Outline for the Final Report – PROMISE

The overall Program goal of PROMISE program is to reduce the vulnerability of urban communities through enhanced preparedness and mitigation of hydro-metrological disasters in South and South East Asia. The broad component of the program includes the following –

- Component 1 City Demonstration Projects,

- Component 2 Regional and National Capacity Building,

- Component 3 Advocacy for Mainstreaming Risk Management in Urban Governance,

- Component 4 Regional Networking and Information Dissemination.

Therefore, each component of the PROMISE is expected to contribute to the integration of Urban DRM in to all sorts of development interventions within a holistic framework. It is expected to achieve through initializing or formulation of improved PPP mechanism supporting community based preparedness and mitigation in hydro-metrological disasters within the selected urban built up area of the target secondary city. Upon the project reaching the end, this final report shall reflect achievements of the city demonstration project with an evaluation of the outputs/outcomes against planned indicators and the appropriateness of the strategies adopted during the project

The final report is a descriptive document with project accomplishment with an assessment of project impacts. You may refer the clause F of the Attachment 1 of the Grant document – Schedule of the documents under the Agreement which specifies the requirement for submission of the Project Completion report for winding up operations of the project and financial obligations. It is suggested to use the following guidelines in preparation of the Project completion report.

1. **Introduction**

   Give a very brief introduction of the Disaster situation of the country and the selected secondary city giving justifications for selection of our target city under PROMISE. Highlight the development trend of the city to be an important economic hub and types of disasters faced by the city and possible long term impacts. Partners need to relate such facts to PROMISE program objectives as stipulated in the agreement. Information on previous data, records, practices during disasters, legal and administrative framework, social and financial situations may also be explained here in brief but always relate the same to project design.

2. **Project Overview**

   Describe Project objectives in detail, relate them to your city, and link them with main components of PROMISE. Give a brief description about the stakeholders, direct and indirect beneficiaries and partners in the process. Explain the role and responsibilities of partner organizations at each phase of the project. Provide information in detail, strategies and methodologies adopted in executing project activities including preparatory stage. This should furnish status of activities in demonstration projects, training, curricula and course development and workshops etc,

3. **Achievements**

   This section is the major chapter of the report. Describe accomplishments assessing the impacts based on the baseline indicators as given in the agreement with the inception of the project. Also include modifications made during the implementation stage emphasizing the

reasons for deviations. Compare the original expected out put, revised outputs and the actual outputs at the end.

- Base data and HVRC survey – The foundation of project activities are collection of base information, data survey etc which were conducted during preliminary stages. Based on their analysis, other documents, practices and activities were developed. Therefore, the final report should highlight the availability of Hazard Vulnerability and Risk information collected through the HVCR assessment(attach HVCR report as an attachment to the report).highlight how others can access them such as other cities, NGOs, Govt. institutions. The depositaries of such information should be your own organization as well as the city. What are the other mechanisms available for networking by other cities (such as ADPC web site, case studies)? Provide explanation of the extent of enhancement in information sharing and partnership mechanism.

- Community level interventions – Explain in detail community level interventions undertaken by the Project to reduce the vulnerability to hydro-metrological disasters. That should be explained as a process starting from action plan process and most important thing is to capture the process involved in achieving some good results. Ultimately you can list out the good practices emanating from the project.

- Networking – Explain the degree of success in developing a National and if applicable regional strategy to develop, maintain and support, systems that would remain in place even after completion of the PROMISE project

- Integration of DRM in National / city/community level development framework – Disasters and development are interrelated. Describe the opportunities where project activities are imbedded into other local development plans. The project activities are not carried out in isolation. Certainly, there may be other related projects of the city / area where PROMISE may have worked together

- Information & capacity building Products, advocacy material and other important documentation - Explain how Information Products, publications, guidelines, codes, training manuals, handouts, case studies and videos etc. are developed and the extent of streamlining the systems for continuous public awareness campaigns and capacity building interventions. Furnish information of the input of community level applications and interventions during the process and the type of benefits they gain.

4. **Opportunities, Strengths, Obstacles and Constraints**

During the process of the project, you may have faced various positive feedbacks and negative challenges, constraints etc. Explain how you have revolved them into strengths in order to succeed, to build the confidence of the target communities and to support building resilient communities at your target areas. What measures have been adopted in gaining the support of government and non-government stakeholders, and the institutional mechanisms which were useful in applying urban disaster risk reduction theory in to actions? Explain the opportunities in continuation of the project, and strategies to overcome future challenges once the project is completed officially.

5. **Lessons Learned**

In identifying priority action area you have developed a methodology. Express the level of its materialization and the assistance you acquired from local institutions. Also explain how easy or difficult to convince the stakeholders in gaining support. Institutionalization of community level Disaster Risk Reduction requires decision making level support and blessings. Explain

the actions taken to integrate DRR in to the legal and policy framework system within the city. With practical disaster situations, were you able to forecast effectively, disseminate information to local community and to mobilize them in actions? Explain what type of disaster events taken place during the project period and how project target communities responded to them. Are you satisfied with the capacity of the community to charge the ownership of actions during the project and the support you got from outside agencies such as media and private sector. It will be interesting to share your any other experience on the lessons learnt, provide such information.

6. Exit strategy and sustainability of the project

Describe the possibility of benchmarking the experience in terms of sustainability of interventions and possibility of replication within other urban local authorities. What is the exit strategy and plan for achieving the sustainability? Explain strategies to be adopted to maintain the sequence of the activities and further development beyond the period of project existence. Describe recipients' responsibilities to carry forward the DRR interventions, public awareness information and capacity building work maintaining the benefits and overcoming possible constraints. Assess your institutions own capacity in continuation of training and capacity building activities beyond the project period.

7. Financial Report

The final financial report should reflect the achievement of expected goals in monitory terms. As given in the agreement, the report summaries the entire project financial inputs and deliverables. Apart from the documents specified in the agreement, the final financial report should include a summary of contributions made directly by ADPC, other donor support if any, counterpart contributions by partners, local authority, community members and others. Inventory of assets giving details of recipients, the beneficiaries through direct ADPC support and other donors and methodology for disposition of assets acquired under the Grant.

8. Annexes

- Updated PMP
- HVRC assessment report.
- Training reports (on training and capacity building activities)
- Public Awareness materials
- Case studies
- Other publications (if any)