

TERMS OF REFERENCE: City-to-City Learning Exchanges call for proposals 2016-2017.

The Sendai Framework for Disaster Risk Reduction (2015-2030) emphasizes the necessity to strengthen competencies, management and implementation capacities at different governance levels as a necessary condition to progress in the reduction of disaster risk and associated loss at global, regional, and local level. Specifically recognizing the fundamental role of national and sub-national levels, it emphasizes the necessity to empower local authorities and communities in order to face in an efficient manner, the challenges to sustainable development.

Taking this into account, and given the continuity of actions in the context of Making Cities Resilient, UNISDR continues to support the facilitation of learning exchanges between governments. This initiative integrates lessons learned and experiences gained from exchanges that occurred between governments of various regions on the topic of Disaster Risk Reduction since 2012. Innovation has resulted in particular outputs and/or products on the basis of learning exchanges, converts to direct benefits for local administrations, and to which are both relevant and replicable to other levels. The “Making Cities Resilient: My city is getting ready!” campaign is an invitation to leaders of local governments to reaffirm their commitment to disaster risk reduction and resilience building of their communities (for more information see <http://www.unisdr.org/campaign/resilientcities/>).

The facilitation of activities of city-to-city learning exchanges is possible thanks to the contribution of governmental and institutional donors. This particular call is thanks to support by the European Commission’s Directorate-General for International Cooperation and Development.

I. Objectives of the Call

This call has two central objectives:

- The first objective is to promote a dialogue and exchange among the local governments participating in the “Making Cities Resilient” campaign.
- The second objective is to highlight local efforts to find and implement innovative solutions to the challenges posed by risks associated with natural hazards towards the achievement of sustainable development.

II. The support offered to the proposed exchange of experiences includes:

- Identification of cities with similar problems and contexts;
- Support in the formulation of agendas for the exchanges;
- Financial support, which covers the travel expenses of up to 2 people per local government and accommodations for a maximum of 3 nights/4 days (including transportation and accommodation; the latter two covered with the payment of an allowance that is calculated based on the rates used by the UN by country and location). Note: the financial support does not include financing for visas or passports; the participant is responsible for procuring these documents themselves.
- Support will be given to a maximum of 2 local governments for each exchange. A round-trip visit constitutes an exchange.
- Exchange proposals which consider the participation of the permanent staff of the local government will be prioritized.
- Technical support for the documentation of the exchange will be provided.

III. Expected outcomes of the exchange:

- Establishment of cooperation between the local governments involved in the areas of disaster risk reduction related to the Ten Essentials for Making Cities Resilient.

- Identification of methods for risk management which have been developed.
- Strengthening of the resilient cities campaign through the identification of technical resources for risk management, that can be used as a reference by other local governments.
- Each exchange must be properly documented (photos, videos, written reports, etc.). A summary of the salient points from the exchange will be published on the UNISDR's website.
- Participating local governments must present a brief report on the actions taken as a result of the exchange six months after its conclusion.

IV. Procedure for applying to the call:

- 1) Complete the call for proposals - application form, in Annex 1. The application must be completed by an institution responsible for risk management at the local government level.
- 2) Obtain the support of the highest authority of each of the local governments that would be participating in the exchange. The application must be accompanied by a letter from the highest authority (Mayor, Prefect, or equivalent) indicating their interest and willingness to support and commit to undertaking the exchange.
- 3) In the application, the participants must commit to preparing a report of the exchange, which will include a description of the activities that the participating local governments will develop as a result of the exchange. Exchange documentation is the responsibility of the participating local governments.
- 4) Submit the application form, including the letters of support for the exchange, by uploading the completed and finalised versions of these required documents as attachments in an email and sending it to <rcc@un.org> by midnight, GMT, 15 January 2017.
Please Note: The letters of support must be signed by the participating local authorities. Applications which do not use the format included in Annex 1 or do not include letters of support from the authorities, will not be accepted.

V. Selection procedure for exchange applications

Applications will be reviewed by an evaluation committee who will select a maximum of 6 proposals for the exchange of experiences. The evaluation committee will be comprised of personnel from UNISDR and members of other institutions invited to participate in the process.

Important dates for the call:

Opening: 01 October, 2016

Closing: 15 January, 2017

Publication of the results: Mid-February, 2017 +/- 2 weeks.

The tentative period during which the exchanges should take place is June - September 2017.

VI. Evaluation criteria

The evaluation committee will select a maximum of 3 learning exchanges comprising 6 local governments. Applications will be evaluated through the information given in the format provided in annex 1. In the evaluation, the following criteria will be used:

- Clarity in the presentation of the proposal
- Relevance of the proposed topics and the link that it is possible to create with issues addressed by the Ten Essentials and that of the Making Cities Resilient Campaign
- Relevance of the exchange for strengthening the skills and local capacity for disaster risk reduction and resilience