

**AGREEMENT  
between  
THE UNITED NATIONS  
Office for Disaster Risk Reduction (UNDRR)  
and  
CENTER FOR EMERGENCY SITUATIONS AND DISASTER RISK REDUCTION  
(CESDRR)**

**Whereas** the United Nations Office for Disaster Risk Reduction (hereinafter referred to as “UNDRR”) and **Center for Emergency Situations and Disaster Risk Reduction** (hereinafter referred to as “the Agency”) are committed to the objectives of the International Strategy for Disaster Reduction and implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030 and share the vision to substantially reduce disaster losses, in lives and in the social, economic and environmental assets of communities and countries.

**Whereas** UNDRR has been entrusted by its donors with certain resources, available under the Trust Fund for Disaster Reduction, that can be allocated for disaster reduction and risk management activities; is accountable to its donors for the proper management of these funds; and can, in accordance with the UN Financial Regulations and Rules and the UN policies as stipulated by the General Assembly and the Secretary-General, make available such resources for disaster reduction and risk management activities;

**Whereas** the Agency is apolitical and not profit-making, has demonstrated the capacity required to implement the activities involved in this Agreement, and has agreed that they shall be undertaken without discrimination, direct or indirect, because of race, ethnicity, religion or creed, status of nationality or political belief, gender, handicapped status, or any other circumstances;

**Now, therefore,** on the basis of mutual trust and in a spirit of friendly cooperation, the Agency and UNDRR have entered into the present Agreement (hereinafter referred to as “the Agreement”).

**Article I. Duration of Present Agreement**

1. The terms of the present Agreement shall commence upon signature by both parties and expire on **31 December 2022** unless earlier terminated in accordance with article XIII hereto, or extended in accordance with article XVII hereto.

**Article II. General Responsibilities of the Parties**

1. The Agency shall, with due diligence and efficiency, implement the project described in Annex I hereto (hereinafter referred to as “the Project”) and ensure that the funds and any supplies, equipment and other materials provided by UNDRR are only used for this purpose.
2. The Parties agree to carry out their respective responsibilities in accordance with the provisions of the present Agreement.
3. The Parties shall keep each other informed of all activities pertaining to the Project

and shall consult regularly on the status of its implementation. The Agency shall facilitate visits by UNDRR or any other person duly authorized in writing by UNDRR to the Project site(s) to review the progress and achievement of the Project during its period of implementation and thereafter.

4. The Agency agrees that funds transferred to it in accordance with this Agreement will be used as described in the project document. Consistent with numerous United Nations Security Council Resolutions relating to terrorism or country specific sanctions regimes, the Agency undertakes to use all reasonable efforts to ensure that none of the funds provided under this Agreement are used, directly or indirectly, to provide support to individuals or entities who are subject to UN sanctions.

The Agency will include in its funding agreements with its implementing partners or contractors a clause requesting the recipient to commit to the same. The Agency will screen potential partners, contractors and staff to ensure it does not knowingly work with any entity appearing on the Consolidated United Nations Security Council Sanctions List. If, during the term of this Agreement, the Agency discovers a link between the funded activities and an organization or individual designated by any UN Security Council sanctions regime, it must inform UNDRR and determine an appropriate response according to UN rules and regulations.

### **Article III. Copyrights, Patents and Other Proprietary Rights**

1. Unless otherwise agreed upon in writing, UNDRR shall be entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, and trademarks, with regard to maps, drawings, photographs, plans, reports, documents, products and all other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of the present Agreement.

2. All decisions regarding publication with regard to products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of the present Agreement shall be made by UNDRR in accordance with its sectoral policy on information management for disaster reduction and risk management. In the event that UNDRR authorizes the Agency to publish articles or results of studies based on the activities financed by the Fund, the Agency shall furnish UNDRR with a copy of the proposed publication for the UN's approval, in each case, before publication. The Agency shall secure a copyright of such publication in the name of the UN.

3. The Agency may not communicate at any time to any other person, Government or authority external to the UN, any information known to it by reason of its association with UNDRR which has not been made public except with the authorization of UNDRR. In any event, such information shall not be used for individual advantage or profit.

4. The Agency may only use the name and emblem of UNDRR in direct connection with the Project and subject to prior written consent of the UN.

### **Article IV. Personnel Requirement**

1. The Agency shall be fully responsible for all services performed by its Personnel. The Agency shall ensure that all relevant labour laws are observed and shall provide and thereafter

maintain all appropriate medical and life insurance for its Personnel in connection with the Agreement.

2. The Agency shall ensure that its Personnel meet the highest standards of qualification and technical and professional competence necessary for the achievement of the Project Objectives.
3. The Agency's Personnel shall not be considered in any respect as being the employees or agents of UNDRR. UNDRR does not accept any liability for claims arising out of the activities performed under the present Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by the Agency's Personnel as a result of their work pertaining to the Project.

#### **Article V. Supplies, Equipment, Materials and Procurement**

1. All non-expendable equipment furnished or financed by UNDRR shall remain the property of UNDRR and shall be returned by the Agency to UNDRR within thirty (30) days of the completion of the Project or the expiration or termination of the present Agreement, whichever is first to occur, unless otherwise agreed upon between the Parties. Non-expendable equipment is defined as an item, which has a purchase price of US\$1,500 or more, or the equivalent in local currency at the United Nations official rate of exchange on the date of purchase, and with an anticipated serviceable life of at least five years.
2. The Agency shall be responsible for the proper custody, maintenance and care of all non-expendable equipment during Project implementation and prior to its return to UNDRR. During implementation of the Project, the Agency shall, for the protection of such non-expendable equipment, obtain insurance pursuant to Article VI below in such amounts as may be agreed upon between the Parties and incorporated in the Project Budget.
3. UNDRR may place on the supplies, equipment and other materials it furnishes or finances such markings as will be necessary to identify them as being provided by UNDRR.
4. In cases of damage, theft or other losses of supplies, equipment and other materials furnished or financed by UNDRR, the Agency shall provide UNDRR with a comprehensive report, including police report, where appropriate, and any other evidence giving full details of the events leading to the loss of the supplies, equipment and other materials. After becoming aware of damage, theft or other losses of supplies, equipment and other materials, the Agency shall use its best efforts to seek recovery under the applicable insurance.
5. The Agency shall ensure that its procedures for awarding contracts and for the purchase or hire of goods, equipment, other commodities and services under the present Agreement safeguard the principles of highest quality, economy and efficiency, and that the placing of orders shall be based on an assessment of competitive quotations, bids, or proposals, unless otherwise agreed to by UNDRR.
6. UNDRR shall make every effort to assist the Agency clearing all supplies, equipment and other materials through customs at places of entry into the country(ies) where the Project is to take place.
7. The Agency shall maintain complete and accurate records of supplies, equipment and other materials purchased with the funds made available by UNDRR and shall take periodic physical inventories. The Agency shall provide UNDRR annually with the inventory of such

supplies, equipment and other materials, and at such time and in such form as UNDRR may request.

### **Article VI. Insurance and Liabilities to Third Parties**

1. The Agency shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the implementation of the Project under the Agreement.
2. The Agency shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its Personnel to cover claims for personal injury or death in connection with the Agreement.
3. The Agency shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under the Agreement or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Agency or its Personnel performing work or services in connection with the Agreement. The Agency shall provide and thereafter maintain all other types of insurance and in such amounts as may be agreed upon between the Parties and incorporated in the Project Budget.
4. Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - a. Name UNDRR as additional insured;
  - b. Include a waiver of subrogation of the Agency's rights to the insurance carrier against UNDRR;
  - c. Provide that UNDRR shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
5. The Agency shall, prior to the start of the Agreement, provide UNDRR with satisfactory evidence of the insurance required under this Article.
6. All insurance required under this Article shall be obtained through insurers reasonably satisfactory to UNDRR. All policies shall be primary without right of contribution from any other insurance which may be carried by UNDRR.

### **Article VII. Financial and Operational Arrangements**

1. The Project Budget for the proposed activities submitted by the Agency requests resources (hereinafter referred to as "the Fund") up to the maximum amount of **US\$149, 834** for the duration of the Agreement.
2. Funding to support this project will be released to the Agency in installments as follows: a first installment of **US\$50 000** will be released following the signing of the Agreement. Any subsequent installments will be released when substantive and financial reports and other agreed upon documentation, as referenced in Articles IX, X, and **ANNEX C** below, including the final audited report carried out by the auditors of a qualified audit firm, have been submitted to and accepted by UNDRR as showing satisfactory management and use of the Fund. Such additional funding is not guaranteed under the terms of this Agreement.

3. All installments to be released under the present Agreement shall be made to the following bank and account:

JSC Halyk Bank  
101 Rozybakieva str., Almaty, Kazakhstan.  
KZ926010131000269114  
Checking  
HSBKKZKX

4. Interest will be apportioned annually to the undisbursed balance of funds which have been received in accordance with paragraph 2 above. The Agency shall keep at the UN's disposal any interest accrued on the undisbursed balance of funds received according to paragraph 2 above. Its use will be subject to UNDRR approval.

5. The Agency shall be authorized to make variations not exceeding ten (10) percent on any one line item of the Project Budget, provided that the total Project Budget allocated by UNDRR is not exceeded. Any variations exceeding ten (10) percent on any one line item that may be necessary for the proper and successful implementation of the Project shall be subject to prior consultations with and approval in writing by UNDRR. UNDRR shall not be liable for any expenditure incurred in excess of its contribution as specified in this Agreement.

6. Any portion of the Fund that is unspent, as well as any unused interest accrued on the undisbursed balance of funds received according to paragraph 2 above, shall be returned to UNDRR within thirty (30) days of the expiration or termination of the present Agreement or the completion of the Project, whichever is first to occur.

7. In the event that the Agency receives additional funding for the same purpose in the country(ies) where the Project takes place from any source other than UNDRR, the Agency shall immediately advise UNDRR of the following: source of funding; amount of funding; activities covered by the additional funding or intended application of the additional funds; and period that the additional funding is intended to cover (i.e. start and end dates of the funding, if applicable).

### **Article VIII. Maintenance of Records**

1. The Agency shall collect and keep readily accessible information and documentation on the progress implementation of the Project and the use made of the Fund. To this end, the Agency shall maintain separate accounts recording all receipts and expenditure under this Project relating to the Fund and ensure that any obligations entered into and all disbursements made are satisfactorily documented. For each payment a voucher shall be established showing the Project symbol, the name of the payee, the amount, purpose and date of disbursement. Bills, invoices, receipts and such other documentation pertinent to the transaction will be attached to the voucher in support thereof. These vouchers and the supporting documentation will be systematically filed in dossiers specifically established to house project financial documentation.

2. Upon expiration or termination of the Agreement, the Agency shall maintain the records for a period of at least ten **(10) years**, unless otherwise agreed upon between the Parties.

### **Article IX. Substantive Report**

1. The Agency shall submit to UNDRR interim substantive reports **bi-annually, the first by 30 May for the period ending 15 May and the second by 30 November for the period ending 15 November.** These interim substantive reports will detail achievements, constraints and impact with regard to the utilization of the Fund for the Project. When the Fund provided by UNDRR is mixed with funds from other sources, the interim substantive reports shall describe how and to what extent the Fund was used in the context of the overall contributions to the Project.
2. The Agency shall submit to UNDRR a final substantive report detailing achievements, constraints, and impact with regard to the utilization of the Fund for the Project **within one month** of the completion of the Project or the expiration or termination of the present Agreement, whichever is first to occur. As with the interim substantive reports, the final substantive report shall describe how and to what extent the Fund was used in the context of the overall contributions to the Project if the Fund provided by UNDRR is mixed with funds from other sources.

### **Article X. Financial Report**

1. The Agency shall submit interim financial reports **bi-annually, the first by 30 May for the period ending 15 May and the second by 30 November for the period ending 15 November.** Financial information shall be provided in the following categories: (a) Amount received; (b) Staff and other personnel costs; (c) Travel; (d) Supplies, commodities, materials; (e) Equipment, vehicles and furniture; (f) Contractual services; (g) General operating and other direct costs; (h) Transfers and grants to counterparts; (i) and Total expenditure.
2. Within three (3) months of the completion of the Project or the expiration or termination of the present Agreement, whichever is first to occur, the Agency shall submit to UNDRR a "Semi-Final Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Reduction".
3. Within six (6) months of the completion of the Project or the expiration or termination of the present Agreement, whichever is first to occur, the Agency shall submit to UNDRR a "Final Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Reduction". This Final Financial Statement shall be certified by a qualified auditor.

### **Article XI. Audit Requirements**

1. The Project shall be audited at least once during its lifetime, but may be audited annually, in consultation between the Parties. The audit shall be carried out by the auditors of a qualified audit firm, which shall produce an audit report. The Agency shall be responsible for payment of any amount, as incorporated in the Project Budget, representing any fees, expenses or financial costs in connection with such audit.

2. Notwithstanding the above, UNDRR shall have the right, at its own expense, to audit or review such Project-related books and records as it may require, and have access to the books and records of the Agency, as necessary.

### **Article XII. Responsibility for Claims**

1. The Agency shall indemnify, hold and save harmless, and defend, at its own expense, UNDRR, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Agency, or the Agency's Personnel, in the performance of the Agreement. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Agency or its Personnel. The obligations under this paragraph do not lapse upon expiration or termination of the Agreement.
2. The Agency shall be responsible for and deal with all claims brought against it by its Personnel.

### **Article XIII. Suspension and Early Termination**

1. The Parties hereto recognize that the successful completion and accomplishment of the Project Objectives are of paramount importance, and that UNDRR may find it necessary to terminate the Project, or to modify the arrangements for execution of the Project, should circumstances arise which jeopardize successful completion or the accomplishment of the Project Objectives. The provisions of the present Article shall apply to any such situation.
2. UNDRR shall consult with the Agency if any circumstance arises that, in the judgment of UNDRR, interferes or threatens to interfere with the successful completion of the Project or the accomplishment of the Project Objectives. The Agency shall promptly inform UNDRR in writing of any such circumstance that might come to the Agency's attention. The Parties shall cooperate towards the rectification or elimination of the circumstance in question and shall exert all reasonable efforts to that end, including prompt corrective steps by the Agency, where such circumstance is attributable to it or within its responsibility or control. If applicable, the Parties shall also cooperate in assessing the consequences of possible termination of the Project on the target beneficiaries of the Project.
3. UNDRR may at any time after occurrence of the circumstance in question and appropriate consultations suspend execution of the Project by written notice to the Agency, without prejudice to the initiation or continuation of any of the measures envisaged in paragraph 2, above, of the present Article. UNDRR may indicate to the Agency the conditions under which it is prepared to authorize a resumption of execution of the Project.
4. If the cause of suspension is not rectified or eliminated within fourteen (14) days after UNDRR has given notice of suspension to the Agency, UNDRR may, by written notice at any time thereafter during the continuation of such cause: (a) terminate the Agreement; or (b) terminate the Project and entrust its execution to another organization. The effective date of termination under the provisions of the present paragraph shall be specified by written notice from UNDRR. In the event of transfer of the Agency's responsibilities for execution of a Project

to another organization, the Agency shall cooperate with UNDRR and the other organization in the orderly transfer of such responsibilities.

5. Upon receipt of a notice of termination by UNDRR under the present Article, the Agency shall take immediate steps to terminate activities under the present Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. The Agency shall undertake no forward commitments and shall return to UNDRR, within thirty (30) days, any portion of the Fund that is unspent, supplies, equipment and other materials provided by UNDRR, unless UNDRR has agreed otherwise in writing.

6. In the event of any termination under the present Article, UNDRR shall reimburse the Agency only for the costs incurred to execute the Project in conformity with the express terms of the present Agreement. Reimbursements to the Agency under this provision, when added to amounts previously remitted to it by UNDRR in respect of the Project, shall not exceed the total UNDRR allocation for the Project.

#### **Article XIV. Arbitration**

1. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of the Agreement or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

2. Any dispute, controversy or claim between the Parties arising out of the Agreement or the breach, termination or invalidity thereof, unless settled amicably under paragraph 1 of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Agreement, the arbitral tribunal shall have no authority to award interest in excess of **[five (5%)]** percent, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

3. No claim or dispute arising out of the Agreement shall be made against UNDRR by the Agency unless and to the extent such claim or dispute shall have been asserted in writing, in accordance with Article XVIII below, not later than the earlier of two (2) years from the expiration or termination of the Agreement or the occurrence of loss, damage or injury giving rise to such claim or dispute.

#### **Article XV. Privileges and Immunities**

Nothing in or related to the present Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the UN, including its subsidiary organs.



### **Article XVI. Tax Exemption**

1. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the UN, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UN exemption from such taxes, duties or charges, the Agency shall immediately consult with UNDRR to determine a mutually acceptable procedure.

2. Accordingly, the Agency shall be responsible for any amount representing such taxes, duties or charges, unless the Agency has consulted with UNDRR before the payment thereof and UNDRR has, in each instance, specifically authorized the Agency to pay such taxes, duties or charges under protest. In that event, the Agency shall provide UNDRR with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### **Article XVII. Amendments**

The present Agreement or its Annex(es) may be modified or amended only by written agreement between the Parties.

### **Article XVIII. Correspondence**

Unless otherwise specified in the Agreement, all notices and other communications required or contemplated under the present Agreement shall be given in writing and addressed and delivered to the Party for whom intended at the address shown below or such other address as the intended recipient may from time-to-time designate by written notice, given in accordance with the terms of this Article.

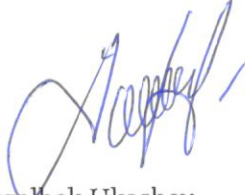
If to UNDRR:

Abhilash Panda  
Deputy Chief  
Regional Office for Europe  
37-40 Boulevard du Regent,  
Brussels 1000, Belgium  
[pandaa@un.org](mailto:pandaa@un.org)  
cc : [christine.schneider@un.org](mailto:christine.schneider@un.org)

If to the Agency  
Dzhergalbek Ukashev  
Director of Center for Emergency Situations and Disaster Risk Reduction,  
73, Amangeldy Street, Almaty City, Republic of Kazakhstan 050022  
[cesdrr@cesdrr.org](mailto:cesdrr@cesdrr.org)

**IN WITNESS WHEREOF** the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

For Agency  
Signature:



Name: Dzhergalbek Ukashev  
Title: Director

Date:

04/12/19

For the UNDRR  
Signature:



Kirsi Madi  
Director

Date:

28/11/2019

Annex A – Project Document

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

## **Annex A**

### **Project Document**

#### **Strengthening Regional Cooperation and Facilitation of Sendai Framework Implementation in Central Asia**

## **I. BACKGROUND ON THE RECIPIENT**

The Center for Emergency Situations and Disaster Risk Reduction is a permanent intergovernmental body, an international organization established in 2016 by the Agreement between Governments of Republic of Kazakhstan and Kyrgyz Republic. The CESDRR is actively involved in strengthening regional cooperation of Central Asian countries in DRR field jointly with government authorities, UN agencies, international and non-governmental organization. In three year of operation, CESDRR received the status of a resource center for implementation of Sendai Framework for DRR 2015-2030, the status of the Secretariat of Regional Forum - Meeting of the Heads of Emergency Authorities of Central Asian Countries.

CESDRR has received FAO grants to implement project titled “Development of Disaster Risk Reduction and Climate Change Adaptation Plans at Aiyl Aimak Level and Conduction of Exemplary National Regular Emergency and Disaster Report(s) in Agriculture Sectors at the district level in the Kyrgyz Republic”. As the outcomes of project DRR/CCA plans at the rural administrative level in the pilot areas were developed by the CESDRR.

In cooperation with UNDP Istanbul Regional Hub and DHL, CESDRR conducted an exercise “Getting Airports Ready for Disaster: Almaty International Airport” that identified gaps and aspects, which require special attention of the airport’s and emergency management of Almaty, for further actions.

CESDRR became UNICEF’s implementing partner in a project titled “Development of aircraft for prevention and elimination of consequences of emergencies with the focus on vulnerable population”. New approaches to safety and raising survival rates of children and vulnerable population, exchange and use of UVA’s international experience for humanitarian affairs were determined based on the Kazakhstani test corridors.

ESCAP provided a grant and delegated to the CESDRR the research – The Assessment of Drought Challenges and Drought Monitoring Models in Central Asia. Within the research the experts addressed the specificity of drought issues in the region and developed recommendations to integrate the drought forecast models.

Biennial UNDP grant supported the CESDRR’s content development and facilitation of the Regional Forum - Meeting of Heads of Emergency Authorities. In this period CESDRR promoted and facilitation adoption of Regulations of the Regional Emergency Response Mechanism, Regional Registry of Forces and Resources, Regional Registry of ES and DRR Experts, Regional Scientific and Technical Council for ES.

## **II. PURPOSE OF THE GRANT**

To facilitate achievement of the Global Targets, defined in the Sendai Framework for DRR 2015-2030, particularly:

(e) Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020;

(f) Substantially enhance international cooperation to developing countries through adequate and sustainable support to complement their national actions for implementation of the present Framework by 2030;

(g) Substantially increase the availability of and access to multi-hazard early warning systems and disaster risk information and assessments to people by 2030.

Contribute to the implementation of UNDRR Work Programme 2016-2019 “The prevention of new and reduction of existing disaster risk and strengthening resilience through successful multi-hazard disaster risk management.” and Results 1.3 “Global coordination and accountability mechanisms convened”, 2.1 “Regional & national coordination mechanisms leveraged to monitor & accelerate Sendai Framework”, 2.2 “National disaster risk reduction strategies & plans developed in line with Sendai Framework prescribed guidance”, 2.3 “Build capacity of counterparts, UNCTs and partners for DRR leadership”.

## **III. PROBLEM ANALYSIS**

Central Asian countries are exposed to such natural hazards as earthquakes, floods, and drought, dust and sand storms. Countries in the region repeatedly suffered from destructive disasters that caused extensive economic damage and loss of life.

Accounting for emergencies and losses as a result of their occurrences is carried out separately by countries, which does not allow an adequate comparison of the situations of countries and the consequences of past disasters. There is no retrospective data base on transboundary disasters.

Without a regional transboundary risk overview and a Regional transboundary disaster risk management strategy, reduction of risks and minimization the impacts impeded. Regional cooperation of countries in this regard is developing, and dialogue between the governments of countries is maintained through the operation of the Regional Forum - the Meeting of Heads of Emergency Authorities of Central Asian countries.

## **IV. STRATEGY AND DETAILED DESCRIPTION OF THE PROJECT**

The overall objective of the project is to contribute to “prevention of new and reduction of existing disaster risk and strengthening resilience in Central Asia through support of regional and national Sendai Framework implementation and strengthening monitoring, analysis and early warning system through development of the Regional disaster loss database”.

This objective is in line with the overarching objectives of the UNDRR Work Programme 2016-2019 “The prevention of new and reduction of existing disaster risk and strengthening resilience through successful multi-hazard disaster risk management.”

and Results 1.3 “Global coordination and accountability mechanisms convened”, 2.1 “Regional & national coordination mechanisms leveraged to monitor & accelerate Sendai Framework”, 2.2 “National disaster risk reduction strategies & plans developed in line with Sendai Framework prescribed guidance”, 2.3 “Build capacity of counterparts, UNCTs and partners for DRR leadership”.

The project is divided into two actions:

#### Action 1. Strengthen regional cooperation in DRR.

Coordinate and support the annual Regional Forum – Meeting of the Head of Emergency Authorities of Central Asian Countries to forge partnerships and development of regional disaster risk reduction strategy, support Sendai Framework implementation in the region and at the national levels in Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan. Under this Activity 1, CESDRR as a Secretariat of the Regional Forum in consultation with UNDRR will provide financial support along with technical and operational support to conduct the next three Regional Forums in 2020, 2021, and 2022, and initiates the development of the Regional DRR strategy for further adoption by the Regional Forum.

Expected outcomes:

- 1.1 Regional DRR strategy developed and adopted by the Regional Forum.
- 1.2 Set of recommendations on improving regional legal framework on DRR prepared and submitted to the Regional Forum for discussion.

#### Action 2. Strengthen regional and national capacities for monitoring and coordination of Sendai Framework implementation.

Conduct annual capacity building and training workshop on Sendai Framework core components, including national and local DRR strategy development and review, Sendai Framework Monitoring process and DRR-related indicators for SDGs, Disaster loss data accounting for the Sendai Framework focal points of Central Asia and to facilitate the development of the National disaster loss databases. Training is held as a side-event of the Regional Forum.

Collect, analyse and systematize the historical data on transboundary emergencies over last 20-30 years that impacted more than one country in the CA region. The data will be hosted on UNDRR's DesInventar Sendai system and will be kept updated by the CESDRR.

Expected outcomes:

- 2.1 Regular monitoring process of the Sendai Framework at regional level has been supported by the CESDRR in coordination with governmental authorities and UNDRR
- 2.2 Regional disaster loss data-system covering transboundary events is available and systematically collected and analysed.
- 2.3 Regional Risk Overview is developed.

## Project Timeline

Activity	Time Period											
	2020				2021				2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>A 1.1.1. – Preparation and organization of the Regional Forum of the heads of CA emergency authorities</b>		X				X				X		
<b>A 1.1.2. – Analysis of the regional legal base and development of recommendations on its improvement, development of Regional DRR strategy</b>	X											
<b>A 2.1.1. – Training of trainers for the CESDRR staff on the Sendai Framework</b>		X										
<b>A 2.1.2. – Regional training for the CA national Sendai Framework focal points and other partners</b>		X				X				X		
<b>A 2.2.1. – Collection of data from CA countries and stakeholders, mapping data in GIS system</b>			X									
<b>A 2.2.2. – Training of the CESDRR relevant staff on maintenance and use of the database</b>											X	
<b>A 2.2.3. – Develop a Regional Risk Overview</b>										X		

## V. RESULTS FRAMEWORK AND PERFORMANCE INDICATORS

	Results chain	Indicators	Baseline (incl. reference year)	Targets (incl. reference year)	Sources and means of verification	Assumptions
<b>Overall objective: Impact</b>	To contribute to prevention of new and reduction of existing disaster risk and strengthening resilience in Central Asia	Improvement of disaster risk reduction and resilience building in CA region through increased availability of robust risk-information and deeper understanding of options to manage and reduce these risks through time	Low/weak level of disaster and climate resilience in CA	Improved disaster and climate resilience in CA	<ul style="list-style-type: none"> <li>• Sendai Framework monitor, targets A, B and C</li> <li>• Regional DRR strategy</li> </ul>	
<b>Outcomes</b>	Oc1- Strengthen regional cooperation in DRR.	Number of annual Regional Forums of the heads of Central Asian emergency authorities for advancing DRR to forge partnerships in developing regional disaster risk reduction strategy and supporting Sendai Framework implementation	1 (2019)	3 (one per year)	Forums' protocols, Strategies, CESDRR reports	
	Oc2 – Strengthen regional and national capacities for monitoring and coordination of Sendai Framework implementation	Increase in number of CA countries using the Sendai Framework Monitor to report on their disaster losses and efforts to increase national and local strategies for disaster risk reduction by the end of Y2	3 (2019)	5 (2021)	CESDRR Progress reports, Sendai Framework Monitoring	
<b>Outcomes</b>	Op1.1 Regional DRR strategy has developed and adopted by the Regional Forum	Regional DRR Strategy	No regional strategy (2019)	Regional strategy at place (2021)	Protocol of the Regional Forum, Regional DRR strategy	

	Op1.2 Recommendations on improving regional legal framework on DRR, prevention and elimination of emergencies have been prepared	Set of recommendations	Recommendation on harmonization of ES and DRR terminology in CA. (2019)	Set of recommendations (2021)	Analysis reports Recommendations	
	Op 2.1 Regular monitoring process of the Sendai Framework at regional level has been supported by the CESDRR in coordination with governmental authorities and UNDRR	Increased in number of trained national Sendai Framework focal points in CA	4: Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan (2019)	5: Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan (2022)	Training materials Training report	
	Op 2.2. Risk knowledge and disaster loss data systematically collected and analysed	Regional disaster loss database	No database (2019)	Database at place (2022)	DESINVENTAR	
	Op 2.3. Regional Risk overview completed	Development of Regional Risk overview	No Regional Risk overview available (2019)	Regional Risk Overview (2022)	CESDRR Report, Regional Risk Overview	

Activities	<p><b>A 1.1.1. – Preparation and organization of the Regional Forum of the Heads of CA Emergency Authorities</b></p> <p><b>A 1.1.2. – Analysis of the regional legal base and development of recommendations on its improvement, development of Regional DRR strategy</b></p> <p><b>A 2.1.1. – Training of trainers for the CESDRR staff on the Sendai Framework</b></p> <p><b>A 2.1.2. – Regional training for the CA national Sendai Framework focal points and other partners</b></p> <p><b>A 2.2.1. – Collection of data from CA countries and stakeholders, mapping data in GIS system</b></p>		<p><i>Factors outside project management's control that may impact on the output-outcome linkage.</i></p> <p><i>No major fluctuations of the currency exchange rates that significantly reduce the amount of available funds</i></p>
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	<b>A 2.2.2. – Training of the CESDRR relevant staff on maintenance and use of the database</b> <b>A 2.2.3. – Development of Regional Risk overview</b>		
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## VI. INPUTS OF OTHER PARTIES

## VII. INDICATIVE PROJECT BUDGET, SOURCE OF FUNDING AND CONDITIONS OF PAYMENT

### BUDGET SUMMARY

Category	AMOUNT
Staff and other personnel costs	74,000
Travel	29,400
Supplies, commodities, materials	1,880
Equipment, vehicles and furniture	0
Contractual services	41,554
General operating and other direct costs	3,000
Transfers and grants to counterparts	0
<b>TOTAL USD</b>	<b>149,834</b>

### Budget Breakdown

Activity #	Activity	Amount
	<b>Project Management</b>	<b>81,000</b>
	Staff and other personnel costs <sup>1</sup>	74,000
	Contractual services	4,000
	Operational expenses	3,000
<b>1.1.1</b>	<b>Preparation and organization of the Regional Forum in 2020</b>	<b>11,760</b>
	Travel	6,800
	Contractual services	4,680
	Supplies, commodities, materials	280
<b>1.1.1</b>	<b>Preparation and organization of the Regional Forum in 2021</b>	<b>11,760</b>
	Travel	6,800
	Contractual services	4,680

<sup>1</sup> Based on the rates of externally funded projects, implemented by CESDRR, including the grants of UNICEF in Kazakhstan, UN FAO in Kyrgyzstan, UNDP in Kyrgyzstan, UN OCHA in Central Asia and etc.

	Supplies, commodities, materials	280
<b>1.1.1</b>	<b>Preparation and organization of the Regional Forum in 2022</b>	<b>11,760</b>
	Travel	6,800
	Contractual services	4,680
	Supplies, commodities, materials	280
<b>1.1.2</b>	<b>Conduct of Analysis of the regional legal base and development of recommendations on its improvement</b>	<b>4,000</b>
	Contractual services	4,000
<b>2.1.1</b>	<b>ToT on the Sendai Framework Monitor</b>	<b>1,755</b>
	Contractual services	1555
	Supplies, commodities, materials	200
<b>2.1.2</b>	<b>Regional training for Sendai Monitoring in 2020</b>	<b>6,560</b>
	Travel	3,000
	Contractual services	3,280
	Supplies, commodities, materials	280
<b>2.1.2</b>	<b>Regional training for Sendai Monitoring in 2021</b>	<b>6,560</b>
	Travel	3,000
	Contractual services	3,280
	Supplies, commodities, materials	280
<b>2.1.2</b>	<b>Regional training for Sendai Monitoring in 2022</b>	<b>6,560</b>
	Travel	3,000
	Contractual services	3,280
	Supplies, commodities, materials	280
<b>2.2.1 / 2.2.3</b>	<b>Collection of data, mapping data in GIS system / Regional Risk Overview</b>	<b>7,000</b>
	Contractual services	7,000
<b>2.2.2</b>	<b>Training on database update and maintenance</b>	<b>1,119</b>
	Contractual services	1,119
<b>Total</b>		<b>149,834</b>

*Detailed budget breakdown*

N	Breakdown	Pax	Units	Quantity	Cost	Total	Budget Line
	<b>Project Management<sup>2</sup></b>					<b>81,000</b>	
	Admin staff	1	months	12	250	3,000	Staff and other personnel costs
	Accountant	1	months	12	250	3,000	Staff and other personnel costs
	Project manager - Regional Forum	1	months	34	1000	34,000	Staff and other personnel costs
	Project manager - Regional database	1	months	34	1000	34,000	Staff and other personnel costs
	Audit	1	audit	1	4000	4,000	Contractual services
	Operational expenses					3,000	General operating and other direct costs

N	Breakdown	Pax	Units	Quantity	Cost	Total	Budget Line
	<b>Preparation and organization of the Regional Forum</b>					<b>11,760</b>	<b>Activity 1.1.1</b>
1.	Travel (1 rep per country)	8	pax.	1	400	3,200	Travel
2.	DSA	8	days	3	150	3,600	Travel
3.	Stationary	40	pax.	1	7	280	Supplies, commodities, materials
4.	Reception	40	dinner	1	30	1,200	Contractual services
5.	Catering	20	days	1	25	500	Contractual services
6.	Catering	40	days	1	17	680	Contractual services
7.	Conference Hall	1	days	1	1000	,1000	Contractual services
8.	Technical equipment	1	days	1	300	300	Contractual services
9.	Interpreters	1	days	1	1000	1,000	Contractual services

<sup>2</sup> Staff and other personnel costs for the Project Management is based on the rates of UN projects implemented by CESDRR.

N	Breakdown	Pax	Units	Quantity	Cost	Total	Budget Line
	<b>Conduct of Analysis of the regional legal base and development of recommendations on its improvement</b>					<b>4,000</b>	Activity 1.1.2
1.	Legal expert	1	Activities	1	4000	4,000	Contractual services

N	Breakdown	Pax	Units	Quantity	Cost	Total	Budget Line
	<b>ToT on the Sendai Framework Monitor</b>					<b>1,755</b>	Activity 2.1.1
1.	Stationary	1	pax.	40	5	200	Supplies, commodities, materials
2.	Catering	15	days	1	17	255	Contractual services
3.	Technical equipment	1	days	1	300	300	Contractual services
4.	Interpreters	1	days	1	1000	1,000	Contractual services

N	Breakdown	Pax	Units	Quantity	Cost	Total	Budget Line
	<b>Regional training for Sendai Monitoring</b>					<b>6560</b>	Activity 2.1.2
1.	DSA	10	days	2	150	3,000	Travel
2.	Stationary	1	pax.	40	7	280	Supplies, commodities, materials
3.	Catering	20	days	2	17	680	Contractual services
4.	Technical equipment	1	days	2	300	600	Contractual services
5.	Interpreters	1	days	2	1000	2,000	Contractual services

N	Breakdown	Pax	Units	Quantity	Cost	Total	Budget Line
	<b>Collection of data, mapping data in GIS system / Regional Risk Overview</b>					<b>7000</b>	Activities 2.2.1 and 2.2.3
1.	IT expert (GIS expert)	1	Activities	1	3000	3,000	Contractual services
2.	DRR expert	1	Activities	1	4000	4,000	Contractual services

N	Breakdown	Pax	Units	Quantity	Cost	Total	Budget Line
	<b>Training on database update and maintenance</b>					<b>1119</b>	Activity 2.2.2
1.	Catering	7	days	1	17	119	Contractual services
2.	Interpreters	1	days	1	1000	1,000	Contractual services

**Annex B**

**Financial Statement on Income and Expenditures from Funds Received from the  
Trust Fund for Disaster Reduction - for the period \_\_\_\_ to \_\_\_\_  
(United States Dollars)**

**1. INCOME**

Balance available 1 January 20\_\_\_\_

Add: Remittances from United Nations

Interest income

Miscellaneous income (specify) \_\_\_\_\_

Total income \_\_\_\_\_

**2. EXPENDITURE**

Staff and other personnel costs

Travel

Supplies, commodities, materials

Equipment, vehicles and furniture

Contractual services

General operating and other direct costs

Transfers and grants to counterparts

Total expenditure \_\_\_\_\_

Balance available 31 December 20\_\_\_\_

\_\_\_\_\_

This is to certify that the above statement of income and expenditure is correct and that the expenditure was incurred in connection with the approved projects for which allocations have been received.

\_\_\_\_\_

## ANNEX C

### Targets to release subsequent instalments of the grant funding

Subsequent instalment 1 – 60,000 USD (1 October 2020)

- 2020 Regional Forum of the heads of CA emergency authorities is held and report of outcomes is delivered.
- 2020 Regional training for the CA national Sendai Framework focal points and other partners is held

Subsequent instalment 2 – 39,834 USD (1 October 2021)

- 2021 Regional Forum of the heads of CA emergency authorities is held and report of outcomes is delivered.
- 2021 Regional training for the CA national Sendai Framework focal points and other partners is held
- final audit report received and accepted by UNDRR

**WAIVER OF SUBROGATION OF CENTER FOR EMERGENCY SITUATIONS AND  
DISASTER RISK REDUCTION'S RIGHTS TO THE INSURANCE CARRIER  
AGAINST UNDRR**

Center for Emergency Situations and Disaster Risk Reduction agrees to purchase insurance for any of the materials, equipment, human resources or services procured through the Grant provided by the UNDRR and shall indemnify and hold UNDRR harmless for any claims arising in connection with any materials, equipment, human resources or services procured under this Grant.

Date:

04/12/19

Signature:





## Progress Report

<b>Project title:</b>	
<b>Reporting organization:</b>	
<b>Contact person:</b>	
<b>Reporting period:</b>	From _____ To _____
<b>Reporting phase:</b>	Interim [     ], Final [     ]
<b>Date of submission:</b>	

### I. BACKGROUND & CONTEXT:

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

### II. STATUS of IMPLEMENTATION:

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

### III. HIGHLIGHTS

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

### IV. CONCLUSION

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

**V. LIST OF MAJOR EVENTS**

Date	Event
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**VI. SUPPLEMENTARY INFORMATION**

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

**VII. LOGO/ PICTURES**

If not yet submitted, please send the latest logo of your organization in print resolution (possible format: .tiff, .eps, .ps, .jpg). If available, please send us any high resolution pictures with small description and the credit information.