

FREQUENTLY ASKED QUESTIONS

Locally-led Inclusive Climate Adaptation/Resilience Initiatives in Asia

We hope that this document might address most of your questions, however, if your question is not answered satisfactorily here, please do not hesitate to get in touch with Frances Hill, Business Development Manager at ADRRN at frances@adrrn.co or Rita Thakuri, Network Coordinator, at rita@adrrn.co.

How do you define?

Innovation:

Innovation means coming up with creative, new, or improved solutions or practices. It can be a product, service, process, system, or mechanism. In setting solutions, identifying the problem is a central issue. This is where the process of ideation or problem and solution identification begins. In this process, innovators discuss the primary problems in DRR and CCA. What is the main threat in the area? How extensive is its impact? Who are the affected parties? When is it often experienced? These are just some of the questions that can be answered in problem identification. The most effective method for identifying problems is conducting a Participatory Community Risk Assessment characterized by various tools/methods to identify disaster and climate risks, vulnerabilities, and capacities of a community.

In setting solutions, it is important to determine the felt needs or the actual needs of those in the community, and together, lay out possible solutions based on their particular context and situation. It is also important to find out what solutions are already being implemented regarding the mentioned problem. If there are existing solutions, the following questions can be asked: What are they? Are these solutions sufficient? Can they be improved? In improving existing solutions, new elements that can be incorporated into the innovation should be identified. If it is a new solution, the design and guiding concepts behind it should be discussed.¹

Vulnerable persons:

Social and Economic Factors:

- People living in poverty or marginalised communities with limited access to resources and services.
- Persons experiencing discrimination based on gender, age, ethnicity, caste, or other societal biases.

Physical Vulnerability:

- Individuals with disabilities, chronic illnesses, or limited mobility.
- The elderly and children, as they may have reduced physical resilience to withstand disasters.

Geographic and Environmental Factors:

- Populations residing in hazard-prone areas (e.g., floodplains, coastal regions, earthquake zones).
- Communities dependent on fragile ecosystems that are highly affected by climate change.

Access to Information and Services:

- Those with limited access to early warning systems, education, or disaster preparedness programs.

¹ Diskarteng Komunidad: Filipino Disaster Risk Reduction Community Innovations (a process manual)

- People in remote or underserved regions lacking basic infrastructure or emergency response services.

Cultural and Contextual Sensitivities:

- Refugees, internally displaced persons (IDPs), and stateless individuals with limited legal protections.
- Indigenous populations whose traditional livelihoods may be disproportionately affected by disasters.

Local / locally-led

Locally led action is used to denote approaches where programmes are conceived, shaped and delivered closer to the communities facing crisis; designed in accordance with local norms and needs; and which may occur with or without support from the formal international system².

Who will be our contracting partner?

Your contract will be with CWS Japan, who are distributing these grants on behalf of ADRRN.

Eligibility

Who can apply?

- Applications are only open to all categories of ADRRN members
- Funding is open to ADRRN members in all countries of Asia, apart from Afghanistan, Myanmar and Yemen, as these funds come from SIDA's development budget and the three countries above are funded under their humanitarian budget. We apologise for this and will do our best to secure additional funds in the future that will incorporate these countries.
- Not all project team members / partners need to be members of ADRRN and we encourage partnerships with CSOs and communities who have hyper local access to vulnerable populations
- Two or more ADRRN members can apply together – in different countries if relevant – but a single grant limit remains at \$20,000
 - Should more than one country be involved in the partnership, please ensure that the lead organisation (ie: the organisation that will have the contract with CWS Japan to receive the grant) has the requisite permissions to on-grant to its partners - either domestically or internationally.
 - Should this be problematic, consortia might need to reconsider the lead organisation for contractual purposes as the partner that has the most financial flexibility, with the 'project lead' organisation taking on the overall responsibility for managing the project.

Will there be a due diligence process?

- Yes - ADRRN will need to carry out due diligence on the organisations we have selected for awards but will seek to keep it as simple and unburdensome as possible, however, as the funding is coming from The Swedish International Development Agency there are certain protocols that we will need to follow.
- We will carry out a basic anti-terrorism check using international databases, plus an internet search of successful applicant organisations and key individuals
- We will run the due diligence process in parallel to the contracting process.

² <https://alnap.org/system-performance-policy-and-practice/topics/locally-led-humanitarian-action/>

- So, even if your organisation has been notified it has been selected this is not a 100% guarantee that you will be awarded if your organisation does not meet the due diligence requirements. To prepare for your due diligence checks, we will require the following documents and if you do not have these in place at the time of application (only proof of registration and the latest set of audited accounts need to accompany the Application Form), we would suggest that you think about putting these in place as it will speed up the due diligence process and contracting. IRC, as our lead partner require the following, where applicable:
 - Code of Conduct
 - Safeguarding Policy
 - Gender and social / disability inclusion (GEDSI) Policy
 - Financial Institution Information
 - Finance Policy
 - Procurement/inventory asset management policy
 - HR/personnel policy
 - Insurance Policy
 - Information required for IRC Global Database check (Complete Name of key personal of the org, their designation, banking details)
 - Audit Reports
- We will also, where possible, obtain peer reference or recommendations from target communities an organisation works with.
- Conflict of interest: Should an organisation that is represented on ADRRN's ExCo apply for an award, they will not be excluded but the relevant ExCo member will not be able to pass a vote on their own proposal.

Budget

What direct costs will not be covered by these grants?

- Funding for individuals
- Debts and in the case of Projects, also debt service charges
- Provisions for losses or potential future liabilities
- Items already financed from another agreement with SIDA or another financing agency
- Purchase or construction of real estate (land or buildings)
- Credit to third parties
- Travel costs for business or first class
- The building up of reserves

Other

When should our project start and end?

- The contractual period will be 1st July 2025 to 30th June 2026. Your project can start and end any time between these dates but must be a minimum duration of 6 months and maximum 12 months.

It says that the contract date is planned for 1st July 2025, but this is the height of the monsoon period which will impede implementation, how can we resolve this?

- Unfortunately, our funding window for implementation is 12 months between 1st July 2025 and 30th June 2026. We recognise the challenges faced during monsoon and rainy seasons



ADRRN

and would suggest that you plan / articulate your project with planning and office based activities taking place initially followed by implementation when conditions are suitable. This will not affect the amount you can apply for – the \$20,000 threshold would still apply.

HOW TO FILL OUT THE APPLICATION FORM

Organisational information

Organisation name, year, registration details and location of work

Fill these out as accurately as possible. If you work in multiple countries or locations, please provide details

Primary contact person

This will be the main point of contact for contractual purposes, so could be a member of your finance team, director or project manager, depending on your organisational structure

Organisation type

Please tick which box applies to you. If your type of organisation is not on the list, please insert under 'other' and specify your type of organisation

Previous experience

Word limits are for guidance only, but please bear in mind that we do not want vast amounts of copy and pasted text from other documents

Externally funded grants: If you have not had any externally funded grants in the past three years please leave blank. It is not compulsory to have had previous externally funded projects.

Project proposal

Please be as clear and concise as possible in your description – again, word counts are for guidance – if you are a few words over you will not be penalised.

ADRRN emphasises the applicants to have a consultation with local community and other stakeholders to identify the problem during the proposal development phase. We are particularly interested in whom you have consulted to establish the need for this project: how many were involved in the consultation and the level of inclusivity. Please quantify where possible.

Project team: If you do not know the names of the individuals who are involved it does not matter. We are interested to see what roles you plan to bring to the team, whether they are already in place or whether you might need to recruit / second them from elsewhere. Please also provide a brief description of each member's roles and rationale for including them as part of the consortium (if appropriate).

Measuring success: Please detail the metrics and indicators you will use to assess the impact of your project and how you intend to share the evidence. ADRRN can support you with this, should you be selected, but answering 'will seek ADRRN support' as a sole answer would not be a sufficient response.

Budget

Please see template and example contained within.

Staffing: Please detail the staff members who will be involved (roles only are sufficient, rather than individual names), the percentage of time they will dedicate to this project and how many months they will be involved.

Activity costs: Please be as detailed as possible, for example, do not just detail 'workshop' as a lumpsum but break it down into its constituent parts such as venue hire, catering, accommodation etc.

Materials: These must be for exclusive use of this project unless you wish to apply a percentage for larger items that might be used for other projects, eg: portable projector

Co-funding and in-kind contributions: We would encourage co-funding where possible to lever in additional resources, as well as in-kind contributions but these are not compulsory. When calculating in-kind costs please explain in the notes section of the budget as to how you have arrived at these figures.

Operational costs: Please detail proportional costs for operational expenses such as office rent, utilities, vehicle costs/drivers, general admin support etc that are essential for the implementation of this project.