

Terms of Commitment

City Resilience Action Planning Tool

The **United Nations Human Settlement Programme (UN-Habitat)** and the **Technical Centre for Disaster Risk Management, Urban Resilience and Sustainability (DiMSUR)** have joined forces to work with selected cities in sub-Saharan Africa to build their resilience.

UN-Habitat/DiMSUR have developed a user-friendly and interactive **City Resilience Action Planning (CityRAP)** Tool for training and capacity building of city managers and technicians that will support them to understand, plan, act and manage overall and sectorial actions that can progressively build the resilience in their cities and towns and effectively reduce risk. The tool methodology will provide them with the needed instruments and skills for the elaboration of a preliminary City Resilience Action Plan. The latter should be designed by the municipality itself with support from the UN-Habitat/DiMSUR technical team. The Plan will identify the key actions to be implemented at short, medium and long term to improve the city's resilience and reduce risks.

The present Terms of Commitment (ToC) serves to confirm the interest of the city of _____ in implementing the CityRAP Tool methodology, in partnership with UN-Habitat and DiMSUR. This document shall frame and define the conditions and necessary commitments for a successful collaboration. The ToC package includes three Annexes that need to be completed by the municipality:

1. **Annex 1:** CityRAP Tool Briefing
2. **Annex 2:** City Profile Questionnaire
3. **Annex 3:** Stakeholder Identification Form

I. Nature of the commitment

1. **Ownership of the Activity:** The Municipality assumes ownership of the activity as the main implementing entity with technical support of the DiMSUR/UN-Habitat team. As the leader of the activity, the commitment of the Municipality is expected to ensure the full success of the initiative, leading to tangible and useful results.
2. **Access to Information:** The Municipality will provide access to all relevant information and documentation needed for the successful implementation of the activity.

More precisely, the Municipality will commit to collect and provide the support team of trainers with any existing secondary data of the study area (e.g. topographic maps; satellite images,

including from Google Earth; aerial photos; reports and studies; census data; statistics; etc.). The Municipality will also commit to fill in the annexes of the present ToC (the City Profile Questionnaire and the Stakeholder Identification Form) with all available data.

3. Contribution of the Municipality: Considering that the City Resilience Action Plan is meant to be of primary interest of the Municipality itself, by signing this document, the latter formally commits to the following contributions:

3.1 Human Resources: The Mayor will formally appoint three to five (3 - 5) municipal technicians who will act as focal points and are expected to facilitate the implementation of the CityRAP Tool during the two months duration of the activity. The Municipality is strongly encouraged to include women as Focal Points to ensure a gender-balanced approach.

3.2 Municipal Department Involvement: Each department should avail at least three (3) staff to actively participate in a set of activities that will take place during the second and third phases of the process and will last almost approximately one month. Such activities include: conducting the self-assessment exercise at the city level; participatory risk mapping and planning in at least two priority neighbourhoods, which will be identified during phase 1 of the process; five focus group discussions based on the issues identified for each main pillar of resilience and a prioritisation workshop for decision-making. More detailed information on the steps for the implementation of the tool can be found in *Annex 1* of this ToC, the Tool Briefing.

3.3 Municipality involvement: Municipal staff and leaders from all departments will be invited to participate to the initial crash course, the focal group discussions, prioritisation workshop and the final validation workshop of the City Resilience Action Plan.

4. City Resilience Action Plan: The Municipality is willing to deploy all necessary efforts to implement the Action Plan resulting from this methodology and to use it as key guiding documents for other planning documents, for urban management and resilience building in its city.

II. Municipality’s commitment and availability

The municipality commits to providing the following documents and information, subject to availability			
Name of the document	This document exists in our municipality		The municipality will provide the document
	YES	NO	
Municipal departments organisation chart			
Municipal budget			
Geographic information useful for mapping activities (shapefiles, satellite images, maps, etc.)			
Plans currently valid and framing municipal actions (listed below)			

Additional useful documents:		
The Municipality commits to dedicating the focal points exclusively to the CityRAP implementation when UN-Habitat/DiMSUR trainers are visiting the city.	YES	NO
The Municipality considers the elaboration of the City Resilience Action Plan a priority	YES	NO
The Municipality is available to engage in a two-months process from the ____ to the ____ 20__	YES	NO

By signing this document, I, as the legitimate political authority of the Municipality, fully understand and agree with all the conditions described in this document.

Date

____/____/____

Name, Title and Signature
