

PROJECT DOCUMENT



Empowered lives.
Resilient nations.

Project Title: South East Europe Urban Resilience Building Action Network
(SEE URBAN)

Project Number: 100674

Implementing Partner: UNDP Istanbul Regional Hub, RBEC

Start Date: 01.01.2017

End Date: 31.12.2018

PAC Meeting date: 15.12.2017

Brief Description

Severe floods (2014-2015) that struck South East European (SEE) countries have once again confirmed that disasters do not know of any borders and that disasters are often “shared”. However, even though that similar disaster risks are present in all the project partner countries and territories¹ and that there are some institutional similarities their respective Disaster Risk Management (DRM) policies are all somewhat different. The experience learned from the last regional flooding goes to show that connectivity/cooperation weaknesses were twofold: first one concerning institutionalization of municipality level cooperation of DRR stakeholders (urban level of cities/municipalities/counties) and the second one concerning their operative interconnectivity at regional/cross-border level i.e. replication modality of best practice examples and regional know-how sharing at the level of municipality DRR specifically in the area of local DRR prevention initiatives.

A year after the flooding, this problem of more formalized/institutionalized DRR cooperation model between relevant DRR stakeholders both nationally (at the urban level) and cross-border within SEE countries still remain unresolved. Furthermore, bearing in mind that the DRR system of the participating countries is based upon the bottom-up approach calls for a well-coordinated approach at the local level so that in the case when the emergency exceeds local capacities of state level Civil Protection agencies are engaged and subsequently civil protection mechanism triggered. Moreover, civil protection system is getting more decentralized in the SEE countries meaning that municipalities are increasingly becoming the first responders, therefore the peer-to-peer experience exchange and support is increasingly critical. This project will also support further decentralization of the governance mechanisms and make them more transparent and accessible at local level. Additionally, as institutional interventions are always inevitably calling for improving/strengthening capacity building and awareness raising this segment will also be taken into consideration and adequately addressed.

Contributing Outcome (RPD 2014-2017): 3. Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change (*SP Outcome 5*)

Indicative Output(s): Output 2: Effective institutional, legislative and policy framework in place to enhance the implementation of inclusive disaster and climate risk management measures at national and sub-levels.

Total resources required:	576,990 Euro (USD 612,516) ²	
Total resources allocated:	UNDP regional core:	56,520 Euro (USD 60,000)
	ECHO:	429,661 Euro (USD 456,116)
	Parallel funding from COs:	90,809 (USD 96,400)
Unfunded:	n/a	

Agreed by:

UNDP
Rastislav Vrbensky, Istanbul Regional Hub Manager
Date: 21 December 2016

¹ Albania, Bosnia and Herzegovina, Croatia, fYR of Macedonia, Montenegro, Serbia and Kosovo *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

² UN Exchange rate (December 2016- 0.942 Euro/1 USD).

I. DEVELOPMENT CHALLENGE

Severe floods (2014-2015) that struck South East European (SEE) countries have once again confirmed that disasters do not know of any borders and that disasters are often "shared". This extreme catastrophe has taken 37 lives and forced tens of thousands of people to flee their homes. More than 100.000 homes, 230 schools, businesses, roads and railways were washed away by flooding³. Tens of thousands of people were evacuated including entire towns once again inevitably proving that highest impact of natural catastrophes is the one occurring in the urban area⁴.

However, even though that similar disaster risks are present in all the project partner countries and territories and that there are some institutional similarities bearing in mind the inheritance from the DRR system of former Yugoslavia their respective Disaster Risk Management (DRM) policies are all somewhat different.⁵ The experience learned from the last regional flooding goes to show that connectivity/cooperation weaknesses were twofold: first one concerning institutionalization of municipality level cooperation of DRR stakeholders (urban level of cities/municipalities/counties) and the second one concerning their operative interconnectivity at regional/cross-border level i.e. replication modality of best practice examples and regional know-how sharing at the level of municipality DRR specifically in the area of local DRR prevention initiatives.

In the context of connectivity between state level DRR agencies and national DRR Platforms at the state and institutional level cooperation between SEE countries is satisfactory and was proved efficient through joint approach and actions conducted during recent flooding. However, the problem of more formalized/institutionalized DRR cooperation model between relevant DRR stakeholders both nationally (at the urban level of cities/municipalities/counties) and cross-border within SEE countries still remain unresolved.

And finally, bearing in mind that the DRR system of the countries participating this project is based upon the bottom-up approach (meaning that the first responders to the accident/emergency/catastrophe are in fact local level authorities with their civil protection teams) calls for a well-coordinated approach at the local level so that in the case when the emergency exceeds local capacities state level Civil Protection agencies are engaged and subsequently civil protection mechanism triggered. Moreover, civil protection system is getting more decentralized in the SEE URBAN project countries meaning that municipalities are increasingly becoming the first responders, therefore the peer-to-peer experience exchange and support is increasingly critical. This project will also support further decentralization of the governance mechanisms and make them more transparent and accessible at local level. Additionally, as institutional interventions are always inevitably calling for improving/strengthening capacity building and awareness raising this segment also needs to be taken into consideration and adequately addressed.

³ Official info from Croatian Ministry of Foreign and European Affairs' Nota Verbale dated 12 June 2014

⁴ Relevant analysis of current situation and recommendations in DRR in Western Balkans derived from UNDP Sub-Regional Human Development Report 2016
http://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/library/nhdr/human-development-report-2016-risk-proofing-the-western-balkan/

⁵ As per respective national Needs Assessments conducted as part of EU financed project „Building Capacity in Disaster Risk Reduction through Regional Cooperation“

II. STRATEGY

The overall project objective will aim to prevent the effects of urban disasters, to protect people, the environment and property by sharing and adapting best municipal level DRR connectivity model of institutionalized and capacity building cooperation at local and regional level that will feed into the work of state level Civil Protection agencies thus promoting a common understanding of urban cross-border disaster risks and raising DRR public awareness. By that the project will contribute to the implementation of RPD outcome 3 implementation.

Corresponding with the Output 1, this project will specifically aim at formalizing local level cooperation in urban DRR⁶ (both at city/municipality/county/entity⁷ and cross-border/regional level) by replicating and adapting a Croatian connectivity model of local DRR stakeholders for each project country/territory respectively⁸ subsequently forming a network of urban local level DRR stakeholders (South East Europe Urban Resilience Building Action Network – SEE URBAN) thus by setting up preconditions for additional replication capacity in other EU member states and countries aiming to become a part of Civil Protection Mechanism⁹. In order to get the interest from participating and future SEE URBAN members this project will also develop SEE URBAN electronic DRR library that will contain all relevant DRR documents and also enhance electronic communication between partners. In order to support sustainability once the project ends SEE URBAN DRR e-library will also be linked with the existing mechanism of Disaster Prevention and Preparedness Initiative in Southeast Europe (DPPI SEE).

Secondly, in line with the respective state level Outputs 2-7 within each of countries/territories participating SEE URBAN project, through the implementation of capacity building workshops and online access to urban related DRR information¹⁰ project will also strengthen local level DRR practitioners' knowledge on urban risks within various DRR areas and raise their understanding of the significance of disaster risk prevention and reduction to sustainable development, poverty reduction and economic growth and it will also develop approaches and skills to mainstream and integrate these urban risk concerns into development.

In the end, project will also aim at increasing public awareness of the final beneficiaries, namely citizens of urban areas by the use of modern tools/ways of communication in order to increase general public knowledge on urban disaster risk prevention and mitigation. SEE URBAN Public Awareness Campaign will be build upon previous experiences of UNISDR – resilient cities campaign <http://www.unisdr.org/campaign/resilientcities/> and UNDP experience in the area of ICT for disasters and its availability on social media <https://www.facebook.com/UNDPinEuropeandCIS>

As a result of implemented SEE URBAN activities, 7 countries/territories in the area of SEE are to benefit with having specific DRR measures implemented through multi-stakeholder coordination mechanisms organized at both local and state level. Furthermore, this newly introduced DRR policy framework is to strengthen future implementation of disaster and climate risk management measures which is to have positive effect not only at the DRR practitioner level but will also communicate DRR prevention and preparedness messages to the overall population in SEE. All of this will eventually be very much supportive for the SEE countries/territories to be able to lower the risk of natural disasters.

⁶ Following a concept of One UN, UNDP intends to partner up with United Nations Office for Disaster Risk Reduction (UNISDR) and draw up on their experience surrounding the work on „Making cities resilient to disasters“ <http://www.unisdr.org/campaign/resilientcities/>

⁷ Pending on the model that will be used in respective countries/territory

⁸ And also drawing up from the experience of CDSER and participatory targetting already selected partners for future replication/adaptation in Bosnia and Herzegovina namely AMC and ALA

⁹ Representatives of National Civil Protection agencies from Slovenia, Hungary, Georgia and Moldova will also be invited to take part of this project

¹⁰ Building upon to what has been done as part of see, KMS project implemented by the UN Office for Disaster Risk Reduction (UNISDR) and hosted by DPPI SEE <http://seekms.dppei.info/>

European dimension

UNDP, being the UN's global development network, is an organization advocating for change and connecting countries to knowledge, experience and resources that help people build a better life.¹¹ Therefore, the global/international impact UNDP has established over the years was also successfully replicated in the European Union too through a series of regional DRR projects.¹²

What also makes SEE URBAN project somewhat extraordinary is this connection of UNDP who has supported the establishment of the local level urban DRR networking model in Croatia (CCCP) resulting in the idea to expend this networking model via the UNDP Country Office presence and cooperation with local level DRR stakeholders in all of the project countries/territories. Replication/adaptation of a/m pre-tested DRR networking model (originating from Croatia as EU member state) into the 7 countries/territories¹³ currently in a position of being both negotiating and non-negotiating country is clearly enabling them as future EU member states to grasp on what has been recognized as good model of local level EU DRR networking.

And finally, as the work of local level urban DRR networking is also to feed into the state level DRR Platforms that are currently functional in many European / EU countries¹⁴ the potentials of replication of the model of local level urban DRR networking (Croatian counties/cities DRR Platform) and best practices learned from CDSE model would be subsequently of benefits throughout the European Union and European Neighbourhood Policies and IPA II beneficiaries countries¹⁵ for replication/adaptation purposes.

Due to all of the above mentioned, it is intended that SEE Urban project implements a "three-layer approach" in such way that the "know-how" sharing will be ensured by conference participation of a) EU member countries (Hungary, Slovenia, Sweden, Denmark)¹⁶; b) PPRD and DPPI countries (Georgia, Moldova, Armenia)¹⁷; and c) central Asia countries (Kyrgyzstan and Tajikistan) as observers.

Risks and Assumptions

The main risks as well as relevant mitigation measures are described below. The staff will ensure that the risks noted above will not hinder the effective implementation of the project by ensuring the involvement of all relevant stakeholders:

- **Political destabilization**, which might lead to change of Govt. priorities- regularly monitor the political situation, and alert the Project Board on time of any potential impact, and discuss specific mitigation actions;
- **Natural Disasters of medium to large scale** - ensure nat. counterpart participation in UN DMT's disaster preparedness and contingency planning exercises;
- **Lack of commitment and coordination at the senior political level** - continued advocacy for the importance of effective, efficient and sustainable DRR system; Ensure regular participation of stakeholders in coordination forums
- **Lack of additional financial resources to address bigger project scope if deemed necessary** - resource mobilization strategy and policy; Regular donor liaison and coordination, including through the donor thematic group on DRR.

¹¹ In that sense UNDP has recognized the importance of DRR within development efforts as only with good urban planning, build-back-better policies and most importantly mainstreaming of DRR into overall national and local level structure one could achieve and implement successful development process.

¹² „Building Capacity in Disaster Risk Reduction through Regional Cooperation and Collaboration in SEE“, „Building Resilience to Disasters in Western Balkans and Turkey“ and “Increasing Urban Resilience by use of ICT for mainstreaming disaster and climate risk reduction in Armenia, FYR of Macedonia and Moldova”

¹³ (EU enlargement countries and particularly Bosnia and Herzegovina which will be represented within project with two association representing two BIH entities)

¹⁴ <http://www.unisdr.org/we/inform/publications/19617>

¹⁵ Slovenia, Hungary, Georgia, Moldova

¹⁶ Through participation of their respective Disaster Management Agencies (MSB, DEMA, etc) and/or through participation of respective local authorities

¹⁷ Who are also recognized as European Neighbourhood policy countries

In terms of risk pertaining to the political destabilization it is important to note that all the countries which are part of SEE URBAN project are actually transition countries. In that concern, they still have fragile economies which is then reflected in potential political turmoil that could disrupt the project implementation. SEE URBAN project foresees involvement of both state and local level government representatives meaning that political uncertainty may influence project implementation as in such cases politics could potentially overwhelm all the other state level developing aspects including project implementation. UNDP project management team, through its presence in all the project countries, will make sure to closely monitor any such disruptive possibilities, maintain close contacts with all the respective state and local level authorities and most importantly make sure that all the targeted project participants are first and foremost civil protection experts without a burden of political affiliation.

However, this does not mean that politics should be excluded from this particular project since the senior political level also have to fully grasp the importance of these specific project goals if this project is to be recognized as national ownership. Therefore, UNDP plans to ensure continuous advocacy so that the commitment and synchronization between disaster risk reduction practitioners as project participants and politicians as disaster risk reduction stakeholders is continuous. In that concern, SEE URBAN project also anticipates regular participation of political stakeholders at coordination forums and training workshops thus by contributing to the national DRR policy dialogue hence mitigating the risk of politics influencing project's successful implementation.

When it comes to natural disasters impeding timely project completion, it has to be noted that this occurrence is not unusual and it has happened before throughout long-lasting UNDP's experience in DRR project implementation. South East Europe is undeniably disaster prone area so in connection with economic fragility partially resulting with imperfect state level and/or local civil protection systems it usually happens that the disaster impacts overwhelm the entire state and/or local level coping capacities. Being aware of this problem UNDP has made sure to organize and implement respective state level preparedness and contingency planning exercises empowering state level coping capacities. Besides that, UNDP is ready to react swiftly and ensure additional staffing thus by at the same time supporting respective country response to disaster and guaranteeing that all the milestones of projects currently being implemented are still respected.

This being said, UNDP is also able to assemble rapid resource mobilization and adequately deal with any circumstance such as e.g. disaster obstructing project implementation and therefore potentially raising project costs thus by causing lack of financial resources. Any kind of financial uncertainty can therefore be addressed at strategic and policy level through regular and systematically organized donor liaison and coordination.

III. RESULTS AND PARTNERSHIPS

Expected Results

In the short run, SEE URBAN project is to institutionalize cooperation/connectivity modality between local level DRR stakeholders at city/municipal/county/entity level that will also feed into the comprehensive state level civil protection systems and subsequently into the EU Civil Protection Mechanism. In doing so project is to replicate/adapt the good practise used in Croatia¹⁸ where in April 2013, following the initiative of ten Croatian Counties and five Croatian cities DRR representatives Croatia has established Counties/Cities DRR Platform (CCCP). From the very beginning United Nations Development Programme (UNDP) supported this innovative model of municipal level DRR Platform as it will also feed into the National¹⁹ DRR Platform²⁰ with relevant project experience and activities on Disaster risk prevention and reduction but also set an excellent precondition for future regional cooperation. Project will also consider good coordination practice between the cities in FYR of Macedonia by adapting some of the Centre for Development of the South-East Region (CDSER)²¹ networking modality. In that sense, SEE URBAN aims to establish similar cooperation modality first and foremost in Bosnia and Herzegovina through the direct involvement of primary beneficiaries namely Association of Municipalities and Cities in FBiH (AMC)²² and Association of Local Authorities (ALA)²³ but also within all the respective project countries/territories²⁴ that will impact their interconnectivity, coordination and enhancement of joint work in order to result in mutual cooperation, easier ideas flow, joint projects, activities and practice sharing within the implemented activities in disaster risk management.

In addition to this, **in the medium run, organization of series of DRR workshops on urban risks will impact the capacity building of local level DRR practitioners which will result in better understanding of urban DRR and subsequent mainstreaming in local level policies.**²⁵ Furthermore, accessibility to professional contents, strategies, directions, international and national sources connected to the disaster risk prevention is to be improved through the establishment of an online SEE URBAN DRR e-library for their future cross-referencing.²⁶ This will also improve direct communication/cooperation through the implementation of well-structured, client oriented DRR database and most importantly contribute to a larger issue of access to specific DRR information which contributes to developing state level capacities. Moreover, proposed DRR e-library will be organized in the form of open websites thus making the DRR topics more transparent and accessible to citizens too.

And finally, **in the long run, this project will lead to setting up preconditions for establishing of a regional network/cooperation in urban DRR between all the established respective states' local level DRR cooperation modalities.** This will result in improved regional sharing of know-how of specific knowledge/expertise in urban DRR and following the wide presentation of this model during regional conferences (beyond the borders of SEE region) the applied model of local level

¹⁸ More on this current practice used in Croatia at: <http://platforma-hzg.hr/en/>

¹⁹ State and entity platforms for BiH

²⁰ National Platforms for DRR are nationally owned and led multi-stakeholder forum or committee working on disaster risk reduction (supported by the United Nations Office for Disaster Risk Reduction – UNISDR)

²¹ <http://www.rdc.mk/southeastregion/index.php/en/>

²² <http://www.sogfbih.ba/>

²³ <http://www.alvors.com/v1/index.php?lang=en>

²⁴ Albania, Bosnia and Herzegovina, Croatia, FYR of Macedonia, Montenegro, Serbia and Kosovo *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

²⁵ Particularly focusing on CDSER activities as a succesful networking model that already exists but however lacks capacity building in terms of Disaster Risk Reduciton issues which is exactly what could be strengthened through cooperationi with the CCCP

²⁶ Also containing produced material as part of previously implemented regional DRR project the likes of: „Building Capacity in Disaster Risk Reduction through Regional Cooperation and Collaboration in SEE“, „Building Resilience to Disasters in Western Balkans and Turkey“

DRR connectivity/cooperation would be easily replicable within other EU member states and countries aiming to become part of EU Civil Protection Mechanism.

Resources Required to Achieve the Expected Results

UNDP's Istanbul Regional Hub (IRH) in Turkey, as an advisory hub for the Europe and CIS region is tasked with the responsibility to provide policy and programmatic support to UNDP's development activities in the region²⁷. Therefore, IRH Disaster Risk Reduction team for Europe and CIS is best placed to be SEE URBAN project coordinators ensuring project is well coordinated regionally and that its regional dimension will add a significant value of knowledge and expertise sharing between the countries.

In order to ensure state level implementation, under the guidance and direct supervision of the IRH DRR team respective UNDP Country Offices (COs) in the project countries/territories will be in charge of implementing tasks and actions within their countries/territories. UNDP COs²⁸ and their respective management and DRR experts are present in all the countries/territories implementing SEE URBAN project.

Partnerships

UNDP project office in Croatia has been supportive and has been participating in the development of the innovative model of municipal level cooperation/connectivity that eventually grew to become a network of local level DRR practitioners in Croatia²⁹. UNDP CO in FYR of Macedonia has also established noteworthy cooperation with CDSEER and so far has been supportive of their work³⁰. In that sense, project wise, CCCP and CDSEER are to partner up with UNDP and within their roles as project beneficiaries present their working model regionally. UNDP in Bosnia and Herzegovina has also supported the work of BiH respective associations (AMC and ALA) who will, as primary beneficiary adapt/replicate models used in Croatia and FYR of Macedonia. And finally, UNDP CO in Serbia has also supported the establishment of the cooperation of municipalities in West Morava River Basin.³¹ At present the draft Protocol on Cooperation of Local Self-Governments in West Morava Basin is being adopted by the respective 14 LSGs and the official signing is expected in Q1 2017.

Besides that, all the other respective UNDP COs have also been consulting with potential cities/municipalities/counties in their countries/territories discovering their positive interest in participating the project. Preliminary discussions were also held with the academia community namely Central European University in Hungary and the University of Applied Sciences Velika Gorica, Department for Crisis Management in Croatia in order to ensure academic approach related to urban DRR issues.

Project results

At the regional SEE level, it is expected that the Project will enable regional coordination between all respective, newly developed local level DRR action networks. As a precondition for successful regional coordination institutional development of relevant participating city/municipalities/counties with focus on urban DRR will be enhanced throughout all 7 respective countries/territories in which SEE URBAN project will be implemented.

²⁷ Throughout UNDP's focus areas, it works towards increasing the impact of UNDP's activities in the region by assisting UNDP Country Offices in development of country-level initiatives through advisory services and technical support and by implementing regional-level projects in partnership with a wide range of partners supported to a global network of expertise

²⁸ UNDP COs work to reduce the disaster risks and promote early recovery after crisis have occurred. Methodologically, UNDP works through its country offices to support local government in needs assessment, capacity development, coordinated planning, and policy and standard setting. In that sense, UNDP aims at linking at coordination national and regional efforts to find solutions to global and national development challenges.

²⁹ Croatian cities/counties DRR Platform"

³⁰ Both networks (CCCP and CDSEER) are currently well organized, financially stable and well able to provide expertise within the replication/adaptation process as part of regional sharing of best practices

³¹ On 8 November 2016, the 14 local self-governments in the West Morava Basin have signed an intention to establish a Protocol on Cooperation of Local Self-Governments in West Morava Basin on Disaster Risk Reduction, in line with the Sendai Framework for DRR.

Stakeholder Engagement

SEE URBAN project targets primarily Disaster Management Authorities at the local level namely DRR practitioners as representatives of cities, municipalities and counties who are a part and/or will be a part of local level DRR cooperation modality at each country/territory³² respectively (similar to the cooperation modality presented by the model of Croatian counties/cities DRR platform and Centre for Development of the South-East Region in FYR of Macedonia). Still, in order to be successfully implemented in the format of community based initiative at the local level other public administration bodies and NGOs are to be included in capacity building exercises as well.

Therefore, two Bosnia and Herzegovina associations will be directly involved in project implementation as primary beneficiaries (these are Association of Municipalities and Cities of FBiH and Association of Local Authorities of RS) whilst at the same time UNDP Country Offices in other SEE countries will be supporting the development and/or inclusion of similar associations in the SEE URBAN project as well.

However, as the work of "local level DRR platforms" is to feed into national DRR platforms all the representatives of **state level Civil Protection agencies** in SEE, **government officials and experts from ministries and agencies dealing with disaster risk reduction** are to be included in the process of best practise sharing.

And finally, SEE URBAN project institutionalization and capacity building alongside public awareness campaigning on urban DRR risks will be also beneficial for **citizens, enterprises, businesses, organizations, research institutions** and all other socio-economic sectors vulnerable to disasters caused by the impact of natural and manmade hazards.

SEE URBAN project will first and foremost target Bosnia and Herzegovina as primary beneficiaries since due its geographical position this country is currently IPA II country which is completely surrounded by UCPM countries (respectively Croatia, Montenegro and Serbia). Bearing in mind the administrative jurisdiction of both civil protection and local authorities in Bosnia and Herzegovina SEE URBAN is to have two project partners representing two BIH entities namely Association of Municipalities and Cities of FBiH – AMC and Association of Local Authorities of RS-ALA. Those two primary beneficiaries will be in charge of (supported by the CO) stimulating their members to actively participate the SEE URBAN and subsequently adopt and implement best practice examples in DRR urban networking from Croatia and FYR of Macedonia (represented by Croatian County Cities Platform-CCCP for DRR and FYR of Macedonia Centre for Development of the South-East Region-CDSER).

Additionally, AMC and ALA representatives will also support CCCP and CDSEr with best practice sharing within all the other SEE countries participating SEE URBAN project. This will in fact mean that once SEE URBAN project is introduced in Albania and Kosovo* too that the entire area of South-Eastern Europe starting with Croatia (as EU member country) all throughout Serbia, Montenegro and FYR of Macedonia (as UCPM countries) and with final inclusion of IPA II countries/territories (Bosnia and Herzegovina, Albania and Kosovo*) will be using same standardized DRR urban networking model that will inevitably improve both their local level and regional cooperation.

Knowledge

All the relevant EU, UN and state level urban risks related DRR information, documents, strategies, action plans, activities, campaigns etc. will be collected as part of SEE URBAN project and uploaded on the multi-language online DRR website that will be regularly updated with other professional contents, strategies and directions connected to urban DRR. This interactive database will also have GIS support in order to provide client friendly tool for easier access to uploaded documents, forum for exchange of opinions and internal communication modality. GIS

³² Albania, Bosnia and Herzegovina, Croatia, FYR of Macedonia, Montenegro, Serbia and Kosovo* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

supported e-library database will contain borders of administrative areas³³ (counties, kantons, municipalities etc.) and also include most relevant cities presented in GIS format. Each spatial area (in accordance with administrative borderlines for either a municipality, county, entity, kanton or a city) will contain relevant local level DRR regulations, instructions and documents. Database will consist of two layers – top one which will present country borders and their respective state level laws and regulation on DRR (including risk assessments, guidelines, various DRR documents) and the community based level which will contain local level (municipal/county/city/entity) DRR documents. It will support INSPIRE direction in terms of “administrative units” area and promote an added value by attaching respective DRR laws and regulations which will be easily assessable and easily comprehensible for all DRR practitioners. This centralized GIS supported e-location will present a useful tool for all the professional DRR users, it will become an online DRR knowledge hub and subsequently improve cooperation and communication between all relevant DRR stakeholders. The usefulness of GIS supported DRR e-library is meant to be appealing to the other local level authorities and subsequently lead to the fact that in the future they would also be interested in joining SEE URBAN network.

Dissemination

At the global/international level, UNDP being globally present and active in the field of DRR aims to share this model of local level urban DRR networking outside of the boundaries of project countries/territories partnering in this project. UNDP Regional Hub is primarily interested in expanding this model of cooperation into Eastern Neighborhood countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine by using the same implementation modality as there is UNDP Country Office presence secured in each of those countries respectively.

Moreover, the participation of representatives from Sweden, Denmark, Hungary and Slovenia will ensure that not only would they respectively share their best practices but would also be in the position to replicate and adapt some of SEE URBAN applicable networking modalities.

Involvement of academic community into the project implementation process will ensure proper exchange of know-how shared within the academia circle. It is for this purpose that Central European University³⁴ from Hungary will be included in the project, as it is considered as graduate-level “crossroads” university where faculty and students from more than 100 countries come to engage in interdisciplinary education, pursue advanced scholarship, and address some of society’s most vexing problems. Worth noting is that UNDP has teamed up with CEU in preparing a course aimed at bridging the gap between decision- and policy-makers and ICTs in the realm of disaster management and risk recovery³⁵.

And finally, it is important to state that due to the above mentioned this best practice EU funding is easily replicable and can be institutionalized even outside the region (as mentioned representatives of Kyrgyzstan and Tajikistan will be invited to participate as observers too) therefore the results of this project will be used for attracting additional attention of other partners and donors.

Gender

Considering the gender inequalities in the DRR sector in particular in DRR response networks of local and municipal / urban institutions, efforts will be made to ensure that gender balance is included and promoted in all projects’ planned activities and to ensure women’s involvement as appropriate. In particular, the project will ensure the active participation of women’s experts in knowledge sharing, networking and capacity-building activities.

The project will also strive to strengthen women’s skills in urban disaster and climate risk management. In addition, the project will involve women’s organization and women led community groups and provide them with opportunities to get involved in design and

³³ In that sense GIS supported DRR e-library will be in line with administrative category of INSPIRE

³⁴ <http://www.ceu.edu/>

³⁵ http://www.summer.ceu.hu/bridging_innovations-2015

implementation of urban DRR and climate risk assessment strategies. Finally, delivered knowledge products will highlight gender-specific urban risks.

Sustainability and Scaling Up

Croatian counties/cities model of urban DRR networking is a project that has been demand and not donor driven. Following the mutual problems, they were facing at the local level Croatian counties and cities (supported by UNDP) have decided to formalize/institutionalize their cooperation and mutual support. However, facing with the same problem of future sustainability of this networking model Croatian counties/cities DRR Platform entails that all the cities/municipalities/counties forming a "national model of cooperation at local level" are financially participating and supporting the work of their respective association (i.e. established networking model will be self-funded which also adds to the sense of a project becoming a national ownership). This will subsequently ensure that specific activities still in need of maintenance after the project completion would be implemented by the use of their own state level human and material resources.³⁶

Furthermore, as local level government (cities/municipalities/counties) are actually the ones with financial means to support the work of such networking model, this institutionalized networking model will also have impact in mainstreaming DRR into other segments of local level authorities work thus raising the awareness on the importance of DRR in local level development planning and subsequently securing financial contribution necessary for DRR activities not only in response but also in prevention and preparedness. Participation of CDSE in various EU IPA funding projects has established their competitiveness and therefore made them represent a financially stable networking model.

The fact that SEE URBAN project will increase the educational level of local authorities involved in DRR activities along with the fact that their coordination/communication will be improved through the SEE URBAN e-DRR library will inevitably raise their interest for continuous cooperation thus by securing sustainability and also raising interest by the other countries to either join SEE URBAN networking modality or create their own model by replicating/adapting SEE URBAN model to their needs. Moreover, SEE URBAN will build up on other DRR related EC funded initiatives in the region (the likes of PPRD) and also benefit from the fact that UNDP is a custodian of UN system at the country level and in many instances also a coordinator for donor forums (having in mind the UN RC dimension).

UNDP Country Offices will remain present on the field and continue supporting local level DRR networking on urban risks even after the project is completed. This will be ensured since by UNDP Strategic goals 2014-2017³⁷, two specific outcomes are targeting DRR issues: #5 *Countries are able to reduce the likelihood of conflicts, and lower the risks of natural disasters, including from climate change* and #6 *Early recovery and rapid return to sustainable development pathways are achieved in post-conflict and post-disaster settings*.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

SEE URBAN project cannot be seen as a standalone initiative as it complements previously gathered experience in other regional projects³⁸. In that sense, previously established local-level contacts and communication channels will be used³⁹. SEE URBAN will also complement to the

³⁶ Participation of Civil Protection and/or local authority representatives from Sweden, Denmark, Hungary, Slovenia, Georgia, Armenia and Moldova would ensure future transferability so the SEE URBAN project could be either expanded to the other countries and/or replicated in other areas.

³⁷ http://www.undp.org/content/dam/undp/library/corporate/UNDP_strategic-plan_14-17_v9_web.pdf

³⁸ „Building Capacity in Disaster Risk Reduction through Regional Cooperation and Collaboration in SEE”, „Building Resilience to Disasters in Western Balkans and Turkey” and “Increasing Urban Resilience by use of ICT for mainstreaming disaster and climate risk reduction in Armenia, FYR of Macedonia and Moldova”

³⁹ particularly those established by UNDP COs who are recognized by their respective national partners as valuable collaborator

similar activities conducted in Bosnia and Herzegovina⁴⁰ and FYR of Macedonia⁴¹ ⁴². SEE URBAN project will also be taking into consideration the existing DRR and urban risk portfolio of UNDP, state level institutions and all other stakeholders to ensure complementarity and continuity and at the same time avoiding overlapping. UNDP is currently developing Urban Risk Profile which is also considered as a contributing factor to this proposals success. Most importantly, this project cannot be seen as only UNDP project but the project of the overall UN system which can only benefit from contribution of other UN agencies (UNISDR, UN OCHA, UNICEF, etc.) and also of other respective DRR initiatives the likes of EU-funded Programme for the Prevention, Preparedness and Response to Man-made and Natural Disasters in the ENPI East Region (PPRD East).⁴³ Therefore, horizontal nature of previously implemented projects will, first and foremost, allow for better and easier establishment of cooperation which will effectively influence less financial investments necessary.

Cost efficiency of the project is primarily visible in the fact that the same urban networking model will be replicated/adapted in 7 countries/territories within only one project. Moreover, UNDP presence in each of those 7 countries/territories is of essential importance as for the travel costs for project management team at the regional level would be significantly lower. Furthermore, travel and accommodation costs would be reduced in a way that workshops would be organized back-to-back i.e. they will follow each other. It is also important to note that UNDP has communicated and secured special lower hotel rates in the SEE region which would also add up to the project cost efficiency.

Bearing in mind that SEE URBAN project is to be implemented in 7 respective SEE countries/territories subcontracting costs will have to be substantive but limited to the lowest possible level whilst at the same time using the in-house knowledge of COs and BEs. Respective subcontracting costs will be divided in three relevant categories:

- Rent of meeting venue (including conference equipment, lunches, water and coffee breaks), printing meetings materials (minimum 4 events in each country/territory).
- Translation of collected Urban DRR documents for e-library and project working materials for each country/territory respectively.
- Design and printing of project visibility materials for each country respectively.

In addition to that, particularly for Croatia, translation of collected Urban DRR documents for e-library and project materials (including the regional meeting) and the actual creation of SEE URBAN DRR E-library will have to be subcontracted too.

In conclusion, the language differences and the fact that 7 countries/territories would be involved in SEE URBAN project implementation calls for obligatory subcontracting costs for respective translation, design and production of relevant promo materials. Furthermore, participation of many local-level authority representatives (as this is the only way to adequately address the issue of local-level networking) will call for the rent of venues big enough to host all those interested in this model of connectivity/cooperation. Important to note here, is that all the subcontracting costs will be implemented through the open bidding procedure which will ensure best value for money and transparency.

And finally, as SEE URBAN is a regional project it will also bring large economies of scale due to the fact that costs will be spread over 7 respective countries/territories meaning that variable costs will be reduced as a result of operational efficiencies and synergies and most importantly, overall management and oversight that will sit in the regional Hub.

Project Management

At the regional level UNDP Istanbul Regional Hub (IRH) as the Implementing Partner will have direct communication with UNDP COs in order to ensure adequate and prompt information

⁴⁰ Training on DRR for municipalities consisting of three separate modules: DRR Concept and Legal framework, Community Risk Assessment and Risk reduction is currently being developed in BiH and will be implemented by the end of the year providing us with lessons learned.

⁴¹ Mainstreaming of DRR in the area of emergency coordination at the municipal level of Strumica, FYR of Macedonia.

⁴² <http://europeandcis.undp.org/blog/2015/03/17/ict4drr-making-skopje-yerevan-and-ungheni-more-resilient-to-disasters-2/>

⁴³ <http://euroeastcp.eu/en/>

exchange so that the regional component of the project is well structured. Regular online discussions involving IRH and UNDP COs will also be conducted to ensure proper coordination. IRH, assisted by UNDP COs will establish respective day-to-day communication with the CCCP, CDSER, AMC and ALA in order to be able to process and communicate any given information to the other project countries/territories. IRH, in direct communication with the academia⁴⁴ will be jointly working on preparing urban DRR training materials to be used as part of capacity building project component. The project will be operationalized in all countries involved with the regional output sitting in the IRH for abovementioned activities and with dedicated outputs to each Country Office that will be responsible for achieving the set targets.

CCCP, as the project beneficiary and the local DRR network which model is to be replicated/adapted regionally, will be tasked to prepare working programme in order to buy-in participation and interest of respective municipalities/cities/counties within project countries/territories. Supported by UNDP, CCCP and CDSER will also be responsible for the organization of respective regional best practise sharing DRR working meetings. AMC and ALA, as primary beneficiary will also, once they successfully adapt/replicate models used in Croatia and FYR of Macedonia, support future knowledge sharing within other SEE countries.

And finally, UNDP COs within respective project countries/territories will be tasked with direct communication with their state level representatives in charge of DRR at the local level (city/municipality/county/entity) and their respective state level Civil Protection authorities. UNDP COs are to conduct series of working meetings in order to ensure involvement of local level DRR representatives so that the preconditions for successful replication/adaptation of CCCP networking model are established. In cooperation with CCCP representatives respective UNDP COs are also to organize local level experience exchange roundtable discussions (two per each country/territory).

⁴⁴ Central European University in Hungary and the University of Applied Sciences Velika Gorica, Department for Crisis Management in Croatia

V. RESULTS FRAMEWORK⁴⁵

<p>Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:</p> <p>5. Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change (RP Outcome 3)</p> <p>Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:</p> <p>5.2.3. Number of countries with clearly defined institutional responsibilities and multi-stakeholder coordination mechanisms for disaster and climate risk management at state and sub-state levels</p> <p>5.3.2. Number of countries where sector-specific risk reduction measures are being implemented at state and sub-state levels, disaggregated by urban and rural areas</p> <p>5.4.3. Proportion of the at-risk population covered by state and community level mechanisms to prepare for and recover from disaster events (e.g. evacuation procedures, stockpiles, search and rescue, communication protocols and recovery preparedness plans)</p> <p>3.4. Percentage of countries with disaster and climate risk management plans that are fully funded in state, local and sectorial and development budgets (RP indicator 3.4.)</p>

Applicable Output(s) from the UNDP Strategic Plan:

- 5.2. Effective institutional, legislative and policy frameworks in place to enhance the implementation of disaster and climate risk management measures at state and sub-state levels (RP Output 3.2)

Project title and Atlas Project Number: South East Europe Urban Resilience Building Action Network

EXPECTED OUTPUTS	OUTPUT INDICATORS ⁴⁶	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year	FINAL	
				2017		2018	

⁴⁵ UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

⁴⁶ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

Output 1 REGIONAL LEVEL OF SEE SEE regional coordination established between all respective, newly developed local level DRR action networks	1.1 Existence of a well-functioning regional mechanism on DRR and response developed for strengthened institutional frameworks, multi-stakeholder coordination mechanisms and partnership building (SEE URBAN regional action network)	0	2016	0	1	Collection method: Review/analysis of relevant reports Frequency: bi-annual Responsibility: Joint project Risks: Administrative/Technical problems and delays in performing planned activities
	1.2 Number of set up local level DRR connectivity / cooperation modalities in SEE (each project country/territory respectively included).	1	2015	5	7	Collection method: Review/analysis of relevant reports, surveys Frequency: bi-annual Responsibility: Joint project Risks: low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff
	1.3 Percentage of users stating that the developed sets of DRR documents in an online form of regional level multi-language e-library related to urban risks (as per respective country/territory) are supporting their DRR work	0	2015	30%	60%	Collection method: Review/analysis of relevant reports, surveys, Frequency: bi-annual Responsibility: Joint project Risks: difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local institutions in providing/sharing materials, delays in establishing the pool of experts
	1.4 Number of features issued at the regional level promoting SEE URBAN project	0	2015	70	140	Collection method: Review/analysis of media coverages (TV, radio, newspaper, online and social media) Frequency: bi-annual Responsibility: Joint project Risks: Inadequate media attention (indifference of media and citizens), citizens indifferent towards SEE URBAN social network profiles dealing with urban risks and are not interested in participating the discussions

Output 2 ALBANIA Institutional development of relevant participating city/municipalities/counties with focus on urban DRR enhanced in Albania	2.1 Number of set up local level DRR connectivity / cooperation modalities in Albania (disaggregated by cities/municipalities and cross-checked with the total number of cities/municipalities in Albania i.e. presented in percentages)	0	2015	1	1	Collection method: Review/analysis of relevant reports, surveys Frequency: bi-annual Responsibility: Joint project Risks: low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff
	2.2 Number of developed sets of DRR documents in an online form of multi-language e-library related to urban risks (input from Albania)	0	2015	1	1	Collection method: Review/analysis of relevant reports, surveys, Frequency: bi-annual Responsibility: Joint project Risks: difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local institutions in providing/sharing materials, delays in establishing the pool of experts
	2.3 Percentage of local level DRR practitioners in Albania who have improved their professional knowledge of urban DRR / stating that this newly introduced modality has improved coordination mechanisms for disaster and climate risk management at local/state level (disaggregated by organization/institution and gender)	0	2015	25%	50%	Collection method: Review/analysis of relevant reports, surveys, interviews, attendance lists Frequency: bi-annual Responsibility: Joint project Risks: Administrative and Technical problems and delays in performing planned activities; potential delays in terms of travel and timely participation of all the project partners having in mind that 7 countries are partnering in this project, problems regarding administrative aspects - travel arrangements; difficulties in completion of final educational documents in an accessible form and language

	2.4 Number of features promoting SEE URBAN project issued in Albania		0	2015	10	20	<p>Collection method: Review/analysis of media coverages (TV, radio, newspaper, online and social media)</p> <p>Frequency: bi-annual</p> <p>Responsibility: Joint project</p> <p>Risks: Inadequate media attention (indifference of media and citizens), citizens indifferent towards SEE URBAN social network profiles dealing with urban risks and are not interested in participating the discussions</p>
<p>Output 3 BOSNIA AND HERZEGOVINA Institutional development of relevant participating city/municipalities/countries with focus on urban DRR enhanced in Bosnia and Herzegovina</p>	<p>3.1 Number of set up local level DRR connectivity / cooperation modalities in Bosnia and Herzegovina (disaggregated by cities/municipalities and cross-checked with the total number of cities/municipalities in Bosnia and Herzegovina i.e. presented in percentages)</p>		0	2015	2	2	<p>Collection method: Review/analysis of relevant reports, surveys</p> <p>Frequency: bi-annual</p> <p>Responsibility: Joint project</p> <p>Risks: low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff</p>
	<p>3.2 Number of developed sets of DRR documents in an online form of multi-language e-library related to urban risks (input from Bosnia and Herzegovina)</p>		0	2015	1	1	<p>Collection method: Review/analysis of relevant reports, surveys,</p> <p>Frequency: bi-annual</p> <p>Responsibility: Joint project</p> <p>Risks: difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local institutions in providing/sharing materials, delays in establishing the pool of experts</p>

	<p>3.3 Percentage of local level DRR practitioners in Bosnia and Herzegovina who have improved their professional knowledge of urban DRR / stating that this newly introduced modality has improved coordination mechanisms for disaster and climate risk management at local/state/entity level (disaggregated by organization/institution and gender)</p>		0	2015	25%	50%	<p>Collection method: Review/analysis of relevant reports, surveys, interviews, attendance lists Frequency: bi-annual Responsibility: Joint project Risks: Administrative and Technical problems and delays in performing planned activities; potential delays in terms of travel and timely participation of all the project partners having in mind that 7 countries are partnering in this project, problems regarding administrative aspects - travel arrangements; difficulties in completion of final educational documents in an accessible form and language</p>
	<p>3.4 Number of features promoting SEE URBAN project issued in Bosnia and Herzegovina</p>		0	2015	10	20	<p>Collection method: Review/analysis of media coverages (TV, radio, newspaper, online and social media) Frequency: bi-annual Responsibility: Joint project Risks: Inadequate media attention (indifference of media and citizens), citizens indifferent towards SEE URBAN social network profiles dealing with urban risks and are not interested in participating the discussions</p>
<p>Output 4 KOSOVO* Institutional development of relevant participating city/municipalities/counties with focus on urban DRR enhanced in Kosovo*</p> <p>* This designation is without</p>	<p>4.1 Number of set up local level DRR connectivity / cooperation modalities in Kosovo* (disaggregated by cities/municipalities and cross-checked with the total number of cities/municipalities in Kosovo* i.e. presented in percentages)</p>		0	2015	1	1	<p>Collection method: Review/analysis of relevant reports, surveys Frequency: bi-annual Responsibility: Joint project Risks: low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff</p>

prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of independence.	4.2 Number of developed sets of DRR documents in an online form of multi-language e-library related to urban risks (input from Kosovo*)	0	2015	1	1	<p>Collection method: Review/analysis of relevant reports, surveys, Frequency: bi-annual Responsibility: Joint project Risks: difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local institutions in providing/sharing materials, delays in establishing the pool of experts</p>
	4.3 Percentage of local level DRR practitioners in Kosovo* who have improved their professional knowledge of urban DRR / stating that this newly introduced modality has improved coordination mechanisms for disaster and climate risk management at local/state level (disaggregated by organization/institution and gender)	0	2015	25%	50%	<p>Collection method: Review/analysis of relevant reports, surveys, interviews, attendance lists Frequency: bi-annual Responsibility: Joint project Risks: Administrative and Technical problems and delays in performing planned activities; potential delays in terms of travel and timely participation of all the project partners having in mind that 7 countries are partnering in this project, problems regarding administrative aspects - travel arrangements; difficulties in completion of final educational documents in an accessible form and language</p>
	4.4 Number of features promoting SEE URBAN project issued in Kosovo*	0	2015	10	20	<p>Collection method: Review/analysis of media coverages (TV, radio, newspaper, online and social media) Frequency: bi-annual Responsibility: Joint project Risks: Inadequate media attention (indifference of media and citizens), citizens indifferent towards SEE URBAN social network profiles dealing with urban risks and are not interested in participating the discussions</p>

Output 5 fYR of MACEDONIA Institutional development of relevant participating city/municipalities/counties with focus on urban DRR enhanced in fYR of Macedonia	5.1 Number of set up local level DRR connectivity / cooperation modalities in fYR of Macedonia (disaggregated by cities/municipalities and cross-checked with the total number of cities/municipalities in fYR of Macedonia i.e. presented in percentages)	0	2015	1	1	Collection method: Review/analysis of relevant reports, surveys Frequency: bi-annual Responsibility: Joint project Risks: low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff
	5.2 Number of developed sets of DRR documents in an online form of multi-language e-library related to urban risks (input from fYR of Macedonia)	0	2015	1	1	Collection method: Review/analysis of relevant reports, surveys, Frequency: bi-annual Responsibility: Joint project Risks: difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local institutions in providing/sharing materials, delays in establishing the pool of experts
	5.3 Percentage of local level DRR practitioners in fYR of Macedonia who have improved their professional knowledge of urban DRR / stating that this newly introduced modality has improved coordination mechanisms for disaster and climate risk management at local/state level (disaggregated by organization/institution and gender)	0	2015	25%	50%	Collection method: Review/analysis of relevant reports, surveys, interviews, attendance lists Frequency: bi-annual Responsibility: Joint project Risks: Administrative and Technical problems and delays in performing planned activities; potential delays in terms of travel and timely participation of all the project partners having in mind that 7 countries are partnering in this project, problems regarding administrative aspects - travel arrangements; difficulties in completion of final educational documents in an accessible form and language

<p>Output 6 MONTENEGRO Institutional development of relevant participating city/municipalities/countries with focus on urban DRR enhanced in Montenegro</p>	<p>5.4 Number of features promoting SEE URBAN project issued in FYR of Macedonia</p>		0	2015	10	20	<p>Collection method: Review/analysis of media coverages (TV, radio, newspaper, online and social media) Frequency: bi-annual Responsibility: Joint project Risks: Inadequate media attention (indifference of media and citizens), citizens indifferent towards SEE URBAN social network profiles dealing with urban risks and are not interested in participating the discussions</p>
<p>6.1 Number of set up local level DRR connectivity / cooperation modalities in Montenegro (disaggregated by cities/municipalities and cross-checked with the total number of cities/municipalities in Montenegro i.e. presented in percentages)</p>			0	2015	1	1	<p>Collection method: Review/analysis of relevant reports, surveys Frequency: bi-annual Responsibility: Joint project Risks: low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff</p>
<p>6.2 Number of developed sets of DRR documents in an online form of multi-language e-library related to urban risks (input from Montenegro)</p>			0	2015	1	1	<p>Collection method: Review/analysis of relevant reports, surveys, Frequency: bi-annual Responsibility: Joint project Risks: difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local institutions in providing/sharing materials, delays in establishing the pool of experts</p>

<p>6.3 Percentage of local level DRR practitioners in Montenegro who have improved their professional knowledge of urban DRR / stating that this newly introduced modality has improved coordination mechanisms for disaster and climate risk management at local/state level (disaggregated by organization/institution and gender)</p>	0	2015	25%	50%	<p>Collection method: Review/analysis of relevant reports, surveys, interviews, attendance lists Frequency: bi-annual Responsibility: Joint project Risks: Administrative and Technical problems and delays in performing planned activities; potential delays in terms of travel and timely participation of all the project partners having in mind that 7 countries are partnering in this project, problems regarding administrative aspects - travel arrangements; difficulties in completion of final educational documents in an accessible form and language</p>
<p>6.4 Number of features promoting SEE URBAN project issued in Montenegro</p>	0	2015	10	20	<p>Collection method: Review/analysis of media coverages (TV, radio, newspaper, online and social media) Frequency: bi-annual Responsibility: Joint project Risks: Inadequate media attention (indifference of media and citizens), citizens indifferent towards SEE URBAN social network profiles dealing with urban risks and are not interested in participating the discussions</p>
<p>Output 7 SERBIA institutional development of relevant participating city/municipalities/counties with focus on urban DRR enhanced in Serbia</p>	0	2015	1	1	<p>Collection method: Review/analysis of relevant reports, surveys Frequency: bi-annual Responsibility: Joint project Risks: low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff</p>

	<p>7.2 Number of developed sets of DRR documents in an online form of multi-language e-library related to urban risks (input from Serbia)</p>		0	2015	1	1	<p>Collection method: Review/analysis of relevant reports, surveys, Frequency: bi-annual Responsibility: Joint project Risks: difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local institutions in providing/sharing materials, delays in establishing the pool of experts</p>
<p>7.3 Percentage of local level DRR practitioners in Serbia who have improved their professional knowledge of urban DRR / stating that this newly introduced modality has improved coordination mechanisms for disaster and climate risk management at local/state level (disaggregated by organization/institution and gender)</p>		0	2015	25%	50%	<p>Collection method: Review/analysis of relevant reports, surveys, interviews, attendance lists Frequency: bi-annual Responsibility: Joint project Risks: Administrative and Technical problems and delays in performing planned activities; potential delays in terms of travel and timely participation of all the project partners having in mind that 7 countries are partnering in this project, problems regarding administrative aspects - travel arrangements; difficulties in completion of final educational documents in an accessible form and language</p>	
<p>7.4 Number of features promoting SEE URBAN project issued in Serbia</p>		0	2015	10	20	<p>Collection method: Review/analysis of media coverages (TV, radio, newspaper, online and social media) Frequency: bi-annual Responsibility: Joint project Risks: Inadequate media attention (indifference of media and citizens), citizens indifferent towards SEE URBAN social network profiles dealing with urban risks and are not interested in participating the discussions</p>	

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Kick-off meeting in Brussels	To align the core group of the project team comprehension with the project goals, plans, tasks and actions and to initiate a team building process one day kick off meeting will be held in Brussels, in January 2017	Once per project	To officially announce start of the project; to outline project objectives as well as individual responsibilities and tasks of team members; to state expectations of all engaged parties and to create a commitment by those project participants to directly influence project outcomes	UNDP IRH	
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Bi-annually	Slower than expected progress will be addressed by project management.	UNDP IRH UNDP COS	
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	UNDP IRH UNDP COS	
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	UNDP IRH UNDP COS	
Annual Project Quality Assurance and evaluation	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project. In line with UNDP procedures the project will be part of the regional programme evaluation and not have a standalone project evaluation.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	UNDP IRH UNDP COS	
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making. It will be conducted by BPPS Climate Change and DRR Team in collaboration with international and	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	UNDP IRH UNDP COS	

	<p>state level DRR staff in the project office, and the Regional Disaster Risk Reduction Advisor of the EC/S IRH.</p>				
<p>Project Report</p>	<p>Two progress report (mid-term reports) and one final report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.</p> <p>In order to be fully transparent UNDP will provide EC with two progress reports and one final report which will all contain project results according to the established work plan with financial details.</p>	<p>Annually, and at the end of the project (final report)</p>	<p>Comprehensive reports showing the good balance of expenses foreseen and approved by the EC; Activities performed according to the schedule</p>	<p>UNDP IRH UNDP COs</p>	
<p>Project Review (Project Board)</p>	<p>The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.</p>	<p>Biannually</p>	<p>Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.</p>	<p>UNDP IRH UNDP COs</p>	

VII. MULTI-YEAR WORK PLAN ^{47 48}

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. Services that will result in direct project costs need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year		RESPONSIBLE PARTY	PLANNED BUDGET		
		2017	2018		Funding Source	Budget Description	Amount (\$)
		Year 1	Year 2				
Output 1 REGIONAL LEVEL OF SEE SEE regional coordination established between all respective, newly developed local level DRR action networks	1.1 Regional coordination and management	1,228		UNDP IRH	EU	Travel 71600	1,228
	1.2 Regional level DRR connectivity / cooperation modality established in SEE	12,000	18,000	UNDP IRH	EU	Int.Consult 71200	30,000
		2,750	750			Travel 71600	3,500
		6,000				Int.Consult 71200	6,000
		2,000			UNDP IRH	Travel 71600	13,310
Sub-Total for Output 1							54,038
Output 2 ALBANIA Institutional development of relevant participating city/municipalities/counties	2.1 Local level DRR connectivity / cooperation modalities established in Albania	6,640	2,100	UNDP ALB	EU	Travel 71600	8,740
		6,000	4,000			Contr.Serv 72100 (Work/Conf)	10,000

⁴⁷ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

⁴⁸ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

with focus on urban DRR enhanced in Albania	2.2 DRR capacity of Albania local level stakeholders improved and SEE inter-country cooperation established	2,860	2,000		UNDP IRH	Salaries 71400	4,860	
		2,700	10,218		EU	Travel 71600	12,918	
			5,000	UNDP ALB	EU	Contr. Serv 72100 (Work/Conf)	5,000	
	2.3 DRR knowledge exchange strengthened and awareness raised through the support to establishment of SEE URBAN DRR e-library	3,500	1,500		EU	Contr. Serv 72100 (Transl.)	5,000	
		6,000	4,000		EU	Nat. Consult 71300	10,000	
			1,000	UNDP ALB	UNDP IRH	Nat. Consult 71300	1,000	
		2,000			EU	Contr. Serv 72100 (printing/ Design)	2,000	
	Sub-Total for Output 2							
	Output 3 BOSNIA AND HERZEGOVINA Institutional development of relevant participating city/municipalities/counties/entities with focus on urban DRR enhanced in Bosnia and Herzegovina	3.1 Local level DRR connectivity / cooperation modalities established in Bosnia and Herzegovina	4,338	3,640		EU	Travel 71600	7,978
			5,000		UNDP BIH, (AMC)	EU	Contr. Serv 72100 (Work/Conf)	5,000
1,640		2,350		EU	Travel 71600	3,990		
3,640				EU	Travel 71600	3,640		
		5,000		EU	Contr. Serv 72100 (Work/Conf)	5,000		
2,000		1,866		UNDP BIH	Salaries 71400	3,866		
2,550		9,648		UNDP BIH	Travel 71600	12,198		
3.2 DRR capacity of Bosnia and Herzegovina local level stakeholders improved and SEE								

Output 4 KOSOVO* Institutional development of relevant participating city/municipalities/countries with focus on urban DRR enhanced in Kosovo*	inter-country cooperation established		8,000			EU	Contr. Serv 72100 (Work/Conf)	8,000		
	3.3 DRR knowledge exchange strengthened and awareness raised through the support to establishment of SEE URBAN DRR e-library	2,000	1,000		EU	Contr. Serv 72100 (Transl.)	3,000			
		7,000			EU	Nat. Consult 71300	7,000			
			3,667		UNDP IRH	Nat. Consult 71300	3,667			
		3,000			EU	Contr. Serv 72100 (printing/Desing)	3,000			
Sub-Total for Output 3										
Output 4 KOSOVO* Institutional development of relevant participating city/municipalities/countries with focus on urban DRR enhanced in Kosovo*	4.1 Local level DRR connectivity / cooperation modalities established in Kosovo*	6,338	2,052		EU	Travel 71600	8,390			
	4.2 DRR capacity of Kosovo* local level stakeholders improved and SEE inter-country cooperation established	6,000	4,000		EU	Contr. Serv 72100 (Work/Conf)	10,000			
		4,025	3,000		UNDP IRH	Salaries 71400	7,025			
		2,400	8,163		EU	Travel 71600	10,563			
			5,000		EU	Contr. Serv 72100 (Work/Conf)	5,000			
Output 5 fYR of MACEDONIA Institutional development of relevant participating	4.3 DRR knowledge exchange strengthened and awareness raised through the support to establishment of SEE URBAN DRR e-library	3,500	1,500		EU	Contr. Serv 72100 (Transl.)	5,000			
		4,000	3,000		EU	Salaries 71400	7,000			
		2,000			EU	Contr. Serv 72100 (printing/Desing)	2,000			
		Sub-Total for Output 4								
		5.1 Local level DRR connectivity / cooperation modalities established in FYR of Macedonia	7,306	912		EU	Travel 71600	8,218		
	6,000	2,000		EU	Contr. Serv 72100 (Work/Conf)	8,000				
Sub-Total for Output 5										

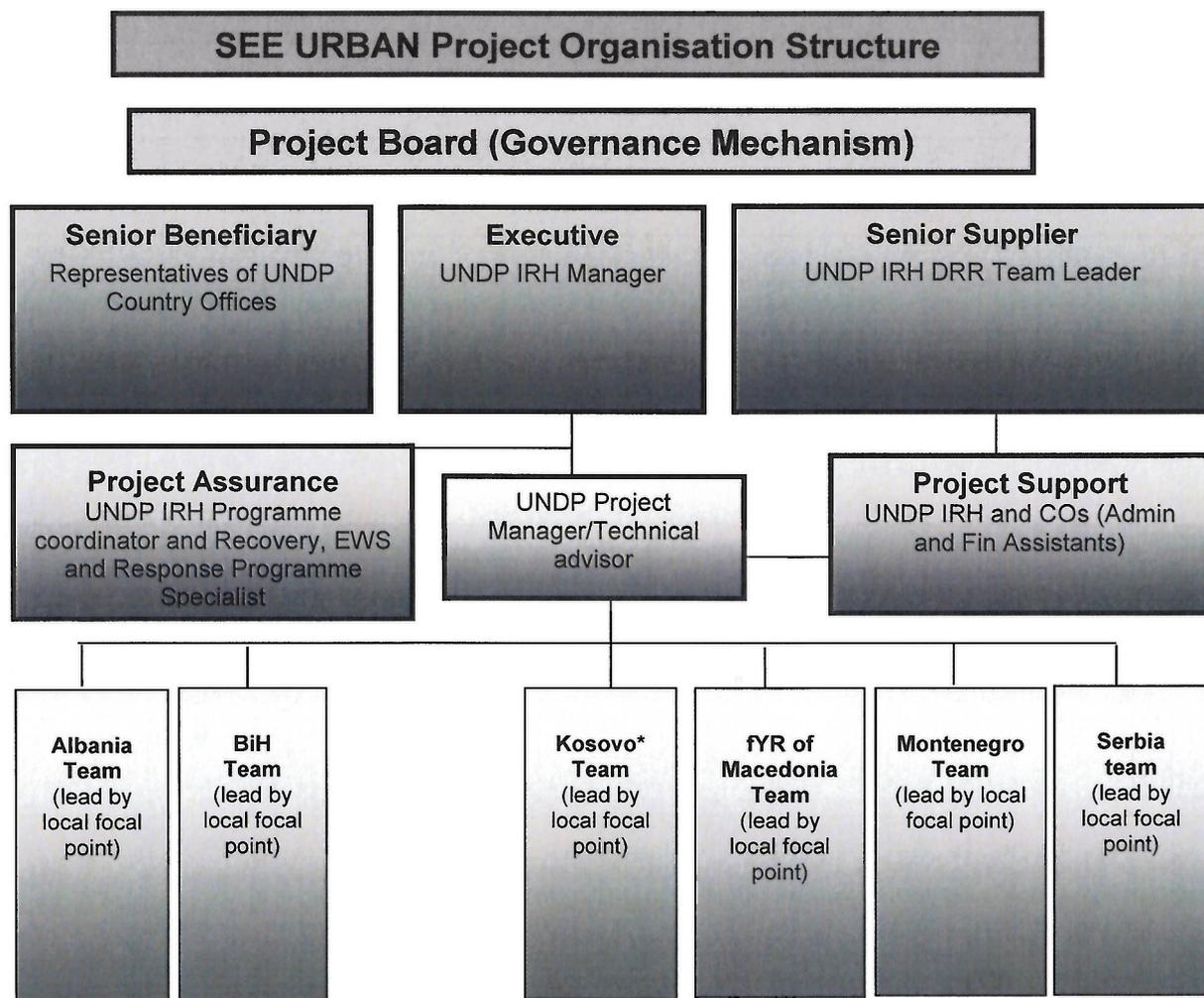
city/municipalities/counties with focus on urban DRR enhanced in FYR of Macedonia	5.2 DRR capacity of FYR of Macedonia local level stakeholders improved and SEE inter-country cooperation established	4,000	3,000	UNDP MAC	UNDP IRH	Salaries 71400	7,000	
			10,000	UNDP (CDSER) MAC	EU	Contr.Serv 72100 (Work/Conf)	10,000	
5.3 DRR knowledge exchange strengthened and awareness raised through the support to establishment of SEE URBAN DRR e-library		936	24,152	UNDP MAC	EU	Travel 71600	25,088	
		1,500	500		EU	Contr.Serv 72100 (Transl.)	2,000	
		5,093	4,000	UNDP MAC	EU	Salaries 71400	9,093	
		2,000			EU	Contr.Serv 72100 (printing/Desing)	2,000	
Sub-Total for Output 5							71,399	
Output 6 MONTENEGRO Institutional development of relevant participating city/municipalities/counties with focus on urban DRR enhanced in Montenegro	6.1 Local level DRR connectivity / cooperation modalities established in Montenegro	2,820	500		EU	Travel 71600	3,320	
		6,000	4,000	UNDP MNE	EU	Contr.Serv 72100 (Work/Conf)	10,000	
	6.2 DRR capacity of Montenegro local level stakeholders improved and SEE inter-country cooperation established	3,000	3,000		UNDP IRH	Salaries 71400	6,000	
		1,800	8,112	UNDP MNE	EU	Travel 71600	9,912	
	6.3 DRR knowledge exchange strengthened and awareness raised through the support to establishment of SEE URBAN DRR e-library		5,000		UNDP MNE	EU	Contr.Serv 72100 (Work/Conf)	5,000
		1,500	500		UNDP MNE	EU	Contr.Serv 72100 (Transl.)	2,000
	6,000	4,000		UNDP MNE	EU	Salaries 71400	10,000	
	2,000				EU	Contr.Serv 72100 (printing/Desing)	2,000	
Sub-Total for Output 6							48,232	
Output 7 SERBIA Institutional development of relevant participating	7.1 Local level DRR connectivity / cooperation modalities established in Serbia	7,414	2,808	UNDP SRB	EU	Travel 71600	10,222	
		6,000	4,000		EU	Contr.Serv 72100 (Work/Conf)	10,000	

city/municipalities/countries with focus on urban DRR enhanced in Serbia (additionally covering activities implemented in Croatia as well)	7.2 DRR capacity of Serbia and Croatia local level stakeholders improved and SEE inter-country cooperation established	2,500	2,500		UNDP SRB	UNDP IRH	Salaries 71400	5,000
		1,684	10,242			EU	Travel 71600	11,926
			5,000			EU	Contr.Serv 72100 (Work/Conf)	5,000
		2,600	6,500				Travel 71600	9,100
		9,000	6,000		UNDP (CCCP)	EU	Contr.Serv 72100 (Work/conf.)	15,000
		1,500	500			EU	Contr.Serv 72100 (Transl.)	2,000
		5,622	4,000		UNDP SRB	EU	Salaries 71400	9,622
		2,000				EU	Contr.Serv 72100 (printing/ Desing)	2,000
		7,000	3,000		UNDP (CCCP)	EU	Contr.Serv 72100 (Transl.)	10,000
		5,000			UNDP (CCCP)	EU	Contr.Serv 72100 (printing/ desing)	5,000
5,000					Contr.Serv 72100 (e-library)	5,000		
Sub-Total for Output 7							99,870	
General Management Support	(7% GMS)				IRH	EU	GMS	3,783
					UNDP ALB	EU	GMS	4,166
					UNDP BIH	EU	GMS	4,644
					UNDP KOS	EU	GMS	3,849
					UNDP MAC	EU	GMS	4,998
					UNDP MNE	EU	GMS	3,376
					UNDP SRB	EU	GMS	6,991
								486,181
TOTAL								
Parallel Co-financing								

IRH		13,166
Albania		14,000
Bosnia and Herzegovina		14,000
Kosovo*		11,000
* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence		
NR of Macedonia (including contribution from beneficiary)		19,338
Montenegro		9,305
Serbia		10,000
Total parallel co-financing		90,809
TOTAL PROJECT		576,990

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

This project will be directly implemented by UNDP's Regional Hub for Europe and the CIS within the delegated Direct Implementation authority for the Regional Programme implementation, in line with UNDP's [Programme and Operations Policies and Procedures](#). UNDP Regional Hub will act as the Executive and be responsible for overall management, backstopping and monitoring of the project. While the Regional Hub is responsible for overall coordination and oversight of the project, the respective Country Offices will be responsible for management and delivery of assigned outputs, their proper monitoring and operational closure.



The project will be governed by the Project Board and chaired by the UNDP IRH. The Board will consist of UNDP IRH and representatives of UNDP Country Offices. Country office representatives shall ensure proper consultation with respective state partners.

The project board will meet at least once per year. The Project Board key roles will be as follows:

- Provide overall leadership, guidance and direction in successful delivery of outputs and their contribution to outcomes under the programme;
- Be responsible for making strategic decisions by consensus, including the approval of substantive project changes (i.e. changes in the project document);
- Approve the work plans, reviews and other reports as needed;
- Meet once in 12 months (either in person or via internet) to review the progress achieved, management risks, and other relevant issues;
- Address any relevant project issues as raised by the Project manager and authorise any deviation from agreed work plans;
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks.

Executive role will be performed by the IRH Manager, who shall have a decisive power if the opinions of development partners and beneficiary representatives do not reach compromise.

Senior Supplier role is to provide guidance regarding the technical feasibility of the project. This role will be held by DRR Team Leader of UNDP IRH.

Senior Beneficiary role will be performed by representatives of UNDP Country Offices, typically at Deputy Resident Representative level, with the purpose of ensuring the realization of project benefits from the perspective of project beneficiaries.

The project will be managed by a *Project Manager/Coordinator*, who has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The respective CO outputs will be managed by designated staff in country offices who will be also managing and reporting on the funds disbursement, however, the Project Manager's prime responsibility is to ensure that the project produces the results (across all outputs) specified in the project document to the required standard of quality and within the specified constraints of time and cost.

Project Assurance is the responsibility of each Project Board member; however, the role can be delegated. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project manager. The project assurance role for this project will be performed by IRH Sr. Programme Coordinator, IRH RBM Specialist, and IRH Recovery, Early Warning Systems and Response Programme Specialist.

The Project Support role to the project will be ensured through UNDP IRH and CO support staff in programme and operations. The *Project Support* role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

At the regional level UNDP Istanbul Regional Hub (IRH) will have direct communication with UNDP COs in order to ensure adequate and prompt information exchange so that the regional component of the project is well structured. Quarterly online discussions involving IRH and UNDP COs will also be conducted to ensure proper coordination.

IRH, assisted by UNDP COs will establish respective day-to-day communication with the national beneficiaries in order to be able to process and communicate and given information to the other project countries/territories. IRH, in direct communication with the academia ⁴⁹ will be jointly working on preparing urban DRR training materials to be used as part of capacity building project component.

CCCP, which model is to be replicated/adapted regionally, will be tasked to prepare working programme in order to buy-in participation and interest of respective municipalities/cities/counties within project countries/territories. Supported by UNDP, CCCP and CDSEER will also be responsible for the organization of respective regional best practise sharing DRR working meetings. AMC and ALA, will also, once they successfully adapt/replicate models used in Croatia and FYR of Macedonia, support future knowledge sharing within other SEE countries.

And finally, UNDP COs within respective project countries/territories will be tasked with direct communication with their state representatives in charge of DRR at the local level (city/municipality/county/entity) and their respective state level Civil Protection authorities. UNDP COs are to conduct series of working meetings in order to ensure involvement of local level DRR representatives so that the preconditions for successful replication/adaptation of CCCP networking model are established. In cooperation with CCCP representatives respective UNDP COs are also to organize local level experience exchange roundtable discussions (two per each country/territory).

IX. LEGAL CONTEXT AND RISK MANAGEMENT

Legal context

This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the "Project Document" instrument referred to in: (i) the respective signed SBAA's for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBAA with UNDP, attached hereto and forming an integral part hereof. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the agency (UNDP) ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

Risk Management Standard Clauses

1. The responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. The Implementing Partner shall: (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried; (b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

⁴⁹ Central European University in Hungary and the University of Applied Sciences Velika Gorica, Department for Crisis Management in Croatia

2. The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Consistent with UNDP's Programme and Operations Policies and Procedures, social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
4. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
5. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

X. ANNEXES

- 1. Project Quality Assurance Report**
- 2. Social and Environmental Screening**
- 3. Risk Log.**
- 4. TORs of key management positions**

Annex 3. RISK LOG

Project Title: SEE URBAN		Award ID: SVK/100674		Date: 15 December 2016					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Possible Administrative/Technical problems and delays in performing planned activities and eventually delivering reports due to modifications in the project framework caused by the fact that local level experts are involved in immediate emergency response to disasters that might occur.		DRR / Environmental	Potential major disasters that might strike one or several project countries/territories might prevent local level expert to take part in planned project activities. P = 4 I = 4	Respective UNDP COs are to remain in close contact with their local level project partners, be ready to initiate support to local communities thus by alleviating pressure from local level DRR practitioners.	Outcome manager			
2	Low interest of respective project beneficiaries in invitation for cooperation received/passed by local UNDP staff caused by the political cycles i.e. local level elections in respective countries/territories		Political	Political changes at the local level might lead to the fact that respective local level focal points who have already engaged in the project cycle will no longer be part of it. P = 3 I = 4	UNDP and project partners are to support programmatic efforts to institutionalize planning and implementation processes through capacity development at the systemic, institutional and individual levels thus by mainstreaming DRR into local level plans and policies.	Outcome manager			
3	Difficulty in communication with project partners, delays in delivery of state level DRR materials from respective countries/territory, inadequate interest/low level interest of relevant local		Organizational	Local level authorities lack the desire and/or resources to pursue a risk management and resilience building agenda.	UNDP will support respective local level beneficiaries to assess institutional DRR contexts and a range of technical and collaborative capacity needs, using diverse set of tools and	Outcome manager			

Terms of Reference
Technical advisor and coordinator

Type of Contract: IC (Consultant)
Project: South East Europe Urban Resilience Building Action Network
Languages Required: English, Local languages of Balkan region.
Duration: 24 months January 2017 to December 2018
Location: Home-based, with missions within the Balkan region
Application Deadline: N.A.

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. Background

UNDP works in more than 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We support countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

Severe floods (2014-2015) that struck South East European (SEE) countries have once again confirmed that disasters do not know of any borders and that disasters are often "shared". However, even though that similar disaster risks are present in all the project partner countries and territories⁵⁰ and that there are some institutional similarities their respective Disaster Risk Management (DRM) policies are all somewhat different. The experience learned from the last regional flooding goes to show that connectivity/cooperation weaknesses were twofold: first one concerning institutionalization of municipality level cooperation of DRR stakeholders (urban level of cities/municipalities/counties) and the second one concerning their operative interconnectivity at regional/cross-border level i.e. replication modality of best practice examples and regional know-how sharing at the level of municipality DRR specifically in the area of local DRR prevention initiatives.

A year after the flooding, this problem of more formalized/institutionalized DRR cooperation model between relevant DRR stakeholders both at state level (namely at the urban level) and cross-border within SEE countries still remain unresolved. Furthermore, bearing in mind that the DRR system of the participating countries is based upon the bottom-up approach calls for a well-coordinated approach at the local level so that in the case when the emergency exceeds local capacities national Civil Protection agencies are engaged and subsequently civil protection mechanism triggered. Moreover, civil protection system is getting more decentralized in the SEE countries meaning that municipalities are increasingly becoming the first responders, therefore the peer-to-peer experience exchange and support is increasingly critical. This project will also support further decentralization of the governance mechanisms and make them more transparent and accessible at local level. Additionally, as institutional interventions are always inevitably calling for improving/strengthening capacity building and awareness raising this segment will also be taken into consideration and adequately addressed.

2. Description of Responsibilities

⁵⁰ Albania, Bosnia and Herzegovina, Croatia, FYR of Macedonia, Montenegro, Serbia and Kosovo*

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

The main objective of the assignment is to serve as the main technical advisor to IRH and Balkan region COs in "South East Europe Urban Resilience Building Action Network" project implementation. The consultant will also provide technical and project implementation support to the DRR team leader in UNDP Istanbul Regional Hub.

There are five specific objectives for this consultancy:

1. Support to IRH for "South East Europe Urban Resilience Building Action Network" project implementation, coordination and reporting.
2. Advisory support to Balkan region COs with implementation of the South East Europe Urban Resilience Building Action Network" project.

Scope of work

Specific tasks are as follows:

- Within the project "South East Europe Urban Resilience Building Action Network" provide support to the DRR Team Leader in UNDP IRH on coordination of participating UNDP COs, project partners and reporting to EC;
- Support the IRH and COs with project realisation plans development and budgeting;
- Support the IRH and COs in organization and facilitation of the project related meetings/workshops/ trainings.
- Ensure that COs participating in project "South East Europe Urban Resilience Building Action Network" UNDP COs receive timely and high quality technical advice and support on project implementation.
- Ensure involvement of Croatian partners/ beneficiaries in project implementation

Deliverables

Nr	Deliverables	Time	Payment Schedule
1	Inception phase realized, COs plans are developed and agreed with the partners and between countries	March 2017	First payment 10 %
2	Expert working groups established in all participating countries tasked with regional know-how sharing Meetings with established work groups in Albania, Bosnia and Herzegovina, FYR of Macedonia, Kosovo*, Montenegro and Serbia conducted for determining future connectivity/cooperation modality for each country respectively	June 2017	Second payment 15%
3	Local level experience exchange roundtables conducted in all participating countries	August 2017	3d payment 15%
4	Regional best practise sharing DRR working meetings conducted Capacity building workshops conducted aimed at enhancing the capacities of local authorities' knowledge in the area of urban DRR Report to ECHO	December 2017	4 th payment 15%

5	Relevant state level and international e-documents and materials related to urban DRR risk at local level (cities, municipalities/counties collected) SEE URBAN DRR e-library created and maintained as part of CCCP website	June 2018	5 th payment 15%
6	Dissemination of all relevant project information and results Urban risk DRR public awareness campaigning through online media (Twitter, Facebook)	August 2018	6 th payment 15%
7	Public presentations announcing project kick-off and project end Final report to ECHO	December 2018	7 th payment 15%

3. **Management/organizational arrangements**

The consultant will work under guidance and technical supervision of DRR Team Leader of UNDP for ECIS. He/she will also work closely with the five UNDP Country Offices and other partners. Within the duration of the contract the consultant should visit all participating countries and Istanbul. Travels, as per by the ToR will be funded separately.

The duration of the consultancy will be 180 working days. Consultancy will start on 1 January 2017 and will be completed no later than 30 December 2018.

4. **Competencies:**

- Good communication and time management skills, ability to work in a team;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

5. **Qualification Required:**

Education:

- University degree in architecture and/or urban land development, environmental science, disaster risk reduction or other relevant field;

Experience:

- At least 7 years of relevant professional experience in environmental management and/or climate change adaptation, disaster risk reduction;
- Professional experience in ECIS region, and particularly knowledge of climate risks and DRR in the region is a strong advantage;

Language skills:

- Fluency in written and spoken English and Balkan counties languages are required for this assignment.

5. **Evaluation of Applicants**

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal.

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical (P11 desk reviews and interviews) and financial criteria specific to the solicitation.

Only those individual consultants who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

Technical Criteria - 70% of total evaluation – max. 35 points:

Criteria A – Relevant university degree(s) completed – max points 5

Criteria B – Demonstrated relevant work experience for at least 7 years – max points 10

Criteria C – Demonstrated relevant experience in ECIS region– max points 5

Criteria E – Demonstrated writing reports – max 5 points

Criteria F – interviews (Overall technical and language skills) – max points 10

Financial Criteria - 30% of total evaluation – max. 15 points

6. Application procedures

Qualified candidates are requested to apply online via this website. The application should contain:

- Cover letter explaining why you are the most suitable candidate for the advertised position. Please paste the letter into the "Resume and Motivation" section of the electronic application.

- Filled P11 form including past experience in similar projects and contact details of referees (blank form can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc); please upload the P11 instead of your CV.

- Financial Proposal* - specifying a total lump sum amount in USD for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, per diems and any other possible costs).

- Incomplete applications will not be considered. Please make sure you have provided all requested materials

**Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, personal security needs and any other relevant expenses related to the performance of services...). All envisaged travel costs must be included in the financial proposal.*

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

General Terms and conditions as well as other related documents can be found under: <http://on.undp.org/t7fJs>.

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.