

# Preliminary Appeal

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India

## Flooding in north & north-eastern India – IND151

**Appeal Target: US\$356,600**

Geneva, 13 August 2015

Dear Colleagues,

Manipur is battling with the worst flooding in 200 years due to incessant rainfall in the past few days with water overflowing from all major rivers, washing away connecting bridges, breaching embankments and cutting off many villages from the mainland. Till date there are no firm details of the number of affected villages and population, however the situation is becoming critical. Six out of nine districts namely Bishnupur, Imphal East, Imphal West, Churachandpur, Thoubal and Chandel districts are the worst affected with 70 villages severely affected. Infrastructure has been severely damaged with bridges collapsed or damaged, schools inundated with flood water and villages cut off from main towns. Erosion and landslide poses a threat to many lives. Commercial towns on the India-Myanmar border and Jiribam have been cut off from the rest of the state due to landslides caused by flash floods.

The flood situation in West Bengal has shown some improvement over the last few days on account of little or no rainfall and a reduced quantity of water discharge from barrages upstream, even as the death toll rose to 85. Altogether, 2,546 relief camps have been set up to shelter over 456,000 marooned people and nearly 667 medical camps opened. The total number of affected people is nearly 6.3 million. As many as 112,235 houses were damaged and 378,184 houses damaged partly. Crop over an area of 820,435 hectares has been damaged/destroyed.

Church's Auxiliary for Social Action (CASA) and the Lutheran World Service India Trust, members of ACT India Forum are planning to assist the most vulnerable flood affected with food and non-food items, livelihood assistance and DRR training.

## I. EXECUTIVE SUMMARY

### NAMES OF ACT FORUM AND REQUESTING MEMBERS:

<b>ACT FORUM</b>	<b>ACT India Forum</b>
<b>ACT REQUESTING MEMBERS</b>	Church's Auxiliary for Social Action (CASA) & Lutheran World Service India Trust (LWSIT)

<b>KEY PARAMETERS:</b>	<b>CASA</b>	<b>LWSIT</b>
<b>Project Start/Completion Dates</b>	<b>15 August – 16 October 2015</b>	<b>15 August – 16 March 2016</b>
<b>Geographic areas of response</b>	Manipur: Thoubal District, Kakching & Thoubal Block W. Bengal: North 24 Pargana District, Swarupnagar Block	Manipur: Churachandpur District W. Bengal: Birbhum & Midnapore Districts.
<b>Sectors of response</b>	Food & Non-food items	Food & non-food Shelter - Agriculture/livelihood Community Task Force DRR training

**TABLE 1: SUMMARY OF PRELIMINARY APPEAL REQUIREMENTS BY ACT MEMBER AND SECTOR:**

<b>Preliminary Appeal Requirements</b>	<b>CASA</b>	<b>LWSIT</b>	<b>Total Requirements</b>
Total requirements US\$	144,445	212,155	<b>356,600</b>
Less: pledges/contributions US\$	0	0	<b>0</b>
<b>Balance of requirements US\$</b>	<b>144,445</b>	<b>212,155</b>	<b>356,600</b>

**TABLE 2: REPORTING SCHEDULE**

<b>Type of Report</b>	<b>CASA</b>	<b>LWSIT</b>
Situation reports	Once every two weeks	Once every two weeks
Interim narrative and financial report	N/A	N/A
Final narrative and financial report	31 December 2015	31 May 2016
Audit report and management letter	31 January 2016	30 June 2016

**Please kindly send your contributions to either of the following ACT bank accounts:**

**US dollar**

Account Number - 240-432629.60A

IBAN No: CH46 0024 0240 4326 2960A

**Euro**

Euro Bank Account Number - 240-432629.50Z

IBAN No: CH84 0024 0240 4326 2950Z

**Account Name: ACT Alliance**

UBS AG

8, rue du Rhône

P.O. Box 2600

1211 Geneva 4, SWITZERLAND

Swift address: UBSWCHZH80A

**Please inform the Head of Finance and Administration, Line Hempel ([Line.Hempel@actalliance.org](mailto:Line.Hempel@actalliance.org)) with a copy to the Regional Representative/Regional Programme Officer, of all pledges/contributions and transfers, including funds sent direct to the requesting members.**

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

**For further information please contact:**ACT Regional Programme Officer, Gabrielle Bartholomew ([gdb@actalliance.org](mailto:gdb@actalliance.org))ACT Web Site address: <http://www.actalliance.org>

Sarah Kambarami  
Head of Programmes  
ACT Alliance Secretariat

## II. NARRATIVE SUMMARY

### DETAILS OF THE EMERGENCY

#### **Manipur :**

Manipur is battling with the worst flooding in 200 years due to incessant rainfall in the past few days with water overflowing from all major rivers, washing away connecting bridges, breaching embankments and cutting off many villages from the mainland. Till date there are no firm details of the number of affected villages and population, however the situation is becoming critical. Six out of nine districts namely Bishnupur, Imphal East, Imphal West, Churachandpur, Thoubal and Chandel districts are the worst affected with 70 villages severely affected. Five community centres/relief camps have been set up (4 in Kakching and 1 in Pallel) with around 8,000 flood-affected. Infrastructure has been severely damaged with bridges collapsed or damaged, schools inundated with flood water and villages cut off from main towns. A major landslide in Chandel district on 1 August, 2015 swept away one village claiming about 21 lives. With water spilling over more areas inundating hundreds of houses, damaging standing crops and disrupting road communication, the affected populations are taking shelter in schools, market places and vacant buildings for safety. The majority of the people living near the river have been evacuated. Erosion and landslide poses a threat to many lives. Commercial towns on the India-Myanmar border and Jiribam have been cut off from the rest of the state due to landslides caused by flash floods.

#### **West Bengal:**

The flood situation in West Bengal has shown some improvement over the last few days on account of little or no rainfall and a reduced quantity of water discharge from barrages upstream, even as the death toll rose to 85. Altogether, 2,546 relief camps have been set up to shelter over 456,000 marooned people and nearly 667 medical camps opened. The total number of affected people is nearly 6.3 million. As many as 112,235 houses were damaged and 378,184 houses damaged partly. Crop over an area of 820,435 hectares has been damaged/destroyed.

An 'abnormal' release of water from a barrage has affected 235 blocks, 53 municipal bodies, two municipal corporations and 781 gram panchayats (GPs) covering 16,414 villages. So far 10,089 head of cattle have been lost. Shelter will be set up for the survivors once the waters recede. Steps are also being taken to protect the affected people from health hazards and medicines and drinking water pouches are being distributed.

Even with less rainfall over the last three days, the situation remains unchanged in Burdwan, Hooghly, Howrah, Birbhum, West and East Midnapur districts because of a fresh release of water following heavy rains in upper catchment areas. The districts of South 24 Parganas, North 24 Parganas, Nadia, Murshidabad and Bankura were the other badly affected districts. Water levels are above the danger mark in Udainarayanpur and Amta areas of Howrah as water entered through canals and creeks as banks of the Damodar were breached in several places.

<b>Details of Damage and Human Casualty :</b>	
District Affected	12
Population affected	6.3 million
Crop area damaged	820,435 hac.
Relief camp opened	2,546
Medical camp opened	124
People in relief camp	456,000
Human Casualty	85
Houses damaged (fully)	112,235 (as per preliminary report)
Houses damaged (partly)	378,184 (approx. as per prelim report)

### **Actions to Date & Emergency Needs:**

#### **Manipur:**

Relief Measures - GO & NGO Deputy Commissioners (DCs) and local Member of Legislative Assembly (MLA) have jointly visited the community run kitchen in Kakching and Pallel areas where food items such as rice, dal, mustard oil and salt have been distributed. Both MLAs have given direct cash in each community run kitchen in the affected areas. People from low lying areas have been evacuated by the Army and 22 Assam Rifles to safer places. Safe drinking water has been provided to the Community Run Kitchen by 22 Assam Rifles. On 2 August search and rescue operation in the landslide affected area were carried out by 2 NDRF teams. Caritas India has carried out field assessments in the affected areas of Thoubal and Chandel districts.

#### **West Bengal:**

During a visit to the flood ravaged districts of West Bengal, the Chief Minister declared that, the state government will provide relief of Rs 400,000 (around US\$6,349) each to the kin of the deceased. Furthermore, Rs 200,000 (around US\$3,175) will be given to those who have lost limbs and Rs 60,000 (around US\$952) for other kinds of injuries.

The ACT India Forum Members - LWSIT and CASA have presence (either directly or through their partners) in the flood affected region and both are planning to provide emergency relief materials as the needs are very high. A rapid assessment team is on the ground and taking stock of the situation. Supplies provided by the government are clearly insufficient and there is dire need of other unmet needs apart from food. These include dry rations, temporary shelter materials, non-food items, agricultural assistance, etc. It has also been observed that, while water has started to recede from some areas, there is every possibility of further damage and collapse of house. In such a situation, rebuilding the damaged/ destroyed houses would be a priority among flood affected population.

CASA took part in a Joint Rapid Need Assessment (JRNA) carried out by the Inter Agency Group, West Bengal and Sphere India in Manipur. For a better co-ordination, CASA's staff and partners are participating in various meetings organized by the State Government and NGOs.

LWSIT's project office located in the flood affected district in West Bengal has been in liaison with district and block administrative authorities, and has conducted damage and needs assessments in the flood affected communities. District administration has promised to extend all kinds of support and cooperation to LWSIT while carrying out flood response program. LWSIT is also in touch with Manipur Evangelical Lutheran Church which conducted a damage assessment upon the onset of landslides and floods at the beginning of this August.

**PROPOSED EMERGENCY RESPONSE – Church’s Auxiliary for Social Action (CASA)**

**Goal:** The goal of the project will be to reduce the sufferings of the flood affected people in Manipur and West Bengal states.

**OBJECTIVE(S) OF THE EMERGENCY RESPONSE:**

**Objective 1:** To ensure that the 2,500 flood affected families are able to cook and eat food.

**Indicator 1:** 2,500 families are provided with dry rations ( rice, lentils, sugar, salt, turmeric powder, chilli powder, soya bean and mustered oil), etc

**Activity:** These items were chosen based on field team recommendations, flood damages in the area and requests from the communities. As the reference communities have lost most of their household items including food stocks in the flood, providing the above mentioned items will enable the communities restart their lives.

**Objective 2:** To ensure that the returning families are able to restart their lives.

**Indicator 2:** 2,500 affected families are provided with blankets, clothing, utensil sets and hygiene kits.

**Activity:** These items were chosen based on our field team recommendations, damages and requests from the communities. As the reference communities have lost most of their household items in the flood waters, providing the above mentioned items will help these communities restore some normalcy to their lives.

**PROPOSED ASSISTANCE:**

In view of the present emergency situation, the following activities are proposed under this intervention to assist people:

**Relief distribution:**

Description	Type	Output	Indicator	Outcome
<b>Relief &amp; Rehab. Phase</b>				
<b>Food Security</b>				
	<b>Dry Ration Kit</b> - rice 15 kgs - lentils 3 kgs - soya bean 1 kgs - edible oil 2 liters - turmeric, chilly & coriander powder 200 grams each - sugar 2kgs - salt 1 kgs	Food rations distributed to the target beneficiary families.	2,500 households received adequate food rations for a period of 15 days	2,500 households secured immediate basic food & nutrition needs are met for the crisis period of 15 days
<b>Non-food items</b>	- woollen blankets 1 pcs - saree / printed cloth 1	NFIs distributed to	2,500 affected families are provided	NFIs are used by the target beneficiary &

	piece each - utensil sets - hygiene kit	2,500 affected families	with blankets, clothing, utensil sets, hygiene kit, etc.	their household needs are met.
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### Process of Activities

- Re-assessment of the vulnerable families in the target villages.
- Identify the target group and the households in the community
- Distribution of family cards to the identified beneficiaries.
- Identify the potential suppliers and procure the materials.
- Transportation of relief materials
- Getting permission from the local Government for relief distribution
- Distribution of relief items.
- Facilitation of activities with target groups.
- Co-ordination with IAG members, monitoring, evaluation and reporting of the relief assistance.

### Target Population

Priority will be given to the most vulnerable sections of the flood affected population from the communities so that marginalized, excluded communities and minority widows, physically challenged, single female-headed families and children are prioritised.

CASA is co-ordinating with the District Administration, local churches/institutions and village committees in the affected villages to assess the situation and coordinate the relief response. CASA is currently identifying the beneficiaries with the assistance of the local government agencies and the village leaders and the local partner to ensure that those whose needs are the greatest receive the assistance. This may 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 factor of women, children, the elderly and the infirm.

<b>MANIPUR</b>			
<b>Proposed beneficiaries 1,700 families</b>			
<b>District</b>	<b>Block</b>	<b>Gram Panchayat</b>	<b>Village</b>
Thoubal	Kakching & Thoubal Block	Langathel GP	Ward no. 2,3,4,9,10,11,12
		Hodamba	Ward no.4
		Phoudel Keirambi	Thoubal Municipal council, ward no.17
		Kairembikhok	Wangbal GP, ward No.7,8 and 9
		Kakching Irum mapan	Ward no.7
		Wangjing Tekcham Leikai	Ward no. 9 and 10
		Wangjing Sk leikai	Ward no 4, 5 and 6

<b>WEST BENGAL</b>				
<b>Proposed Beneficiary: 800 families</b>				
<b>SL No</b>	<b>District</b>	<b>Name of the Block</b>	<b>Name of the GP</b>	<b>Name of the Village</b>
1	North 24 Pargana	Swarupnagar	Charghat	Loskarpur
2				Patua
3				Gopalpur
4				Bargharia
5				Noskarpota
6				Charghat
7				Molladanga

**IMPLEMENTATION ARRANGEMENTS:**

During the crisis phase CASA will directly deliver the assistance to the victims with assistance from the local partners such as Bithari Disha, Village Development Committee (VDC) etc. The implementation, monitoring and evaluation of the program activities will be carried out by 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. The minimum standard (Sphere recommendation) will also be adhered to while implementing the programme.

**COORDINATION:**

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

CASA is maintaining 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 zonal office of CASA in Kolkata, Assam regional Office and field teams camped in programme area at Swarupnagar. CASA is in regular touch with ACT India Forum 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 & STANDARDS:**

The staff involved in the project have all 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 2 months 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 Zonal Office at Kolkata will be responsible for implementation of the programme for which they have the requisite knowledge and experience. The field team 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 at the Project office. After taking into consideration several factors, one or more suppliers are selected to supply the materials based on the demand. These committees will include staff, local partner in the case of implemented through partner and church representatives.

The overall financial management and control will be with the CASA Headquarters. At the zonal level it will rest with the Chief Zonal Officer. The accounts will be maintained by qualified accountants and the entire project accounts will be consolidated at the Kolkata office.

Preparation of the financial report and the final audit will be done at the headquarters level. All finances will be received and accounted for by this office. The CASA Delhi headquarter will coordinate the overall operation which includes expertise in disaster response, logistics and emergency communications.

**MONITORING & EVALUATION:**

CASA has the requisite infrastructure and personnel for continuous monitoring of the programme at the field level which will 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 that it progresses along the planned framework, and also in order to fine-tune it as and when required, based on field responses.

A report will be submitted on completion of the intervention. At the end of the programme, a review will be conducted to assess the impact of the programme and document learning's for future planning.

**III. CASA FINANCIAL SUMMARY/BUDGET**

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
<b>CRISIS PHASE</b>					
<b>I. Dry Ration Kit</b>					
Rice 15 Kgs/fly. for 2500 families	kgs	37,500	25	937,500	14,881
Lentils 3 Kgs/ fly. for 2500 families	kgs	7,500	100	750,000	11,905
Soya bean 1 kgs/fly. for 2500 families	kgs	2,500	75	187,500	2,976
Edible Oil 1 litres/fly. for 2500 families	litre	2,500	105	262,500	4,167
Turmeric Powder 200 gm pkt./fly. For 2500 families	pkt.	2,500	30	75,000	1,190
Chilly Powder 200 gm pkt/fly for 2500 families	pkt.	2,500	30	75,000	1,190
Sugar 2Kgs/fly. for 2500 families	kgs	5,000	40	200,000	3,175
Salt 1 kgs/fly for 2500 families	kgs	2,500	17	42,500	675
Polybags for packing	pcs.	2,500	50	125,000	1,984
<b>sub total :</b>				<b>2,655,000</b>	<b>42,143</b>
<b>II. Non Food Items</b>					
Woollen Blanket (1pcs.) for 2500 families	pcs.	2,500	400	1,000,000	15,873
Saree/ Printed Cloths (1pc.) for 2500 families	pcs.	2,500	250	625,000	9,921
Utensils set for 2500 families	set	2,500	600	1,500,000	23,810
Hygiene Kit (1 Dettol 100 ml, 1 cotton roll 200 gm, 1 kg detergent powder, 1 toothpaste 100 gm, 5 tooth brushes, 1 pack sanitary napkin (8pcs.), 2 towels, 4 bath soaps, 1 soap case, 1 sewing kit (2 rolls of thread, 8 needles & 10 buttons), 1 mirror, 10 shampoo sachets)	set	2,500	450	1,125,000	17,857
Polybags for packing	pcs.	2,500	50	125,000	1,984
<b>sub total :</b>				<b>4,375,000</b>	<b>69,444</b>
<b>III. OTHER DIRECT COST (COORDINATION)</b>					
<b>Staff Benefits</b>					
<b>Travel</b>					
Travel of CASA Senior Staff of HQ/Zonal Staff/Volunteers	lump sum			100,000	1,587
Per-diem for staff @ 250/- per day x 60 days x 5 staff	month	2	37,500	75,000	1,190
Per-diem for Driver @ 250/- per day x 60 days x 2 drivers	month	2	15,000	30,000	476
Honorarium for 10 Volunteers @ Rs 250/- per day for 60 days	month	2	75,000	150,000	2,381
<b>Hotel Accommodation</b>					
Boarding & Lodging x 7 Field Staff (5 staff & 2 drivers) @ Rs 1000/- day	month	2	210,000	420,000	6,667
<b>sub total :</b>				<b>775,000</b>	<b>12,302</b>
<b>FIELD OFFICE RENT &amp; COMMUNICATION</b>					
Communication to Field (including telephone calls / email / fax etc.)	lump sum			15,000	238
Visibility (Banners, Photos etc.)	lump sum			10,000	159
Insurance of CASA Field Staff	lump sum			10,000	159
Documentation (Reports, Photographs, Video etc.)	lump sum			15,000	238

Office Stationery	lump sum			10,000	159
<b>sub total :</b>				<b>60,000</b>	<b>952</b>
<b>TOTAL DIRECT ASSISTANCE</b>				<b>7,865,000</b>	<b>124,841</b>
<b>IV. TRANSPORT, ADMINISTRATION, OPERATION &amp; SUPPORT</b>					
<u>Transport</u>					
Truck rental for relief material movement to field warehouses	Truck load 9 Ton	10	50,000	500,000	7,937
Truck for relief material movement - from field warehouse to village	Truck load 9 Ton	10	30,000	300,000	4,762
Fuel & Maintenance charges for 2 Four Wheel Vehicle	month	2	50,000	100,000	1,587
<u>Handling</u>					
Handling Charges/Loading & unloading charges	lump sum			30,000	476
<b>Total Transport &amp; Warehousing</b>				<b>930,000</b>	<b>14,762</b>
<b>V. Audit of Funds &amp; Auditors Field Visits</b>	lump sum			<b>40,000</b>	<b>635</b>
<b>GRAND TOTAL FOR CRISIS PHASE (excluding coordination fee)</b>				<b>8,835,000</b>	<b>140,238</b>
<b>Act Coordination Fee @3%</b>				<b>265,050</b>	<b>4,207</b>
<b>Grand Total for Crises Phase (including coordination fee)</b>				<b>9,100,050</b>	<b>144,445</b>
<b>Exchange Rate : Local Currency to 1 USD</b>	<b>63.00</b>				

## **PROPOSED EMERGENCY RESPONSE – Lutheran World Service India Trust (LWSIT)**

### **OVERALL GOAL:**

To extend immediate emergency support with life saving and life sustaining measures to 1,000 families in 30 villages in Birbhum and Midnapore districts of West Bengal and Churachandpur district of Manipur.

### **OBJECTIVE(S) OF EMERGENCY RESPONSE:**

**Objective 1:** To ensure that, 1,000 flood affected families have immediate access to food materials (dry rations) for survival

**Indicator:** Women, men and children from among 1,000 families covering 30 villages have access to food

**Activity:** LWSIT will provide food material viz. boiled rice, pulses (lentils), edible oil, salt, etc. as dry ration to the flood affected families at the time when they go back to their homes after water recedes. This will enable them to cook food for at least 10 days while they resume their work or search for employment.

**Objective 2:** To provide essential non-food items (NFI) to the flood affected families in order to improve living conditions and uphold dignity.

**Indicator:** Women, men and children among 1,000 flood affected families are provided with sleeping materials.

**Activity:** Since families lost their sleeping materials in August 2015 at the onset of cyclone 'Komen' followed by incessant rains that led to flooding in the district, various non-food items such as floor mats, mosquito net, bed sheets and woollen blankets are planned to support the most needy families. Due to high flooding, most of the families were unable to carry the sleeping materials with them nor could they store them in a safer place. Thus, such materials were either lost or damaged. Hence, the sleeping materials will be beneficial for the families while they return to their home after the waters recede.

**Objective 3:** a) To ensure that, 1,000 flood affected families, living in the open air along the roadside or on embankments, have access to temporary shelter to protect them from sun and rain; b) To provide housing materials to rebuild houses of 100 most vulnerable poor families.

**Indicator:** Women, men and children (particularly elderly, crippled and pregnant women) of 1,000 families are provided with temporary shelter materials in order to enable them to live more comfortably protected from the elements.

100 of the most vulnerable and poor families rebuild their damaged houses with DRR features to withstand future disasters

**Activity:** LWSIT will distribute high quality HDPE Tarpaulin Sheets to the families affected by high flood whose houses are completely or damaged due to flooding. These tarpaulin sheets will be useful and can ensure the better living conditions among families currently living exposed to the elements. Until the water recedes, families will continue to live under temporary shelter. When they go back to their homes, they can take the tarpaulin sheets with them for future use. This will act as family level preparedness for such disasters in future. Furthermore, LWSIT will provide housing materials such as CGI sheets, precast RCC pillars, Bamboo, Dama Mats and other required materials to rebuild the houses of the poorest families. The superstructure of the house will be able to withstand future flooding or cyclone as the materials will possess DRR features.

**Objective 4:** To ensure that, 1,000 flood affected families have access to sufficient agricultural materials for the next seasonal crops for restoring livelihood.

25 communities have placed community based disaster management task forces (CBDMTF) to act proactively towards disaster preparedness.

**Indicator:** 1,000 farming families are targeted with agricultural assistance to restart their livelihoods. 25 CBDMTFs are planned to form, strengthen and provide training on community based disaster management including live saving skills

**Activity:** LWSIT will support different varieties of agricultural seeds as per local context for livelihood restoration and meeting food security needs among the flood affected families. Besides, volunteers from 25 communities will be trained on disaster preparedness and will be working for their respective communities by reducing further risks and vulnerabilities in the future.

**PROPOSED ASSISTANCE:**

Description of Activity	Proposed Items	Output Indicator	Outcome Indicator
Food Items	<ul style="list-style-type: none"> <li>Dry Ration – boiled rice, pulses (lentils), edible oil (mustard oil) &amp; salt</li> </ul>	1,000 of the most vulnerable flood affected families are provided with food items as per selection criteria.	Families will have easy access to food items (dry rations) for their survival
Non- Food Items (NFI)	<ul style="list-style-type: none"> <li>Sleeping mats, bed sheets, mosquito nets &amp; woollen blankets</li> </ul>	1,000 of the most vulnerable families are provided with non-food items (NFI) as per selection criteria.	Families will protect themselves from further sufferings & reduce risk of disease
Shelter & housing	<ul style="list-style-type: none"> <li>Tarpaulin Sheets – HDPE Tarpaulin Sheets</li> <li>Housing aid materials – CGI Sheets, Precast RCC Pillars, Darma Mat, hardware materials, etc.</li> </ul>	1,000 flood affected families are supported with HDPE Tarpaulin sheets in order to protect them from sun & rain  100 of the most vulnerable & poor families are assisted with DRR housing materials to rebuild their houses	Families will use the tarpaulin sheets & be more comfortable protected from the elements  Families will live in safer houses that will be more resistant to flood waters.
Early Recovery, Livelihood Restoration & Disaster Risk Reduction	<ul style="list-style-type: none"> <li>Agricultural Seeds as per local context</li> <li>Emergency preparedness tool kits</li> </ul>	1,000 flood affected families are assisted with agricultural seeds for the next season's crop  25 CBDMTF are formed & trained on community based disaster preparedness & risk reduction	Families will reap a good harvest from their fields to ensure their livelihood  Communities will enhance resilience & reduce risks & vulnerabilities to future disasters

**Process of Activities to be carried out:**

- Liaison with local administration and government authorities before and after the relief distribution to ensure transparency in relief work.

- Preparation of rights holder list from among the families taking shelter in relief camps and other places covering 30 villages in Birbhum, Midnapore districts of West Bengal and Churachandpur district of Manipur
- Involvement of camp inmates in listing beneficiaries before distribution of relief materials
- Ensure transparency and accountability by putting up a banner and sensitizing beneficiaries 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 meeting organized at different levels
- Sharing of information/ reports with government agencies and others
- Monitoring and reporting of the relief assistance.

**Target Population:**

SL No	District	Block	Gram Panchayat	Name of the Village
1	Birbhum district of West Bengal	Labpur	Thiba	Bramhanpara
2				Kandarkhula, Khalpar
3				Balarampur
4				Thiba
5				Dattabadpur, Dangapara
6				Bagha
7				Bhatra
8				Kajipara
9				Dwarakpur, Kalyanpur & Bhagabanpur
10				Langalhata
11				Joychandrapur, Haripur & Chatturbhujpur
12			Kurunnahar	Abad, Namodangal & Galaichandi
13				Ramghati & Bagsina
14				Upardangal
15				Shitalgram
16			Bunia	
17			Jamna	Kaigora
18				Kaichara
19			Indas	Surulia, Dulsahapur
20				Gakulbati, Parabad
21				Kolalghosa, Purbosahapur
22	Churachandpur District of Manipur	Churachandpur block	-	Singheu
23				Khuongkhai
24				Chairel
25				Heirok
26				Tentha Tuwabal
27				Pombikhok
28				Lamkhai
29				Khajang

30				Serou
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Most of the target population in the above villages belong to Labpur Community Development Block which is adjacent to the LWSIT current operation in Md. Bazar and Shikari Para Block in Birbhum district of West Bengal. Some other villages affected by floods in Churachandpur district of Manipur are also targeted for assistance. LWSIT will prioritize its emergency response program to the most vulnerable sections of the flood affected population such as the marginalized and excluded communities, widows, physically challenged, single female headed families and children. Since Dalits, Adivasi and religious minority groups are severely affected due to flood in West Bengal, emphasis will be given to support these groups without any discrimination. Addressing the truly vulnerable among the flood affected population is the key and primary focus of LWSIT.

#### **IMPLEMENTATION ARRANGEMENTS:**

LWSIT will be directly distributing the relief materials to the identified families living in relief camps or places like national/ state high ways, river embankments, community centres, etc. All the stake holders such as local communities, NGOs & Panchayati Raj Institutions (PRI), local level Village Development Committee (VDC) will be actively involved during the implementation process. The implementation, monitoring and evaluation of the program activities will be coordinated and facilitated by the project staff of Development Support to Stone Quarry affected Communities (DSSQC), Birbhum Unit of LWSIT and other field staff involved in the program implementation. Efforts will be made by the project to invite Government and local authorities to witness the distribution of relief materials in order to ensure transparency and accountability as well as visibility.

In East Midnapore district of West Bengal, LWSIT has its partner Nabarun Seva Niketan (NSK), who has been instrumental in damage assessment of the flood affected areas. This local NGO has been associated with LWSIT in emergency response and rehabilitation initiatives for more than 30 years. Their office infrastructure is extremely useful while facilitating the programs. Looking at the current needs and as requested by NSK, LWSIT has planned to distribute temporary shelter materials including other non-food items to the flood ravaged families adhering to international standards. Since the project location is prone to natural disasters like floods and cyclones, LWSIT has planned to establish community based disaster management task forces (CBDMTF) and impart training to the village youth on live saving skills. These include; Early Warning, Search & Rescue, First Air, WAST, etc.

As LWSIT is not present in the state of Manipur, LWSIT would like to work with the Manipur Evangelical Lutheran Church if adequate funding is ensured.

LWSIT will continue to share information on the emergency response with the District Magistrate, Sub-Divisional Officer (SDO), Block Development Officer (BDO), District Project Officer (DPO) of District Disaster Management Authority (DDMA) and Inter Agency Groups at state level in Kolkata and with Sphere India Network to provide information and updates on the program being undertaken.

#### **COORDINATION:**

LWSIT will coordinate and work closely with flood affected communities and families, 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 with the co-operation of the state authorities and district officials.

To avoid possible overlapping of emergency response, LWSIT will maintain regular contact with other stakeholders providing relief on the ground. As per need, LWSIT personnel at the project level will attend district level review meetings to share the program details.

LWSIT will co-ordinate with other NGOs/ INGOs as well as share information and work with other humanitarian partners. Effective coordination will be made to ensure better response to the disaster affected population and address their needs including those needing special care.

#### **COMMUNICATIONS:**

LWSIT will share necessary information related to the flood response with various agencies and with the other ACT India Forum Members 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 communicate about emergency response being undertaken by LWSIT with support from ACT Alliance.

Wherever feasible, case stories from the flood affected families will be captured from within the emergency response communities highlighting the outcome of program intervention being made by LWSIT.

#### **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 while implementing the project. The quality and quantity of relief supplies undertaken are in the spirit of Sphere India (of which LWSIT is a member) and the National Disaster Management Authority (NDMA) of the Government of India. LWSIT will also follow and adhere to the HAP/ CHS commitments as an organizational principle. A complaints mechanism will be practiced as an on-going process.

#### **PLANNED IMPLEMENTATION PERIOD:**

LWSIT has planned to implement the activities within a period of 7 months (12<sup>th</sup> August 2015 – 15<sup>th</sup> March 2016). Upon successful distribution of relief materials and based on further need assessments, if the situation warrants, a rehabilitation appeal will be developed with further additional projects as needed.

#### **HUMAN RESOURCES & ADMINISTRATION OF FUNDS:**

The project will be implemented by the current staff those are already working with DSSQC project in Birbhum. The Unit Manager will head the team and will be responsible to liaise with the Government and local authorities during program implementation and reporting. Coordination with other NGOs working in the region will also be the priority of the field project unit. LWSIT will use the community based local volunteers from among the communities where relief assistance will be provided. It is important that, LWSIT recognize the potentiality of youth in respective communities and use their knowledge in local context. From among the LWSIT Social Workers and local volunteers, several staff will be asked to document good practices that may emerge during the emergency response program.

LWSIT stringently follows its internal mechanism of finance and administrative manual as well as procurement policy including the international procurement policy of LWF Geneva. As a matter of principle, LWSIT calls for three quotations from pre-qualified suppliers who have shown their integrity and commitment towards supplying of relief materials before. Based on the quoted price of different materials along with brand (to ensure the quality) the lowest bidder with highest quality of materials is given priority to supply the required materials.



The Accounts Officer (AO) based in the field will have financial management of day today business and will report to the Unit Manager of the project on a regular basis. The Unit Manager will have overall control, monitoring and management of program at the field level. The Accounts Officer will visit the relief materials distribution sites to support the program staff for effective distribution with proper verification of 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 the financial management practices. This process will commence and continue on fortnightly and monthly basis to keep track of the progress.

The overall financial management and control will be rest with the National Office of LWSIT based in Kolkata and necessary support and coordination will be provided by the designated persons.

The program as soon as possible will commence based on the availability of resources to LWSIT. The Emergency Manager will be in touch with finance department at national office to ensure coordination between program and finance to expedite implementation process at the earliest. He will be collecting and collating the information and reports pertaining to the emergency response activities from the field and sharing of information will be done with ACT Alliance Secretariat as per agreed time frame.

#### **MONITORING AND EVALUATION:**

The Unit Manager and designated staff will be responsible for carrying out monitoring at the field level. The designated person will visit distribution sites, be part of the process and oversee the distribution of relief materials. Monitoring visits will be conducted at regular intervals from the national office. Efforts will be made to involve some right holders (beneficiaries) those are receiving material aid from relief camps organized by LWSIT to carry out monitoring and quality control of the materials being assisted.

LWSIT national office will send all necessary reports (statistical, narrative and financial) as required by ACT Alliance Secretariat. The Unit Manager in the field will collect and collate the reports and send the consolidated report to the national office on a monthly basis. A copy of the same will be retained at the project office for sharing with other stakeholders locally as appropriate.

#### **LWSIT FINANCIAL SUMMARY/BUDGET**

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
<b>Direct Cost</b>					
<b>1. Food Items for 1,000 families:</b>					
Boiled Rice - 20 kgs per family	Kg	20,000	30	600,000	9,524
Pulses (Lentil Dal) - 2 kg per family	Kg	2,000	100	200,000	3,175
Soybean (Nutrella) - 1 kg per family	Kg	1,000	100	100,000	1,587
Edible Oil - 1 liter per family	Liter	1,000	102	102,000	1,619
Salt 1 kg per family	Kg	1,000	15	15,000	238
Packaging charge with visibility	Set	1,000	50	50,000	794
<b>Sub-total:</b>				<b>1,067,000</b>	<b>16,937</b>
<b>2. Temporary Shelter Materials for 1,000 Families</b>					
HDPE Tarpaulin Sheet (170 GSM with size 14.5'x11.5')	Piece	1,000	550	550,000	8,730

Housing aid materials (CGI Sheets, Ridges, RCC precast pillars, Bamboo, Darma Mat, Hardware Materials, etc.)	Family	100	35,000	3,500,000	55,556
<b>Sub-total:</b>				<b>5,117,000</b>	<b>81,222</b>
<b>3. Non-Food Items (NFI) for 1,000 Families</b>					
Sleeping Mat (1 pc per family)	Piece	1,000	200	200,000	3,175
Bed Sheet (1 pc per family)	Piece	1,000	150	150,000	2,381
Mosquito Net (1pc per family)	Piece	1,000	250	250,000	3,968
Woollen Blankets (1 pc per family)	Piece	1,000	400	400,000	6,349
Packaging charge	Set	1,000	50	50,000	794
<b>Sub-total:</b>				<b>1,050,000</b>	<b>16,667</b>
<b>4. Early Recovery, Livelihood Restoration &amp; Disaster Risk Reduction</b>					
Support of improved variety of Seeds viz. Paddy (Rice), Mustard, Pulses, etc. to 1,000 farmer families to cover 1,000 acres of land	Family	1,000	2,000	2,000,000	31,746
Formation & strengthening of Community Based Disaster Management Task Force (CBDMTF) in 25 communities	No.	25	3,000	75,000	1,190
Training on community based disaster risk reduction & skills training on disaster management (viz. Early Warning, Search & Rescue, First Aid, WASH, etc.) with provision of equipment	No.	25	25,000	625,000	9,921
<b>Sub-total:</b>				<b>2,700,000</b>	<b>42,857</b>
<b>DIRECT SUPPORT COST:</b>					
<b>TRANSPORT &amp; WAREHOUSE</b>					
Truck Hire Charges from procurement point to distribution sites	Trip	6	12,000	72,000	1,143
Rent for Warehouse	Month	7	10,000	70,000	1,111
Rent for office establishment	Month	7	10,000	70,000	1,111
Loading and unloading	Trip	6	2,000	12,000	190
Running/ maintenance cost of 2 wheelers (5 Motor cycles)@ Rs. 3,000 per motor cycle	Month	7	15,000	105,000	1,667
Hire and maintenance charges of four wheelers	Month	7	15,000	105,000	1,667
<b>Sub-total:</b>				<b>434,000</b>	<b>6,889</b>
<b>Direct Personnel Cost for Field Operations</b>					
Unit Manager - 1 person	Month	7	35,000	245,000	3,889
Accounts Officer-cum-Store Keeper - 1 person	Month	7	25,000	175,000	2,778
Community Officers/ Senior Community Officers - 6 persons	Month	7	20,000X6	720,000	11,429
Staff benefits including hardship allowance to Rapid Response Team during crisis phase	LS			100,000	1,587
<b>Sub-total:</b>				<b>1,240,000</b>	<b>19,683</b>

<b>Total Direct Cost:</b>				<b>11,608,000</b>	<b>184,254</b>
<b>Indirect Support Costs</b>					
Travel - Local & Regional travel of senior/ field staff for Rapid Need Assessment & program monitoring	Months	7	30,000	210,000	3,333
Office Utilities	Months	7	20,000	140,000	2,222
Documentation - Reports, photo/ video, etc.	LS			10,000	159
Visibility - posters, banners, etc.	LS			10,000	159
Monthly review/ staff meeting	Months	7	500	3,500	56
Share of national office salary cost	Months	7	70,000	490,000	7,778
Share national office operational & admin cost	Months	7	35,000	245,000	3,889
<b>Total Indirect Cost:</b>				<b>1,108,500</b>	<b>17,595</b>
<b>AUDIT, MONITORING &amp; EVALUATION</b>					
Audit Fees	LS			50,000	794
Program Monitoring and Evaluation	Month	7	30,000	210,000	3,333
<b>Sub -Total:</b>				<b>260,000</b>	<b>4,127</b>
<b>TOTAL EXPENDITURE - Exclusive International Coordination Fee</b>				<b>12,976,500</b>	<b>205,976</b>
<b>INTERNATIONAL COORDINATION FEE (ICF) 3%</b>				<b>389,295</b>	<b>6,179</b>
<b>TOTAL ESTIMATED EXPENDITURE - Incl. ICF</b>				<b>13,365,795</b>	<b>212,155</b>
<b>Exchange Rate: US\$ 1=</b>	<b>63</b>				

**APPENDIX: MAP OF WEST BENGAL WITH FLOOD RAVAGED AREAS**

