

# Rapid Response Fund Payment Request No. 6/2015

**Funds Sent To:** Lutheran World Federation, LAO PDR

**Amount Sent:** USD 59,728

**Date:** 14 August 2015

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## Details of Response

**Emergency:** Floods in Luangnamtha Province of Lao, People Democratic Republic (LAO PDR)

**Date of Emergency:** 3 August 2015

**ACT Requesting Member:** Lutheran World Federation/Department for World Service

## I. NARRATIVE SUMMARY

### DETAILS OF THE EMERGENCY

Unusual heavy rains started to fall since July in most parts of the Lao PDR. Severe rainfall continued in the month of August, which affected seven provinces of Lao PDR and resulted in widespread flooding. Among the seven affected provinces, Luangnamtha is one of the worse affected, followed by Bolikhamxay province. Out of the total affected 39 villages, 14 are worse hit. According to the preliminary information 2,280 families (12,062 people) have been affected of which 11,902 are displaced due to the flooding.

In Luangnamth province, there have been no reports of missing or dead, however three of the poorest districts were severely affected by the flooding. The District Governor of Nalae, informed the LWF team that over 11,441 people and 33 villages were worst affected by the consequences of the flooding. They have lost all of their properties; nearly 800 houses have been destroyed; roads and further 1,400 houses have been damaged. The damaged infrastructure includes roads, bridges, water system, irrigation system, agriculture equipment, crops, rice and livestock. A loss of approximately 10 million USD is estimated.

### ACTIONS TO DATE, AND EMERGENCY NEEDS

From the onset of the crisis, the Government of Lao PDR, through its provincial and local administration, has taken the lead in the flood response with support from the Lao Red Cross and from public and private sector donors. The National Disaster Management Office (NDMO) is providing regular updates and coordinating with humanitarian agencies, regional partners and donors to mobilize support for the government's emergency response.

No other humanitarian agencies (UN and INGOs) have been reported providing assistance in the affected areas. LWF has also contributed approximately USD 2.600 for flood affected people on the onset of the emergency to meet their dire needs; LWF is in process of seeking additional resources.

While rapid assessments are currently being conducted by the government, the following food/non-food items, emergency shelter and hygiene kits are urgently required.

Food	Non Food Items	Temporary Shelter
Rice, eggs, cooking oil, salt, fish and vegetables	Clothes, blankets, mosquito nets, kitchen utensils	Shelter materials (Iron sheets, bamboo wall, binding materials and nails)

## PROPOSED EMERGENCY RESPONSE

### OVERALL GOAL:

The goal of the proposed emergency response is to reduce the suffering of the most vulnerable flood affected families in the target area, helping them get back on their feet by providing for the most basic needs of food, non-food items and temporary shelter materials.

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

- To improve access to food and nutrition for 1,746 individuals (314 families) of the worst affected in Nalae and Viengphoukha districts;
- To improve access to NFIs for 314 of the worst affected families in the targeted two districts;
- To improve the living conditions of 314 affected families through provision of temporary shelter materials distribution

### PROPOSED ASSISTANCE:

Objective	Proposed activity	Type/item	Output	Indicator	Outcome
To improve access to food and nutrition for 1,746 individuals (314 families) of the worst affected Nalae and Viengphoukha districts.	Distribution of Food Rations	<ul style="list-style-type: none"> <li>• Rice</li> <li>• Instant Noodles</li> <li>• Sugar, salt, cooking oil and canned fish</li> </ul>	Food rations distributed to the target households	<ul style="list-style-type: none"> <li>• 1,746 individuals of 314 families received adequate food rations for a period of two months</li> </ul>	314 families immediate basic food and nutrition needs are met for the crisis period of two months
To improve access to NFI for 314 worst affected families in targeted two districts	Distribution of non-food items	<u>Adult:</u> Trouser (2), shirt (2) and sweater (1) <u>Children:</u> Trouser (2), shirt (2), sweater (1) and socks (2)	NFIs distributed to the target families	<ul style="list-style-type: none"> <li>• 314 families received NFIs</li> </ul>	NFIs are used by the target households
To improve the living conditions of 314 worst affected families	Distribution of emergency shelter materials	<ul style="list-style-type: none"> <li>• Iron sheets</li> <li>• Bamboo mat for wall</li> <li>• Binding materials</li> </ul>	Emergency shelter materials distributed to targeted households	314 families received temporary shelter materials	Target families are provided weather proof temporary shelter

through provision of temporary shelter materials distribution					
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#### PROCESS OF ACTIVITIES

- Participation in the stakeholders meeting at various levels such as provincial, district and village level
- Re-assessment of the vulnerable families in the target villages/clusters
- Identify the target group and beneficiary households in the community
- Share the information of the work progress to district government (includes plans and distribution records).
- Identify the potential vendors and procure the relief materials and services.
- Ensure transparency and accountability by co-branding on the banner and sensitizing the rights holders before distribution of relief materials
- Establishment of complaints mechanism at the distribution site
- Transportation of relief materials to the distribution points
- Distribution of relief items.
- Conduct detail damage and needs assessment and raise appeal if needed.
- Monitoring and reporting of the RRF
- Sharing of information/reports with government agencies and other stakeholders.

#### TARGET POPULATIONS:

The RRF will be implemented in the worst hit areas of Luangnamtha province. LWF will prioritize the worst flood affected families from the poor, marginalized and socially excluded communities.

#### DISAGGREGATED BENEFICIARY DATA

Male	Female	Disable	Total	Under 5		6-17		18-65		65+	
				Male	Female	Male	Female	Male	Female	Male	Female
855	891	-	1,746	122	127	320	276	98	76	315	412

LWF, with the participation of flood affected communities will prepare the distribution manifests. The manifests will be presented to respective government relief coordination authorities for approval. The selected beneficiaries will finalize the date, venue and time of distribution. LWF will deliver the relief commodities to the respective distribution points. Once all commodities are delivered at the distribution points, volunteers from affected population will be mobilized to distribute. LWF will facilitate and monitor the whole process.

#### IMPLEMENTATION ARRANGEMENTS:

In consultation with NCA, DCA and World Renew, LWF will implement the proposed RRF. LWF program area is currently present in one of the affected district (Viengphoukha); LWF will expand for the purposes of this project to Nalae, the neighbouring district requiring additional Human Resources. In country, there is already the minimum capacity for response; LWF can develop relevant links with local government authorities, UN system, clusters and other humanitarian agencies. LWF will closely coordinate with the government relief coordination authority and initiate the RRF implementation process.

**COORDINATION:**

LWF has been coordinating with NCA, DCA and World Renew as ACT Alliance members for implementation of this RRF. LWF will also engage NCA for their inputs during the process of the implementation where appropriate. LWF has been invited by the government to widen its role in responding the emergency; therefore coordination with government at various levels is very important. At the site, it will establish the coordination mechanism with district and local village level governments for effective and timely implementation.

**COMMUNICATIONS:**

LWF will share the information related to the relief operation and budget with NCA, DCA and World Renew as members of ACT Alliance. LWF will also share the information of its available resources and working modality to the government at district and village level, and NGO and UN agencies in clusters. It will also share the information of entitlement of the family/individuals to the beneficiaries through different channels.

LWF will develop ACT Alliance cobranded posters, stickers etc and publicly distribute for transparent implementation of this RRF. LWF/DWS communication guidelines will also be strictly followed.

**PRINCIPLES AND STANDARDS:**

LWF will first sensitize on the “ACT Alliance Code of Conduct for the Prevention of Sexual Exploitation and Abuse, Fraud and Corruption and Abuse of Power” to its staff members who will be engaged in implementation of this project. The staff to be involved in the relief operation will also be sensitized to follow ACT Policies, Sphere, Red Cross Code of Conduct and HAP principles. Core standards, key indicators and guidance notes of Sphere standards will be followed while developing the food basket and other relief packages.

**PLANNED IMPLEMENTATION PERIOD:**

This RRF implementation period has been planned for a period of three months starting from September 1st.

**HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:**

LWF, at the country capital, will coordinate with the Lao NDMO for effective implementation of this RRF. LWF will deploy its provincial-level staff to facilitate the implementation which includes procurement, warehousing, selection of volunteers, payments etc. However, due to limited staffing capacity, it will hire a full time project coordinator, distribution and logistics assistants to be stationed in Luangnamtha province where a bulk of activities will take place in order to ensure response in both affected districts. The project coordinator will be assigned the responsibilities of day-to-day management and coordination of the RRF implementation. Distribution assistants and store/logistics assistant will support the project coordinator to receive, deliver and distribute relief commodities and services. These staff will also be responsible for record keeping and documentation. The LWF LAOS Program Manager and the Program Support Officer will support in hiring the project coordinator, initiate the coordination with relevant government bodies, develop the detail work plans and facilitate operationalizing the RRF.

Procurement of all commodities will be carried out at provincial-level. A procurement committee at the field office in Luangnamtha will be established for making swift procurement decisions. However, LWF procurement manual will be followed.

ACT funds will be received in its HQ in Geneva and will be disbursed to Lao program office in capital city. In Laos, the funds will be received in the bank accounts in Vientiane. It will also open a bank account in province and disburse as per the requirement. The overall financial management and control will be done by the country office in capital. LWF has managed finances in the region by a competent regional

finance manager stationed in Myanmar who makes time to time visits of Laos program. He will be responsible for making financial reports for the project and the facilitate audit at the country office level.

LWF regional representative based in Myanmar will oversee the project and be ultimate responsible for the RRF.

#### MONITORING AND EVALUATION:

The day to day monitoring of the operation will be carried out by the project coordinator stationed in the province. For the country office level, the program manager will do the monitoring of the RRF for effective and efficient implementation. LWF regional emergency hub will facilitate in preparing monitoring reports as per the requirements of ACT Secretariat.

#### REPORTING SCHEDULE

Type of Report	Due Date
Situation report	Monthly
Final narrative and financial report	January 30, 2016
Audit report	February 28, 2016

## II. FINANCIAL SUMMARY/BUDGET

Description	Type	No.	Unit Cost	BUDGET	
	Unit	Units	KIP	KIP	USD
<b>ESTIMATED EXPENDITURE</b>					
<b>DIRECT ASSISTANCE</b>					
<b><u>Food Relief Assistance - 314 families</u></b>					
Canned Fish	CAN	18,840	5,000	94,200,000	11,488
Instant Noodles	PACKET	628	40,000	25,120,000	3,063
Salt	KG	1,256	4,000	5,024,000	613
Sugar	KG	1,256	8,000	10,048,000	1,225
Cooking Oil	L	1,256	12,000	15,072,000	1,838
<b>SUBTOTAL</b>					<b>18,227</b>
<b><u>Non Food Relief Assistance - 314 families</u></b>					
Kitchen Utensils	Set	157	200,000	31,400,000	3,829
Blankets	Numbers	157	150,000	23,550,000	2,872
Mosquito Net	Numbers	157	40,000	6,280,000	766
Trouser (Adult)	Numbers	596	25,000	14,900,000	1,817
Trouser (Child)	Numbers	498	15,000	7,470,000	911
Sweater (Adult)	Numbers	596	25,000	14,900,000	1,817
Sweater (Child)	Numbers	498	30,000	14,940,000	1,822
Socks (Child)	Numbers	249	4,000	996,000	121
Shirts (Adult)	Numbers	596	25,000	14,900,000	1,817
<b>SUBTOTAL</b>					<b>15,772</b>

<b>Shelter Assistance - 314 families</b>					
Iron Sheets	Numbers	2000	30,000	60,000,000	7,317
Bamboo Mats	Numbers	1000	20,000	20,000,000	2,439
Binding Material	Set	100	50,000	5,000,000	610
<b>SUBTOTAL</b>					<b>10,366</b>
<b>TOTAL DIRECT ASSISTANCE</b>					<b>44,365</b>
<b>OTHER SECTOR RELATED COSTS</b>					
Project Coordinator	Person	1	22,500,000	22,500,000	2,744
Distributor x 5	Month	3	4,800,000	24,000,000	2,927
Meal Stipend for Distribution Volunteers x 15	Month	2	750,000	11,250,000	1,372
Needs Assessment	Lump Sum	1	3,000,000	3,000,000	366
Visibility Materials (ACT/LWF)	Lump Sum	1	3,000,000	3,000,000	366
<b>TOTAL OTHER SECTOR RELATED COSTS</b>					<b>7,775</b>
<b>TRANSPORT, WAREHOUSING &amp; HANDLING</b>					
Hire/Rental of Vehicles	Trip	3	6,000,000	18,000,000	2,195
Rental of Warehouse	Month	2	3,000,000	6,000,000	732
Logistics Assistant	Person	1	2,860,000	2,860,000	349
Labourers	Person	3	420,000	1,260,000	154
Fuel	Trip	5	1,000,000	5,000,000	610
<b>TOTAL TRANSPORT, WAREHOUSING &amp; HANDLING</b>					<b>4,040</b>
<b>TOTAL DIRECT COSTS</b>					<b>56,180</b>
<b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION, OPERATIONS &amp; SUPPORT</b>					
LWF Staff Travel Costs	Trip	3	2,430,000	7,290,000	889
Office Supplies and Stationary	Month	3	300,000	900,000	110
Communications	Month	3	300,000	900,000	110
<b>TOTAL PERSONNEL, ADMIN &amp; SUPPORT</b>					<b>1,109</b>
<b>TOTAL INDIRECT COSTS</b>					<b>1,109</b>
<b>AUDIT, MONITORING AND EVALUATION</b>					
Audit of RRF	Lump Sum	1	5,000,000	5,000,000	610
Monitoring Visits – Country Office	Lump Sum	3	5,000,000	15,000,000	1,829
<b>TOTAL AUDIT, MONITORING AND EVALUATION</b>					<b>2,439</b>
<b>TOTAL PROGRAM COST</b>					<b>59,728</b>

**ACTION**

The ACT Secretariat has approved the use of **USD 59,728** 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.

**For further information please contact:**

ACT Regional Programme Officer, Gaby Bartholomew Ghaderi (phone +41 22 791 6036)

ACT Web Site address: <http://www.actalliance.org>



Sarah Kambarami  
Head of Programmes  
ACT Alliance Secretariat