



COMMUNITY DISASTER RISK REDUCTION FUND

**REQUEST FOR PROPOSAL GUIDELINES
(Concept Note and Project Application Document)**

Call ID	2015/03
Open Date	Monday July 13, 2015
Close Date	Friday August 7, 2015; 4.30 p.m. (Eastern Caribbean time)

Please read these guidelines completely before attempting to fill out a Concept Note or Project Application Document. The Community Disaster Risk Reduction Fund (CDRRF) focuses more on the idea and the overall change it is expected to cause. Complete Concept Notes are welcomed. DO NOT be discouraged if information asked for proves difficult to provide. The CDRRF will assist with the process of enhancing the transformative idea.

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1. BACKGROUND

1.01 The vulnerability of the Caribbean to natural hazards and to climate variability is well known. According to a 2011 report by the United Nations Economic Commission for Latin America and the Caribbean (UNECLAC), “the countries of the Caribbean, estimated to be responsible for less than 1% of global greenhouse gas (GHGs) emissions would be among the most severely impacted by changes in temperature, precipitation and sea level rise. The consequences of climate change for the Caribbean will inevitably make it increasingly difficult to respond to the challenges of vulnerability and social exclusion¹.”

1.02 Increased GHGs can cause global warming thus increasing the Region’s exposure to natural hazard risks and impacts. The geographic location and topography (land makeup) of countries in the Region already place them at high levels of exposure to natural hazards such as storms, hurricanes, droughts, earthquakes and volcanic eruptions.

1.03 Increasing temperatures on land can lead to severe drought and reduced water supply. Increased sea temperatures can lead to the development of more intense hurricanes in the Atlantic Ocean and threaten local coral reefs and fisheries. Extremes in rainfall can trigger floods, landslides and long dry periods. Sea level rise threatens the extensive coastal resources that are vital to Caribbean economies and societies. Disasters related to climatic events have severe impacts on key sectors such as agriculture, fisheries, health, water resources and tourism.

2. ABOUT THE CDDRF

2.01 The Community Disaster Risk Reduction Fund (CDRRF) was established to assist Caribbean countries to reduce vulnerabilities to natural hazards and climate change impacts by building capacity at the community level. Funded by the Governments of Canada and the United Kingdom through the [Department of Foreign Affairs, Trade and Development](#) (DFATD) and [Department of International Development](#) (DFID) respectively as well as [Caribbean Development Bank](#) (CDB), the CDRRF is a 6-year medium-sized grant mechanism.

2.02 The Trust Fund finances community-driven, gender responsive, and environmentally sustainable disaster risk reduction (DRR) and climate change adaptation (CCA) projects at the community level to assist Borrowing Member Countries (BMCs) of the CDB to implement resiliency building, community disaster risk reduction, climate change adaptation and related livelihoods projects in the priority sectors identified under the CARICOM Comprehensive Disaster Management Strategy 2014-2024 and the CARICOM Framework for Achieving resilient Climate Change 2011-2021.

2.03 These plans aim to mainstream climate change adaptation strategies into the sustainable development agenda of CARICOM states and enable safer, more resilient and sustainable disaster management in participating states. In addition, the Fund aims to improve knowledge capacities and develop evidenced-based knowledge on DRR and CCA in the Region. To this end, the Fund is designed around four major components:

- (a) Community DRR/CCA sub-projects;
- (b) Knowledge Management and Communications;
- (c) Monitoring and Evaluation; and

¹ The Economics of Climate Change in the Caribbean (UNECLAC 2011, Page 3)

- (d) Mainstreaming DRR/CCA considerations into Country Poverty Assessment Processes.

2.04 As part of its activities, the Fund will, therefore:

- (a) Reduce the risk of vulnerable populations by funding community DRR or CCA projects;
- (b) Document the information and knowledge that comes from implementing the CDRRF community sub-projects; and
- (c) Develop ways to share this information and knowledge on community-based DRR and CCA with national and regional stakeholders/partners.

3. GUIDANCE NOTE

3.01 This Guidance Note provides information to help prospective applicants better understand the Fund's purpose, its two-stage application process and requirements. It supports applicants in:

- (a) Identifying and understanding the eligibility and assessment criteria used by the Fund.
- (b) Identifying relevant types of project activities for projects.
- (c) Identifying the information needed to complete documents used by the Fund.
- (d) Instructing how to complete and submit Concept Notes, Project Application Document and supporting documents to the Fund.

3.02 Who Can Apply To The CDRRF?

The CDRRF is open to:

- (a) Applicants whose nationality is from the list of 18 eligible CDB's BMCs, namely: Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, and The Turks and Caicos Islands. (Haiti is ineligible as they currently benefit under a distinct programme of the Government of Canada).
- (b) Registered and unregistered non-for-profit organisations which includes, but not limited to: Community Based Organisations (CBOs), Non-Governmental Organisations (NGOs), Faith Based Organisations, Government Agencies and National Research Institutions may apply to the CDRRF.
- (c) Applicants must be based in, belong to, or partner with the communities for which projects are being proposed. Proposals can be submitted by a single organisation or in partnership with others; provided the beneficiary community is central to the conceptualisation and development of the proposal.

3.03 What Types Of Projects CDRRF Supports?

- (a) While communities cannot prevent natural hazard events, they can reduce the risks which natural hazards pose. They can put in place infrastructure and systems to: reduce the vulnerability of community members and property to hazards; manage land, and the environment in a sustainable way, and improve their preparedness for disasters.

Similarly, although community members have little control over the changing climate, they can adapt to climate change – that is, they can make changes to the physical environment, and their lifestyle, to cope more effectively with the emerging and anticipated changes.

- (b) The CDRRF will therefore fund innovative and transformative community-driven solutions in the priority areas of DRR/CCA that advances the objectives of the CDRRF, that have identified innovative, practical, effective, and sustainable ways that are measurable and can lead to reductions in community vulnerability. CDRRF projects must, therefore:
 - (i) Demonstrate reduced community vulnerability to natural hazards or the longer term impact of climate change;
 - (ii) Be designed, developed, and owned by the community itself – with a partner or partners where necessary;
 - (iii) Demonstrate that upon project completion, the DRR/CCA benefits produced by the project will be sustained in the absence of CDRRF funding;
 - (iv) Produce DRR/CCA results, and lessons that can be captured and shared with communities experiencing similar disaster or climate change problems;
 - (v) Enhance sustainability of livelihoods strategies in the beneficiary community or communities; and
 - (vi) Provide new, innovative and appropriate approaches to effective community DRR/CCA.

3.04 What The CDRRF Can Fund

- (a) Infrastructure development critical to the project results.
- (b) Training.
- (c) Community outreach and visibility.
- (d) Knowledge management activities.
- (e) Procurement of necessary equipment and furniture.
- (f) Any other eligible activity that is directly related to achieving the results of the project.

3.05 What The CDRRF Will Not Fund

- (a) Individual requests.
- (b) Profit making and political entities.
- (c) Beneficiaries with existing grants from the CDRRF.
- (d) For the same idea being funded by another source
- (e) Identifiable taxes, debts, losses related to currency fluctuations.
- (f) The purchase of land and building²
- (g) Expenditure exceeding the Grant Agreement.
- (h) Repeat applicants/multiple applications from same applicant
- (i) Procurement of items from non-member CBD countries³

² Exceptions may be made in cases where the property is extremely crucial for the protection of the community and there are no alternatives

³ The Bank has 27 Members as follows:

- 19 Regional Borrowing Members, namely: Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands and Suriname;
- 3 Regional Non-Borrowing Members, namely: Colombia, Mexico and Venezuela; and

3.06 What Is The Amount Of Funding Available and Timelines For These Projects?

- (a) The CDRRF supports each successful community DRR/CCA project with a grant of between USD400,000.00 and USD650,000.00. Each project should have an implementation period of up to 24 months. Grant requests that fall outside of these specifications will not be considered for support.

3.07 What Is The Process For Submitting An Application To The CDRRF?

- (a) The CDRRF has a *two-stage* application process:
 - (i) In **Stage One**, the applicant will develop a *Concept Note* providing basic information on the proposed project. A template with guiding questions/points will be provided for this. The CDRRF Secretariat will review each concept note to see if it meets the CDRRF eligibility criteria for progressing to Stage Two of the application process. Interested parties must prepare and submit their *Concept Notes* within four weeks from the date of the Call for applications. Download the required Concept Note template at www.caribank.org/programmes/cdrr1. Fill in only the relevant information. DO NOT send attachments at this stage. Concepts Note with transformative ideas that are not sufficiently completed to advance, may qualify for Project Development Assistance (PDA) to develop the idea prior to advancing to Project Application Document (PAD).
 - (ii) In **Stage Two**, applicants whose Concept Notes met the eligibility and assessment criteria will be asked to prepare and submit a full proposal in the form of a *PAD*. Applicants are given a maximum of six weeks to prepare and submit PADs. PADs will be screened for completeness, and quality before being submitted to the CDRRF's Project Technical Review Committee for appraisal. At this stage, unsuccessful PADs might be recommended for PDAs. Where the PAD is successful in passing this stage, the CDRRF will conduct on-the-ground appraisals in applicant communities to ensure feasibility of the proposals and strengthen the PAD. The revised PAD will then go through various internal processes before going to CDB's Loans Committee which makes the final decision on which projects will be granted funding. Download the required PAD and other required templates at www.caribank.org/programmes/cdrr1.
- (b) At each stage of the application and appraisal process, the CDRRF team will provide feedback on applications and guidance if needed, to applicants towards strengthening their submissions.

4. CRITERIA AND KEY CONSIDERATIONS FOR SELECTING CONCEPT NOTES

4.01 The CDRRF has some key criteria and cross-cutting themes that must be reflected. Proposals submitted will be evaluated to ensure that they have complied with development criteria which are crucial to the CDRRF. All proposals submitted to the CDRRF should meet the following criteria:

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- 5 Non-Regional, non-borrowing members, namely: Canada, China, Germany, Italy and the United Kingdom.

- (a) **Ultimate Outcome:** Project design has clear outcomes, appropriate solutions, with a good chance of delivering the outcome/change; Specific, Measurable, Attainable, Realistic, Time-bound, Cost-effective (SMART-C). The project must result in tangible solutions, transformations at the community level;
- (b) **Tangible Risk Reduction and Lessons Learnt:** Project design demonstrates reduced vulnerability to natural hazards or the longer term impacts of climate change, and will produce DRR/CCA results and lessons that can be captured and shared with communities experiencing similar disaster or climate change problems;
- (c) **Innovative:** Provide new, innovative, transformative and appropriate approaches to effective community DRR/CCA;
- (d) **Community-Driven/Participatory:** The proposed project must be led by the needs and priorities of the target community members and the proposal must reflect this clearly; when and how community members were involved in identifying the problems to be addressed, and developing the proposal, and how they will be involved in project implementation. The project must be developed with the full and active participation of a wide range of community members and be designed to have community members participating in project implementation;
- (e) **Social Justice/Responsiveness/Gender Sensitive:** Must clearly identify any critical gender or other inequality issues or considerations and how they will be addressed. The proposed project must take into consideration the different impacts of natural hazards and disasters on males and females; poor and other vulnerable groups; and where necessary, develop specific strategies to meet the needs of each;
- (f) **Environmentally Sustainable:** It is expected that the proposed projects will be able to be implemented with little or no adverse impact to the environment. The project must have an overall positive impact on the natural and/or social environment;
- (g) **Supportive of Sustainable Livelihoods:** Livelihood consists of all the resources needed by an individual or a community to provide a means to make a living. These resources include occupation, access to assets, and support from social groups and organisations. The vulnerability level of an individual or community to a hazard is determined by access to these resources, which help a community to cope with disasters. It is expected that the proposed projects will, where possible, make livelihoods more sustainable;
- (h) **Sustainable:** Can demonstrate that upon project completion, the DRR/CCA benefits produced by the project will be sustained in the absence of CDRRF funding; and
- (i) **Baseline Data:** Baseline data exist and were referenced or provided in the application.

5. STEP-BY-STEP GUIDE TO COMPLETING CONCEPT NOTE	
Part 1	
1	Please insert the Call ID that has been assigned to the Call that is being responded to. For example, the Call ID for this Request is 2015/03 and may be found at the top of the current guidelines. This information helps track the application and ensures that it is assessed according to the instructions given at the time the Call was issued.

5. STEP-BY-STEP GUIDE TO COMPLETING CONCEPT NOTE	
2	This section provides vital information about the applicant. Please provide only the information requested. If information is unavailable or uncertain, please say so.
2.1	State the country that the organisation is based in. It must be in one of the CDB's Borrowing Member Countries. However, Haiti is ineligible for this funding opportunity as they benefit from a dedicated Fund of the Government of Canada.
2.2	Provide the name that the organisation/group is known by and operates as. If the organisation is not legally registered and does not have all the information asked for, please provide the information available.
2.3	State what the organisation is legally registered to do, or traditionally does. Left click to select the box that best describes it. If the organisation is not defined by any of the boxes, please use the section "Other" to provide the information that best describes its operations.
2.4	Provide information on the person that can be contacted to follow up with the Concept Note submission. This person must have the authority to represent and speak on behalf of the applicant's organisation/group.
2.5	State the organisation's work that it has done so far; accomplishments in brief. If the organisation has a mission statement, value statement, vision statement or goal, please state it here.
2.6	State the projects implemented by the organisation (the last five or within the last five years; project name, results, cost and source of funding. For status, click in the cell "box" then left click on the down arrow shown on the screen. Select an option. If the organisation has not implemented any projects before, please leave blank. If projects were self-funded in cash or kind, please state so.
3	State whether the organisation intends to partner with other organisations. Details of this partnership will be given in Part 2, Section 6; and if the Concept advances to PAD development be able to provide letters of Commitments and/or Memorandum of Understanding.
4	State how the organisation heard about CDRRF and the best medium for communication. Left Click to select a box that best identifies how the organisation heard about CDRRF. Use the "Other" section if none of the boxes are suitable and to add another communication medium.
Part 2	
1	Identify all the activities that the project intends to undertake by clicking on the boxes provided.
1.2	Give the name of the project; one that is short but fully describes what it intends to do.
2	This section asks for detail information on the idea. Give your best answers. Do not be discouraged from submitting the Concept Note if it is difficult or impossible to answer all the questions at this time. If the project idea is sound, CDRRF can provide support to develop it further.
2.1	Tell of the areas, districts, communities, parishes and country where the project will be implemented. This may be different from the organisation's or the responsible officer's contact address.
2.2	Describe the problem as best as possible, giving statistics where they are available. Work with the national disaster management office or other agencies to get the information needed.
2.3	Again, the national disaster management office should be able to assist with the information. Describe the type of assessment, when it was done and by whom.
3	This section is the most important part of the Concept Note.
3.1	Describe the big idea and how the organisation plan on doing it. Name the main activities and quantify where possible. Say how these activities will be done.
3.2	State the expected results of the project and quantify where possible. What is expected to happen in the short term (less than two years); medium-term (two to four years); long-term (over four years).
3.3	Provide information on how the project will be managed and by whom. If all the details have not yet been worked out, please state so. The Concept Note WILL NOT be declined for this.
3.4	State how long the project will run for; expected start and end dates. Please be guided by the projected Call Timetable on Page 9.
4	In this section, information to develop a profile of the community is requested. Some of the information could probably be found from the social development office, statistical office or the relevant Government agencies.
4.1	These figures may be obtained from the social development offices, economic and social surveys, or standard of living surveys if published by your country. Give an estimate where figures are not known; leave blank where unable to make a good estimate.

5. STEP-BY-STEP GUIDE TO COMPLETING CONCEPT NOTE	
5	This section asks for an explanation of community participation. Participation is more than just telling persons what will be done. It involves a more thorough process of involving members of the community in the identification, prioritising of problems and selection of solutions and the approach to take
5.1	State how the big idea came about.
5.2	Indicate the actions taken to get the community involved in looking at the various problems, identifying and deciding the solution that is stated in the submission
5.3	Describe the roles and responsibilities community members will have on the project should the Concept Note/PAD be approved.
6	Describe the intended partnerships. Advise of names, brief description of service provided, the years of existence. Left click in the appropriate boxes to select an option about the type of organisation and the role that they will have on the project. Right click to insert or delete additional rows as needed
7	Give an estimate what the project should cost in United States Dollars preferably. If not, in local currency. If the cost is not know at this stage, please state so.

6. CDB-CDRRF DEFINITIONS	
BMC	There are 19 countries through which the CDB channels funds by way of loans. They also have voting rights that entitles them to be a part of the Bank’s decision-making process. These are Anguilla; Antigua and Barbuda; The Bahamas; Barbados; Belize; British Virgin Islands; Cayman Islands; Dominica; Grenada; Guyana; Haiti; Jamaica; Montserrat; St. Kitts and Nevis; St. Lucia; St. Vincent and the Grenadines; Suriname; Trinidad and Tobago; The Turks and Caicos Islands. Haiti is not eligible to apply for this Fund as they currently benefit from a distinct programme of the Government of Canada.
Climate Change Adaptation	Anticipating the likely negative impacts of climate change and making the necessary adjustments to limit impact and cope with its effects or, take advantage of the opportunities provided. Examples of adaptation measures include: using scarce water resources more efficiently; adapting building codes to future climate conditions and extreme weather events; building flood defences and raising the levels of dykes; developing drought-tolerant crops; choosing tree species and forestry practices less vulnerable to storms and fires; and setting aside land corridors to help species migrate.
Community	A group of individuals or households (a) living in the same location or, (b) sharing a common interest.
Disaster	The effect of a hazard that causes severe hardship and disruption of normal life and reduces or exceeds ability to recover and return to normal routines. Individuals, families, communities or a country may be impacted differently.
Disaster Risk Reduction	The process by which the negative impacts of a hazard can be avoided or reduced. DRR activities include early warning systems, retaining walls, break-waters and sea walls.
Hazard	A potentially dangerous man-made or natural activity that could cause severe damage and/or loss to live, property and livelihoods resulting in severe economic disruption. For example; flooding, earthquake, volcanic eruptions, drought, fires, landslides, hurricanes.
Organisation	Refers to any group, registered or unregistered; formal or informal that have come together to put this proposal forward.
Resilience	Capacity to learn, cope, adapt, and transform in the face of shocks and stresses.
Social Justice (Equality, Inclusion, Diversity, Gender)	Everyone can be equally exposed to a hazard, but males and females; rich and poor; able bodied and physically challenged have different levels of vulnerability based on different access to resources and employment, different levels of responsibility to family members, priorities, and different roles in the community; therefore develop different levels of resilience. These varying roles and abilities can reduce the capacity of communities to anticipate, survive, resist and recover from disasters.

6. CDB-CDRRF DEFINITIONS	
	Gender refers to the different roles assigned, and different opportunities provided by a society to its members, based on whether they are males or females. Because of these differences, males and females perceive, and identify risks differently. For example: gender based violence can limit the ability of girls and women to access shelters. On the other hand, gender norms of risk taking among males may put men at increased risk during disasters. The projects must ensure that all are included and are able to participate in project development, planning, and implementation and benefit equitably.
Sustainable Development	The process for meeting human development goals while sustaining the ability of natural systems to continue to provide the natural resources and ecosystem services upon which the economy and society depend.

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7. DO...	DO NOT...
Follow the provided templates provided as best as possible.	Submit more information than required/asked for.
Emphasise the idea and the results to be derived from the project.	Submit Concepts only focussing on agriculture or livelihoods.
Link all agricultural, livelihoods or other activity to a DRR/CCA outcome.	Submit more than one application.
Tick off your checklist to ensure that all the important things have been done.	Insert photos or other documents into the main Concept Note or PAD. Please use the appropriate Appendix.

8. SUBMISSION OF CONCEPT NOTES AND PADS
Submissions are preferred by e-mail: cdrf@caribank.org . The subject line of the electronic message must contain the words " CDRRF Call for Proposals " (Call ID) and the (Name of the Applicant). The CDRRF will confirm receipt by way of return e-mail within five working days. Alternatively, documents may be mailed to: Call ID: 2015/03 C/o The Project Manager Community Disaster Risk Reduction Fund Caribbean Development Bank P.O. Box 408 Wildey, St. Michael Barbados W.I. BB11000

9. CALL FOR PROPOSAL ANNOUNCEMENT

9.01 The Call for Proposals will open in July of each year. Documents and information on the CDRRF may be found at the CDRRF's webpage at <http://www.caribank.org/programmes/cdrf1>.

Call Timetable 2015/2016	
1. Pre-call Notice	April 2015
2. Call For Concepts Notes and Opening of Call	Monday, July 13, 2015
3. Call Close	Friday, August 7, 2015; 4.30 p.m.

Call Timetable 2015/2016	
4. Collate, screen, review and respond to applicants on decision taken and next steps.	Monday, August 10, 2015 to Monday, August 31, 2015
5. Development and Submission of PADs.	Tuesday, September 1, 2015 to Wednesday, October 13, 2015
6. Review/Refinement of PADs and respond to proponents.	Wednesday, October 14, 2015 to Friday, November 13, 2015
7. Review of PADs by Project Technical Review Committee and recommendations for Appraisal Mission	December 2015
8. Appraisal Missions	TBD 2016
9. PADs refined by applicants updated and resubmitted to CDRRF. CDRRF and ESU reviews for funding recommendations to Loans Committee.	TBD 2016
10. PADs submitted to Loans Committee for consideration for grant award and preparation of Grant Agreements.	TBD 2016
11. Project Launch and Project Implementation Workshops.	TBD 2016
<i>NB: The above schedule applies to Concept Notes that were approved to Advance to PAD development upon first review. Concept Notes recommended for Project Development Assistance (PDA) will be processed differently. The recruitment and engagement of consultants to conduct the PDA and for beneficiaries to re-enter the process at Step 5 or Step 6 between September 2015 and December 2015.</i>	

10. CONTACT:

For further information and for clarification, please contact:

Mr McDonald Thomas

Interim Project Manager

Community Disaster Risk Reduction Fund

Caribbean Development Bank

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