UNDRR STAKEHOLDER ENGAGEMENT MECHANISM (SEM)

IMPLEMENTATION OF SEM WORKPLAN 2020 - Phase 1: Initiation

(Grant Proposal)

A. Rationale

The Sendai Framework highlights that resilient sustainable development will only be possible through a broader and a more people-centered preventive approach to disaster risk, where disaster risk reduction practices are multi-hazard and multisectoral, inclusive and accessible in order to be efficient and effective. For this, Governments should engage with relevant stakeholders, including women, children and youth, persons with disabilities, poor people, migrants and displaced persons, indigenous peoples, volunteers, the community of practitioners and older persons in the design and implementation of policies, plans and standards. Sendai specifically highlights the need for the public and private sectors and civil society organizations, as well as academia and scientific and research institutions, to work more closely together and to create opportunities for collaboration, and for businesses to integrate disaster risk into their management practices. (Sendai Preamble, Para 7). Importantly, stakeholders can play a major role in promoting and supporting the implementation of risk-informed development and climate action at all levels.

In support of an all-of-society approach to risk reduction and sustainable development, UNDRR in December 2018 launched the UNDRR Stakeholder Engagement Mechanism (UNDRR-SEM). The UNDRR-SEM creates an open and structured avenue for close engagement of stakeholders with UNDRR and in the implementation of the Sendai Framework, with systematic attention paid to the needs of the most marginalised and vulnerable populations so that no one is left behind. Key functions are to enable an inclusive and broad movement for the Sendai Framework, influence policy design and implementation, strengthen citizen-led and social accountability mechanisms, and promote coordination and harmonization between different stakeholder groups, including for their interaction with the United Nations, Member States, Parliamentarians and other governmental organizations.

Objectives of the SEM are:

1. Promote an all of society engagement and action through strengthened partnerships with and between key stakeholders, in collaboration with Member States and UN system partners.
2. Ensure a broader and more people-centered preventative approach to disaster risk by mobilizing and strengthening the voice of stakeholders in the Member State led implementation of the Sendai Framework.
3. Catalyse collective action among different stakeholders and in collaboration with Governments and the United Nations system for risk-informed development.

4. Co-create and co-design innovative solutions and approaches to implement the Sendai Framework and build coherence across the post-2015 agendas.

Following its launch, the SEM Advisory Group (SEM AG) agreed on an ambitious action plan for 2020-2021 (see Annex). The Action Plan focuses on three main areas: policy influencing, coordination for the global and regional platforms, and knowledge management.

B. Purpose

The purpose of the grant is to support the implementation of the three action tracks. The initial focus will be on the expansion of the SEM through advocacy and promotion activities, including creation of broad buy-in and commitment from non-traditional CSO groups engaged in sectors and areas relevant to disaster risk reduction. This also includes the formalization of SEM engagement in other 2030 Agenda CSO groups, as well as strengthening of engagement with the Sendai Stakeholder Group under the HLPF Major Group and Other Stakeholder Coordination Mechanism (managed by UN-DESA in support of the implementation of the SDGs).

Note: This grant covers Phase 1 of a two-phased approach in support to the implementation of the SEM Action Plan. Phase 1 will cover an initial phase of 6 months (May - October 2020) and focus on strengthening the modalities of working of the SEM Advisory Group and providing support to SEM Focal Points and Coordinators by delivering policy-related activities specified in Section D and E. It is planned to provide a follow-up grant to support Phase 2 of the implementation of the SEM Action Plan.

C. Outcome

Enhanced awareness of the importance of people-centered, inclusive, accessible approach for risk informed development in the international CSO community and global policy discussions.

D. Output

The main outputs of the grant are:

1) Clear action plans with deadlines, leads and funding requirements for each of the three SEM action tracks developed.
2) SEM engagement plan in HLPF and COP26 process (including June Bonn Climate Conference) developed and implemented.
3) SEM engagement in urbanisation and financing for development arenas conceptualised.
4) SEM membership expanded by minimum 70 new individuals or 30 new organisations, with SEM groups actively contributing to SEM Action Plan activities.
5) SEM AG Action Plan submitted to Sendai Voluntary Commitment Platform (SVCP).
6) SEM website developed and updated monthly, including the development of innovative engagement opportunities.
7) First SEM Newsletter and other knowledge and advocacy materials published.
Within two months from the start of the grant, the grantee(s) will have developed a clear plan for each of these outputs, following consultation with the relevant focal points or coordinators. The plans will include clear timeline, milestones and deliverables.

E. Suggested activities

1. Clear action plans with deadlines, leads and funding requirements for SEM action tracks

The grantee(s) will ensure that:

- there is regular communications among the coordinators for each track;
- there is timely implementation of actions by coordinators and volunteers;
- action plans developed have clear actions and indicators for monitoring their implementation;
- there is regular communication within the focal points and coordinators group, and with the SEM Advisory Group;
- quarterly calls with the broader SEM membership and UNDRR are organised.

2. SEM engagement plan in HLPF and COP26 process (including June Bonn Climate Conference) developed and implemented

The grantee(s) will support coordinators in:

- Conceptualising modalities of engagement for SEM in HLPF and COP processes,
- Developing agreed key messages,
- Engaging with members states for direct advocacy,
- Disseminating messages through side events, press conferences or other available opportunities
- Applying for and planning side events at HLPF and Bonn Climate Conference
- Organising at least one SEM meeting during HLPF, Bonn Climate Conference and COP26
- Providing travel support to selected SEM members to attend the two events

The grantee(s) will ensure that coordinators are up to date with key dates, deadlines and timelines for engaging in HLPF, the Bonn Climate Conference in June, and COP26 in November.

3. SEM engagement in urbanisation and financing for development arenas conceptualised

The grantee(s) will support coordinators in:

- Conceptualising modalities of engagement for SEM in urbanisation and FfD arenas
- Developing standard key messages around these themes to support future engagement
- Disseminating relevant information to SEM members

The grantee(s) will ensure that coordinators are up to date with relevant dates, events and timelines for these two areas of engagement.
4. **SEM involvement in 2020 regional platforms effectively coordinated**  
   - The grantee(s) will support coordinators in:  
     - Ensuring SEM members are updated on opportunities to engage in 2020 regional platforms  
     - Organising at least one SEM meeting during both 2020 regional platforms  
     - Gathering inputs from SEM members in attendance on stakeholder engagement at both platforms  
     - Providing travel support to selected SEM members to attend the two events  

5. **SEM membership expanded by a minimum of 70 new individuals or 30 new organisations, with SEM groups actively contributing to SEM work plan activities**  
   The grantee(s) will ensure that regular updates about the work plan are shared broadly with the SEM membership and that there is clarity on how interested individuals/organizations can actively engage in the work of the SEM. The grantee(s) will develop communications material to present the SEM and its structure, to promote SEM beyond current members.

6. **SEM AG Action Plan submitted to Sendai Voluntary Commitment Platform (SVCP).**  
   The grantee(s) will ensure that activities listed in the Action Plan are uploaded to the SVCP and their progress updated to reflect action taken by SEM members every quarter.

7. **SEM website updated including the development of innovative engagement opportunities**  
   The grantee(s) will coordinate development of the SEM website in consultation with SEM AG members, and will ensure it is updated monthly in consultation with SEM AG members, focal points and action plan coordinators.

   The grantee(s) will develop suggestions for at least two innovative engagement activities. These could include thematic webinars, online roundtables, joint events back to back with relevant conferences, etc.

8. **First SEM Newsletter and other knowledge and advocacy materials published**  
   The grantee(s) will ensure:  
   - content for first quarterly newsletter is collected and revised, and goes out to SEM members within one month from the beginning of the grant  
   - coordination support to focal points in the development of at least one knowledge product (this could include organisation of expert group calls, collection of inputs if and as required from SEM members, coordination of design and/or printing of material, information sharing with key audiences)

F. **Resources**

To achieve the activities and reach the objectives, the grantee(s) will need to build solid relations with focal points and stakeholders from each of the UN Major Groups and other Stakeholders to promote their engagement in SEM and their role as advocates for DRR within their own sphere of influence and interest.
The grantee(s) will work in close cooperation with the SEM Focal Points and Coordinators, the SEM Advisory Group as well as the UNDRR Partnerships Unit.

The grantee(s) will report the need to attend and ensure attendance by SEM members at relevant meetings including the HLPF, COP26 and other CSO and stakeholder related events.

**G. Elements covered by the grant**

The proposal submitted by interested candidates should include the following elements:

Number of persons (titles, level / years of experience, qualifications) and working time allocated to the initiative, disaggregated by expert, by location, and by activity (reference to section E – suggested activities). The proposal should include number of working hours and number of in-person meetings allocated to this grant.

Number of travels and all-related details (number of days, number of persons, cost)

Nature and cost of other operational services

All logistic costs related to workshops and training **should not be** included and considered in the proposal.

**H. Budget & administrative-related aspects**

The estimate budget is USD29,500 covering all activity costs and salaries included in the above descriptions.

The grantee(s) will be responsible for delivering all of the elements listed. It is understood that SEM AG focal points and coordinators, as well as SEM AG and SEM members will engage in the activities and will have a role in implementing them.

All SEM Advisory Group member organisations are encouraged to submit proposals for this grant.

The duration of the grant is not to exceed six (6) months.

The programmatic and substantive coordination of the grant will be ensured by the head of the UNDRR Partnerships Unit in Geneva.