knowledge users and suppliers. This kind of event methodology has been successfully implemented by UNDP in other areas like local governance and environment.

Overall, the methodology of the workshops will facilitate knowledge transfer in a practical manner from the knowledge suppliers (key actors from best practices) to the buyers or users (actors that are looking for horizontal technical assistance). In this sense, the methodology "packages the supply" and "focuses the demand".

- (11.1.) Total budget of the Action: EUR 514,975**
- (11.2.) Contribution requested from EC: EUR 399,975**
- (11.5.) Eligibility date of expenditure: 15 October 2005**



EUROPEAN COMMISSION  
 DIRECTORATE-GENERAL FOR HUMANITARIAN AID – ECHO  
 FRAMEWORK PARTNERSHIP AGREEMENT

Name of humanitarian organisation : UNITED NATIONS DEVELOPMENT PROGRAMME  
 Title of operation : Fostering knowledge transfer and the replication of best practices in disaster preparedness and risk reduction within the Caribbean  
 contribution agreement number : ECHO/DIP/BUD/2005/02003 – ANNEX II  
 Initial budget Date : 16/09/2005

## BUDGET SUMMARY

A. ELIGIBLE EXPENDITURE		B. FINANCIAL PLAN	
01.01. Food Security	0.00	* Total eligible costs:	514,975.00 €
01.02. Water and Sanitation	0.00	* Maximum EC Contribution :	
01.03. Health	0.00	Percentage of total Eligible costs	77.67 %
01.04. Nutrition	0.00	Corresponding Amount	399,975.00 €
01.05. Shelter	0.00		
01.06. Non food items	0.00	* Contribution organisation :	115,000.00 €
01.07. Rehabilitation/continuum	0.00		
01.08. Disaster preparedness and prevention	0.00	* Other donors contribution	0.00 €
01.09. Special mandates	352,750.00		
01.10. Specific actions	0.00		
01.11. De-mining and awareness	0.00		
01.12. International Transport	0.00		
01.13. Personnel	0.00		
02.01. Personnel	99,725.00		
02.02. Local logistic costs	15,850.00		
02.03. Durable equipment	5,750.00		
02.04. Security	0.00		
02.05. Feasibility and need assessment studies	0.00		
02.06. Specialised services	8,000.00		
02.07. Insurance costs	0.00		
02.08. Visibility and communication program	3,700.00		
02.09. Others to be specified in the proposal	2,000.00		

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