



COUNTRY DIRECTED FUND

GUIDELINES FOR APPLICANTS

13th September 2021

Building the Resilience of the CARIFORUM States to Disaster Risks and Climate Change Impacts (BRICS) Programme

funded through the Natural Disaster Facility (NDF) in the CARIFORUM
11TH EDF Caribbean Regional Indicative Programme (CRIP)

CDEMA
Resilience Way, Lower Estate
St. Michael, Barbados

1. OVERVIEW OF THE COUNTRY DIRECTED FUND

The Country Directed Fund (CDF) mechanism was established in 2009 under the Comprehensive Disaster Management Harmonized Implementation Programme: Phase 1 (CDM HIP), to support the urgent need expressed by National Disaster Offices (NDOs) to access funds to strengthen their ability to achieve tangible CDM results where national budgets were insufficient. With financial support from the Department of Foreign Affairs, Trade and Development of Canada (formerly CIDA), UK Aid from the Department for International Development (DFID) and the Department of Foreign Affairs and Trade (formerly AusAID).

After this period elapsed, it continued through the European Commission funded, Strengthening of the Capacity of the CDEMA Coordinating Unit and Participating States for Implementation of Comprehensive Disaster Management project and is now being undertaken through the 11th European Development Fund action between CDEMA and the European Union entitled ***"Building the Resilience of the CARIFORUM States to Disaster Risks and Climate Change Impacts"*** (BRICS). Through this mechanism, funding will continue to be provided to its eligible Participating States.

With its emphasis on providing quality country centered programming support; the CDEMA CU will implement the Country Directed Fund (CDF) with a view to strengthening the foundation that has been laid for transforming the CDF into a grant mechanism that meets international standards.

The CDF grant facility will be implemented from June 2020 to June 2023.

2. COUNTRY DIRECTED FUND ELIGIBILITY¹ CRITERIA

2.1 GRANT DESCRIPTION

The Country Directed Fund consists of grants, differentiated based on the amount of the grant being applied for. The grants are categorized and described below:

1. up to Euro 10,000.00
2. in excess of Euro 10,000.00 up to a maximum of Euro 60,000.00
3. technical assistance

2.1.1 GRANTS OF AMOUNTS UP TO EURO 10,000

- 1) A **responsive Simplified process** will be used for access to a maximum of Euro 10,000. Applications for amounts under Euro 10,000.00 will also be accepted and processed on **an ongoing basis**. ([See Appendix 2 A for the application form](#))
- 2) Administration of the Small CDF grant up to a maximum of Euro 10,000.00 will be in support of the following prioritised areas:
 - a) Priority country capacity building areas within the CDEMA Corporate Plan;
 - b) Training and capacity building of senior officials through the CDEMA CU;
 - c) Technical assistance through the Technical Assistance Secondment Protocol (TASP);
 - d) Participation of National Disaster Coordinators in the governance meetings of the organs of the CDEMA CU and the CDM Conference;
 - e) National level training initiatives, including ME&R, response coordination.
And also, the following:
 - f) Strategic Planning, Monitoring & Evaluation and Research;
 - g) Contingency planning and exercise design and testing;
 - h) Emergency Response Coordination;
 - i) Disaster Situational Awareness (Damage Assessment);
 - j) Information Management;
 - k) Disaster Risk Reduction;
 - l) National Disaster Management Organization Capacity Building;
 - m) Information and Communication Technology;
 - n) Enhanced institutional capacity;
 - o) Knowledge management and learning for CDM;
 - p) Sector integration of CDM;
 - q) Enhanced community resilience;
 - r) Emergency response support for epidemic and pandemic outbreak (e.g. COVID-19).

¹ *Participating States eligible to apply for use of the Country Directed Fund through the National Disaster Management Offices includes: Antigua and Barbuda, the Commonwealth of The Bahamas, Barbados, Belize, The Commonwealth of Dominica, Grenada, The Republic of Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, The Republic of Suriname, The Republic of Trinidad and Tobago.*

- 3) Grants up to a maximum of Euro 10,000.00 will be considered for approval by **CDEMA's Internal Grant Approval Committee**.
- 4) The application must be submitted **at least six (6) weeks in advance** for processing.

2.1.2 GRANTS OF AMOUNTS IN EXCESS OF EURO 10,000 UP TO A MAXIMUM OF EURO 60,000

- 1) A **competitive Call for Proposals** will be used to access amounts in excess of Euro 10,000.00 and up to a maximum of Euro 60,000.00. The call for the submission of applications will be done twice per annum usually on March 1st and September 1st of each year and will close at a minimum on April 15th and October 15th respectively. In instances where these days do not fall on regular working days of the CDEMA CU, the call will be made on the first working day immediately following. (See [Appendix 2B for the application form](#)).
- 2) Grants of Euro 10,000 up to a maximum Euro 60,000 will be in support of the following prioritized areas:
 - a) Enhanced institutional capacity;
 - b) Knowledge management and learning for CDM;
 - c) Sector integration of CDM;
 - d) Enhanced community resilience.
 - e) Strategic Planning, M&E and Research;
 - f) Contingency planning and exercise design and testing;
 - g) Emergency Response Coordination;
 - h) Disaster Situational Awareness (Damage Assessment);
 - i) Information Management;
 - j) Disaster Risk Reduction;
 - k) National Disaster Management Organization Capacity Building;
 - l) Information and Communication Technology;
 - m) Emergency response support for epidemic and pandemic outbreak (e.g. COVID-19)
- 3) The identified intervention(s) must be completed within **twelve (12) months** of disbursement of the funds, *inclusive of the project closeout period*.
- 4) Applicants may apply for funding utilising the Application Forms available. Instructions on how to complete the application form is attached as [Appendix 1](#).
- 5) Applications must be submitted to the Executive Director, Caribbean Disaster Emergency Management Agency (CDEMA) Coordinating Unit (cdema.cdfndf@cdema.org) or CDEMA Coordinating Unit, Resilience Way, Lower Estate, St. Michael, Barbados
- 6) The **CDF Grant Approval Board** will be responsible for approving the amounts in excess of Euro 10,000.00 up to a maximum of Euro 60,000.00.

- 7) Proposals will be screened for **eligibility, completeness and linkages to the CDM strategy 2014-2024 and eligible Participating State's country work programme** before being submitted to the Grant Approval Board who will review the application and make the final decision for granting the funds.

2.1.3 TECHNICAL ASSISTANCE

2.1.3.1 REGIONAL GRANTS OF AMOUNTS IN EXCESS OF EURO 10,000 UP TO EURO 60,000

- 1) Support will be provided for regional interventions including training workshops and consultations being implemented by the CDEMA Coordinating Unit, where Participating States are beneficiaries and these actions have been included in the CDEMA CU Corporate Plan.
- 2) Grants of Euro 10,000 up to a maximum Euro 60,000 will be in support of the following prioritized areas:
 - a) Enhanced institutional capacity;
 - b) Knowledge management and learning for CDM;
 - c) Sector integration of CDM;
 - d) Enhanced community resilience.
 - e) Strategic Planning, M&E and Research;
 - f) Contingency planning and exercise design and testing;
 - g) Emergency Response Coordination;
 - h) Disaster Situational Awareness (Damage Assessment);
 - i) Information Management;
 - j) Disaster Risk Reduction;
 - k) National Disaster Management Organization Capacity Building;
 - l) Information and Communication Technology;
 - m) Emergency response support for epidemic and pandemic outbreak (e.g. COVID-19)
- 3) The identified intervention(s) must be completed within twelve (12) months of disbursement of the funds, *inclusive of the project closeout period*.
- 4) Access to these funds shall be as follows:
 - a) The applying Department within the CDEMA CU will submit a technical disbursement document to Project Coordinator (BRICS) and the Planning and Business Development Manager which justifies the need for the action and the results to be achieved. This form is attached as **[Appendix 3](#)**.
 - b) The document will be **accompanied by 3 letters** from Participating States which demonstrates their interest in attending or benefitting from this action.
 - c) The cost of each action will not exceed €60,000.

- d) Proposals will be screened for **eligibility, completeness and linkages to the CDM Strategy 2014-2024 and eligible Participating State's country work programme** before being submitted to the Grant Approval Board who will review the application and make the final decision for granting the funds.
 - e) The CDF Grant Approval Board will review the document and supporting letters by Participating States and submit its approval of the action on a no-objection basis. *Proponents of the intervention from the CDEMA CU will be recused from this process.*
 - f) Communication, prepared by the Planning and Business Development Department (PBDD), and signed by the Executive Director notifying of approval to proceed with the intervention, will be issued to the relevant Department.
- 5) Reporting will be through quarterly and annual reporting process of the CDEMA Corporate Plan giving due cognisance of the reporting requirements at **Item 2.3**

2.1.3.2 NATIONAL GRANTS OF AMOUNTS IN EXCESS OF EURO 10,000 UP TO EURO 60,000

As part of this activity, funds will be ring-fenced to support resilience building programmes in Haiti and the Commonwealth of Dominica given the high vulnerabilities of these two Participating States. Access to these funds will be based on programmes approved by the CDEMA Executive Director and the relevant Ministerial level authorities at the national level. The programme will be developed collaboratively between the CDEMA CU and the NDMOs.

2.2 RESULTS

- 1) Applications for funding must support the CDM results articulated in the current Country Work Programme that have been endorsed by the **requisite governmental authority and accepted by CDEMA CU as the final CWP.**
- 2) Applications should clearly specify the outputs and subsequent outcome of the initiative (i.e. what will change).
- 3) Measurement of progress towards the achievement of the outputs and outcomes should be clearly described in terms of indicators which have baselines, milestones and a final target.
- 4) Applicants must demonstrate how results achieved will be sustained at the end of the project.

2.3 REPORTING

- 1) Results based reporting must utilize the indicators developed in the PMF for each project. Reports must also be in-keeping with the requirements for reporting as stipulated in **the Letter of Agreement** and should at a minimum focus on the following:
 - a) Outcome of the initiative highlighting what has changed;
 - b) Problems encountered and how they were addressed;
 - c) Lessons learned;
 - d) Evaluation of the initiative by main beneficiaries and participants;
 - e) Sustainability plan;
 - f) Visibility component of the project;
 - g) Financial report to include full accounting for all expenditure received and copies of invoices and receipts.
- 2) Reports of all previously CDF supported initiatives **MUST** be submitted to and accepted by the CDEMA CU. *However, on a case-by-case basis, the CDEMA CU may give consideration to approving new initiatives where PSs have expended 90% of the previously approved CDF budget and submitted a report.*

2.4 ELIGIBLE EXPENDITURES

1) Goods

All objects, commodities and raw materials that has an economic utility or value which can be exchanged or traded and is needed to undertake activities required for project execution and fulfilment of its goals.

2) Works

Construction of new physical infrastructure, or expansion, improvement, rehabilitation, or maintenance of existing infrastructure, demolition and clearing which require the use of a combination of labour, machinery, equipment, material and technology.

3) Non-consulting services

All quantifiable services involving measurable physical work, which are not of an intellectual or advisory nature, like consulting. Such services include:

- (a) transport of goods or persons;
- (b) surveys;
- (c) printing and advertising;
- (d) insurance;
- (e) installation and operation of monitoring and security systems;
- (f) installation, implementation, and maintenance of facilities;
- (g) extraction of samples and exploratory drilling
- (h) topographical work; and
- (i) aerial photography.

4) Consulting services

All services of an intellectual and advisory nature that require broad experience in the subject concerned. Such as:

- (a) technical, economic, environmental, and financial prefeasibility and feasibility studies;
- (b) studies and designs;
- (c) works or project formulation, planning, supervision, or management;
- (d) advising on decision-making and dispute resolution;
- (e) expert appraisals;
- (f) evaluation of legal and financial considerations;
- (g) project operation audits;
- (h) training;
- (i) production of terms of reference, specifications, and bidding documents for selection and procurement processes.

2.4.1 INELIGIBLE EXPENDITURES

- 1) The CDF **will not** be used to meet recurring organisational expenses.
- 2) Support of other national CDM partners **must be** consistent with the CDM agenda articulated in the endorsed Country Work Programmes. The CDF however **should not** be used to meet the **core** responsibilities of other agencies.
- 3) Capital expenditure **should NOT** exceed 20% of the application budget. The following capital goods **are restricted items and may not** be purchased through CDF funds-vehicles, computers, tablets, smart phones and television monitors.
- 4) The CDEMA CU can give consideration to applications which exceed 20% capital expenditure or include the restricted capital items listed above, **if the initiative will contribute directly** to reducing vulnerability at the community level (e.g. hazard mitigation and Early Warning Systems).
- 5) Applicants **may not** receive more than one grant for the same action.
- 6) The CDF **will not** be awarded cumulatively or retrospectively.

2.4.2 DIRECT CONTRACTING

Direct contracting is contracting without competition; single source selection, and may be an appropriate method under the following circumstances:

- 1) An existing contract for goods or works, awarded in accordance with procedures acceptable to CDEMA, may be extended for additional goods or works of a similar nature. CDEMA shall be satisfied in such cases that no advantage could be obtained by further competition and that the prices on the extended contract are reasonable. Provisions for such an extension, if considered likely in advance, shall be included in the original contract.

- 2) Standardization of equipment or spare parts, to be compatible with existing equipment, may justify additional purchases from the original supplier. For such purchases to be justified, the original equipment shall be suitable, the number of additional items shall generally be less than the existing number, the price shall be reasonable, and the advantages of another make or source of equipment shall have been considered and rejected on grounds acceptable to the Purchaser.
- 3) The required equipment is proprietary and obtainable only from one source.
- 4) The contractor responsible for a process design requires the purchase of critical items from a particular supplier as a condition of a performance guarantee.
- 5) In exceptional cases to be determined by CDEMA and the donor agency.

2.5 THE APPLICATION

2.5.1 GENERAL INFORMATION

- 1) The application *must explain and provide evidence* of why the intervention is necessary. It should include a statement as to why national budgets or technical resources are insufficient.
- 2) The activities supported in the application *must be directly linked* to the Eligible Participating State's current and **approved Country Work Programme**.
- 3) The application must set out who will benefit and why they are target beneficiaries, demonstrating how gender considerations will be addressed.
- 4) Proposed projects should not have a detrimental impact on the natural or social environments.
- 5) The application must be accompanied by a clear work plan showing a detailed schedule of activities, a detailed indicative budget and a performance monitoring framework.
- 6) Applicants should clearly identify the risks to the successful implementation of the project and outline how these will be addressed.
- 7) Applicants are responsible for conducting effective due diligence for service providers, vendors and implementing partners for CDF supported initiatives. **CDF grant applications should not reflect any artificial separation of contracts.**
- 8) Applicants *must demonstrate* the ability to utilize the funds applied for within the stipulated timeframe of twelve (12) months and no later than fifteen (15) months from approval of the application and signature of the Letter of Agreement.

- 9) The budget should be broken down into different elements; e.g. salaries, travel equipment and supplies, training, and accommodation, administration, monitoring and evaluation etc. In-kind contribution and/or co-financing where applicable should be included.
- 10) Applicants may submit a **maximum of two applications** per eligible Participating State per call, not exceeding Euro 60,000.00 in total per annum.

2.5.2 THE APPLICATION PROCESS

- 1) All applications are to be submitted to the Office of the Executive Director of the CDEMA CU (cdema.cdfndf@cdema.org) usually by closing dates in **April** and **October** of each year, unless otherwise specified. The CDEMA CU will undertake an initial review of each application to determine whether it has met the criteria for submission to either the CDEMA Internal Grant Approval Committee or the CDF Grant Approval Board.
- 2) Every **Call for Proposals** will be accompanied by guidelines for applicants. The guidelines for applicants will be published on the CDEMA website (www.cdema.org) and in any other appropriate media (other websites including the EU website, specialised press, local publications, etc.). They will also be available in hard copy from the CDEMA CU.
- 3) At the latest 21 days before the deadline for submission of the proposal, one or more information sessions will be conducted, this will be accessible by potential applicants. Such information sessions will be held, and the presentation/documentation delivered during the session, will be available on CDEMA website and shared for upload on websites where the call was published.
- 4) Applicants will be able to ask questions to help them fill in the form and put together their applications. **Questions, in writing, may be submitted up to 21 days before the deadline.** The Project Officer – BRICS (PO) will be the point of contact (cdema.cdfndf@cdema.org) for all questions related to completing the application. Responses to all questions will be made public and accessible to all applicants at least 11 days before the deadline for submission of proposals. (In the interest of equal treatment of applicants, the CDEMA CU will not give a prior opinion on the eligibility of an applicant(s), an affiliated entity(ies), an action or specific activities.)
- 5) Within **one week** of submission of applications, the CDEMA CU will inform applicants whether applications have met the criteria for submission to the Approval Committee or Board. In cases where the criteria has not been met, applicants are free to resubmit applications if within the stipulated timeframe for submission of applications.
- 6) **Any attempt by an applicant to influence the process in any way** (whether by contacting members of the evaluation committee or otherwise) **will result in the immediate exclusion of its proposal from further consideration.**

- 7) Suitable applications up to a maximum of Euro 10,000.00 will be forwarded to CDEMA's Internal Grant Approval Committee for approval; Suitable applications for amounts more than Euro 10,000.00 and up to a maximum of Euro 60,000.00 will be submitted by the CDEMA CU to the CDF Grant Approval Board.
- 8) The CDEMA CU will from time to time, in collaboration with grant recipients conduct ongoing monitoring of CDF funded initiatives. This may include site visits, interviews with project implementers and/or beneficiaries.
- 11) The CDEMA CU will inform successful applicants through formal written correspondence. Public notification of successful applications will be announced by the CDEMA CU through various media, including the CDEMA CU website as well as any other relevant tools including social media.

2.5.3 WHO CAN APPLY?

National Disaster Management Offices and relevant national agencies responsible for CDM implementation from the following CDEMA Participating States may apply for use of the Country Directed Fund through the National Disaster Management Offices: Antigua and Barbuda, the Commonwealth of The Bahamas, Barbados, Belize, The Commonwealth of Dominica , Grenada, The Republic of Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, The Republic of Suriname, The Republic of Trinidad and Tobago.

2.6 VISIBILITY

To ensure that the achievements supported through the CDF receive an appropriate level of visibility, the CDEMA CU will advertise the **Call for Proposals** prominently on its website as well as utilize any other relevant avenues including social media. The CDEMA CU reserves the right to publicize successful applications for grants on its website or by using any other means including but not limited to the printed or social media, with an indication of the amount awarded and details of the projects supported.

Successful applicants are required to ensure visibility for all CDF supported initiatives through:

- 1) **Dissemination of media products such as press releases** which (i) give credit to the European Union as the donor partner and CDEMA as the implementing agency, (ii) provide a synopsis of initiative being supported, (iii) states the total value of the support and (iv) includes pictures of the activity and/or results.
- 2) **Recognition of the European Union and CDEMA** (i) at all media briefings and other publicity generating events, and (ii) through the prominent placement of donor and CDEMA logos on related event documentation such as programmes.

2.7 NOTIFICATION OF APPROVAL OF GRANTS

CDEMA CU, after giving its official approval of the final list of grants to be awarded, will notify all successful applicants (in case of multi-beneficiary actions it will inform only the applicant and not the co-applicant(s)) in writing that their applications have been selected. Letters to successful applicants will be sent within 15 working days of the award decision.

2.8 CONTRACT WITH SUCCESSFUL APPLICANTS

The Country Directed Fund will be managed through a **binding Letter of Agreement** between the National Disaster Management Office or other lead organisations within the national disaster management system of the eligible Participating State and the Caribbean Disaster Emergency Management Agency (CDEMA) Coordinating Unit, under the *Building the Resilience of the CARIFORUM States to Disaster Risks and Climate Change Impacts (BRICS) Programme*.

A Monitoring and Evaluation Narrative and Financial Report with financial documentation shall be furnished no later than **two (2) months** after completion of the initiative. The National Disaster Management Organization shall maintain and retain, commencing on the effective date of this Letter of Agreement until three (3) years after expiry date of this Letter of Agreement, accurate records relating to the project and to disbursements and expenditures made against CDEMA's contribution, including copies of receipts, invoices, cancelled cheques and other relevant documentation relating to materials, goods and services acquired by the organization for the project. These documents should be retained so that they can be available if the CDEMA CU, its designate or the European Commission decides to perform a financial and/or operation audit.

2.9 RIGHTS OF THE APPLICANT

The CDEMA CU will administer the Country Directed Fund grant mechanism in accordance with the highest levels of transparency, consistency, and equal treatment of applicants.

Applicants have the right to:

- 1) Receive timely and up to date information regarding the status of their application(s) as well as any information related to any changes that will affect the administration of the grant;
- 2) Easily access relevant CDF documentation such as applications forms, guidance documents, reporting templates etc;
- 3) Through a formal written letter to the Executive Director of the CDEMA CU, request a review of their application. This shall not apply in cases where decisions by the CDF Approval Board have been taken since all decisions of the CDF Approval Board are final.

***Applicants should review this document carefully, ensuring that submitted applications comply with the stated criteria. Failure to do so will result in applications not being considered for approval.**

APPENDIX 1

COUNTRY DIRECTED FUND

APPLICATION INSTRUCTIONS

13th September 2021

Building Resilience of the CARIFORUM States to Disaster Risks and Climate Change Impacts Programme (BRICS)

funded through the Natural Disaster Facility (NDF) in the CARIFORUM
11TH EDF Caribbean Regional Indicative Programme (CRIP)

CDEMA
Resilience Way, Lower Estate
St. Michael, Barbados

Applicants will utilise this document to guide the completion of the application form.

Question 1

Insert the application date in month/day/year order.

Question 2

Insert the **Official Name** of the National Disaster Office or the **Official Name** of the Agency/Organisation submitting the application.

Question 3

Insert the **Official Name** of the eligible Participating State.

Question 4

Insert the **Official Name** of the any collaborating Agency(ies)/Organisation(s) that will be **involved** in the **implementation** of the project.

Question 5

Provide the contact information (Name, Position, Telephone and mobile numbers, email address, Fax number and website-if applicable) for the representative from the NDO, Agency(ies)/Organisation(s) submitting the application.

Question 6

Check (**bold**) all the priorities areas that the proposed initiative/project supports. The areas include:

- Enhanced institutional capacity;
- Knowledge management and learning for CDM;
- Sector integration of CDM;
- Enhanced community resilience.
- National level training to include ME&R, response coordination.
- Priority country capacity building areas within the CDEMA Corporate Plan;
- Training and capacity building of senior officials through the CDEMA CU;
- Technical assistance through the Technical Assistance Support Programme (TASP).
- Participation of National Disaster Coordinators in the governance meetings of the organs of the CDEMA CU and the CDM Conference;
- Strategic Planning, M&E and Research;
- Contingency planning and exercise design and testing;
- Emergency Response Coordination;
- Disaster Situational Awareness (Damage Assessment);
- Information Management;
- Disaster Risk Reduction;
- National Disaster Management Organization Capacity Building;
- Information and Communication Technology

Question 7

Insert the name of the project or initiative for which the CDF supported is being requested.

Question 8

Insert the rationale behind your initiative (why is the project important, what will it change, who will benefit and why it should be funded) and include any of the following references:

- Reports
- Research undertaken
- Results of survey/data collected and analysed including baseline assessments and After Action Reviews
- Any other relevant documents.

These items should support your initiative/project.

Question 9

- List the Result area of the Country Work Programme (CWP) that is supported under your initiative/project.
- State the Country Work Programme Outcome and Output to which each Result contributes.
- Comment on how your initiative/project contributes to the Results of the Country Work Programme.
- For each Result list the following:
 - The associative indicator(s)
 - Baseline for each indicator
 - Target for each indicator.

Question 10

- List the Result area of the Comprehensive Disaster Management (CDM) Strategy CDM that is supported under your initiative/project.
- State the Comprehensive Disaster Management (CDM) Strategy Outcome and Output to which each Result contributes.
- Comment on how your initiative/project contributes to the results of the Comprehensive Disaster Management (CDM) Strategy.
- For each CDM Strategy Result list the following:
 - The associative indicator(s)
 - Baseline for each indicator
 - Target for each indicator.

Question 11

- List the activities, in sequence, being undertaken by your initiative/project and comment on the anticipated change.
- If appropriate indicate whether there are any environmental concerns and whether the proposed activities will affect the environment positively or negatively.
- Detail the expected activities, using the PMF template provided with this application at Annex 1 within each form. For **each activity** provide the following:
 - State the Country Work Programme **Outcome** and **Output**
 - Performance Indicator
 - Baseline data for each indicator
 - Target
 - Person or agency responsible for implementing the activity
 - Resource required to implement the activity.

Where the activities being financed by the initiative are complementary or an integral part of activities being financed through another funding source, those activities are also to be highlighted and so indicated.

Question 12

State the beneficiaries (persons/groups who will benefit from the intervention) of your initiative or project taking into account gender considerations. Please provide the following beneficiary characteristics:

- Total number of beneficiaries
- Location/ sub-local if applicable
- Total number of beneficiaries disaggregated by gender, age group, location
- Concisely state how each disaggregated group will benefit.

Question 13

List (a) the possible risks that could impede successful implementation of your initiative/project and (b) comment on how each risk can possibly be mitigated.

Question 14

- Indicate the start and end date of the initiative/project.
- In the Work Implementation Plan provide in Annex 2, list the activity and for each activity indicate the month the activity will start and the month it will end.

Question 15

- State the overall (the total sum) budget.
- State the in-kind contribution in dollar value.
- Provide a detail budget, using the Microsoft Excel format provided (Budget Development Tool) as a guide. For each activity do the following:
 - State the activity name (state the sub-activity and task name if applicable)
 - For each activity state:
 - Travel (international/local)
 - Daily subsistence allowance
 - Professional fees (technical and support)
 - Meals (coffee breaks and lunch)
 - Equipment rental and supplies
 - Venue (Workshop, training etc.)
 - Document production
 - Equipment and software
 - Report preparation.
 - Any other relevant and allowable expenditure.

Question 16

State the funding (amount) received under the current CDF and the date of receipt.

Question 17

Indicate how the initiative/project will facilitate horizontal cooperation.

Note: Horizontal Cooperation occurs when the intervention utilizes skills/knowledge of entities within the same system.

Question 18

List the activities that will be undertaken to promote visibility of the initiative/project; as follows:

- At the award of funds
- Achievement of key mile stones
- Completion of the project.

Note: All visibility materials MUST highlight support under the "Building the Resilience of the CARIFORUM States to Disaster Risks and Climate Change Impacts" which is being implemented by CDEMA through funding provided by the European Union.

Question 19

Please explain how your proposed initiative/project will be sustained.

All applications need to be signed and dated.

APPENDIX 2A

a) Please use this application form for CDF grants up to a maximum of Euro 10,000.

COUNTRY DIRECTED FUND (CDF) APPLICATION FORM (revised June 1, 2020)

Please refer to the Guidelines for Applicants for the Country Directed Fund (CDF) before completing this application form. Appendix 1 of the guidelines includes instructions on how to complete the application.

SECTION 1	DETAILS	
Beneficiary Information		
1. Date of Application	<i>(mm/dd/yyyy)</i>	
2. National Disaster Office or the Agency/Organisation submitting the application <i>(Official Name)</i>		
3. Country		
4. Names of any collaborating agencies/ organisations <i>(Agencies/organisations that will be involved in the project implementation)</i>		
5. Contact information for NDO or representative from the organisation supported outside of the NDO (if applicable)	Name:	
	Position:	
	Tel:	
	Mobile:	
	Fax:	
	E-mail address:	
	Website:	

SECTION 2	DETAILS
Project Description	
<p>6. In keeping with the priorities identified for CDF support, what are the broad areas supported by this initiative? Check all that apply.</p>	<p><i>(Please bold your selection/s)</i></p> <ul style="list-style-type: none"> ○ Enhanced institutional capacity; ○ Priority country capacity building areas within the CDEMA Corporate Plan; ○ Training and capacity building of senior officials through the CDEMA CU; ○ Technical assistance through the Technical Assistance Support Programme (TASP); ○ Participation of National Disaster Coordinators in the governance meetings of the organs of the CDEMA CU and the CDM Conference; ○ Knowledge management and learning for CDM; ○ Sector integration of CDM; ○ Enhanced community resilience; ○ National level training to include ME&R, response coordination; ○ Strategic Planning, M&E and Research; ○ Contingency planning and exercise design and testing; ○ Emergency Response Coordination; ○ Disaster Situational Awareness (Damage Assessment); ○ Information Management; ○ Disaster Risk Reduction; ○ National Disaster Management Organization Capacity Building; ○ Information and Communication Technology; ○ Emergency response support for epidemic and pandemic outbreak (e.g. COVID-19).
<p>7. Project Name</p>	
<p>8. What is the rationale behind the initiative? Please reference reports, research undertaken, results of surveys or any other relevant documentation to support the application.</p>	

9. Identify the result area(s) of the Country Work Programme to be supported. How does it contribute to the results of CWP?	CWP RESULT(S)	INDICATOR	BASLINE	TARGET
State the CWP Outcome to which this project contributes.				
State the CWP Outputs to which this project contributes.				

10. Identify the result area(s) of the CDM Strategy to be supported. How does the initiative contribute to the results of the CDM Strategy?	CDM STRATEGY RESULT (S)	INDICATOR	BASLINE	TARGET
State the CDM Strategy Priority Areas to which this project contributes.		TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA
State the CDM Strategy Outcomes to which this project contributes.		TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA
11. What are the broad activities being undertaken? What	PROPOSED ACTIVITIES			

<p>are the expected results of the project?</p> <p><i>What is the sequence of activities to be undertaken to achieve the results? State in detail the expected activities specific to this project and the anticipated change to be brought about.</i></p> <p>Provide full details using the PMF template provided with this application as at Annex 1.</p>				
<p>12. Beneficiaries.</p> <p><i>Who will benefit from the proposed intervention, taking into account gender considerations?</i></p>	Include numbers and sex if possible.			
<p>13. What are the risks that could impede successful implementation of this initiative and how will they be addressed?</p>				
<p>14. Estimated Timeframe of Project.</p> <p><i>Please complete a detailed schedule and include at Annex 2.</i></p>	<p>Start Date:</p>			
	<p>End Date:</p>			
<p>15. Amount sought through the CDF.</p> <p><input type="checkbox"/> <i>Up to Euro 10,000.00</i></p> <p><i>Please state total amount(s) only here. Complete a detailed budget using the budget development tool (MS Excel document that accompanies this CDF form). Insert your final budget as an Annex.</i></p>	<p>OVERALL BUDGET (EUROS):</p>			
	<p>AMOUNT REQUESTING FROM THE CDF (EUROS):</p>			
	<p>IN-KIND CONTRIBUTION (EUROS):</p>			
	<p>YES</p>		<p>NO</p>	



16. Has your NDO received funding from the CDF as at February 2019? <i>If yes, state the amount and when received.</i>	Amount:		Amount:		Amount:	
	Date received:		Date received:		Date received:	

SECTION 3	DETAILS
<p>Scope of work</p> <p>17. How will horizontal cooperation be achieved as a result of this intervention(s)? <i>Horizontal Cooperation occurs when the intervention utilizes skills/knowledge of entities within the same system.</i></p> <p><i>Will the initiative allow for the exchange of skills/knowledge among national agencies and/or other CDEMA Participating States?</i></p>	
<p>18. Visibility.</p> <p><i>Visibility includes press releases and other forms of media outreach.</i></p> <p><i>What activities will be undertaken to promote visibility of this initiative at the award of funds, achievement of key project milestones and completion of project?</i></p> <p><i>All visibility materials MUST highlight support under the Building the Resilience of CARIFORUM States to Disaster Risks and Climate Change Impacts Project which is being implemented by CDEMA through funding provided by the European Union.</i></p>	
<p>19. Sustainability.</p> <p><i>Explain how the initiative will be sustained.</i></p>	



Declaration by applicant

*Please sign the declaration below. **Sign-off should be by the person who has designated authority to sign on behalf of the organization.***

I certify that the information given in this application is true and correct.

Signature _____

Date _____

Printed name _____

Name of the NDC/Authorised signatory

Before submitting this application check to make sure that the following has been completed:

- All sections of the application have been completed.
- A detailed Project Monitoring Framework (PMF) is included.
- A detailed budget is included.
- A Work Implementation Plan is included.
- The application is being submitted within established timelines.

Please ensure the application is signed.

Please ensure that an Endorsed (by Permanent Secretary, Minister or Cabinet) Country Work Programme has been submitted before or on the application deadline. If this has been submitted for a previous application and has a valid date covering the period of project implementation, please disregard this request.

Annex 1 - Project Monitoring Framework (PMF)

Outcome	Output	Activities	Performance Indicator	Baseline Data	Target	Responsible Person/Agency	Resources Required

Annex 2 – Work Implementation Plan

Activity	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec

Please ensure the budget currency is Euros

Annex 3 – Budget Development Tool

BUDGET DEVELOPMENT TOOL			
2021			
NAME OF ACTIVITY:			
TRAVEL	Unit Cost (EUROS)	Number of Units	TOTAL (EUROS)
International Travel			
From Country A to Country B			
Local Travel			
From point A to point B			
DAILY SUBSISTENCE ALLOWANCE			
Participant/Delegate			
Facilitator			
PROFESSIONAL FEES			
Technical			
International Consultants (Fees per day)			
Regional Consultants (Fees per day)			
Local Consultant (Fees per day)			
Support			
Honorarium (per day)			
MEALS			
Coffee Break (Full per person)			
Lunch (per person)			
Coffee Break (Liquid per person)			
EQUIPMENT RENTAL AND SUPPLIES			
Local Workshops			
Regional Workshop/Conference			
(includes paraphernalia, internet access, banner, document wallets etc.)			
VENUE			
Daily Cost			
DOCUMENT PRODUCTION			
Document Reproduction (per page, black and white)			
Document Reproduction (per page, colour)			
Document Layout (cover and inside, full colour)			
Document Editing			
Document Publication (per copy, full colour)			

EQUIPMENT & SOFTWARE			
Computer			
Laptop			
Software (will require research of actual cost from Vendor)			
Other (will require research of actual cost from vendor)			
REPORT PREPARATION			
Printing and Distribution			
TOTAL			

APPENDIX 2B

b) Please use this application form for CDF grants greater than Euro 10,000.00 up to a maximum of Euro 60,000.

COUNTRY DIRECTED FUND (CDF) APPLICATION FORM (revised June 1, 2020)

Please refer to the Guidelines for Applicants for the Country Directed Fund (CDF) before completing this application form. Appendix 1 also includes instructions on how to complete the application.

SECTION 1	DETAILS	
Beneficiary Information		
1. Date of Application	<i>(mm/dd/yyyy)</i>	
2. National Disaster Office or the Agency/Organisation submitting the application <i>(Official Name)</i>		
3. Country		
4. Names of any collaborating agencies/ organisations <i>(Agencies/organisations that will be involved in the project implementation)</i>		
5. Contact information for NDO or representative from the organisation supported outside of the NDO <i>(if applicable)</i>	Name:	
	Position:	
	Tel:	
	Mobile:	
	Fax:	
	E-mail address:	
	Website:	

SECTION 2		DETAILS			
Project Description					
<p>6. In keeping with the priorities identified for CDF support, what are the broad areas supported by this initiative? Check all that apply.</p>	<p><i>(Please bold your selection/s)</i></p> <ul style="list-style-type: none"> ○ Enhanced institutional capacity; ○ Knowledge management and learning for CDM; ○ Sector integration of CDM; ○ Enhanced community resilience. ○ Disaster Risk Reduction; ○ National Disaster Management Organization Capacity Building; ○ Information and Communication Technology ○ Strategic Planning, M&E and Research; ○ Contingency planning and exercise design and testing; ○ Emergency Response Coordination; ○ Disaster Situational Awareness (Damage Assessment); ○ Information Management; ○ Emergency response support for epidemic and pandemic outbreak (e.g. COVID-19). 				
<p>7. Project Name</p>					
<p>8. What is the rationale behind the initiative? Please reference reports, research undertaken, results of surveys or any other relevant documentation to support the application.</p>					
<p>9. Identify the result area(s) of the Country Work Programme to be supported. How does it contribute to the results of CWP?</p>	CWP RESULT(S)	INDICATOR	BASLINE	TARGET	
<p>State the CWP Outcome to which this project contributes.</p>					

State the CWP Outputs to which this project contributes.				
--	--	--	--	--

10. Identify the result area(s) of the CDM Strategy to be supported. How does the initiative contribute to the results of the CDM Strategy?	CDM STRATEGY RESULT (S)	INDICATOR	BASELINE	TARGET
State the CDM Strategy Priority Areas to which this project contributes.		TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA
State the CDM Strategy Outcomes to which this project contributes.		TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA
<p>11. What are the broad activities being undertaken? What are the expected results of the project?</p> <p><i>What is the sequence of activities to be undertaken to achieve the results? State in detail the expected activities specific to this project and the anticipated change to be brought about.</i></p> <p>Provide full details using the PMF template provided with this application as at Annex 1.</p>	PROPOSED ACTIVITIES			
<p>12. Beneficiaries.</p> <p><i>Who will benefit from the proposed intervention, taking into account gender considerations?</i></p>	Include numbers and sex if possible.			

<p>13. What are the risks that could impede successful implementation of this initiative and how will they be addressed?</p>					
<p>14. Estimated Timeframe of Project.</p> <p><i>Please complete a detailed schedule and include at Annex 2.</i></p>	<p>Start Date:</p>				
	<p>End Date:</p>				
<p>15. Amount sought through the CDF.</p> <p><input type="checkbox"/> <i>Up to Euro 60,000.00</i></p> <p><i>Please state total amount(s) only here. Complete a detailed budget using the budget development tool (MS Excel document that accompanies this CDF form). Insert your final budget as an Annex.</i></p>	<p>OVERALL BUDGET (EUROS):</p>				
	<p>AMOUNT REQUESTING FROM THE CDF (EUROS):</p>				
	<p>IN-KIND CONTRIBUTION (EUROS):</p>				
<p>16. Has your NDO received funding from the CDF as of February 2019?</p> <p><i>If yes, state the amount and when received.</i></p>	<p>YES</p>				<p>NO</p>
	<p>Amount:</p>		<p>Amount:</p>		<p>Amount:</p>
	<p>Date received:</p>		<p>Date received:</p>		<p>Date received:</p>

SECTION 3	DETAILS
<p>Scope of work</p> <p>17. How will horizontal cooperation be achieved as a result of this intervention(s)? <i>Horizontal Cooperation occurs when the intervention utilizes skills/knowledge of entities within the same system.</i></p> <p><i>Will the initiative allow for the exchange of skills/knowledge among national agencies and/or other CDEMA Participating States?</i></p>	
<p>18. Visibility.</p> <p><i>Visibility includes press releases and other forms of media outreach.</i></p> <p><i>What activities will be undertaken to promote visibility of this initiative at the award of funds, achievement of key project milestones and completion of project?</i></p> <p><i>All visibility materials MUST highlight support under the Building Resilience of the CARIFORUM States to Disaster Risks and Climate Change Impacts Project which is being implemented by CDEMA through funding provided by the European Union.</i></p>	

<p>19. Sustainability.</p> <p><i>Explain how the initiative will be sustained.</i></p>	
---	--

Declaration by applicant

*Please sign the declaration below. **Sign-off should be by the person who has designated authority to sign on behalf of the organization.***

I certify that the information given in this application is true and correct.

Signature _____

Date _____

Printed name _____

Name of the NDC/Authorised signatory

Before submitting this application check to make sure that the following has been completed:

- All sections of the application have been completed.
- A detailed Project Monitoring Framework (PMF) is included.
- A detailed budget is included.
- A Work Implementation Plan is included.
- The application is being submitted within established timelines.

Please ensure the application is signed.

Please ensure that an Endorsed (by Permanent Secretary, Minister or Cabinet) Country Work Programme has been submitted before or on the application deadline. If this has been submitted for a previous application and has a valid date covering the period of project implementation, please disregard this request.

Annex 1 - Project Monitoring Framework (PMF)

Outcome	Output	Activities	Performance Indicator	Baseline Data	Target	Responsible Person/Agency	Resources Required

Annex 2 – Work Implementation Plan

Activity	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec

Please ensure the budget currency is Euros

Annex 3 – Budget Development Tool

BUDGET DEVELOPMENT TOOL			
2021			
NAME OF ACTIVITY:			
TRAVEL	Unit Cost (EUROS)	Number of Units	TOTAL (EUROS)
International Travel			
From Country A to Country B			
Local Travel			
From point A to point B			
DAILY SUBSISTENCE ALLOWANCE			
Participant/Delegate			
Facilitator			
PROFESSIONAL FEES			
Technical			
International Consultants (Fees per day)			
Regional Consultants (Fees per day)			
Local Consultant (Fees per day)			
Support			
Honorarium (per day)			
MEALS			
Coffee Break (Full per person)			
Lunch (per person)			
Coffee Break (Liquid per person)			
EQUIPMENT RENTAL AND SUPPLIES			
Local Workshops			
Regional Workshop/Conference			
(includes paraphernalia, internet access, banner, document wallets etc.)			
VENUE			
Daily Cost			
DOCUMENT PRODUCTION			
Document Reproduction (per page, black and white)			
Document Reproduction (per page, colour)			
Document Layout (cover and inside, full colour)			
Document Editing			
Document Publication (per copy, full colour)			

EQUIPMENT & SOFTWARE			
Computer			
Laptop			
Software (will require research of actual cost from Vendor)			
Other (will require research of actual cost from vendor)			
REPORT PREPARATION			
Printing and Distribution			
TOTAL			



APPENDIX 3

TECHNICAL DISBURSEMENT DOCUMENT

(10,000 – 60,000 Euros)

Please use this application form for CDF grants greater than Euro 10,000.00 up to a maximum of Euro 60,000.

1. Targeted Country:	Beneficiary	2. Project Title:	3. Requesting Countries (as evidenced by supporting letters of interest – at least 3): i. _____ ii. _____ iii. _____	4. Technical Assistance No: 5. Implementing Department: 6. Department’s Focal Point:
7. Names of collaborating Agencies/Organisations:		8. In keeping with the priorities identified for CDF support, what are the broad areas supported by this initiative (please check all that apply): <ul style="list-style-type: none"> ○ Enhanced institutional capacity; ○ Knowledge management and learning for CDM; ○ Sector integration of CDM; ○ Enhanced community resilience; ○ Strategic Planning, M&E and Research; ○ Contingency planning and exercise design and testing; ○ Emergency Response Coordination; ○ Disaster Situational Awareness (Damage Assessment); ○ Information Management; ○ Disaster Risk Reduction; ○ National Disaster Management Organization Capacity Building; ○ Information and Communication Technology. 		



9. Date of Application:	10. Type of Financing: Grant																		
11. Budget: The budget is summarised below. Further details are at Annex 2.																			
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">CONTRIBUTORS</th> <th style="padding: 5px;">EURO</th> <th style="padding: 5px;">%</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Main Source</td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 5px;">Other Source(s)</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">In-kind Contribution</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">TOTAL</td> <td></td> <td style="text-align: center;"><u>100</u></td> </tr> </tbody> </table>					CONTRIBUTORS	EURO	%	Main Source			Other Source(s)			In-kind Contribution			TOTAL		<u>100</u>
CONTRIBUTORS	EURO	%																	
Main Source																			
Other Source(s)																			
In-kind Contribution																			
TOTAL		<u>100</u>																	
12. Rationale:																			
13. Purpose																			
14. Identify the result area(s) of the CDEMA Corporate Plan to be supported. <i>How does this activity contribute to the results of the Corporate Plan?</i>	CORPORATE PLAN RESULT(S)	INDICATOR	BASELINE	TARGET															



<i>State the Corporate Plan Outcome to which this activity contributes</i>				
<i>State the Corporate Plan Outputs to which this activity contributes</i>				
<p>15. Identify the result area(s) of the CDM Strategy to be supported. How does this activity contribute to the results of the CDM Strategy?</p>	<p>CDM STRATEGY RESULT(S)</p>	<p>INDICATOR</p>	<p>BASELINE</p>	<p>TARGET</p>
<i>State the CDM Strategy Priority Areas to which this activity contributes</i>				
<i>State the CDM Strategy Outcomes to which this activity contributes</i>				



<p>16. What are the broad activities being undertaken? What are the expected results?</p> <p><i>What is the sequence of activities to be undertaken to achieve the results? State in detail the expected activities specific to this initiative and the anticipated change to be brought about.</i></p>	PROPOSED ACTIVITIES			
<p>17. What are the risks that could impede successful implementation of this initiative and how will they be addressed?</p>				
<p>18. Estimated Timeframe of initiative</p> <p><i>Please include a detailed schedule and include at Annex 2.</i></p>	Start Date:			
	End Date:			



<p>19. Amount sought through the CDF. <i>(Up to Euro 60,000.00)</i></p> <p><i>Please state total amount only here. Complete a detailed budget using the budget development tool (MS Excel document that accompanies this CDF Form). Insert your final budget as an Annex.</i></p>	<p>Overall Budget (Euros):</p>	
	<p>Amount Requesting from the CDF (Euros):</p>	
	<p>In-kind Contribution (Euros):</p>	
<p>20. Visibility</p> <p><i>Visibility includes press releases and other forms of media outreach. Kindly outline what activities will be undertaken to promote visibility of this initiative at the aware of the funds, achievement of key project milestones and completion of this initiative.</i></p>		
<p>21. Sustainability</p> <p><i>Explain how the initiative will be sustained.</i></p>		



Declaration

Please sign the declaration below. **Sign-off should be by the person who has designated authority to sign on behalf of the department.**

I certify that the information given in this application is true and correct.

Signature _____ Date _____

Printed name _____

Before submitting this application check to make sure that the following has been completed:

- All sections of the application have been completed.
- A detailed Project Monitoring Framework (PMF) is included.
- A detailed budget is included.
- A Work Implementation Plan is included.
- Country Support Letters Attached.



Annex 1 - Project Monitoring Framework (PMF)
(This should be transferred from the Work Programme)

Outcome	Output	Activities	Performance Indicator	Baseline Data	Target	Responsible Person/Agency/ Entity	Resources Required

Annex 2 – Work Implementation Plan
(This should be elaborated based on the Work Programme)

Activity	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec



Please ensure the budget currency is Euros

Annex 3 – Budget Development Tool

BUDGET DEVELOPMENT TOOL			
2021			
NAME OF ACTIVITY:			
TRAVEL	Unit Cost (EUROS)	Number of Units	TOTAL (EUROS)
International Travel			
From Country A to Country B			
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From point A to point B			
DAILY SUBSISTENCE ALLOWANCE			
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Local Consultant (Fees per day)			
Support			
Honorarium (per day)			
MEALS			
Coffee Break (Full per person)			
Lunch (per person)			
Coffee Break (Liquid per person)			
EQUIPMENT RENTAL AND SUPPLIES			
Local Workshops			
Regional Workshop/Conference			
(includes paraphernalia, internet access, banner, document wallets etc.)			
VENUE			
Daily Cost			
DOCUMENT PRODUCTION			
Document Reproduction (per page, black and white)			
Document Reproduction (per page, colour)			
Document Layout (cover and inside, full colour)			
Document Editing			
Document Publication (per copy, full colour)			



EQUIPMENT & SOFTWARE			
Computer			
Laptop			
Software (will require research of actual cost from Vendor)			
Other (will require research of actual cost from vendor)			
REPORT PREPARATION			
Printing and Distribution			
TOTAL			

Annex 4 – Draft Terms of Reference for Consultancy Services

SECTION 4: TERMS OF REFERENCE

1. BACKGROUND (*On intervention*)

2. SCOPE OF WORKS

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

The following activities will be undertaken by the Consultant:

- 2.1.
- 2.2.

3. OUTPUTS

The Consultant will deliver the following outputs:

- 3.1
- 3.2
- 3.3
- 3.4

4. DURATION

(***Insert # of man days***) man days have been assigned for the completion of the Consultancy over a period of *** () months from ***, 2021 to ****, 2022.

5. CONTRACT PRICE

For the provision of the contract services specified in item 3 above, the Consultant will be paid the following FIRM (non-revisable) price: