

Standard Operating Procedure

Submission of DRR proposals from districts for risk reduction through Resilience Budget 2024-25

Government of Assam vide Revenue & Disaster Management Department's Notification No. ECF No. 227624, dated 15-12-2022 mandated the allocation of 3% of the Non-Salary budget by line departments as the Resilience Budget for implementation of the Assam DRR Roadmap 20230. Based on this, The Finance Department vide letter No. ECF BB.22680/2023/245 Dated Dispur dated 25th January 2023, called from submission of demands for resilience budget in the budget circular for the financial year 2023-24. Based on the experience of the resilience budgeting process for FY 2023- 24 and in order to improve the efficiency and measurability of the resilience budget, ASDMA envisages seeking proposals from districts for projects to be implemented in their context in alignment with Assam DRR Roadmap 2030. The following procedures are put in place to guide the proposal submission by districts:

- 1. Call for proposal-** ASDMA will send an official letter to the District Commissioner-cum-Chairperson, District Disaster Management Authority (DDMA), all Districts of Assam submit for submitting DRR Proposals to include it into the Resilience Budget for the Financial year 2024-25.
- 2. Capacity development-** The template for DRR proposals is given to all the 35 DDMA's during the district level DRR workshops conducted in the month of November and December, 2023.
- 3. Proposal Development-** District-level line departments will be developing DRR proposals prioritizing the most pressing and relevant idea in line with their departmental action plan as stated in the Assam DRR Roadmap. The proposals should clearly establish the problem, include robust risk analysis, and clearly demarcate the results (change) it would bring, analyze the benefits vs. the cost, and justify its reach and how it will address the needs of the most vulnerable.
- 4. Submission by line departments-** Departments at the district level will submit the proposal to DDMA's both in hard and word copies with the technical and financial proposal as per template.
- 5. Review by DDMA's-** All proposals developed by the departments at the district level will be presented to the DDMA, where proposals will be reviewed, for its clarity, relevance, focus, results orientation, and reach. The line departments will be accountable for addressing inputs from DDMA (if any) and obtaining the approval of DDMA's in the form of Minutes of the DDMA meeting. The overall review process by DDMA should be completed within 10 days from the date of receipt.
- 6. Submission / forwarding of proposals by DDMA's to ASDMA-** DDMA's will submit / forward the relevant and feasible proposals in word copies along with minutes of the DDMA meeting indicating approval of the proposals through the URL at **103.158.204.239/budget**
- 7. Review by DRR Roadmap Technical-cum-Implementation Support Unit based at ASDMA-** The thematic specialists within the Technical-Cum-Implementation Support Unit will scrutinize and shortlist proposals and share the short-listed proposal with the concerned departments for inclusion in the Resilience Budget 2024-25 with approval of the competent authority. The shortlisting will be done based on the relevance of the proposal to the Assam DRR Roadmap, clarity of results framework, cost-benefit analysis, the inclusion of vulnerable groups and the recommendations of the DDMA's

8. Prioritization and Inclusion of DRR Proposals in departmental demands for grants for the financial year 2024-25- Departments will conduct further prioritization based on their fund projections, commitments, the urgency of the projects, and departmental priorities. The departments may decide to keep a phased financing plan in subsequent years' budget or may explore other funding windows as outlined in the DRR Roadmap to support the projects.

9. State level and multi-district proposals- Respective Departments shall develop proposals which are multidistrict/state wide in nature at state level and shall submit to DRR Roadmap TSU for technical vetting. The departments while submitting the Demand for Grant for FY 2024-25, shall include both 1. Projects received from the districts and 2. multi-district/state-wide projects under their resilience budget