

Third International Conference on Early Warning
27-29 March 2006, Bonn, Germany

Guidelines for Submission of Project Proposals to the EWC III Secretariat

The Conference organizers invite the submission of potential projects on early warning of natural hazards. These may be new projects, projects under development or the adaptation of existing projects to other situations. Projects will be selected based on their impact, feasibility, urgency, sustainability, efficiency, cost effectiveness and regional balance. Only a limited number of projects will be presented at the conference plenary, but all promising proposals will be collated in a portfolio of projects to be shared with potential donors.

A. Who can submit?

Proposals should either be directly submitted by a relevant government agency or by a non-governmental agency with a written endorsement from a relevant government department/body.

B. What and how to submit?

- A **1-2 page project summary** (in English) should be entered on-line in the project proposal submission form, which can be found on the EWC III website.
- A **project document of up to 10 pages** (in English, French or Spanish) should be attached in Word or another text format using the “attachments” button at the bottom of the online submission form.
- **Supporting documents**, including the written government endorsement, may be attached in any language.

Anyone who is unable to use the online submission form may send the required documents (including the 1-2 page project summary in English) by email to ewc3@un.org.

Given the limited time available, it is understood that submissions may be project outlines rather than fully-fledged proposals.

C. Format

The 10-page project document should follow the structure provided in point F below.

D. Submission Deadline

31 October 2005.

E. Guidelines for Project Design

Projects submitted for possible funding and presentation at the EWC III conference should reflect the guidelines and criteria outlined hereafter.

Needs/Risk Assessment	Project designs must be based on a solid risk assessment , to ensure that the proposed activities respond to needs that have been clearly identified and documented by a disaster-risk management institution. Relevant questions to be answered include: What is the current level of risk and vulnerability? How many people are exposed to the hazard? Where are the gaps in existing EW systems? etc.
Impact/Objectives	Proposals should clearly state the ultimate objective of the projects. Relevant questions include: What is the expected impact of the project with respect to addressing the identified needs and risks in the target region/population? What percentage of the population exposed to the hazard will benefit from the project? The proposal should quantify, as much as possible, the desired results of the project and define measurable indicators that allow reliable assessment of impact. Project proposals should furthermore address the four elements of effective early warning systems (see http://www.unisdr.org/ppew/whats-ew/basics-ew.htm) and cover technical, social and governance aspects. If the project does not span all four elements, it should be closely linked to other projects that are addressing the other components.
Sound Project Design	A sound project is innovative, sets realistic/ achievable goals, follows a defined timeline, is cost-efficient , draws on the experience and capacity of partners , and provides for the establishment of monitoring and evaluation . Questions would include: Is there another, simpler or more cost-effective way to achieve the objective set by this proposal? Is the project compatible with existing practice of early warning in this location?
Sustainability	The project should create durable systems and sustainable capabilities that are well integrated in existing government and civil society structures. This will require building on local capabilities and institutions, securing necessary skills and resources for the long-term, and designing a system suited to the development status and culture of the country or region. Partnerships are particularly important to ensure that the project is making maximum use of national or local resources (in cash and kind) and is complementary to existing initiatives. The proposal should therefore outline how the project is embedded in local, national or regional support structures and how it will help to advance the longer-term institutional, national or regional strategy on early warning . Relevant questions include: How will the results achieved by the project be secured upon its completion and after termination of the international funding? What national mechanisms are or will be put in place to allow sustainability?

F. Submission Format

To facilitate the review process, both the short project summary and the full project document should be structured as follows:

1. COVER PAGE

Project Title:

Organization:

Primary Contact (name, email, tel, fax):

Website:

Geographic Coverage:

Timeframe:

Approximate Funding Needs:

Attached Supporting Documents:

2. BACKGROUND AND MOTIVATION

(Needs/risk assessment, affected region/population, existing initiatives, gaps to be addressed by this project.)

3. OBJECTIVES/EXPECTED IMPACT

(Expected impact of the project with respect to addressing the identified needs and risks in the target region/population. Quantification of the desired results of the project.)

4. PLANNED ACTIVITIES

(Detailed description of project activities to be implemented.)

5. IMPLEMENTING AGENCIES AND DIVISION OF LABOUR

(Overview of the agencies implementing the project, the division of labour between them and the way in which activities are coordinated.)

6. MONITORING AND EVALUATION

(Measures to be put in place to ensure monitoring and evaluation. Definition of measurable indicators that allow reliable impact assessment.)

7. SUSTAINABILITY

(Long-term plans, level of government support, list and proof of partnerships, local/national/region support structures, etc.)

8. BUDGET

9. FUNDING SOUGHT

10. FUNDING AND OTHER INPUTS REQUESTED AND/OR SECURED FROM OTHER SOURCES