



May 2021

Asia Pacific Disaster Response Fund: Implementation Guidelines

Asian Development Bank

Asia Pacific Disaster Response Fund Implementation Guidelines

I. INTRODUCTION

1. On 1 April 2009, the Asian Development Bank (ADB) established the Asia Pacific Disaster Response Fund (APDRF). The objective of the APDRF is to provide incremental grant resources to developing member countries (DMCs) for the restoration of life-preserving services to communities affected by a natural disaster. It will help bridge the gap between existing ADB arrangements that support DMCs to reduce disaster risk through hazard mitigation loans and grants and longer-term post-disaster reconstruction assistance.

2. The APDRF will respond to the urgent need for resources immediately after a disaster has occurred. If there is no justification for such urgency, either because the nature of the disaster is such that it does not require an immediate response from ADB or because the impacted DMC has sufficient resources to cover the unforeseen humanitarian relief expenses, ADB's emergency assistance loan (EAL) should be used.

II. GOVERNANCE STRUCTURE

3. The authority to approve assistance from the APDRF is delegated to the President following the business process outlined in Section V below.

4. ADB's Sustainable Development and Climate Change Department (SDCC) will manage the APDRF in close consultation with regional departments and resident mission disaster focal points and will be responsible for coordinating with various ADB departments with respect to activities to be supported by the APDRF.

5. The Director of the Climate Change and Disaster Risk Management Division (SDCD) will be the APDRF Manager responsible for the day-to-day operations of the APDRF, including monitoring, evaluation, and reporting, with assistance from staff with relevant technical and administrative expertise.

6. ADB's Partner Funds Division (SDPF) will facilitate contributions and will act as the official channel of communications between external APDRF contributors and ADB for the financial aspects. SDPF will lead negotiations and discussions with contributors on procedural agreements for contributions to the APDRF.

III. ELIGIBILITY

7. **General Criteria:** Assistance from the APDRF will be provided in the form of a grant in an amount totaling up to \$3 million per event. Factors that may influence the size of the grant can be (i) geographical extent of damage; (ii) initial estimate of death, injuries, and displaced persons; (iii) the response capacity of key government agencies in the country; and (iv) the date and magnitude of the last disaster that affected the country (thereby taking into account the cumulative effect of disasters on a country's ability to respond).

8. All DMCs will be eligible for grant assistance from the APDRF. Recipients will be central governments who may allocate funds to local governments, government agencies, and other suitable national or international entities, including, where appropriate, nongovernmental organizations. Due

to the need to provide grant assistance immediately after the occurrence of a disaster, ADB will not enter into a legal agreement with these entities but only with the central government and will rely on the central government to ensure that the use of the grant is in accordance with the provisions of the grant agreement.

9. **Conditions for assistance:** Assistance may only be granted once the following emergency conditions have been met:

- (i) a natural disaster has occurred in a DMC;
- (ii) an emergency has been officially declared that is of a scale beyond the capacity of the country and its own agencies to meet the immediate expenses necessary to restore life-saving services to the affected populations; and
- (iii) the United Nations humanitarian/resident coordinator (UN H/RC)¹ has confirmed the scale and implications of the disaster and has indicated a general amount of funding that would be required to assist in alleviating the situation.²

10. The second condition for assistance is interpreted flexibly and broadly and not narrowly and may be deemed to have been met if the national government has approved the allocation of resources in support of the disaster response efforts and indicated that external assistance is welcome. This is the case, in particular, (i) for DMCs which do not have legislation requiring the declaration of a state of emergency before national government resources can be approved to support the response efforts and international assistance can be requested; or (ii) when a government chooses not to declare a state of emergency following a major disaster because of valid strategic considerations, such as concerns for the country's tourism industry or business confidence.

11. Each distinct declaration of a disaster will be regarded as a separate event and hence be eligible for assistance irrespective of whether it occurred in the same disaster-affected DMC or in the same calendar year.

IV. USE OF FUNDS

12. The APDRF will provide quick-disbursing grants to assist DMCs meet immediate expenses to restore life-saving services to affected populations following a disaster and to augment aid provided by other donors in times of national crisis. The APDRF may support, but not be limited to, the following types of activities:

- (i) provision of emergency rescue equipment;
- (ii) provision of medical kits, food, and bottled drinking water;
- (iii) purchase of water purification and sanitation systems;
- (iv) provision of transitional shelter;
- (v) provision of personal hygiene kits;
- (vi) purchase of emergency communication equipment;
- (vii) debris sifting;
- (viii) site clearance;
- (ix) safe disposal of useless rubble;
- (x) provision of medical care-related goods and equipment; and

¹ The UN H/RC is responsible for initiating the United Nations' Flash Appeal scheme, which is a request for funds from international donors, and the Central Emergency Response Fund (CERF), which is designed to jump-start relief operations within 72 hours of an emergency. Even with these instruments, however, only two thirds of UN humanitarian appeals are typically met each year.

² The UN H/RC should indicate a general amount of total donor funding that would be required to assist in alleviating the situation, rather than a general amount of funding required specifically from ADB.

- (xi) bulk purchase of aviation fuel.

13. Retroactive financing of disaster relief costs totaling up to 30% of grant proceeds will be permitted where such expenditure has been incurred after the declaration of a state of emergency or the approval of national government resources in support of the disaster response efforts.³

V. BUSINESS PROCESS FOR ACCESSING APDRF

14. The business process for accessing funds under the APDRF is outlined in Appendix 1. Whenever possible, within 24 hours of the first two conditions for assistance referred to in Section III having been met, the concerned regional department director general, in consultation with the resident mission country director, will assign a disaster coordinator (where practical, the resident mission country director should be assigned this function).

15. The disaster coordinator will contact the UN H/RC to confirm the scale and implications of the disaster and to indicate a general amount and the nature of assistance the UN H/RC is recommending or intends to recommend to the international community. A template is provided in Appendix 2.

16. The disaster coordinator will, as quickly as conditions permit, prepare and transmit a brief memorandum to the regional department director general providing

- (i) an overview of the crisis;
- (ii) an outline of the rationale for ADB's emergency grant including the date of the government's request for ADB support from the APDRF and confirmation of an official declaration of an emergency beyond the capacity of the country and its own agencies to meet the immediate expenses necessary to restore life-saving services to the affected populations;
- (iii) a summary of the assistance the UN H/RC is recommending or intends to recommend to the international community;
- (iv) to the extent possible, the initial and proposed type and amount of assistance from other donor agencies; and
- (v) a recommendation of whether ADB should provide grant assistance from the APDRF and the total amount of the grant (not to exceed \$3 million).

17. Supporting documents will be attached pertaining to the government's request for assistance from the APDRF, satisfaction of the conditions for assistance, and confirmation from the APDRF Manager (Director, SDCD) that the conditions for assistance have been met and that the resources in the fund are sufficient to meet the proposed grant. A memorandum template is provided in Appendix 3.

18. The regional department director general's recommendation will be communicated to the respective operations vice president for consideration and endorsement to the President (and copied to the General Counsel and the Controller for information). It is expected that the operations vice president will be apprised of the regional department director general's recommendation within 48 hours of the conditions for assistance being met.

19. When the situation permits, within 72 hours of the conditions for assistance being met, the operations vice-president will convey his/her recommendation to the President for approval. The

³ Retroactive financing up to 30% is permitted for emergency assistance financing under ADB's Disaster and Emergency Assistance Policy. ADB. 2004. *Disaster and Emergency Assistance Policy*. Manila.

President's decision will be copied to the General Counsel, the Controller, the regional department director general, the resident mission country director, and the APDRF Manager.

20. The regional department director general should communicate the President's approval to the DMC within 24 hours. A template is provided in Appendix 4. The communication will be in the form of a letter, with

- (i) an attached Grant Agreement signed by ADB and ready for countersignature by the DMC;⁴ and
- (ii) the withdrawal application wherein the full amount of the grant will have been inserted.

21. In the letter, the government should be (i) advised that the validity of ADB's approval of the grant will lapse automatically after 30 days following the date of the letter if the grant agreement is not signed within that period, unless such period of validity is extended (see the procedure set out in para. 24 below); (ii) advised to submit sufficient evidence of the authority of the signatory of the grant agreement; (iii) informed that the withdrawal application should either be signed by the same person or by any person authorized in writing to sign the withdrawal application on behalf of the government; (iv) advised to submit sufficient evidence of the authority of the signatory of the withdrawal application if different people sign the grant agreement and withdrawal application, along with that person's authenticated specimen signature;⁵ and (v) informed that the statement of expenditure should be submitted to ADB within 4 months of the grant closing date, any outstanding advances refunded to ADB within a further 2 months, and an audit submitted to ADB within 6 months of ADB's receipt of the statement of expenditure. There is no need for a specimen signatory letter from the recipient if the person who signs the grant agreement also signs the withdrawal application. The letter from the regional department director general to the DMC should also include a paragraph listing documents already provided in advance to the government (i.e., the APDRF paper, amendments, implementation guidelines and grant regulations).

22. The grant agreement may be signed in ADB's Headquarters or in the DMC concerned. The grant agreement will be signed on behalf of ADB by an officer designated in Administrative Order 1.03, para. 2.1.⁶ In the absence of the designated officer, the officer-in-charge has the authority to sign the grant agreement (see Administrative Order 1.03, para. 4).

23. In DMCs which do not have a resident mission/country office, ADB will inform the government in writing that the ADB coordination office is authorized to receive the signed APDRF grant agreement and withdrawal application on ADB's behalf on a one-off basis. The coordination office will forward scanned copies to its supervising office for endorsement by the responsible director. Original copies will follow.

24. If the grant agreement has not been signed by the 20th day after the date of the letter communicating the grant approval to the DMC, the relevant regional department shall inform the government of the impending lapse of such approval and inquire whether any extension of the validity period will be required. Any request by the DMC for extension of the validity of ADB approval of the grant prior to grant signing should be communicated by letter to ADB within 30 days from the date of the letter communicating the grant approval to the DMC (i.e., prior to the signing deadline for the

⁴ It would normally be expected that the grant agreement would be signed by the same governmental official who is authorized to execute financing agreements for regular ADB operations in the DMC (typically from the Ministry of Finance, or equivalent, of the DMC). However, it is possible that, in certain DMCs, this may vary in the context of disaster and emergency operations.

⁵ The DMC should provide an original of the authorized signatory listing to ADB (a copy of which can initially be provided via Sharepoint to the Controller's Department with the original document to follow).

⁶ Administrative Order No. 1.03. [Signature of Written Instruments](#).

grant agreement) and shall include compelling justification of the grounds for extension and the requested length of extension.⁷ This letter should be signed by an authorized signatory on behalf of the government. Such requests shall be approved by the Director General of the relevant regional department. If approved,⁸ a revised extension date for signature of the grant agreement will be set and communicated to the DMC. Any extension will be for a further period of 30 days. Multiple extensions may be considered only where strongly justified.

25. The grant agreement will become effective on the date the grant agreement is signed by ADB and countersigned by the recipient government and is delivered at the ADB Headquarters.

VI. GRANT DISBURSEMENT AND IMPLEMENTATION

26. **Disbursement:** Where possible, funds will be disbursed within 24 hours⁹ upon receipt by ADB of

- (i) the APDRF Grant Agreement duly signed by the DMC; and
- (ii) the withdrawal application duly completed and signed by the DMC.

27. For purposes of timely disbursement, a copy of the signed withdrawal application may be uploaded to Sharepoint for processing by the Controller's Department (CTL) provided that the Country/Regional Director or officer-in-charge of the relevant resident mission/country office confirms that the original signed withdrawal application has been delivered to the resident mission/country office. In DMCs which do not have a resident mission/country office, the ADB coordination office will receive the original signed APDRF withdrawal application on ADB's behalf and forward a scanned copy to its supervising office for endorsement by the responsible director and uploading in Sharepoint.¹⁰ Original copies will follow.¹¹

28. For disaster response activities, speed and flexibility are required. Disbursements will be allowed up to 100% of eligible costs (including applicable taxes and duties). An advance account will be used to expedite disbursements. The advance account details will be included on the withdrawal application. The entire grant will be disbursed to the advance account in a single advance. The recipient will not be required to submit an estimate of ADB's share of eligible project expenditures to be paid through the advance account. The use of advance account and statement of expenditures procedures will be in accordance with the Loan Disbursement Handbook (2017, as amended from time to time) and arrangements agreed upon between the recipient and ADB.

29. **Procurement:** Resources from the APDRF will be used by recipients to procure goods, works, and services related to disaster response efforts following procurement procedures suitable for emergency response. ADB's Procurement Policy and Procurement Regulations (2017, as

⁷ Given that APDRF is intended to respond to the urgent resource needs of DMCs immediately after a disaster has occurred, under normal circumstances there is a high expectation that the grant agreement will be signed by the DMC promptly following ADB's approval of the grant. Delay in signing the grant agreement may suggest that the DMC does not require immediate assistance from ADB or that the DMC has sufficient resources to cover the unforeseen humanitarian relief expenses.

⁸ Any approval of an extension of the validity period would normally be expected to be made prior to expiration of the then-applicable validity period.

⁹ Excluding bank holidays and weekends.

¹⁰ In DMCs where resident missions do not include the position of Country Director, the resident mission will forward a scanned copy of the withdrawal application to its supervising office for endorsement by the responsible director and uploading in Sharepoint.

¹¹ Receipt and submission of the evidence of authority to sign the withdrawal application, where required (see para 21), may follow the same procedures indicated for receipt and submission of the withdrawal application to CTL.

amended from time to time) will not apply.¹² In particular, given the need to respond quickly to immediate needs following a disaster, to coordinate closely with other international organizations, and to facilitate work with potential cofinanciers, the procurement of goods, works, and services will be permitted both from ADB member and nonmember countries.

30. Recipients of financing from the APDRF must ensure that such financing will be used for its intended purpose on the same terms, conditions, and principles as set forth in this paper.

31. **Grant Closing Date:** Unless otherwise agreed by ADB, the grant closing date will be 6 months after the signing of the grant agreement.¹³

32. **Liquidation:** Statements of expenditure will be submitted to ADB within 4 months of the grant closing date. Any outstanding advances will be refunded within a further 2 months. The government will retain underlying documentation, such as contracts, invoices, and receipts. ADB reserves the right to review these documents.

33. **Monitoring and reporting:** Project officers will meet implementing and executing agencies periodically to monitor progress in grant administration, implementation, liquidation, and auditing and to provide guidance on ADB policies and procedures as relevant to the APDRF. An initial meeting between the project officer, implementing, and executing agencies is encouraged during the early part of implementation. A brief 3 to 5-page report on grant implementation will be prepared and submitted to Director, SDCD upon grant closing (Appendix 5). These reports will include information on project beneficiaries, including sex-disaggregated data where available, and will assess grant performance, grant impact and outcome, and lessons learned.

34. **Audit:** Within 6 months of ADB's receipt of the statement of expenditures from the DMC, the supreme audit institution of the DMC, or other auditor acceptable to ADB, will provide an audit report on the use of the grant, including the advance fund and statement of expenditures procedures. Project officers will coordinate with the auditor to provide guidance on APDRF requirements and relevant ADB policies and procedures. The costs of auditing can be chargeable to the grant.

35. **Donor coordination:** Project officers will report the approval of APDRF grants to the UN H/RC. SDCD will report contributions to the global Financial Tracking Service. These reporting activities will support coordination of the humanitarian response effort, in turn helping to ensure that APDRF grants are used to maximum effect.

VII. APDRF IMPLEMENTATION

36. **Progress Reports and Frequency.** The APDRF Manager, in consultation with the regional departments, will prepare simple annual reports covering the full calendar year on APDRF activities for external financing partners. The reporting format and monitoring indicators will be developed in consultation with the external financing partners. The reports will be submitted to the financing partners within 60 days of the reporting period.

37. **Anticorruption.** The APDRF and activities funded thereunder will be subject to ADB's Anticorruption Policy and Integrity Guidelines and Principles (as amended from time to time). ADB's

¹² The size of the grant to be provided should take into consideration the systems capacity of the affected DMC. If, for example, national procurement procedures are complex, the Government may choose to transfer funds to a UN agency or a nongovernment organization. The procurement processes of the recipient agency would then apply.

¹³ Grant closing is the date after which ADB may terminate the right of the recipient to make any withdrawals from the Grant Account.

Anticorruption Policy requires staff, consultants, borrowers, beneficiaries, and contractors executing the APDRF and activities thereunder, to observe the highest standards of ethics and personal integrity. Any party found in breach of ADB's Anticorruption Policy may be subject to disciplinary measures and/or sanctions in accordance with ADB's Integrity Principles and Guidelines.

38. **Fund Accounting:** CTL will provide accounting functions for the funds and prepare financial statements.

39. **Annual Audits:** SDPF will collaborate with CTL for financial statements of the APDRF which will be prepared annually to be audited by ADB's external auditors, with the cost of these audits to be charged to the account of APDRF. For the purposes of the audited financial statements, the end of the fiscal year is 31 December. The audited financial statements will be submitted to the financing partners and the Board of Directors.

39. **Amendments:** ADB may, at any time, amend these Guidelines provided that such amendments are consistent with the terms and conditions of the APDRF Board paper as amended from time to time. Such amendments may be approved by Director General, SDCC in consultation with relevant departments.

Business Process for Accessing the APDRF

Steps	Unit	Actions and Related Notes
<i>Trigger</i> (Satisfaction of first two conditions for assistance)		<i>(i) A natural disaster has occurred in a developing member country (DMC) and (ii) an emergency has been officially declared that is of a scale beyond the capacity of the DMC government and its own agencies to meet the immediate expenses necessary to restore life-saving services to the affected populations.</i>
1	Regional Department (RD) Director General (DG) (in consultation with concerned Country Director)	<ul style="list-style-type: none"> • Appoints a Disaster Coordinator within 24 hours of emergency conditions being met. • Emails the name of the Disaster Coordinator to Director, Climate Change and Disaster Risk Management Division (SDCD), Sustainable Development and Climate Change Department (SDCC) with copy to Principal Disaster Risk Management Specialist, SDCC.
2 (in parallel with step 3)	Disaster Coordinator	<ul style="list-style-type: none"> • Obtains a copy of the relevant documents confirming satisfaction of the first two conditions for assistance. • Contacts the United Nations humanitarian/resident coordinator (UN H/RC) to confirm the scale and implications of the disaster and to indicate a general amount and the nature of assistance the UN H/RC is recommending or intends to recommend to the international community. Forwards record of discussion to SDCC. • Provides a copy of the grant regulations to the government for information. • Obtains a copy of the letter from government requesting support from the Asia Pacific Disaster Response Fund (APDRF). • Obtains letter from UN H/RC indicating the assistance the UN H/RC is recommending or intends to recommend to the international community for attachment to the memo to the President seeking approval to access the APDRF. In the absence of an official confirmation from the UN H/RC, email communications will be acceptable. (This is the third condition for assistance.) • Prepares memo to the President seeking approval to access the APDRF in accordance with template provided as an annex to the implementation guidelines.
3	SDCC/SDCD	<ul style="list-style-type: none"> • Advises the following departments/offices about the likelihood of a request for assistance and the name of the designated Disaster Coordinator: <ul style="list-style-type: none"> ➤ Controller' Department (CTL)/Loan and Grant Disbursement Section (CTLA-LGD) ➤ Office of the General Counsel (OGC) (designated Asst. General Counsel/Country Counsel) ➤ Procurement, Portfolio and Financial Management Department (PPFD)/ Portfolio Management Division (PFPM) ➤ Treasury Department (TD)/ Treasury Services Division (TDTS) ➤ Vice President (Knowledge Management and Sustainable Development) and DG, SDCC to be copied.
4	OGC	<ul style="list-style-type: none"> • Prepares the draft grant agreement (GA) for review by the Disaster Coordinator.
5	TD	<ul style="list-style-type: none"> • Ensures that funds will be available for disbursement upon receipt by ADB of the signed GA and Withdrawal Application (WA).
6	Disaster Coordinator	<ul style="list-style-type: none"> • Reviews the draft GA, sends comments to OGC, and provides the project name. • Sends the draft GA to the government for review and requests the government to open a bank account for the advance fund procedure.

Steps	Unit	Actions and Related Notes
7	Disaster Coordinator	<ul style="list-style-type: none"> Creates eOps record for the proposed grant. Finalizes the memo to the President in consultation with SDCC/SDCD and OGC.
8	SDCC/SDCD	<ul style="list-style-type: none"> APDRF Manager (Director, SDCC) provides an email confirmation to the Disaster Coordinator that all conditions of assistance have been met and, and that there are sufficient resources in the fund to meet the proposed grant with copy to Directors General, {RD}, SDCC; Deputy Directors General, {RD}; Director, {relevant division and/or resident mission/office}; OGC; APDRF Team
9	Regional Department Director General	<ul style="list-style-type: none"> Endorses the recommendation and submits to concerned operations vice president within 48 hours of the conditions for assistance being confirmed as met.
10	Operations Vice President	<ul style="list-style-type: none"> Endorses the recommendation and submits to the President for approval within 72 hours of the emergency conditions being met.
11	President	<ul style="list-style-type: none"> Approves the recommendation.
12	Department of Communications	<ul style="list-style-type: none"> In coordination with the Disaster Coordinator, prepares a news release, social media updates, and blurb for ADB Today.
13	Disaster Coordinator	<ul style="list-style-type: none"> Provides grant approval number to OGC for insertion in the GA's cover page. Advises the DMC to provide a draft WA with the bank account details for the Advance fund procedure so that CTLA-LGD can verify in advance. Informs the DMC in writing that, for DMCs without a resident mission, the ADB coordination office is authorized to receive the signed GA and WA on ADB's behalf on a one-off basis. Prepares letter using template in Appendix 4 informing the DMC of grant approval. In cases where the WA will not be signed by the same person signing the GA (see para 21), advises the DMC that the evidence of authority to sign WA (EAP) needs to be submitted.
14	Regional Department Director General	<ul style="list-style-type: none"> Signs the GA. <ul style="list-style-type: none"> (Note - the GA may be signed by an officer designated in Administrative Order 1.03, para. 2.1 who is not necessarily the RD Director General. The Country Director, in particular, can sign the GA.) Prepares a letter informing DMC of the grant approval. The GA and the WA form for the advance account are attached to the letter. <ul style="list-style-type: none"> Note that the 2 copies of the final execution version for signing of the GA should only be provided to the government after the President's approval and the issuance of the grant approval number. Provides blind carbon copies (bcc:) of the letter to Directors General, {RD}, SDCC; General Counsel; Controller; Senior Advisor to {VP}; Deputy Directors General, {RD}; Director, SDCC; Assistant General Counsel; Assistant Controller; Directors, {RD}; concerned Counsel; APDRF Team; and concerned RD staff.
15	DMC	<ul style="list-style-type: none"> Countersigns GA, confirms advance account details, and signs WA. Submits an original copy of the GA duly executed by both parties and an original copy of the signed WA together with an original evidence of the authority of government signatory to both documents to the Disaster Coordinator. No legal opinion will be required.

Steps	Unit	Actions and Related Notes
		If the grant agreement has not been signed by the 20th day after the date of the letter communicating the grant approval to the DMC, the relevant RD shall inform the government of the impending lapse of such approval and inquire whether any extension of the validity period will be required.
16	Disaster Coordinator	<ul style="list-style-type: none"> • Sends one original signed copy of the GA to OGC, uploads a copy of the signed GA to Sharepoint, and notifies OGC. • Prepares cover memo for signature of country/regional director and addressed to CTL confirming that the original signed WA has been delivered to the resident mission (RM)/country office (CO) or received by the ADB coordination office. • Uploads signed cover memo and copy of original signed WA to Sharepoint and notifies CTL for processing. • Sends original signed WA to CTLA-LGD. <p>(In DMCs which do not have a RM/CO, the scanned copy of the signed WA and cover memo is sent via email to the supervising office for e-signature by the responsible Regional Director. The CO then uploads the signed memo and WA to Sharepoint with original copies to follow).</p>
17	OGC	<ul style="list-style-type: none"> • Reviews whether the conditions for effectiveness of the GA have been met (signatures of the recipient and ADB, and receipt of the GA at ADB's Headquarters) and advises Disaster Coordinator of the result of the review, with copy to CTLA-LGD's Portfolio Management and Reporting Unit (CTLA-LGD-PMR).
18	Country Director/ Director (relevant division or resident mission/office)	<ul style="list-style-type: none"> • Notifies the recipient of the date of effectiveness of the GA.
19	Disaster Coordinator	<ul style="list-style-type: none"> • Upon receipt of OGC's advice on effectiveness, prepares a Grant Milestone Event Dates (GMED) indicating dates of approval, signing, effectivity, and closing date. • Uploads signed GA to eOps and submits for disclosure in compliance with ADB's Access to Information Policy. • Submits GMED to CTLA-LGD-PMR for inputting to GFIS (cc: CTLA-LGD focal) with a copy of the signed GA.
20	CTL/CTLA-LGD	<ul style="list-style-type: none"> • Reviews original WA (or uploaded copy in SharePoint) and authorizes the disbursement.
21	TD	<ul style="list-style-type: none"> • Disburses grant proceeds in full to advance account within 24 hours of receipt by ADB of the signed GA and WA (excluding bank holidays and weekends).
22	Disaster Coordinator	<ul style="list-style-type: none"> • Informs the UN H/RC that the GA has been signed.
23	Project officer	<ul style="list-style-type: none"> • Meets implementing and executing agencies periodically to monitor progress in grant administration, implementation, liquidation and auditing; and to provide guidance on ADB policies and procedures as relevant to the APDRF. • Prepares a brief report on grant implementation and submits it to Director, SDCD upon grant closing.
24	DMC	<ul style="list-style-type: none"> • Submits statement of expenditures within 4 months of the grant closing date.

Steps	Unit	Actions and Related Notes
		<ul style="list-style-type: none"> Submits an audit report on the use of the grant within 6 months of receipt of the statement of expenditures by ADB

ADB = Asian Development Bank; APDRF = Asia Pacific Disaster Response Fund; CO = country office; CTL = Controller's Department; CTLA-LGD = Loan and Grant Disbursement Section; CTLA-LGD-PMR = Portfolio Management and Reporting Unit; DG = director general; DMC = developing member country; GA = grant agreement; GMED = Grant Milestone Event Dates; OGC = Office of the General Counsel; PPFM = Procurement, Portfolio and Financial Management Department; PPFM = Portfolio Management Division; RD = regional department; RM = resident mission; SDCC = Sustainable Development and Climate Change Department; SDCD = Climate Change and Disaster Risk Management Division; TD = Treasury Department; TDTS = Treasury Services Division; UN H/RC = United Nations humanitarian/resident coordinator; WA = withdrawal application.

{Note: In preparing this letter from the UN Resident Coordinator, the processing department may revise and include additional country-specific details in the letter but should generally include information provided in this template.}

{Date}

XXX
XXX
XXX

Dear {ADB Disaster Coordinator},

Subject: Assistance to the Government of XXX for {cite type of disaster}

The United Nations Office for the Coordination of Humanitarian Affairs has been supporting the Government of XXX with coordination and planning during the course of response. We can confirm that the Government of XXX has declared a state of emergency in {location of disaster} on {date of disaster}.

Based on initial assessments, an estimated \$XXX is required to support relief efforts.

ADB's contribution would be very much appreciated.

Yours sincerely,

{name}
UN Resident Coordinator



Asian Development Bank

MEMORANDUM

XXXX Department

{Date}

For Approval of Para. **XX**

To: {Name}
President

Through: {Name}
Vice President (Operations X)

From: {Name}
Director General, XXXX

Subject: **{Project Name}**
—Request for ADB Financial Assistance from the Asia Pacific Disaster Response Fund

I. Disaster Overview

1. *{Provide description of the disaster that happened in the developing member country (DMC), including preliminary estimates of loss of lives, numbers affected, magnitude of damage to infrastructure etc.; and preliminary assessment of the needs and resources required to alleviate the immediate humanitarian situation as indicated in the most recent situation report issued by the United Nations Office for the Coordination of Humanitarian Affairs (Attachment 1).}*
2. *Indicate whether (i) an emergency has been officially declared that is of a scale beyond the capacity of the DMC government and its own agencies to meet the immediate expenses necessary to restore life-saving services to the affected populations (Attachment 2).}*

II. Rationale for ADB Assistance

3. *{Provide information on the capacity and resources of the DMC government to restore life-saving services to the affected population in a reasonable amount of time, including budgetary and logistical constraints; the date of request from the DMC government for ADB support under the APDRF (Attachment 3); and the proposed use of the APDRF grant (See Section IV. Use of Funds in the Revised APDRF Implementing Guidelines).}*
4. *Describe fulfillment of the three conditions for assistance (See Section III. Eligibility in the Revised APDRF Implementing Guidelines).*

III. Coordination with Development Partners

5. *{Provide description on donor coordination and contributions announced to date in support of the relief effort; and a summary of the assistance the United Nations humanitarian/resident coordinator is recommending or intends to recommend to the international community}*

IV. Recommendation

6. The request from the government is considered eligible for financing under the APDRF. The conditions for assistance under the APDRF have been met:

- (i) A natural disaster has occurred in a developing member country (Attachment 1).
- (ii) An emergency has been officially declared that is of a scale beyond the capacity of the country and its own agencies to meet the immediate expenses necessary to restore life-saving services to the affected populations.
- (iii) The United Nations humanitarian/resident coordinator has confirmed in a letter dated **XXX** the scale and implications of the disaster and indicated a general amount of funding that would be required to assist in alleviating the situation (Attachment 4).

7. Considering the scope of damages from the **{cite type of disaster}** and the government's constrained resources, it is recommended that an amount of **\$XXX** is provided to the government as a grant financed by the APDRF.

8. SDCC has been consulted and confirmed that the conditions for assistance have been met and that there are sufficient balances available under the APDRF to meet the proposed grant (Attachments 5 and 6).

Attachments:

- (1) United Nations Situation Report No. **X** dated **XXX**
- (2) Declaration of State of Disaster for **{DMC}** dated **XXX**
- (3) Letter from DMC Government dated **XXX** requesting assistance from the APDRF.
- (4) Letter from United Nations Resident Coordinator dated **XXX** indicating the assistance the UN H/RC is recommending or intends to recommend to the international community
- (5) SDCC confirmation
- (6) Status of APDRF Resources

cc: VPKM; The Secretary; Directors General, PPF, SPD, SDCC; General Counsel; Controller; Deputy Directors General, **XXXX**; Senior Advisor to the Vice President, **VPOX** **{relevant Operations VP}**; Directors, **{relevant division and/or resident mission/office}**, SDFP; P. Bhandari, C. Benson, S. Goldfinch, G. Saldevar, SDCC

{Note: In preparing the letter to the recipient government, the processing department may revise and include additional country-specific details in the letter but should generally include information provided in this template.}

{Date}

XXX
XXX
XXX

Dear XXX:

**Subject: Asia Pacific Disaster Response Fund
—Approval of Grant for {cite type of disaster}**

We would like to inform you that an amount of \$XXX has been approved from the Asian Development Bank’s (ADB) Asia Pacific Disaster Response Fund (APDRF) to support the Government of XXX’s life-saving efforts for the people affected by the {cite type of disaster}. The grant agreement and withdrawal application are hereby attached for the government’s signature.

We would like to request the Government to submit to ADB sufficient evidence of the authority of the signatory for the grant agreement. Please be informed that the withdrawal application should either be signed by the same person or by any person authorized in writing to sign the withdrawal application on behalf of the government. If different people will sign the grant agreement and withdrawal application, please submit sufficient evidence of the authority of the signatory of the withdrawal application together with the signatory’s authenticated specimen signatures. There is no need for a specimen signatory letter if the person who signs the grant agreement also signs the withdrawal application.

The validity of ADB approval of the grant will lapse automatically 30 days after the date of this letter if the grant agreement is not signed within that period, unless otherwise agreed with ADB within that 30-day period. Any extension request should be communicated to ADB by letter including a justification of the grounds for extension and the requested length of extension. This letter should be signed by an authorized signatory on behalf of the government. If approved, a revised extension date for signature of the grant agreement will be communicated to the recipient government by letter.

The grant closing date will be 6 months after the signing of the grant agreement. The APDRF Implementation Guidelines requires the submission of the statement of expenditures to ADB within 4 months of the grant closing date. Any outstanding advances should be refunded to ADB within a further 2 months. Further, an audit report on the use of the grant, including the advance fund and statement of expenditures procedures, should be submitted to ADB within 6 months of ADB’s receipt of the statement of expenditures.

For further guidance on the above requirements, please refer to the APDRF paper, amendments, implementation guidelines, and grant regulations that have been provided in advance to your office on {date}.



Again, we would like to express ADB's continued support to the Government of **XXX** during these difficult times.

Sincerely,

Director General, **XXX** Department

Attachments: (1) Grant Agreement
(2) Withdrawal Application

**ASIA PACIFIC DISASTER RESPONSE FUND
GRANT CLOSING REPORT**

Division :

Grant No., Country and Name		Amount Approved:	
		Revised Amount:	
Grant Approval Date:	Grant Signing Date:	Grant Closing Date Original:	Actual:
Description {Extract information on background and rationale from the approved grant memo and summarize.}			
Overall Assessment and Rating {Describe how the grant proceeds were used, explaining any deviations from the purpose for which the grant was approved. Provide information on grant beneficiaries, including sex-disaggregated data where available. Assess client satisfaction with the assistance provided by ADB and categorize the performance of ADB and the recipient agency as highly satisfactory, satisfactory, less than satisfactory, or unsatisfactory. Categorize the grant as highly successful, successful, partly successful, or unsuccessful following Independent Evaluation Department's guidelines.}			
Major Lessons {Discuss the significant lessons learned that can help improve delivery and implementation of APDRF grants.}			
Recommendations {Recommend any action required after grant completion and make suggestions for changes to policies and/or procedures that can improve effectiveness of APDRF grants in the future.}			

Prepared by: _____ Designation: _____