

Rapid Response Fund Payment Request No. 1/2015

Funds Sent To: United Evangelical Lutheran Churches in India (UELCI)
Lutheran World Service Trust, India (LWSIT)
Church's Auxiliary for Social Action (CASA)

Amount Sent: US\$ 88,229

Date: 9 January 2015

Details of Response

Emergency: Assam Ethnic Violence

Date of Emergency: 23 December 2014

ACT Requesting Member(s): UELCI
LWSIT
CASA

NARRATIVE SUMMARY

The National Democratic Front of Bodoland (NDFB) in Assam state of India warned of retaliation when the state police launched an operation against them on 21 December 2014 which resulted in the death of two of their members. The NDFB attacked on 23 December 2014 in three districts of Assam – Kokrajhar and Sonitpur which resulted in the deaths of 85 people (73 Adivasis and 12 others). The ethnic violence has resulted in the displacement of 72, 675 people who are sheltering in 61 relief camps. Most of the displaced are women and children belonging to the tribal communities in Kokrajhar, Sonitpur, Chirag, Baksa, Bongagaon and Udalguri. In retaliation, three Bodo people in a village near Behali in Sonitpur district were killed. Both communities have burned houses and damaged properties in different parts of the state.

Fresh violence erupted again in Assam in the bordering districts of Kokrajhar (Bhutan border) and Sonitpur (Arunachal Pradesh border) on 26 December.

Initially the local administration was not able to control the situation as the attacks were taking place in the villages inside forest areas which are not easily accessible. Additional military and paramilitary forces have been deployed to take control over the situation.

ACTIONS TO DATE & EMERGENCY NEEDS

Paramilitary forces have been deployed to the conflict affected areas in Kokrajhar, Chirang and Sonitpur districts of Assam. The Home Minister along with Minister of State for Home Affairs and the Tribal Affairs Minister visited the state and met the Assam Chief Minister and other officials on 24 December to assess the situation and order necessary stringent measures against the NDFB groups instigating the violence.

Conflict families sheltering in various relief camps are receiving some food materials from authorities however, there remain a lot of unmet needs including clothing, shelter materials, non-food items and livelihood restoration. Psychosocial counseling is another priority among the people affected by ethnic conflict.

Support from the government is not sufficient and not reaching all the affected and needy people. ACT India Forum members, UELCI, LWSIT and CASA are operational in the affected areas and well known and well placed to provide timely and appropriate assistance to the families most affected by the violence.

UELCI member churches (Bongaigaon and Gramhampur Diocese) and Inter-Churches Peace Mission (ICPM) field workers in Kokrajhar district have received urgent requests for assistance. Following a rapid assessment, it was decided to extend assistance to 1,300 families in desperate need of non-food items and also provide peace building and reconciliation sessions in Kokrajhar district.

LWSIT is planning to provide assistance to those who have taken shelter in the relief camps or are remaining in their homes without adequate basic amenities. LWSIT has already initiated a rapid assessment by deploying their field team based in Kokrajhar district and also involving the village development committee (VDC) which was formed and strengthened by an ongoing LWSIT project.

CASA took part in a joint assessment carried out by the Inter Agency Group, Assam of which CASA is a member. Staff are currently carrying out a survey with church leaders from the Church of Northern India, along with Baptists, Lutherans and Catholic Church representatives to assess needs. Meanwhile CASA staff are also attending various meetings organized by the State Government and NGOs for better coordination.

PROPOSED EMERGENCY RESPONSE: United Evangelical Lutheran Churches in India (UELCI)

OVERALL GOAL:

To provide 1,300 families most affected by ethnic violence in Assam with life-saving emergency relief, and counselling for reconciliation and sustaining peace.

OBJECTIVE(S) OF THE EMERGENCY RESPONSE:

Objective 1:

Ensure that the worst affected families have access to non-food items necessary for them to survive the winter period.

Indicator: 1,300 families receive non-food items such as clothes (for both men and women), woollen blankets, sleeping mats, mosquito nets, buckets and mugs, enabling them to manage with some dignity the cold winter period while they plan their recovery.

Objective 2:

Ensure that the families worst affected by ethnic violence have information and knowledge for reconciliation, enabling them to regain confidence to return home and live in peace.

Indicator: 1,300 families receive counselling and are able to return to their homes in the violence affected areas, regain their livelihoods and at the same time live in peace and reconciliation with their different neighbours.

PROPOSED ASSISTANCE:

Description of Activity	Proposed Item	Output Indicator	Outcome Indicator
Non-food items	Saree-1 Gamcha/lungi-1 WoollenBlanket-1 Sleeping mat-1 Mosquito net-1 Bucket with mug-1	1,300 families will be provided with non-food items.	1,300 families will have access to a mosquito net, buckets with mug, sleeping mat & clothes along with woollen blankets to protect themselves from the severe cold.
Peace building & counselling meetings	6 meetings in 6 affected villages in Kokrajhar district	1,300 families will receive peace building & reconciliation counselling.	1,300 families are able to return to their homes in the violence affected areas and have the confidence to live in peace & reconciliation with their neighbours & regain their livelihoods.

PROCESS OF ACTIVITIES TO BE CARRIED OUT:

- Meeting with local committees and local administration for emergency relief response
- Selection of beneficiaries with the involvement of local leaders
- Co-branding through banners and information to the rights holders as a part of transparency and accountability
- Distribution of family cards to the right holders
- Procurement committee meeting identifies supplier and procure materials
- Transportation of the relief materials to distribution sites
- Distribution of relief materials
- Complaints received and addressed
- Documentation with photography
- Monitoring and evaluation of the relief assistance
- Sharing information with ACT Alliance through reports

TARGET POPULATIONS:

The UELCI emergency relief programme will be undertaken in Kokrajhar district among 1,300 families with the following criteria:

- Families victims of ethnic violence;
- Families who lost family members in the violence;
- Families among the poorest or most vulnerable groups with little or no resources to fall back on;
- The elderly, women, children, physically disabled and other groups with special needs.

Sl.No	Name of the District	Name of the Relief villages	Total Families Non-Food Items Relief	Total Families for peace building & reconciliation counselling
1.	Kokrajhar	1. Sreerampur	310	310
		2. Tokaladi	350	350
		3. Upendrapur	55	55
		4. Fhulkumari	300	300
		5. Ishlampur	200	200
		6. Amalagudi	85	85
	TOTAL	Village-7	1,300	1,300

IMPLEMENTATION ARRANGEMENTS:

UELCI member church Northern Evangelical Lutheran Church (NELC) along with Inter Churches Peace Mission (ICPM) which has been involved with the peace building process in the area since 1996, will form a local committee in the Kokrajhar ethnic violence affected areas. Their experienced field staff, with the guidance of UELCI, will extend support to the relief and peace building program as per this RRF plan. The ICPM will have meetings with the violence affected groups and attempt to find out the root causes of the conflict and violence which leads to fear, insecurity, killings and displacement of people. ICPM has already begun the process in the relief camps. Based on feedback from these meetings, peace building training sessions will be designed for the affected communities.

The Director of the Division of Social Action/UELCI in consultation with the Executive Secretary, will monitor the activities according to the approved RRF plan. A field coordinator and two field workers from the locality will be appointed by UELCI for the one-month implementation period. The field coordinator and field workers along with Director, DSA/UELCI are responsible for relief and peace building program implementation. For the peace building program the local ecumenical Inter Church Peace Mission members will be involved in the targeted villages in Kokrajhar district.

The UELCI secretariat will purchase the relief goods from nearby towns (to limit transportation costs) following the approval and recommendations from the UELCI Procurement committee. The procurement committee of UELCI receives three quotations and verifies the price and quality of the materials along with the supplier's track record before placing the order. If goods are not available in the immediate locality, the procurement committee will designate the Director, DSA/UELCI and Finance Officer to procure the materials from the nearest city to the affected area. The local committee and their leaders will be involved during identification of beneficiaries and distribution of the relief items. The local government authorities will also be invited to the relief distribution for transparency and accountability and to avoid duplication. The field staff will coordinate with the local church committees, congregations and communities and will implement the relief and peace building programs with the involvement of Inter Churches Peace Mission leaders, local government authorities as well as the local church committee members.

COORDINATION:

There will be frequent information sharing with LWSIT and CASA to avoid overlapping of RRF emergency relief and peace building activities. UELCI has a strong presence in the intervention areas and also has a good rapport with local agencies and government offices. UELCI will be strongly involved in the local co-ordination meetings and work through the member churches, Inter Churches Peace Mission and project field staff with the local bodies and the district administration to ensure that the intervention reaches the neediest people.

COMMUNICATIONS:

UELCI will provide the ACT Alliance with situation reports and photographs to support communications and resource mobilization.

PRINCIPLES AND STANDARDS:

All field staff will be sensitized to the Red Cross code of conduct and Sphere standards as well as the ACT Alliance guidelines on prevention of sexual abuse and gender policy principles, while implementing the project. A complaints mechanism will be set up with clear and concise information on how beneficiaries can use the mechanism. Family cards will be distributed to the beneficiary families which will include the UELCI address and telephone number for people to lodge complaints. A complaints box will also be put

up in the relief camp areas. Any complaints will be handled confidentially by a committee at the UELCI secretariat to follow-up and address the issues.

No compromise will be made on the quality of relief supplies provided to restore the life of the affected people.

PLANNED IMPLEMENTATION PERIOD:

The total project duration will be for a period of one **month**, mid-January to mid-February.

HUMAN RESOURCES & ADMINISTRATION OF FUNDS:

The Director, Division of Social Action of UELCI in consultation with the Executive Secretary, will organize the relief programs with the support of the Project Officer and Finance Officer of DSA/UELCI as well as appointed field coordinator and workers.

The UELCI Finance Officer will collect all the original receipts and vouchers related to the relief programs and prepare the financial statement after having consulted with the relief program staff members. The overall financial control and management will be rest with the UELCI Secretariat at Chennai.

MONITORING AND EVALUATION:

The Director, DSA/UELCI will regularly monitor implementation of the relief program and participate in relief distribution programs. Local committees are also involved to ensure the assistance reaches the most needy families. The UELCI Secretariat, specifically the Director, DSA/UELCI and the Finance Officer will prepare the reports according to the ACT Alliance Secretariat format and will share the information as per ACT guidelines.

After completion of the relief program the Executive Secretary, Director, DSA/UELCI along with the Project Officer, field coordinator and other staff will involve the beneficiaries and communities in reviewing the relief assistance process as part of the internal evaluation for learning.

UELCI REPORTING SCHEDULE

Type of Report	UELCI
Final narrative & financial report	30 April 2015
Audit reports	N/A

UELCI FINANCIAL SUMMARY / BUDGET

Description	Type	No.	Unit Cost	BUDGET	
				Unit	Units
ESTIMATED EXPENDITURE					
DIRECT ASSISTANCE					
<u>Non Food Relief Assistance - 1300 families</u>					
Men's clothes (Gamcha/ Lungi)	Numbers	1,300	150	195,000	3,250
Women's clothes (Saree)	Numbers	1,300	250	325,000	5,417
Woollen Blanket	Numbers	1,300	250	325,000	5,417
Sleeping Mats	Numbers	1,300	150	195,000	3,250

Mosquito Net	Numbers	1,300	200	260,000	4,333
Bucket with Mug	Numbers	1,300	180	234,000	3,900
subtotal				1,534,000	25,567
Peace building Program / Meetings	Numbers	6	20,000	120,000	2,000
TOTAL DIRECT ASSISTANCE				1,654,000	27,567
TRANSPORT, WAREHOUSING & HANDLING					
Hire/ Rental of Vehicles & Rental of Warehouse	Month	1	10000	10,000	167
Loading and Unloading Charges	Truck load	2	7500	15,000	250
TOTAL TRANSPORT, WAREHOUSING & HANDLING				25,000	417
INDIRECT COSTS: PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT					
Salaries - Coordinator - 1	Month	1	7,500	7,500	125
2 Field Staff	Month	1	15,000	15,000	250
Boarding & lodging UELCI Staff - 1 @ Rs.400/- per day	Month	1	24,000	24,000	400
Travel for Local Staff	Lump sum			20,000	333
Insurance for Staff for Crisis Phase	Lump sum			7,500	125
subtotal				74,000	1,233
Communications					
Telephone and fax	Month	1	7,500	7,500	125
Visibility, Documentation and Reporting	Lump sum			7,500	125
subtotal				15,000	250
TOTAL PERSONNEL, ADMIN & SUPPORT				89,000	1,483
TOTAL PROGRAM COST				1,768,000	29,467
EXCHANGE RATE: local currency 1 USD = INR			60.00		

PROPOSED EMERGENCY RESPONSE: LUTHERAN WORLD SERVICE INDIA TRUST (LWSIT):**OVERALL GOAL:**

To extend immediate emergency relief to ensure basic amenities and life sustaining measures to 1,500 families in 20 villages under Gossaigaon and Kachugaon Blocks in Kokrajhar district of Assam.

OBJECTIVE(S) OF THE EMERGENCY RESPONSE:

To provide essential non-food items to the most vulnerable ethnic families, both Bodo and Santhan/Adivasi communities, affected by ethnic violence, to improve their living conditions and help them survive the most difficult period with a modicum of dignity.

Indicator: Women and men from both ethnic groups (Bodo and Adivasi) from 1,500 families have improved living conditions through provision of sleeping materials to protect them from the cold winter temperatures.

Activity: LWSIT provides urgently needed non-food items such as woollen blankets, flood mats, mosquito nets and bed sheets to families displaced by the ethnic violence who have lost their sleeping materials.

PROPOSED ASSISTANCE:

Description of Activity	Proposed Items	Output Indicator	Outcome Indicator
Non-Food Items (NFI)	<ul style="list-style-type: none"> Sleeping Mats, Bed Sheets, Mosquito Nets and Woollen Blankets 	1,500 of the most vulnerable families will be provided with non-food items including: sleeping mats, woollen blankets, bed sheets and flood mat as per selection criteria.	Families will survive the crisis period being protected from the cold temperatures. Further suffering, such as possible illnesses will also be avoided.

Process of Activities to be carried out:

- Liaison with local administration and government authorities before and after the relief distribution to the families affected by ethnic violence in order to ensure transparency and accountability.
- Preparation of rights holder list in relief camps in 20 villages in Kokrajhar district.
- Steps to involve the beneficiaries and other inmates of the relief camps while drawing up the lists for support.
- Ensure transparency and accountability by ensuring all information is available to the people in the relief camps before distribution of relief materials
- Establishment of complaints and response mechanism at the distribution site
- Identification of potential suppliers and procurement of materials.
- Transportation of relief materials to the distribution site
- Distribution of relief materials to the right holders
- Documentation of good practices and record maintenance for relief distribution
- LWSIT's involvement in stakeholders meetings organized at different levels
- Sharing of information/ reports with government agencies and others
- Monitoring, evaluation and reporting of the relief assistance.

TARGET POPULATIONS:

SL No	District	Name of Relief Camp	Name of the Village
1	Kokrajhar	L.P. School/ Thuribari/ Kokrajhar/ Gossaigaon zone	Modati (Adivasi)
2			Thrubari Lalpara (Adivasi)
3			Honsobil (Adivasi)
4			Hesper (Adivasi)
5		Jitpur L.P. School/ Kokrajhar/ Patgaon zone	Lakhipur – 2 (Adivasi)
6			Lakhipur – 14 (Adivasi)
7			Lakhipur – 15A (Adivasi)
8			Lakhipur – 15B (Adivasi)
9			Lakhipur 15 - C
10		Jharbari High school/ kokrajhar/ patgaon zone	Shantipur (Bodo)
11			Bwigruguri (Bodo)
12			Premnagar (Bodo)
13		Kachugaon Relief Camp/ kokrajhar/ Kachugaon zone	Islampur (Adivasi)
14			Peripur (Adivasi)
15			Nabinagar (Adivasi)
16			No.1 Gongia (Adivasi)
17			Janagaon Gongia (Adivasi)
18			Rampur (Adivasi)
19			Bharatnagar (Adivasi)
20			No.1 Bijoy Nagar (Adivasi)

The target population reflected above belong to LWSIT operational communities where the Socio Economic Empowerment and Peace Reconciliation Project (SEEPRP) Assam is in progress. However, it will prioritize its emergency response program to the most vulnerable sections of the violence affected population such as the marginalized and excluded communities, widows, physically challenged, single female headed families and children. Since both Bodo and Adivasi groups are severely affected by the violence, impartial support will be provided for both groups. The proposed emergency response is planned for Gossaigaon and Kachugaon blocks covering 100 villages in Kokrajhar district of Assam.

LWSIT is in regular communication with local self-government, block and district administration in Kokrajhar, Assam. The project team from SEEPRP Assam is also in touch with other NGOs to ensure transparency and avoid duplication. Since the SEEPRP project is in close proximity to the relief camps, the project team is already on the ground, visiting and assessing the situation in the relief camps.

The LWSIT staff in Assam have experienced similar situations between Bodo and Adivasi tribes in the past and are on the alert to avoid or tackle the situation in a timely way, providing psychosocial counselling to the violence affected families in the relief camps and outside. Members of the affected communities will be involved in identification of families to receive assistance and all efforts will be made to involve them in all aspects of the programme intervention to ensure transparency and accountability.

IMPLEMENTATION ARRANGEMENTS:

LWSIT will be directly distributing the relief materials to the identified families living in relief camps as well as those remaining in their native place. All the stake holders such as local communities, NGOs and Panchayati Raj Institutions (PRI), local level Village Council Development Committee (VCDC) formed by LWSIT will be actively involved during implementation process. The implementation, monitoring and evaluation of the program activities will be coordinated and facilitated by the project staff of SEEPRP Assam unit of LWSIT and other field staff involved in the program implementation. Government and local

authorities will be invited to witness the relief distribution in order to strengthen transparency and avoid overlapping of program.

Since the situation is still unstable, necessary support will be sought from the government Home Department for assistance while distributing relief materials in order to ensure a proper distribution process.

LWSIT will continue to share information on the emergency response with the Deputy Commissioner (DC), Additional Deputy Commissioner (ADC), Sub-Divisional Officer (SDO) Gossaigaon, Block Development Officer (BDO), District Project Officer (DPO) of District Disaster Management Authority (DDMA) and Inter Agency Groups at state level in Guwahati, Assam.

COORDINATION:

LWSIT will coordinate and work closely with ethnic violence affected communities and families sheltering in relief camps, local authority and district administration. As is the practice, LWSIT will seek approval from the government as well as local authorities and implementation will be carried out in cooperation with the state authorities and district officials.

To avoid possible overlapping of emergency response, LWSIT is keeping and will maintain regular contact and share information with CASA and UELCI – the other ACT Alliance India Forum partners operational in Assam. LWSIT is already participating and will continue to participate in coordination meetings called by the Inter Agency Group (IAG) of Assam and in district emergency meetings.

The sub-divisional level Peace Committee will be strengthened in Gossaigaon Sub-Division with the Chairmanship of a Sub-Divisional Officer. Besides, LWSIT will coordinate with the members of Central Committee – the local advisory body of LWSIT who would provide necessary support and guidance to the project personnel while carrying out program intervention among conflict affected families. Matters related to ethnic violence, restoration of peace and harmony in violence affected region to be emphasized for discussion and the way forward.

COMMUNICATIONS:

LWSIT will share relevant information related to the intervention with various resource agencies and with the other ACT India Forum Members on a regular basis and as per need. It will share all the communication materials and information regarding provisions for relief and rehabilitation being made by the Government with the communities. Visibility will be made through banners and posters with co-branding of ACT Alliance logo to inform the communities that the response being undertaken is by LWSIT with support from ACT Alliance. During and after the program, a document pertaining to the emergency response will be published and communicated to different actors and government agencies. Similar information will be shared in the annual report of LWSIT. Wherever feasible, case stories from the rights holders will be made available highlighting the outcome of the program intervention.

PRINCIPLES AND STANDARDS:

All the staff involved in the project will be sensitized on the need to follow the Code of Conduct of the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief as well as the ACT guidelines on prevention of sexual abuse, fraud and corruption and abuse of power while implementing the project. The quality and quantity of relief supplies undertaken are in the spirit of the Sphere India (in which LWSIT is a member) and National Disaster Management Authority (NDMA) of Govt. of India in order to restore the life of the conflict triggered affected population to live with dignity without tension, panic and anxiety. Besides, LWSIT will also follow and practice the

HAP standards and benchmarks as an organizational principle. The Code of Conduct for staff and organizational complaints response mechanism will be practiced as an on-going process.

As a matter of practice, the staff involved in emergency response of this crisis will be further sensitized and their understanding on HAP principles and benchmarks reinforced. Furthermore, proactive efforts will be made by LWSIT to sensitize the conflict affected population to raise complaints related to quality and quantity of relief materials, as well as behaviour of staff. Since the complaints response mechanism is already established and functional at project level involving project staff and central committee representatives (the advisory body functioning at local level involving leaders of different ethnic groups, local administration and church leaders), people in conflict affected communities will be made aware of this mechanism and encouraged to use it.

PLANNED IMPLEMENTATION PERIOD:

LWSIT plans to implement the activities within a period of 6 weeks (7 January – 22 February 2015).

HUMAN RESOURCES & ADMINISTRATION OF FUNDS:

The project will be implemented by the current staff those are already working with the on-going development program. Most of them have very good working experience related to emergency projects and particularly working with violence affected communities. The Unit Manager heading the team will be responsible for liaison with government departments and local authorities. Coordination with other NGOs working in the region will also be the responsibility of the field project unit. LWSIT will make use of the community based local volunteers from among the existing operational communities as they have knowledge on the local context and belong to both Bodo and Adivasi (Tribal) communities.

LWSIT stringently follows its finance and administrative mechanism as well as procurement policy including the international procurement policy of LWF Geneva. LWSIT calls for three quotations from pre-qualified suppliers those have previously shown their integrity and commitment towards supply of relief materials. Based on the quoted price of different materials along with brand (to ensure the quality of items) the lowest bidder providing the required quality of materials and timely delivery will be given the contract. This is non-negotiable process and in no way will LWSIT compromise the quality of materials.

The Accounts Officer based in the field will have financial management of the daily business and will report to the Unit Manager on regular basis. The Unit Manager will have overall control, monitoring and management of the program at the field level. The Accounts Officer will visit the distribution sites to support the program staff for effective distribution with proper verification of the distribution muster roll, stock and other documents. After completing all the financial reporting, a statement of accounts along with original bills and vouchers will be sent to the national office finance department for verification and scrutiny to ensure financial management practices. This process will commence and continue on fortnightly basis to keep track of progress.

The overall financial management and control will rest with the National Office of LWSIT based in Kolkata and necessary support and coordination will be carried out by the designated person(s).

The Emergency Manager will be in touch with finance department at national office to ensure coordination between program and finance to expedite the implementation process in a timely manner. Programme activities from the field and necessary sharing of information will be done with ACT Secretariat on a regular basis. Human interest stories will be noted and shared with other networks/ stakeholders as appropriate.

MONITORING AND EVALUATION:

The Unit Manager and designated staff will be responsible for monitoring the activities at the field level. The designated person will visit distribution sites, be part of the process, oversee the distribution process of emergency response relief materials and report to higher authority. Monitoring visits will be conducted at regular intervals from the national office to ensure a smooth distribution process and effective financial management. Efforts will be made to involve right holders (beneficiaries) from relief camps receiving material aid from LWSIT in monitoring and quality control of the materials being provided.

LWSIT national office will send all necessary reports (statistical, narrative and financial) as required by ACT Alliance Secretariat.

During and after the distribution of aid materials to the right holders, an interim evaluation will be carried out for lessons learnt. The outcome will be reviewed for understanding of the impact of the program on the conflict affected population and lessons learnt will be useful for such programs in the future.

LWSIT REPORTING SCHEDULE

Type of Report	LWSIT
Final narrative & financial report	30 April 2015
Audit reports	N/A

LWSIT FINANCIAL SUMMARY/BUDGET

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Direct Cost					
Non-Food Items (NFI)					
Sleeping Mat (1 pc per family)	Piece	1,500	200	300,000	5,000
Bed Sheet (1 pc per family)	Piece	1,500	225	337,500	5,625
Mosquito Net (1pc per family)	Piece	1,500	250	375,000	6,250
Woollen Blankets (1 pc per family)	Piece	1,500	300	450,000	7,500
Packaging charge	Set	1,500	50	75,000	1,250
Unit Manager - 1 person (50% time of 1.5 months)	Month	1.5	16,500	24,750	413
Community Organizers - 4 persons	Month	1.5	56,000	84,000	1,400
Accounts Officer-cum-Store Keeper - 1 pers (50% x 1.5)	Month	1.5	12,000	18,000	300
TOTAL DIRECT				1,664,250	27,738
TRANSPORT & WAREHOUSE					
Truck Hire from procurement point to distribution sites	LS		30,000	30,000	500
Loading & unloading	LS		5,000	5,000	83
Running/ maintenance cost of 2 wheelers	LS		20,000	20,000	333
Hire & maintenance charges of four wheelers	LS		10,000	10,000	167

TOTAL TRANSPORT & WAREHOUSE				65,000	1,083
Indirect Support Costs					
Travel - Local & Regional travel of senior/ field staff	Months	1.5	10,000	15,000	250
Office Utilities	Months	1.5	5,000	7,500	125
Documentation - Reports, photo/ videography, etc.	LS			5,000	83
Visibility - posters, banners, caps etc.	LS			5,000	83
TOTAL INDIRECT				32,500	542
TOTAL PROJECTED EXPENDITURE				1,761,750	29,363
Exchange Rate: US\$ 1=	60.00				

PROPOSED EMERGENCY RESPONSE CHURCH'S AUXILIARY FOR SOCIAL ACTION (CASA)**OVERALL GOAL:**

The goal of the project is to reduce the sufferings of the violence affected people from 10 villages of Biswanth block of Sonitpur district in Assam.

OBJECTIVE(S) OF THE EMERGENCY RESPONSE:

To ensure that the 1,040 violence affected families are able to restart their lives.

Indicator: 1,040 families are provided with a clothes, utensils set, blanket, bucket and plastic mats and bed sheets enabling them to survive the severer cold period and concentrate on recovering their livelihood.

The items were chosen based on field team recommendations, damages caused by the violence, prevailing conflict conditions in the area and requests from the communities. As the reference communities have lost most of their household items in the violence due to the burning of houses, providing the above items will help these communities to restart their lives.

PROPOSED ASSISTANCE:**Relief distribution of Non Food Items:**

Printed cloth (2.5 mts per piece per family)
Aluminium Utensils (1 Al. Cooking Pot with lid) & Stainless Steel Utensils (5 Plates, 5 Glass, 2 Serving Spoon)
Woollen Blanket (1pc.)
Plastic bucket with cover (15.5 litres) and Mug
Plastic Mat 1pc. per family
Bed sheet 1 pcs. per family

Description	Type	Output	Indicator	Outcome
Non food items	Clothing Kitchen utensils, Woollen blankets, plastic buckets, Bed sheets & plastic Mats	1,040 violence affected families receive NFIs.	1040 violence affected families are provided with clothes, utensil sets, bucket & plastic mats, blanket and bed sheets.	1,040 violence affected families are provided with urgently needed NFIs allowing them to survive the harsh winter conditions and concentrate on recovering their lives.

TARGET POPULATIONS:

Priority will be given to the most vulnerable sections of the violence affected population from both communities – the marginalized, excluded communities, widows, physically challenged, single female-headed families and children are assisted.

CASA is co-ordinating with the District Administration, local churches/institutions and village committees from the affected villages who will be involved in assessing the situation and coordinating the relief response. CASA is currently identifying the beneficiaries with the assistance of the local government agencies and the village leaders to ensure that those whose needs are the greatest receive the assistance. This will be measured in terms of the relative loss suffered (both in terms of people and property), socio-

economic background of the selected beneficiary, and also the vulnerability factors of women, children, the elderly and the infirm.

SL No	District	Name of the Block	Name of the GP	Name of the Village
1	Sonitpur	Biswanth Block	Pabhoi	Phulbari
2				Sonajuli
3				Jeetpur
4				Balidonga
5			Tinikhuti	2 No Nahorbari
6				Milonpur
7			Shakomotha	MaitaluGusthi
8			Pabhoi	Rongajan
9				Phulsundari
10				Phuloguri

IMPLEMENTATION ARRANGEMENTS:

During the crisis phase CASA will directly deliver the assistance to the victims with assistance from local partners such as Village Development Committees (VDC), church bodies such as the Church of Sonitpur Baptist Christian Association, the Lutheran Church, and North Bank Baptist Christian Association (NBBCA) etc. The implementation, monitoring and evaluation of the program activities will be the responsibility of CASA field staff. Members of the target group will be involved in identification of beneficiary families. The assistance from Government representatives, Panchayat members and church leaders from the local community will also be solicited during the actual distribution of the relief materials. Government and local representatives will be invited to witness the distribution wherever possible. Minimum standards (Sphere) will be followed throughout the programme.

COORDINATION:

CASA Headquarters is in touch with all resource partners and has strong links with local groups and CBOs in the proposed implementation areas. CASA will involve the churches and the regional/local NGOs in co-ordinating the relief intervention - to maintain transparency and harmony in the process of selection, implementation and accounting and to avoid any possible duplication. This programme will be conducted with the approval and co-operation of the state authorities and district officials.

CASA maintains regular contact with local administrations for proper coordination and effective implementation of the proposed programme. The co-ordination at the state level is with the regional office of CASA in Assam and field teams in programme areas at Kokrajhar. CASA is in regular touch with ACT India members in order to maintain effective co-ordination in the crisis phase.

COMMUNICATIONS:

CASA will provide the ACT Alliance with situation reports and photographs to support communications and resource mobilization for this response.

PRINCIPLES AND STANDARDS:

The staff involved in the project have been sensitized to follow the Code of Conduct of the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in disaster relief as well as the ACT guidelines on prevention of sexual abuse, while implementing the project. The quality and quantity of relief supplies undertaken are in the spirit of the Sphere Standards, to restore the life of the

affected people with improvements or at least to the level in which they were before the disaster and/or in line with the existing common standards in the area.

PLANNED IMPLEMENTATION PERIOD:

The total project duration of this relief intervention will be 4 weeks from the date of inception.

HUMAN RESOURCES & ADMINISTRATION OF FUNDS:

The existing staff of CASA will be used for organizing the various activities. CASA staff from the Project Office in Guwahati and the Zonal Office at Kolkata will be responsible for implementation of the programme. They have already visited the disaster affected districts and villages and made an initial observation of the extent of damages, casualties and emerging needs. Based on the feedback from the field visit this initial response is planned.

CASA's Finance Policy also governs procurement norms under which three quotations are called for from local suppliers and these quotations are then analysed by the procurement committee. After taking into consideration various factors, one or more suppliers are selected to supply the materials based on the demand.

The overall financial management and control will be with the CASA Headquarters. At the zonal level it will rest with the Chief Zonal Officer. At the implementing level the Field Coordinators will be responsible for financial monitoring and control. The accounts will be maintained by qualified accountants and the entire project account will be consolidated at Kolkata.

The Kolkata office will scrutinize the accounts and submit the same to headquarters for onwards submission. Preparation of financial reports and the final audit will be done at the headquarters level. All finances will be received and accounted for at headquarters level. CASA Delhi headquarters will coordinate the overall operation which includes expertise in disaster response, logistics and emergency communications.

MONITORING AND EVALUATION:

CASA has the requisite infrastructure and personnel for continuous monitoring of the programme at the field level which would be done on a regular basis through field visits, submission of reports, staff-partner meetings and interaction with beneficiaries.

CASA will ensure the active involvement and participation of the beneficiaries in the implementation, monitoring and evaluation of the project activities. The programme will be constantly monitored to ensure progress as per the planned framework, and also in order to fine-tune it as and when required.

A report will be submitted on completion of the intervention. At the end of the programme, a review will be carried out to assess the impact of the programme and document lessons learned for future planning.

CASA REPORTING SCHEDULE

Type of Report	LWSIT
Final narrative & financial report	30 April 2015
Audit reports	N/A

CASA FINANCIAL SUMMARY/BUDGET

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
I. Non Food Relief Assistance					
Printed cloth (2.5 mts per piece per family)	piece	1,040	150	156,000	2,600
Aluminium Utensils (1 Al. Cooking Pot with lid) & Stainless Steel Utensils (5 Plates, 5 Glass, 2 Serving Spoons)	piece	1,040	500	520,000	8,667
Woollen Blanket (1pc.)	piece	1,040	250	260,000	4,333
Plastic bucket with cover (15.5 litres) and Mug	piece	1,040	150	156,000	2,600
Plastic Mat 1pc. per family	piece	1,040	175	182,000	3,033
Bed sheet 1 pcs. per family	piece	1,040	225	234,000	3,900
Packing charges of relief kit	set	1,040	25	26,000	433
per diems					
Per diem for 1 Field Coordinator @ Rs 250/- per day	Month	1	7,500	7,500	125
Per diem . for one driver @ Rs 250/- per day	Month	1	7,500	7,500	125
Honorarium 4 Volunteers @ Rs 200/ x volunteer per day	Month	1	24,000	24,000	400
Insurance for 2 Staff & 4 Volunteers for crisis phase	lump sum			5,000	83
TOTAL DIRECT ASSISTANCE				1,578,000	26,300
II. TRANSPORT, ADMINISTRATION, OPERATION & SUPPORT					
<u>Transport</u>					
Secondary transport (warehouse to distribution point)	lump sum			50,000	833
Fuel & Maintenance of 1 Four Wheel Office Vehicle	Lump sum			35,000	583
<u>Handling</u>					
Loading & unloading charges	lump sum			15,000	250
Sub Total				100,000	1,667
III. PERSONNEL, ADMINISTRATION, OPERATION & SUPPORT					
staff benefits					
Boarding & Lodging for 2 CASA Staff @ Rs. 400/- per day	Month	1	24,000	24,000	400
Travel for Local & Regional staff	lump sum			30,000	500
Sub total :				54,000	900
Office					
Office utilities for crisis phase	month	1	10,000	10,000	167
Godown rent for crisis phase	month	1	10,000	10,000	167
Sub total :				20,000	333
Communication					
a. Usage of mobile phones	lump sum			2,000	33
b. Usage of Fax & Email etc. for crisis phase	lump sum			2,000	33
c. Documentation, Reporting, Promotion and Visibility	lump sum			7,940	132
Sub total :				11,940	199
TOTAL PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT				185,940	3,099
TOTAL FOR CRISIS PHASE:				1,763,940	29,399
Exchange Rate : Local Currency to 1 USD					
	60.00				

ACTION

The ACT Secretariat has approved the use of **USD 88,229** towards the budget from its Rapid Response Fund and would be grateful to receive contributions to wholly or partially replenish this payment. Should there be an appeal for this emergency, the RRF payment will be considered as an advance.

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ACT Alliance Secretariat

ANNEX 1

