

Rapid Response Fund Payment Request No. 9/2015

Funds Sent To: Church's Auxiliary for Social Action (CASA)
United Evangelical Church in India (UELCI)

Amount Sent: US\$ 30,000 (UELCI)
US\$29,454 (CASA)

Date: 13 November 2015

Details of Response

Emergency: Tamil Nadu Floods

Date of Emergency: 9 November 2015

ACT Requesting Member: CASA & UELCI

I. NARRATIVE SUMMARY

DETAILS OF THE EMERGENCY

A depression over the Bay of Bengal the 7 and 8 November, developed into a strong cyclone which lashed the coastal districts of Tamil Nadu on Monday evening (9 November 2015). Many parts of Tamil Nadu received heavy rains and Cuddalore district recorded a high of 19 cm of rain during a period of 24 hours. The deluge swamped several places, including Neyveli, Cuddalore, Chidambaram and Chennai as incessant rain lashed the town throughout the day. The government, after a preliminary assessment, reported that around 20,164 hectares of paddy were submerged and 4,804 huts damaged across the Cuddalore district. Chidambaram and Kattumannarkovil were the worst affected where 11,880 hectares of crops were submerged. Roads are flooded, trees uprooted and electricity supplies cut when electric poles crashed down. The state Government closed schools and colleges in Chennai, Kanchepuram and Tiruvallur districts on Monday (9 November 2015).

Though there was chaos over much of Tamil Nadu, Cuddalore district incurred heavy loss in term of loss of life, cattle, hut / house damage and agricultural related loss, etc. An unofficial report estimates there will be further loss of life as there are many villages still cut off due to rivers bursting their banks, submerged roads and broken/damaged bridges. The communication network and electricity has not been fully restored in many areas exacerbating the situation drastically.

The slum dwellers in Chennai and rural areas with thatched huts are the most severely affected by the heavy rains and wind. Many have been unable to work since Sunday and most depend on their daily

wage for survival. Furthermore, there is no work for the agricultural and construction labourers, due to the continued heavy rain for the past four days.

ACTIONS TO DATE, AND EMERGENCY NEEDS

A special team of senior IAS officials has been set up to oversee the relief work and to assess the damages. Steps have been taken to ensure an uninterrupted supply of water, milk and other essentials. People in coastal and low-lying areas have been evacuated to safe places and top priority is being given to restore electricity supplies. Meanwhile, a 40-member National Disaster Response Force (NDRF) team has been rushed to the affected areas and is carrying out relief and rehabilitation work.

With the flood water subsiding the Cuddalore district administration has stepped up relief work and rescued over 29,000 of the worst affected people and sheltered them in 28 relief centres. About 25,000 people in rural areas and 4,000 in urban areas have been accommodated in relief centres. Community kitchens have been opened at 26 centres to supply food and drinking water to the affected people.

The assistance from the government is, however, insufficient and not reaching to all affected people. UELCI has been approached by its member churches - the Tamil Evangelical Lutheran Church (TELC) and the South Andhra Lutheran Church (SALC) as well as by field workers from the affected areas of Tamil Nadu and South Andhra Pradesh for food and non-food items to 1,950 families.

CASA plans to provide assistance for the most vulnerable cyclone and flood affected families in Cuddalore district. CASA's zonal team is also having discussions with and coordinating with the Church of South India – Chennai diocese, BLESS NGO and government officials.

PROPOSED EMERGENCY RESPONSE - United Evangelical Church in India (UELCI)

GOAL & OBJECTIVES OF THE EMERGENCY RESPONSE:

To provide immediate life-saving relief during the crisis stage along with early recovery for 1,950 flood affected families in Tamil Nadu and South Andhra Pradesh.

OBJECTIVE 1.

- Ensure that worst flood affected families have access to food and non-food items over the initial crisis period.

INDICATOR

- 1,950 families have received food and non-food items including men's clothing (dhoti) and women's clothing (saree) along with blankets.

ACTIVITY

Distribute food relief among 1,950 families – 10 kg rice, 1 kg, dhal, 1 litre cooking oil, 1 kg salt, 250 gram turmeric powder and 250 gram chilly powder, men's and women's clothing (dhoti and saree – one of each) along with bed sheet/blanket (1) per family.

OBJECTIVE II

Ensure that the worst flood affected families are well on their way to get back on their feet and gain confidence to recover from the situation.

INDICATOR

1,950 families have received counselling and gained enough confidence to return to their home areas and restart their livelihood.

ACTIVITY

30 different informal counselling meetings have been organised during relief distribution among 1,950 families.

PROPOSED ASSISTANCE:

Description of Activity	Proposed Item	Output Indicator	Outcome Indicator
Food items	Rice-10 k.g Dhal-1 k.g Cooking Oil-1 litre Salt- 1k.g Turmeric powder-250 gram Chilly powder-250 gram	1,950 families will be provided with food items.	1950 families will have access to food for a week to survive & get back on their feet.
Non-food items	Saree-1 Dhoti-1 Bed Sheet/Blanket-1	1,950 families will be provided with non-food items.	1,950 families will have access to cloths & bedding during the crisis phase.
Informal Counselling meetings	30 meetings in flood affected slum areas & villages.	1950 families will receive counselling.	1,950 families will have gained confidence to return to their home areas.

ACTIVITIES

- Meeting with local committee and local administration for emergency relief response
- Selection of right holders with the involvement of local leaders
- Co-branding through banner and information on the assistance to the right holders as a part of transparency and accountability
- Distribution of family cards to the right holders
- Procurement committee identifies the supplier and procures the 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:

UELCI: The emergency relief programme is proposed to be undertaken in Tamil Nadu and Andhra Pradesh among 1,950 families with the following criteria:

- Families worst affected by flood;
- Families who lost their food stocks and whose shelters have been damaged/destroyed;
- Families that are 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 village/slum/place	Total Families to be covered
1.	Union Territory Puducherry	1.Puducherry	100
2.	Union Territory Puducherry	2.Villiynallur	30
3.	Cuddalore	3.Cuddalore	125
		4.Thondamanatham	30
		5.Allapakkam	30
		6.Samandam	30
		7.Parangipaettai	30
		8.Vadalur	50
		9.Nellikuppam	50
		10.Thoockanampakkam	20
		11.Melpattambakkam	150
		12.Kilkavarapet	50
		13.Pakkiripalayam	30
		14.Panruti	50
		15.Kilmambettu	50
		16.Vllavanom	50
		17.Pudupet	30
		18.Chidambaram	125
4.	Nagapatnam	19.Vellipalyam	120
		20.Poriyar	50
	Union Territory Puducherry	21.Karaikal	50
5.	Villupuram	22.Villupuram	50
6.	Nellore	23.Nellore	150
7.	Tirivallur (Chennai)	24.Anna Indra Nagar	150
		25.Bharatidashan Nagar	150
		26.Mattahmai Nagar	150
	TOTAL		1,950

IMPLEMENTATION ARRANGEMENTS:

UELCI member churches Arcot Lutheran Church (ALC), Tamil Evangelical Lutheran Church (TELC) and South Andhra Lutheran Church (SALC) will form a local relief committee in their respective flood affected areas. Their field staff members with the guidance of UELCI will extend support and informal counselling meetings as per this RRF plan. UELCI will prepare specific work plans and participate and monitor the activities. The field coordinator (1) and field workers (3) from the locality will be appointed by UELCI for a one month implementation period. 1 field coordinator and 3 field workers along with Director, DSA/UELCI are responsible for the relief and informal counselling meetings implementation.

The UELCI secretariat will purchase the relief goods from nearby towns to limit transportation costs. When goods are not available in the immediate vicinity, the procurement committee will designate the Director, DSA/UELCI and Finance Officer to procure the materials in collaboration with local committee representatives from a nearby affected area. The local committee and their leaders will be involved during identification of the beneficiaries and distribution of the relief items. The local government authorities will also be invited to the distribution of the relief materials to witness the transparency and accountability of the relief assistance in the proposed areas and to avoid duplication. The field staff will coordinate with the local relief committee and communities and will implement the relief and informal counselling programs. In this whole process the field staff members along with the UELCI Secretariat is accountable to the right holders, local relief committee and local government authorities in the operational areas. A complaint mechanism will be set up and put into practice as well as an informal counselling program. The beneficiaries as well as the counselling participants will be sensitized to the complaints mechanism. In the family card distribution the UELCI address and telephone no will be given for lodging of complaints. A complaints box will also be set up in the relief slum and village areas. These

complaints will be handled by a committee at the UELCI secretariat, maintaining confidentiality and ensuring follow up to address the issues.

COORDINATION:

ACT member, UELCI, will share information with other ACT India Forum members LWSIT and CASA and with ACT Alliance Secretariat. UELCI has a strong presence in the respective intervention areas and also has a good rapport with the local agencies and government mechanisms. UELCI will be involved in local co-ordination meetings, as well as collaborate with field staff of local bodies and district administration to ensure that the intervention reaches the neediest people. There will be frequent information sharing with CASA to avoid overlapping of RRF emergency relief.

COMMUNICATIONS:

UELCI has the required internal capacity to address the communication needs related to the proposed programme. UELCI will ensure that all reporting requirements, such as narrative and financial reports will be fulfilled and sent to ACT Alliance in time.

PRINCIPLES AND STANDARDS:

The staff involved in the project will be sensitized on the need to follow the ACT Alliance Code of Conduct of good practices, the International Red Cross and Red Crescent Movement in Disaster Relief as well as the ACT Alliance guidelines on prevention of sexual abuse along with gender policy principles. There is no compromise on the quality of relief supplies provided to restore the life of the flood affected people.

PLANNED IMPLEMENTATION PERIOD:

Project implementation is planned from 12 November to 12 December 2015

Human Resources:

The Director, Division of Social Action of UELCI in consultation with the Executive Secretary, UELCI will implement the relief programs with the support of the Project Officer and Finance Officer at UELCI secretariat as well as 3 field coordinators and 6 field workers. All the involved staff are experienced in emergency relief programs.

ADMINISTRATION OF FUNDS:

UELCI procurement committee receives three quotations and verifies the price and quality of the materials before ordering from a supplier with a good track record. The Executive Secretary will approve the budget of the relief program according to the plan. The Finance Officer will collect all the original receipts and vouchers related to the relief programs and prepare the financial statement. 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 the implementation of the relief programs with the support of a project officer. He will also make regular visits to the relief distribution sites and participate in the distribution. The local committees are also involved to make sure the quality of relief materials and to ensure they reach the most needy people. The Director, DSA/UELCI and the Finance Officer in consultation with the Executive Secretary will prepare the reports according to ACT guidelines and will share the information as per requirements.

After completion of the program the whole assistance process will be reviewed by UELCI staff and the rights holders and communities will be invited to review the program as a part of the internal evaluation for learning.

II. FINANCIAL SUMMARY/BUDGET UELCI

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
DIRECT ASSISTANCE					
CRISIS PHASE					
Food Assistance for 1950 Families for 7 Days					
Rice 10Kgs	Ton	20	33,000	643,500	10,055
Dhall 1 kg	Ton	2	95,000	185,250	2,895
Edible Oil (1 litre)	Ton	2	75,000	146,250	2,285
Salt 1 kg	Ton	2	9,000	17,550	274
Chili Powder (250 gms)	Ton	0	60,000	29,250	457
Turmeric Powder (250 gms)	Ton	0	50,000	24,375	381
Sub total				1,046,175	16,346
Non Food Assistance					
Dhoti	No.s	1,950	100	195,000	3,047
Saree	No.s	1,950	150	292,500	4,570
Blanket / Bed Sheet	No.s	1,950	150	292,500	4,570
Sub total				780,000	12,188
TOTAL DIRECT ASSISTANCE				1,826,175	28,534
TRANSPORT, WAREHOUSING & HANDLING					
Local & Regional travel	Lump Sum (LS)			15,000	234
Truck rental for relief material movement to local warehouse	Truck Load	5	5,000	25,000	391
Secondary Transport (Local warehouse to Distribution Point)	LS			13,000	203
TOTAL TRANSPORT, WAREHOUSING & HANDLING:				53,000	828
PERSONNEL, ADMINISTRATION, OPERATION & SUPPORT					
Travel Allowance to the Distribution Staff:					
Field Coordinator - 1	Person	1	10,000	10,000	156
Field Workers - 3	Person	3	7,000	21,000	328
Field Office Communication:					
Communication to Field	LS			5,000	78
Banners, Photos, Documentation	LS			4,800	75
TOTAL PERSONNEL, ADMIN, OPS & SUPPORT				40,800	638
TOTAL EXPENDITURE				1,919,975	30,000
Exchange Rate for Budget 1USD = INR		64.00			

PROPOSED EMERGENCY RESPONSE – Church’s Auxiliary for Social Action (CASA)**GOAL & OBJECTIVES OF THE EMERGENCY RESPONSE:**

The goal of the project is to meet the immediate food and NFI needs of flood affected people in Cuddalore district of Tamil Nadu state.

Objective 1: To ensure that the immediate food needs of flood affected families are met.

Indicator: 3,000 affected people have access to cooked food for a period of 2 days.

Activity: CASA team will distribute cooked food once and/ or twice a day depending on the need in the target areas.

Objective 2: To ensure that the most needed NFIs are provided to families who have lost their household items in the flood.

Indicator: 800 affected families are provided with blankets, utensil sets and clothes (saree, and dhoti) while 500 families’ temporary shelter needs are met.

Activity: These items were chosen based on CASA’s field team recommendations following assessment of the damages from the flood and landslides and taking into consideration the prevailing climatic conditions in the area. Communities were also involved in the decision. As the reference communities have lost most of their household items in the flood waters providing the above mentioned items will help the affected families to restore some normalcy to their lives.

PROPOSED ASSISTANCE:

Description	Type	Output	Indicator	Outcome
Relief Phase				
Food Security	Cooked food	Cooked food provided to 3000 people.	3,000 people food needs were met for 2 days.	The immediate food needs of 3,000 flood affected people are met for a period of 2 days.
Non-food items	<ul style="list-style-type: none"> - Woollen blankets x 1 - Utensil sets 12 Pcs (1 Cooking Pot 9"dia inner size with lid, 1 kadai (cauldron) with lid, 2 stainless steel Plates 11"dia, 2 stainless steel glass 4.5", 2 stainless steel bowl 3", 2 stainless steel spoon/karchie) <ul style="list-style-type: none"> - Saree 1 piece - Dhoti - Tarpaulin sheet 120 GSM, 12'x15' 	NFIs distributed to 800 affected families & Tarpaulin sheets to 500 families.	800 affected families are provided with blankets, utensil sets, plastic buckets & mugs while 500 families temporary shelter needs are met.	NFIs are used by the target beneficiary & their household needs are met.

TARGET POPULATIONS:

Priority will be given to the most vulnerable sections of the affected people such as the marginalized, excluded communities and minorities, widows, physically challenged, single female-headed families and children.

CASA will be co-ordinating with the District Administration and will identify 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 may be measured in terms of the relative loss suffered (both in terms of livelihood and property), socio-economic background of the selected beneficiary, and also the vulnerability factor of women and children, the elderly and infirm.

Members of the target group will be involved in identification of families who will receive assistance and all efforts will be made to involve them in all facets of the programme intervention to promote transparency, accountability and community ownership. The proposed areas for the relief operation are as given below.

District	Block	Village
Cuddalore	Kurinchipadi	Aaiee Kuppam
		Agaran
		Poovali Kuppam
		Kundiamallur
		Boothapadi
		Kallukulani
		Poovali Kuppam
		Periyakattupalaym
	Panruti	Veesur

IMPLEMENTATION ARRANGEMENTS:

This programme will be implemented by CASA staff in collaboration with the local partner organisations present in the affected areas. CASA and its partner organisations have the requisite staff and other infrastructure facilities to carry out this relief operation in consultation with the local government authorities and other NGOs. CASA's staff will be monitoring the programme time to time.

COORDINATION:

CASA is maintaining regular contact with local administration for proper coordination and effective implementation of the proposed programme. It is also in constant touch with the authorities at various levels and will participate in coordination meetings called by the state/district administrations in the state, and other networks such as Inter Agency Group. CASA will share information regarding area of operation in the state with other ACT India members and ensure close coordination.

CASA will be working in coordination with other NGOs and will be networked with them for ensuring coordinated implementation of its programmes so as to complement and supplement those being implemented by other agencies.

COMMUNICATIONS:

CASA shares the information related to the relief plans and budget with the reference communities and the target villages through village meetings and also through local language posters etc. displayed at vantage points in the village.

CASA will share all information related to the floods with the resource agencies and the other ACT forum members on a regular basis. An operational strategy will be elaborated to summarize the main

landmarks of the communications support and highlight the success stories of the changes achieved for the beneficiaries.

PRINCIPLES AND STANDARDS:

The staff involved in the project have been sensitized on 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:

21 days from the date of inception.

HUMAN RESOURCES & ADMINISTRATION OF FUNDS:

The existing staff of CASA and its partner organizations will be used for organizing the various activities. CASA staff from Zonal office in Chennai, Member and Partner organizations present in Cuddalore and the Head Office in New Delhi will be responsible for implementation of the programme. For the relief phase, 2 Field Coordinators, 1 driver, and 4 volunteers will be employed to implement the programme.

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 Zonal office. After taking into consideration several factors, one or more suppliers will be selected to supply the materials based on the demand. These committees will include staff, partners - in the case of implementation through partner and church representatives. CASA follows the same procedure for its pre stocking of relief materials. Some of the relief material (utensil sets, blankets, Saree, Dhoti and tarpaulins) will be sourced from CASA's existing disaster preparedness stocks.

The overall financial management and control will be with the CASA Headquarters. At the field level it will rest with the Zonal team of CASA and partner organizations. 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 programme account will be consolidated at HQ.

Preparation of the financial report and final audit will be done at the headquarters level. All finances will be received and accounted for by CASA. The CASA Delhi headquarter 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 would 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 for ensuring 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 for future planning.

REPORTING SCHEDULE

Type of Report	Due date
Situation report	30 November 2015
Final narrative and financial report	15 February 2016
Audit report	15 March 2016

FINANCIAL SUMMARY/BUDGET CASA

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
CRISIS PHASE					
Food Relief Assistance					
Provision of Cooked Food Packet x 3000 people x 2 days	packet	6,000	50	300,000	4,688
Sub-total:				300,000	4,688
Non Food Relief Assistance					
Woollen Blanket (1pc.)	piece	800	150	120,000	1,875
Utensil Set (12 pcs.) (1 Cooking Pot 9"dia inner size with lid, 1 kadai (cauldron) with lid, 2 stainless steel Plates11"dia, 2 stainless steel glass4.5", 2 stainless steel bowl 3", 2 stainless steel spoon/karchie)	set	800	850	680,000	10,625
Saree (1pc.)	piece	800	150	120,000	1,875
Dhoti (1pc.)	piece	800	100	80,000	1,250
Polybags for packing of Relief Kit	piece	800	50	40,000	625
Sub-total:				1,040,000	16,250
Temporary Shelter					
Tarpaulin 120 GSM, 12'x15'	piece	500	450	225,000	3,516
Sub-total:				225,000	3,516
TOTAL DIRECT ASSISTANCE				1,565,000	24,453
IV. TRANSPORT & HANDLING					
<u>Transport</u>					
Secondary transport (warehouse to distribution point)	LS			80,000	1,250
Fuel & Maintenance of 1 Four Wheel Office Vehicle	LS			50,000	781
<u>Handling</u>					
Loading & unloading charges	LS			14,860	232
TOTAL TRANSPORT & HANDLING				144,860	2,263
V. PERSONNEL, ADMINISTRATION, OPERATION & SUPPORT					
per diem					
Per diem for 2 Field Staff @ Rs180/- per day per staff	days	21	360	7,560	118
Per diem for 1 Driver @ Rs 180 per day	days	21	180	3,780	59
Honorarium for 4 Volunteers @ Rs 200/- per volunteer per day	days	21	800	16,800	263
Boarding & Lodging for 3 CASA Staff, (2 Field Staff & 1 Driver)	days	21	2,000	42,000	656
Boarding & Lodging for Senior staff (for monitoring)	LS			30,000	469
Insurance for 3 CASA Staff & 4 Volunteers for crisis phase	LS			7,000	109
Travel for Local & Regional staff	LS			46,000	719
sub total :				153,140	2,393

Office					
Office Stationery for crisis phase	LS			10,000	156
sub total :				10,000	156
Communication					
Usage of mobile phones	LS			2,000	31
Usage of Fax & Email etc. for crisis phase	LS			5,000	78
Documentation, reporting, promotion & visibility	LS			5,000	78
sub total :				12,000	188
TOTAL PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT				175,140	2,737
TOTAL ESTIMATED EXPENDITURE				1,885,000	29,454
Exchange Rate : Local Currency to 1 USD	64.00				

ACTION

The ACT Secretariat has approved the use of **US\$9,454** 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:

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