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| **International Bureau**Weltpoststrasse 4P.O. Box 3123000 BERNE 15SWITZERLANDT +41 31 350 31 11F +41 31 350 31 10www.upu.intContact: Mr Tetsuo HasegawaT +41 31 350 34 76tetsuo.hasegawa@upu.int |  | To: Union member countries Regulators Designated operators For information to: Consultative Committee members Restricted unionsRegional project coordinators |
|  | Berne, 17 February 2020 |

**Reference:** 7231(DCDEV.PAR)1011

**Subject: Fourth invitation to submit applications for UPU technical assistance projects in disaster risk management (Disaster Resilience Fund)**

Dear Sir/Madam,

Given the increasing frequency and scale of earthquakes, typhoons, floods and other natural disasters, it is more important than ever to build disaster-resilient postal services in order to ensure their stable provision worldwide.

With this in mind, the International Bureau wishes to invite Union member countries to submit applications for technical assistance projects in disaster risk management (DRM) to facilitate their readiness for natural disasters.

The following types of projects are eligible:

* Development of new DRM plans or enhancement of existing ones, based on the 2016 UPU DRM Guide, which sets out the general background, concepts, definitions and relevance of DRM in the postal sector;
* Development of DRM expertise (training, seminars, expert consultancy);
* Procurement of equipment and materials for DRM activities, including satellite phones, generators and other items that can be used in preparing for and responding to natural disasters.

Project beneficiaries should be developing countries, and particularly least developed countries. Member countries currently under sanction are not eligible for this technical assistance. The final budget allocation will be based on careful examination of the application.

The project duration will be determined by the nature of the activity. In principle, the project should be com­pleted within 12 months of the date of announcement by the UPU International Bureau of the project(s) selected.

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| / | Interested member countries are asked to submit project applications via our application website <http://www.upu.int/en/activities/disaster-risk-management-in-the-postal-sector/drm-ta.html> or by completing the attached application form and returning it by e-mail to DRM@upu.int. The application deadline is **31 March 2020**. |

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| / | For more information, please see the attached documents or e-mail DRM@upu.int. |

Yours faithfully,

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| --- | --- |
| Rudy Cuadra Director of Development and Cooperation | Visas: DCDEV.PAR: Hsg 10/2DCDEV. PCG: Po 12/2DCDEV.PAR STAN : 2627Internal copies: PAF, PAP, PEC, PAR |

**Description of technical assistance projects under the Disaster Risk Management Programme**

**1 Purpose**

With the increased frequency and scale of earthquakes, typhoons, floods and other natural disasters in recent years, it is now more important than ever to build disaster-resilient postal services to ensure the stable provi­sion of those services around the world.

Building disaster-resilient postal services on a global scale is consistent with the UPU’s aim to develop com­munication between peoples and thereby contribute to international cooperation in cultural, societal and eco­nomic fields.

Providing technical assistance to build disaster-resilient postal services is also an integral part of the UPU’s development cooperation programmes and should be based on the spirit of cooperation expressed in article 1 of the Constitution (paragraph 2) and on the mandate given to the UPU by paragraph 3 of the same article.

Within the framework of the Disaster Resilience Fund (DRF), created in 2016 to implement the above-mentioned articles, 15 projects have been launched and more than 720,000 CHF has been allocated to mem­ber countries.

This document provides detailed information on the DRF.

**2 Overview**

The DRF will provide financial support ranging from a minimum of 10,000 CHF up to a maximum of 100,000 CHF for each project. The final budget allocation for each project will be subject to careful examination of the proposal. The results of the projects will be reported to the Council of Administration and will be posted on the relevant UPU websites.

**3 Beneficiaries of the programme**

The beneficiaries of this programme should be developing countries, especially least developed countries. Member countries against which sanctions have been imposed are not eligible to participate in this programme.

**4 Eligible projects/assistance**

Projects funded by this programme should involve the following:

i Development of new disaster risk management (DRM) plans or enhancement of existing ones, based on the 2016 UPU DRM Guide, which sets out the general background, concepts, definitions and rele­vance of DRM in the postal sector.

ii Development of DRM expertise (DRM training, seminars, expert consultancy).

iii Procurement of relevant equipment and materials for DRM activities, including satellite phones, gener­ators, and other items that can be used in preparing for and responding to natural disasters.

iv Any other activity that is consistent with the objectives of the DRF and the relevant decisions of the UPU governing bodies, the UPU General Regulations and the UPU Financial Regulations.

**5 Funding resources**

Voluntary contribution from Japan.

**6 Requirements**

The beneficiary country/designated operator will be responsible for the following:

i Ensuring thorough consideration of and familiarization and compliance with the technical assistance process.

ii Drafting feasible projects in compliance with the annexed application form and responding to requests from the International Bureau (IB) for clarification.

iii Ensuring effective project implementation, progress and completion. This includes adequate collabora­tion with the IB.

iv Submitting an interim project report and an interim accounting report to the IB at the mid-point of the project schedule.

v Submitting a final project report and a final accounting report to the IB within one month of project com­pletion. The final project report must show a detailed output and analysis of the project results.

vi Ensuring that the final accounting report includes the original certification or original receipts.

vii Seeking the IB’s approval of any changes to the initial project plan or budget.

viii Providing the IB with further information if so requested.

**7 Selection**

i Interested member countries must submit project proposals via our application website (<http://www.upu.int/en/activities/disaster-risk-management-in-the-postal-sector/drm-ta.html>) or by completing the application form and returning it by e-mail to DRM@upu.int. The application deadline is **31 March 2020**.

ii The application form must be filled out in English or in French and submitted as an MS Word file.

iii Proposed projects will be selected by the IB in consultation with donors (member countries, designated operators, restricted unions and other partners that make voluntary contributions to this programme), based on the aforementioned requirements and the criteria set out below.

iv The IB may seek advice from external experts as needed to determine the relevance of assistance requests from designated operators.

v During the project selection process, the IB may interview persons involved in the projects in order to examine compliance with the aforementioned requirements and the criteria stated below.

vi During or after the implementation of the project, the IB may monitor the progress or successful com­pletion of the project.

vii Applicants will be notified by the IB of the results of the selection **by 30 May 2020**. Projects selected will also be posted on the UPU website.

viii Project duration will be determined by the nature of the activity. In principle, the project should be com­pleted within 12 months from the date of the announcement by the IB of the projects selected.

**8 Selection criteria**

The following points will be considered in the selection:

a Project relevance to or relation to the Sendai Framework and regional platforms: The Sendai Framework was adopted by UN Member States on 18 March 2015 at the Third UN World Conference on Disaster Risk Reduction in Sendai City, Japan. The framework is the first major agreement of the post-2015 development agenda in the field of DRM, with seven targets and four priorities for action (for more details, please visit the UN website at [www.unisdr.org/we/coordinate/sendai-framework](http://www.unisdr.org/we/coordinate/sendai-framework)).

b Project compliance or coordination with national DRM plans: Proposals that strengthen the proposing operator’s defined role in the national DRM plan are encouraged.

c Project feasibility, schedule and budget.

d Project contribution to the development or enhancement of a disaster-resilient postal network.

e Financial support from the proposing operators or governments: Proposed projects will be given a higher priority if the proposing operators or governments provide financial support to the project. Higher priority will be accorded only where the financial support from the proposing operator or government amounts to more than 10% of the total budget.

f Regional balance.

**9 Financial support**

Financial support will be provided for the following items:

|  |  |
| --- | --- |
| *Item* | *Description* |
| Experts’ allowances | Allowance prescribed under the UPU’s Financial Regulations. |
| Equipment procurement | Costs of procuring equipment necessary for the project. |
| Shipping fees  | Postal charges and shipping costs related to the transportation of materials for the project.  |
| Correspondence expenses | Communication costs (telephone, fax, e-mail, Internet, etc.). |
| Business trip travel expenses | Travel expenses, accommodation fees, etc. (please note that the most economical airfare will be applied).  |
| Miscellaneous | Unforeseen expenses not mentioned above (up to 10% of the total amount of the financial support). |

**10 Costs and payment method**

*Costs in the applicant’s country*

i It is expected that any local costs related to the project will be borne by the applicant as far as possible. The IB may consider providing some financial support on a case-by-case basis.

ii The above-mentioned local costs include costs relating to accommodation, transportation in the appli­cant’s country, office space and equipment (e.g. furnishings), and communication.

iii Applicants should make the utmost effort to exempt all relevant equipment used in the project from import taxes and custom clearance fees.

iv The UPU is not responsible for paying the salaries of staff from the applicant’s organization.

*Payment method*

i Once the financial report has been received, which must include documentary evidence such as receipts, the IB will determine the total amount of the financial support for the project.

ii The amount of the financial support allocated to the project will be paid after project completion. The IB may consider providing some financial support before project completion on a case-by-case basis.

iii Any project cost in excess of the approved budget will be borne by the designated operators involved.

**11 Procurement of equipment and materials**

With regard to the procurement of equipment and materials, selected applicants should choose one of the following delivery options:

i Procurement and delivery by the United Nations Development Programme, the implementation agency of the UPU (option A);

ii Procurement and delivery by the selected applicants (option B, exceptional).

**12 Project formulation**

i The selected applicants and the IB must endeavour to develop detailed project documents. The selected applicants are required to provide the relevant information to the IB.

ii Notwithstanding the provisions of paragraph 11 above, where a project document is not signed within 90 days of the selection announcement, the IB may cancel the selection and release the funds allocated to the selected project.

**13 Reporting to the IB**

i An interim project report and an interim accounting report must be submitted to the IB at the mid-point of the project schedule.

ii The following reports must be submitted to the IB within one month of project completion:

a The project completion report, showing the detailed output and analysis of the project results.

b The final accounting report, including the original certification or original receipts.

iii If any changes are needed to the initial project plan or budget, such changes must be immediately reported to the IB for approval.

iv Further information may be requested by the IB secretariat if deemed necessary.

v The final project reports will be posted on the UPU website.

vi The results of the projects will be reported to the Council of Administration.

**14 Liability**

i The UPU is not responsible for any accidents, personal injury or loss during the implementation of the projects under this programme.

ii The UPU is not liable for any legal implications arising from the implementation and operation of the projects.

**15 Contact details**

If you have any questions, please do not hesitate to e-mail the IB at DRM@upu.int.

**Please edit and send sections 1 to 6 in MS Word format (sections 7 and 8 are to be sent as a PDF)**

**Technical assistance project**

|  |  |
| --- | --- |
| Date of submission (DD/MM/YY): |  |

**Application form**

**1 Applicant organization**

|  |
| --- |
| Country |
| Organization name |
| Postal address |
| Tel. | Fax |

**2 Project title**

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**3 Project summary**

Please summarize the project in approximately 20 lines. Details are to be provided in the attachment.

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**4 Requested amount (CHF)**

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**5 Project duration**

The project, in principle, is to be completed within 12 months. Projects may commence no earlier than July 2020.

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| From: | Mo. | Yr. | To: | Mo. | Yr. |

**6 Contact information**

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| --- |
| Country |
| Organization/institution |
| Full name | [ ]  Ms [ ]  Mr |
| Position/title |
| Tel. | Fax |
| E-mail | Alternative e-mail |

**7 Certification**

I hereby certify that all the information in this application form is true and accurate. If this project is selected by the UPU, I promise to implement it as set out in this application form and related documents based on the description provided for technical assistance projects under the Disaster Risk Management Programme.

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| --- |
| Applicant’s name |
| Date (day/month/year) | Signature |

**8 Endorsement of the application**

This technical assistance project application in the field of disaster risk management is hereby endorsed by this administration.

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| --- | --- |
| Name of administration |  |
| Full name  | [ ]  Ms [ ]  Mr |
| Position/title |
| Date (day/month/year) | Signature |

**Project details – Please edit and send in MS Word format**

**Assistance menu (multiple choice is possible)**

Planning [ ]

Training [ ]

Equipment [ ]

**Objectives**

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| *(Example)**The objective of this proposal is to enhance the DRM preparedness of (name of country) by introducing comprehensive DRM planning, training for DRM staff and DRM equipment.* |

**Current DRM status (issues to be resolved through this project)**

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| *(Example)**(Name of country) has suffered various types of natural disasters (earthquakes, tsunamis, volcanic erup­tions, etc.).**A recent earthquake in 20xx caused devastating damage to the country: 200 fatalities, 500 injuries and 1 million USD in economic loss.**The postal sector is no exception. As a result of the earthquake, three post offices were completely destroyed and 50 postal employees were injured.**Mt. XX, one of the most active volcanoes in the continent, has erupted 10 times since the beginning of this century.**(Major natural disasters since 2000)**2008 – Flooding caused 10 fatalities, 1,000 injuries and 200,000 USD in economic loss to the country.**2015 – Wildfire caused 5 fatalities, 50 injuries and 100,000 USD in economic loss to the country.**2017 – Earthquake caused 200 fatalities, 500 injuries and 1 million USD in economic loss to the country.**Considering the above-mentioned situation, it is clear that the country’s DRM preparedness is insufficient.**Currently, (name of DO or ministry in charge) has no DRM plan. Moreover, DRM equipment (satellite phones, power generators, etc.) and training to DRM staff are not provided.**However, the disaster-resilience effort (name of DO or ministry in charge) is ongoing.**In 20xx, (name of DO or ministry in charge) signed an MoU with (name of national DRM authority) to reduce the negative impact of natural disasters.**Another important achievement in this field is the revision of the national DRM plan of (name of country). The revised national DRM plan assigns an important role to (name of DO or ministry in charge) XX, YY and ZZ, etc.* |

**Expected outcome**

Please explain how this project contributes to the development or enhancement of a disaster-resilient postal network in your country.

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| *(Example)**The proposal will contribute significantly towards disaster-resilient postal services in (name of country).**For example, the power generators will be useful when xxx.**Training for DRM staff is highly beneficial because xxx.* |

**Project relevance to or relation to the Sendai Framework**

Please explain how this project relates to the Sendai Framework or other similar documents, indicating relevant articles or paragraphs.

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| *(Example)**The proposal is in conformity with the Sendai Framework in that the provision of training to DRM staff increases the ability of (name of DO or ministry in charge) to xxx. This is line with the Framework’s first priority (“Understanding disaster risk”).**In addition, xxx.* |

**Project compliance or coordination with national DRM plan**

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| *(Example)**The proposal is in conformity with the national DRM plan of (name of country) in that the plan stipulates that all important public services providers, including (name of DO or ministry in charge), should develop their own DRM plan.**In addition, xxx.* |