



EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

CALL FOR PROPOSALS FOR THE THIRD DIPECHO ACTION PLAN IN SOUTHEAST ASIA VIETNAM, CAMBODIA, THAILAND, LAOS, PHILIPPINES AND INDONESIA

GUIDELINES FOR APPLICANTS:

According to Article 2F of Humanitarian Regulation (EC) of 20 June 1996¹, ECHO's activities in the field of Disaster Preparedness shall be "to ensure preparedness for risks of natural disasters or comparable circumstances and use a suitable rapid early-warning and intervention system".

DIPECHO (which stands for DIaster Preparedness ECHO) is a programme set up by ECHO to improve the capacities of communities at risk to better prepare and protect themselves.

1. GENERAL OBJECTIVES OF THE DIPECHO PROGRAMME

This DIPECHO Action Plan aims at funding :

- Projects to **prepare for risks** or to mitigate the impact of disasters;
- principally addressed to **natural** disasters
- that affect **Southeast Asia** including : Vietnam, Cambodia, Thailand, Laos, Philippines and Indonesia.

Projects must satisfy the following overall criteria:

- DIPECHO is mainly designed for **communities**. The main aim is to protect communities at risk. A project must meet and reflect the needs of communities that are the immediate victims of disasters regardless of the level at which it is implemented – even at the national level.
- **Strengthening local capacities**: All DIPECHO projects must lead to the strengthening of local capacities i.e. address physical, social and organizational needs, take into account motivation and attitude, develop skills and management tools. It is essential to reinforce such capabilities as the durability and suitability of a project depends on them.
- In this context, projects must describe all **mechanisms** that will be used to carry out participatory analysis of pre, during and post disaster as well as the relevant tools that form an integral part of the drawing up of community disaster preparedness plans.

¹ CE Regulation N°1257/96 of 20 June 1996, OL L163 of 02.07.1996

2. GUIDELINES FOR THE THIRD DIPECHO ACTION PLAN IN SOUTHEAST ASIA

The projects submitted will have to target one or several of the following objectives for one or more countries in the geographical area concerned:

2.1. Local community and civil society level:

- Raising public awareness, informing on the risks that local people incur and the easiest ways to reduce these risks. This aspect is too often neglected in Disaster Preparedness projects.
- Valorising the role that women can play within community before, during and after a disaster through awareness-raising activities. Implementation of educational activities for children in schools.
- Strengthening the capacity of communities to mobilise in order to encourage coordination, exchange of information between local communities and/or other local actors involved in the area concerned;
- Strengthening of local actors' capabilities in their response to disasters and in the organisation of emergency relief, in particular through training of local staff, awareness-raising and simulation exercises.

2.2. Local intervention committee level

- Support for drawing up local disaster management plans with community involvement;
- First aid training for community volunteers and setting up rapid reaction teams in order to enhance local response to disasters;
- Establishing early warning systems which use low-cost technology;
- Support small-scale mitigation projects which would complement disaster preparedness activities in order to alleviate the impact of disasters.

2.3. Local authority level

- Awareness-raising and training of local authorities representatives. Local authorities have to be informed and/or involved in the implementation and follow-up of the DIPECHO projects.

2.4. National level

- Awareness-raising and strengthening the capacity of national services in charge of disaster management such as NCDM (National Committee for Disaster Management) in Vietnam, NCDM (National Committee for Disaster Management) in Cambodia, NDMO (National Disaster Management Office) in Laos, NCDCC (National Civil Defence Co-ordinating Committee) in Philippines and BAKORNAS in Indonesia. Implementing appropriate mechanisms to allow information to circulate from local level to national level;
- Production and dissemination of maps showing natural disasters danger zones;
- In-depth analysis on the roles and responsibilities of various actors involved in Disaster Management;
- Coordination at national level in order to standardise procedures and/or terms used for example in the field of damage assessment.

2.5. Regional level

- Encourage training, co-ordination and complementarity, exchange of information and co-operation between regional organisations (ADPC, IDRM, Mekong River Commission), national structures, NGOs (local and international), international organisations working in the field of disaster preparedness;
- Support for activities promoting joint experiments in disaster mitigation.

3. ADDITIONAL RECOMMENDATIONS

3.1. If possible, Projects should take into account the following orientations:

- Involve women in project implementation;
- Ensure appropriate co-ordination in the field with entities responsible for Disaster Management and/or other local actors;
- Information dissemination strategy: Projects must include a strategy for disseminating information to other local or international actors on the questions tackled, the approach used, the project results and the lessons learned. This strategy will be one of the indicators of progress made by the project.

3.2. Specific recommendation for the third DIPECHO Action Plan in the region

This is the third DIPECHO Action Plan in this region. In the framework of this call for proposals, the two following scenarios are possible:

- The project submitted is the continuation of a project financed in the framework of one of the previous DIPECHO Action Plan(s);
- The project is a new one in terms of the activities envisaged, the applicant organisation or the location foreseen for the project.

In these two cases, organisations must clearly define the measures that they will take to ensure that projects will produce results **of a lasting nature and results that can be exploited** once ECHO financing stops. Organisations have to be pro-active in seeking other funding sources for the project, in particular if several phases of the project have been funded successively within the DIPECHO programme.

ECHO will pay attention that this third Plan **does not create too many high expectations**. Indeed following the implementation of this third Plan, it will be rather a matter of taking **stock of the achievements and of the difficulties encountered in the implementation of the DIPECHO regional approach** in South-east Asia during three cycles and **of analysing the feasibility of alternative approaches to the regional one**.

4. SIZE OF THE FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION

The global indicative amount available under the present call for proposals is **€ 3.200.000**.

Individual grants will normally range between €50.000 and € 500.000.

The Commission reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested.

5. ELIGIBILITY CRITERIA

For applications to be eligible for funding they must fulfil the criteria listed in section 5.1 to 5.3 below. Applications failing to fulfil the criteria will not be considered for funding.

ECHO may ask for any additional information that is deemed necessary.

5.1. Eligibility of applicants: Who can apply?

- A **Non-Governmental Organisation** established as a non-profit-making autonomous organisation in a Member State of the Community.
- An **International agency or organisation**, i.e. organisations of an inter-governmental nature, founded by an agreement between States.
- A **specialised Agency of a Member State**.
- a **consortium** established in order to implement humanitarian projects, including the exchange of technical know-how and experience **by European humanitarian organisations and agencies or between such bodies and those of third countries**. The European humanitarian organisation or agency will be the contracting party.

5.2. Eligibility of projects: What kind of projects will be considered?

- Type of projects: Grants are aimed at funding projects to prepare for or to mitigate against the impact of natural disasters in Southeast Asia, as stated in Section 1 of this document.
- Type of activities: This third Action Plan is aimed at funding activities mentioned in Section 2 of this document.
- Own contribution: For projects of equal technical quality, the Commission will give priority to projects which include funding from other sources including contributions from the applicant.
- Duration: Normally project duration should be limited to 12 months. In no event will grants be provided for operations that have already been completed.
- Number of proposals: Applicants can submit more than one project proposal.

5.3. Formal requirements

Applications must be submitted in **four (4) copies**.

Applications must include in writing:

- (1) a covering letter formally submitting the application with the title of the project;

- (2) the application form and its related annexes, including the signed Declaration;
- (3) a full project proposal, including timetable for the project and the logical framework (*annex 3*);
- (4) The budget for the entire project: the two budget tables, one summary (*annex 2 bis*), and one detailed (*annex 4*) making sure that costs are coherently presented in both tables;
- (5) Certified annual accounts for the last financial year except if the applicant has signed the Framework Partnership Agreement with ECHO;
- (6) a description of how ECHO support for the project will be publicised.
- (7) Candidates have the right to submit proposals in any of the official languages of the European Union. However, for reasons of administrative facility, candidates are asked to provide ECHO with a translated version of their proposal **either in French or English**. Contracts will be drafted in English or French; applicants may indicate a preferred language if they wish.

The deadline for the submission of project proposals for the DIPECHO Action Plan is **31 May 2002**, 17:00 (A date stamp will be taken as evidence of posting).

- (8) Where and how to send the applications:

Applications must be received in a sealed envelope by registered mail, by express messenger or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address indicated below:

Postal address:

ECHO-3
DIPECHO Programme
Call for proposals SOUTHEAST ASIA
To the attention of the Head of Unit ECHO-3
European Commission
B-1049 Brussels

Address for hand delivery or delivery by private courier service:

ECHO-3
DIPECHO Programme
Call for proposals SOUTHEAST ASIA
To the attention of the Head of Unit ECHO-3
Rue de Genève, 1
(G-1, 2/158)
B-1140 Evere

(9) If you have any question relating to this call for proposals, please contact:

ECHO-3- Brussels

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Tel : (32-2) 299.01.11

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ECHO Thailand

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Email : Echocambodia@bigpond.com.kh

6. EVALUATION CRITERIA

To determine the quality of the proposals the following evaluation criteria will be applied:

- **1. Quality of project design**

- 1.1. Indication of the vulnerability of the project area;
- 1.2. Evaluation methodology of the situations and needs, description of risks and vulnerability;
- 1.3. Beneficiaries: characteristics, number and selection methodology;
- 1.4. Clear, achievable objectives(general, specific);
- 1.5. Coherent description of the activities to be implemented;
- 1.6. Expected results stated both qualitatively and quantitatively;

Objectives, activities and results must be clearly described in the proposal and in the logical framework.

- 1.7. Detailed action plan (tasks identified and assigned, mechanisms for monitoring implementation). The indicative timetable should show the costs related to each implementation phase.

- **2. Technical capacity of the applicant to complete the project**

- 2.1. Previous experience in the field of disaster preparedness and mitigation;
- 2.2. Previous experience in Southeast Asia;
- 2.3. Experience in project management;
- 2.4. Resources to achieve the objectives;

- **3. Project Financial framework**

- 3.1. Amount of the project
- 3.2. Project budget: budget tables adequately filled in, respect of the eligible costs.
- 3.3. Co-financing of project. For projects of equal quality design and equal applicant technical capacity, ECHO will give priority to projects that show a co-financing higher than 15% of the total budget of the project.
- 3.4. The applicant shall demonstrate that the project is cost-effective.

- As indicated in the evaluation grid, “**bonus**” **criteria** (*Annex 1*, Section 4) may be granted if proposals meet the requirements listed in Section 3 of this document.

7. EVALUATION METHOD

On the basis of the information provided by the applicant, evaluation will be undertaken in accordance with the evaluation grid attached.

- Project assessment will be undertaken jointly by ECHO-Brussels (operational unit(s) and financial unit) and by the ECHO correspondents in Thailand and Cambodia.
- Score: The evaluation criteria are divided into sections and subsections. Each subsection will be given a score, as indicated in the grid. The higher the score given, the better the proposal appreciation will be. Priority will be given to applications, which have obtained the highest scores.
- As shown in Annex 1, proposal assessment will be scored as follows:

1. Quality of project design:	/ 50
2. Technical capacity of the applicant:	/ 15
3. Financial framework of the proposal:	/ 20
4. Bonus criteria:	/ 15
TOTAL :	/100

8. AWARD CRITERIA

Awards will be made based on the positive assessment of all the evaluation criteria listed.

9. FUNDING CONDITIONS

Applicants are advised that no guarantee of funding can be provided prior to the receipt of official notification from ECHO that a grant has been awarded. Any information provided by ECHO as to the state of the approval process prior to formal approval notification has purely indicative value and may in no case be taken as presumption of approval. Similarly, the level of funding approved will not necessarily equal the amount requested. In such cases, ECHO will advise the beneficiary of the conditions deemed necessary to cover or reduce the shortfall.

Grants are calculated as a percentage of eligible costs and as a maximum amount. The amount of a grant only becomes final, therefore, after completion of the project and presentation of the final accounts.

The following types of cost are ineligible for funding by ECHO: in-kind contributions, exchange rate risks and losses, fixed capital costs, general provisions for losses or future liabilities, debt payments, interest payments and all expenditure which took place prior to the date of submission of the application.

The budget may include a contingency reserve of no more than 5% of eligible direct costs. It may include a maximum of 7% of eligible direct costs to cover indirect costs and overheads.

Applicants are asked to indicate, clearly and in detail in the budget proposal, how budgeted costs have been calculated (e.g. as regards salaries and emoluments, material resources and travel costs) and the principles of financial management which will apply.

It is ECHO's policy under this Grant Facility to grant flexibility in budget organisation and management but only in return for clearly defined outputs and clear and satisfactory policy statements regarding financial management. Where the institutions concerned have policies on costs chargeable to project budgets, such policies must apply to the project proposal as a minimum. In the absence of satisfactory conditions, ECHO will require and apply a restrictive approach.

Final costs must be drawn up in detail and approved by the applying institution's chief accountant or certified by a qualified external accountant.

For any grant equal to or exceeding € 100,000, the recipient organisation shall be required to have an audit carried out by independent local auditors of the use of the grant and an audit report should be produced after the implementation of the action. The cost of audit shall be included in the budget of the project. ECHO is the owner of any such audit report. ECHO's audit reports are not to be given to third parties without ECHO's permission.

Full details on the rules governing Commission grants and advice on drawing up applications are contained in the Commission's publication "Information on EU funding", available on the Commission's web site (http://europa/comm/secretariat_general/sgc/info_subv/index_en.htm) or from official information sources.

Annex:

- (1) Evaluation grid.
- (2) Standard application form.
- (2 bis) Summary budget table
- (3) Logical framework
- (4) Detailed budget table
- (5) Model Grant Agreement, General terms and conditions
- (6) For reference, the Council Regulation N°1257/96 can be found at the following address:
http://europa.eu.int/comm/echo/img_echo/pdf/reg1257_en.pdf

ANNEX 1 : Evaluation grid.

Section	Maximum score
1. Quality of project design	50
1.1. Is the project area vulnerable to natural disasters?	5
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) in terms of risks, vulnerability, and weaknesses of existing coping mechanisms is the proposal?	8
1.3 Is the methodology applied to select the target beneficiary groups clearly defined?	8
1.4 How relevant is the proposal to the objectives and one or more of the priorities of the programme? Note: A score of 8 (very good) will only be allocated if the proposal specifically addresses at least one priority .	8
1.5 How coherent, appropriate are the activities proposed?	8
1.6.How coherent are the results expected from the project in qualitative and quantitative terms?	8
1.7.How clear and feasible is the action plan ?	5
2. Technical capacity of the applicant	15
2.1 How adequate is the technical expertise of the applicant in terms of disaster preparedness and mitigation project management ? Note : If the applicant has no previous experience in this field, the score will be 1.	4
2.2 Does the applicant have previous experience in one of the countries of the region, does it have an office in the field to monitor the implementation of the project ?	4
2.3 Does the applicant have a previous experience in project management ?	3
2.4 How sufficient and appropriate are the resources to achieve the activities foreseen ?	4
3. Project financial framework	20
3.1.Does the project cost fall within the range indicated in this call for proposals ?	2
3.2.How coherent is the project-funding plan? Have the budget tables been adequately filled in(<i>annexes 2 bis et 4</i>) ?	6
3.3 Will the project be co-financed for more than 15% of the total budget of the project ?	6
3.4.To what extent is the proposed expenditure necessary for the implementation of the project ? Does the project appear to be cost-effective?	6
4. Bonus criteria	15
4.1.Does the proposal promote the role of women in project implementation?	3
4.2.Will the project be implemented with support of local actor(s) ? To what extent does the proposal take into account elements to ensure an appropriate co-ordination in the field?	4
4.3.To what extent does the proposal contain an information dissemination strategy ? Are visibility actions envisaged?	4
4.4.How precisely does the proposal describe the measures that are envisaged to ensure that results will be of a lasting nature and can be exploited once ECHO financing stops?	4
Maximum total score	100