

# Preliminary Appeal

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## INDIA

### Flooding in Madhya Pradesh, India – IND161

**Preliminary Appeal Target:   USD 307,454**  
***Balance Requested:           US\$ 307,454***

Geneva, 21 July 2016

Dear Colleagues,

People in the state of Madhya Pradesh in India have been struggling with one of the worst flood situations in their area, due to heavy rainfall for the past few days. Rivers are over flowing, washing away bridges, breaching embankments and marooning villages. The state capital of Bhopal city has also reported extensive water logging. The slum dwellers of the city have been the worst affected. According to media sources (Indian Express), an estimated 35 people have died so far (as of July 21) due to the floods and 9 persons are reported missing. Around 2,487 houses have been completely destroyed while 19,283 houses have been partially damaged.

A total of 332,400 persons have been affected due to floods in Madhya Pradesh. The Indian Meteorological Department, in Bhopal, predicted that there will be further rain and thunder showers are likely to occur at most places over Madhya Pradesh in next 24 hours, potentially exacerbating the situation.

The National Disaster Response Force (NDRF) and State Disaster Response Force (SDRF) teams are involved with rescue and relief operation with the revenue department of the state government. 7,000 people have been rescued. The meteorological department predicted more rainfall in almost the entire state of Madhya Pradesh. Nearly 15,819 people affected by floods are living in 68 relief camps, out of those 6,710 are in 14 shelter homes in Bhopal, 2,000 in 18 camps in Harda, 2000 in eight camps in Sehore, 1,400 in seven camps in Vidisha, 1,265 in five shelter homes in Satna and the rest in other districts.

The ACT India Forum plans to respond to this flood situation in Madhya Pradesh through an ACT Appeal requested by its members CASA and UELCI. The primary needs include: food, non-food items (NFI) and temporary shelter materials, as well as WASH kits as relief assistance, which will be provided to the affected communities.

**I. EXECUTIVE SUMMARY****TITLE:** Flooding in Madhya Pradesh, India**ACT PRELIMINARY APPEAL NUMBER:** IND161**PRELIMINARY APPEAL AMOUNT REQUESTED (US\$):** 307,454**DATE OF ISSUANCE:** 21 July 2016**NAMES OF ACT FORUM AND REQUESTING MEMBERS:**

ACT FORUM	ACT INDIA FORUM
ACT REQUESTING MEMBERS	CHURCH'S AUXILIARY FOR SOCIAL ACTION (CASA) UNITED EVANGELICAL LUTHERAN CHURCHES IN INDIA (UELCI)

**THE CRISIS**

People in the state of Madhya Pradesh have been struggling with one of the worst flood situations in their area due to heavy rainfall for the past few days. Rivers are over flowing, washing away bridges, breaching embankments, marooning villages. The state capital of Bhopal city has also reported extensive water logging. The slum dwellers of the city have been the worst affected. According to media sources (*Indian Express*), 35 (as of 21 July) people have died so far due to the floods and 9 persons are reported missing. Around 2,487 houses have been completely destroyed while 19,283 houses have been partially damaged. A total of 332,400 persons have been affected due to floods in Madhya Pradesh. The Indian Meteorological Department, in Bhopal, predicted that there will be further rain and thunder showers are likely to occur at most places over Madhya Pradesh in next 24 hours, potentially exacerbating the situation.

**PRIORITY NEEDS**

- Emergency Assistance/NFI
- Food Security
- Livelihood Recovery
- Shelter
- Water, Sanitation and Hygiene (WASH)

**PROPOSED EMERGENCY RESPONSE**

KEY PARAMETERS:	CASA	UELCI
<b>Project Start/Completion Dates</b>	25 July – 15 September 2016	25 July 2016 – 30 September
<b>Geographic areas of response</b>	Raheli-Gadakota, Rahatgarh, Rampur Baghelan, Uchehara, Nagod, and Bhopal	Sehore and Raisen
<b>Sectors of response &amp; projected target population per sector</b>	<b>Food Security:</b> 2,700 households received adequate food rations for a period of 15 days (Rice, Lentils, Edible Oil, Turmeric Powder, Chili Powder, Sugar and Salt)	<b>Food Security:</b> 3,000 households of ten villages have received food and non-food items including men's clothing (dhoti) and women's clothing (saree) along with bed sheet.

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The ACT Alliance secretariat is certified with the Humanitarian Accountability Partnership's 2010 HAP Standard for accountability and quality management.

KEY PARAMETERS:	CASA	UELCI
	<b>WASH:</b> 2,700 affected households are provided with blankets, clothing, utensil sets & hygiene kit. <b>Shelter and settlement:</b> 2,700 vulnerable and displaced households are provided with tarpaulin sheets.	<b>Early recovery &amp; livelihood restoration:</b> 3,000 households of ten villages have received each in cash Rs.500/- for their daily normal living.

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

Preliminary Appeal Requirements	CASA	UELCI	Total Requirements
Total requirements US\$	204,316	103,138	<b>307,454</b>
Less: pledges/contributions US\$	0	0	<b>0</b>
<b>Balance of requirements US\$</b>	<b>204,316</b>	<b>103,138</b>	<b>307,454</b>

**TABLE 2: REPORTING SCHEDULE**

Type of Report	CASA	UELCI
Situation reports	Monthly	Monthly
Interim narrative and financial report	N/A	N/A
Final narrative and financial report	15 November 2015	30 November 2016
Audit report and management letter	15 December 2016	30 December 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

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For earmarking of pledges/contributions, please refer to the spread sheet accessible through this link

<http://reports.actalliance.org/>

The ACT spread sheet provides an overview of existing pledges/contributions and associated earmarking for the appeal.

**Please inform the Finance Officer Lorenzo Correa ([Lorenzo.Correa@actalliance.org](mailto:Lorenzo.Correa@actalliance.org)) with a copy to the Head of Finance and Administration, Line Hempel ([Line.Hempel@actalliance.org](mailto:Line.Hempel@actalliance.org)) and the Regional Programme Officer, James Phichet Munpa ( [James.Munpa@actalliance.org](mailto:James.Munpa@actalliance.org)) 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 Representative, Anoop Sukumaran ([Anoop.Sukumaran@actalliance.org](mailto:Anoop.Sukumaran@actalliance.org))

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

Reshma Adatia  
Global Humanitarian Coordinator

**II. NARRATIVE SUMMARY:****DETAILS OF THE EMERGENCY**

Heavy rainfall triggering floods in Madhya Pradesh has claimed lives of 35 people (as of 21 July) in the state and left many without food or shelter. The condition of the affected people could get worse as meteorological department predicts more down pours across the entire state.

The rising river water level across the state has in some of the villages, marooned making it difficult for the relief teams to rescue the stranded locals from their inundated houses. In some places, mostly in the slums and villages, the heavy rainfall has completely or partially damaged the houses and caused property loss. Dozens of villages have been waterlogged in the landlocked central state. Of all the affected places, state capital Bhopal is worst hit by the disaster, followed by Satna, Harda, Shajapur, Jabalpur and Panna districts. Almost 332,400 persons were affected across the state, with as many as 80,000 people affected in the state capital Bhopal alone.

The State meteorological department said that, 34 districts have received more than average rainfall. Satna district in Madhya Pradesh recorded over 652 mm rains in just three days, triggering a dangerous situation in the area.

Meanwhile, the Chief Minister of Madhya Pradesh Shri Shivraj Singh Chouhan has reviewed the flood situation and instructed the officials to make fool proof arrangements to tackle an outbreak of waterborne diseases. He asked to put up camps at the places affected by the downpour. He also instructed the officials to carry out a survey of the places affected by the flood so that a proposal seeking financial help from the centre can be sent as soon as possible. Considering the flood situation, he has announced a compensation of Rs 6,000 (US\$ 90 approx.) to partially damaged houses and Rs 92,000 (US\$ 1,373 approx.) to the completely damaged houses.

The ELCMP (Evangelical Lutheran Church in Madhya Pradesh) members those who have been living in the slum areas of Bhopal and other parts of Madhya Pradesh have requested the local churches pastors to help them with food, clothing and hygiene kits in this time of crisis to save lives among 3,000 households. The daily wage earners are the worst affected because they and their families barely survive on the meagre daily wages in circumstances, now even this has stopped and are looking for support. Even though they live in relief camps, the relief food and shelter are insufficient. There are also issues of protection and privacy for women and children in the camps

**Key statistics:**

- 35 people have been died, due to flood so far and ten persons are missing
- 7,000 people have been rescued
- Nearly 15,819 people ravaged by flood are now living in 68 relief camps, out of them 6,710 are put up in 14 shelter homes in Bhopal, 2,000 in 18 camps in Harda, 2,000 in eight camps in Sehore, 1,400 in seven camps in Vidisha, 1,265 in five shelter homes in Satna and rest in other districts.
- 2,487 houses have been completely destroyed while 19,283 houses have been partially damaged.
- A total 332,400 people have been affected due to floods in Madhya Pradesh.

## **ACTIONS TO DATE AND EMERGENCY NEEDS**

The National Disaster Response Force and State Disaster Response Force teams are involved with rescue and relief operation with the Madhya Pradesh State Government. 7,000 people are rescued. The government of Madhya Pradesh have organized 68 relief camps for 15,819 people and providing temporary shelter and food.

CASA & its partner organisations started the relief operation from 11th July 2016. Using a grant of Rs.300,000 (US\$ 4,478 approx.) from its own resources, CASA organised feeding programme in Bhopal and Satana districts in Madhya Pradesh. Based on the need, 2,000 food packets along with water pouches distributed per day for 3 days i.e. from 11th July to 13th July, 2016 under feeding programme with the help of CASA's project partners i.e. St. John's Church ELC in MP, Bhopal and Anupama Education Society (AES) in Satana. CASA and its partner organisations have deployed its staff in the affected areas to do the ground work in making arrangement for the relief distribution.

CASA and its member Churches and partner organisation have a long presence in the flood affected districts and is planning to provide emergency relief materials as the needs seem very high. It is envisaged that, while government is able to provide some food materials, it is inadequate. There is dire need of other unmet needs apart from food as emphasized by media, local residents, government and local authorities. These include dry ration, temporary shelter materials, non-food items, hygiene kit, etc. It is also hoped that, while the water would be receding from the area in another five to six days, there is every possibility of further damage. The full situation will come to light only after the water completely recedes.

CASA proposes to provide relief support to 2,700 worst flood affected households in collaboration with its Partners i.e. Samaj Kalyan Mandal and Shram Shakti Mahila Seva Sansthan in Sagar, Anupama Education Society in Satna and St. John's Church, Evangelical Lutheran Church in MP in Bhopal.

United Evangelical Lutheran Churches in India (UELCI) member church Evangelical Lutheran Church in Madhya Pradesh (ELCMP) has raised their local resources from church and supported with cooked food for two days among 2,123 households in different flood affected districts of Madhya Pradesh. UELCI with ELCMP staff and volunteers had a rapid assessment in worst flood affected two districts i.e. Sehore and Raisen in ten villages. The people have lost their livelihoods, cloths and daily essential commodities in this crisis situation they are dire in need of relief assistance with emergency food, cloth and daily needs like soap among others, for their immediate survival in this period. No other organizations are working in these villages and the flood affected people said, the government support is not enough for their survival. Considering the situation, the ELCMP Church has requested UELCI Executive Secretary to find out the relief resources and save the worst flood affected 3,000 households in ELCMP areas. Therefore this ACT preliminary appeal is prepared for relief program by UELCI and looking forward to get support from ACT Alliance partners through ACT Mechanism.

## **PROPOSED EMERGENCY RESPONSE- CASA**

**GOAL:** The goal of the project will be to reduce the sufferings of the flood affected people in Madhya Pradesh state.

### **Objective 1:**

To ensure that the 2,700 flood affected households are able to cook and eat food.

### **Indicator:**

2,700 Households received adequate food rations for a period of 15 days (Rice, Lentils, Edible Oil, Turmeric Powder, Chilli Powder, Sugar and Salt)

**Activity:**

Providing the above mentioned items<sup>1</sup>.

**Objective 2:**

To ensure that the returning households are able to restart their lives.

**Indicator:**

2,700 affected households are provided with blankets, clothing, utensil sets & hygiene kit.

**Activity:**

Providing the above mentioned items (*see footnote n°1*).

**Objective 3:**

Displaced and vulnerable households have access to temporary shelter materials.

**Indicator:**

2,700 vulnerable and displaced households are provided with tarpaulin sheets.

**Activity:**

Providing tarpaulin sheets<sup>2</sup>.

**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>Food Security</b>	<b>Dry Ration Kit</b> <ul style="list-style-type: none"> <li>- Rice 25 kgs</li> <li>- Lentils 3 kgs</li> <li>- Edible oil 2 liters</li> <li>- Turmeric &amp; Chili Powder 200 grams each</li> <li>- Sugar 2kgs</li> <li>- Salt 2 kgs</li> </ul>	Food rations distributed to the target beneficiary households.	2,700 Households received adequate food rations for a period of 15 days	2,700 Households secured immediate basic food and nutrition needs are met for the crisis period of 15 days
<b>Non-food items</b>	<ul style="list-style-type: none"> <li>- Woollen blankets 1 pcs</li> <li>- Saree 1 piece each</li> <li>- Dhoti 1 piece</li> <li>- Utensil sets</li> </ul>	NFIs distributed to 2,700 affected households	2,700 affected households are provided with blankets, clothing, utensil	NFIs are used by the target beneficiary and their households' needs are met.

<sup>1</sup> The reference communities have lost most of their household items including stock of food in the flood. These items were chosen based on field team recommendations, damages by the flood in the area and request from the communities.

<sup>2</sup> As the worst affected and displaced households cannot stay in their homes and flooded areas providing tarpaulin sheets will help meet their temporary shelter needs. This sheet will also provide the needed privacy for the women and adolescent girls.

Description	Type	Output	Indicator	Outcome
			sets and hygiene kit etc.	
<b>Temporary Shelter</b>	Tarpaulin 12'x15' for temporary shelter (120 GSM) 1	Tarpaulin sheets distributed to 2,700 households	2,700 vulnerable and displaced households are provided with tarpaulin sheets.	2,700 displaced and vulnerable households have access to temporary shelter.

### Process of Activities

- Distribution of household 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.
- Coordination with IAG members, Monitoring, Evaluation and Reporting of the relief assistance.

### Target Population

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

CASA is co-ordinating with the District Administration, local churches/institutions and village committee from the affected villages will be involved 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 partners 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.

### The operational area details

CASA proposed to cover 2,700 worst flood affected, vulnerable and displaced households in the 4 affected districts of Madhya Pradesh. The District, Block and village details are as follows:

No	District/PIO	Block	Name of villages	No of households affected
1	Sagar	Raheli-Gadakota	Barpani	10
	Partner-Samaj Kalyan Mandal along with Shram Shakti Mahila Seva Sansthan		Dhura	12
			Bisaudadet	13
			Chauka Damoh	14
			Debri	15



No	District/PIO	Block	Name of villages	No of households affected
			Magraun	13
			Jhagidahar	13
			Sahpur	9
			Dhada	12
			Umra	13
			Chouka	10
			Soudni	11
			Chandrapura	14
			Borai	16
			Pahared	12
			Ratnari	15
			Khanpura	12
			Basari	13
			Pipariya Bhatoli	10
			Kumariya	14
			Bhatoli	9
			Chakra Tola	12
			Chandola	13
			Kadla	10
			Murga	12
			Darariya	10
			Mangarh	12
			Bachlon	10
			Panoa Bujurg	11
			Parasiya	16
			Chanoa Khurd	9
			Barkheda Goutam	8
			Padkwari	11
			Jhunda	13
			Madhou	13
			Kasrawan	11
			Mapani	10
			Magarachha	10
			Dattapura	15

No	District/PIO	Block	Name of villages	No of households affected	
			Chuadhara	10	
			Rengua	12	
			Khejra Gadhakota	10	
			Charkhari	10	
			Bijayapur	11	
			Khiriyabas	12	
			Pachara	12	
			Papariya Gopal	13	
			Kenkra	12	
			Surajpura	12	
			Jhagri	15	
			Devpura	14	
			Sub total	609	
			Rahatgarh	Ishwarwara	28
				Samera Lahariya	25
		Koluwa		29	
		Toda Gotamiya		22	
		Hanouta		34	
		Lkharpur		30	
		Gajikheda		22	
		Lalbag		20	
		Mohasa		27	
		Dhonoura		15	
		Chouki	21		
		Sub total	273		
2	Satna	Rmpur Baghelan	Sariya tola	100	
	Partner-Anupama Education Society		Satri	45	
			Ghinouchi	35	
			Marouwa	35	
		Uchehara	Amiliya	112	
	Itore		97		
	Nagod	Singhpur	123		
		Sub total:	547		

No	District/PIO	Block	Name of villages	No of households affected
3	Bhopal	Bhopal	Bagmugaliya(Smasan Ghat); Ward no.55	212
	Partner-St. John Church ELC MP		Bag mugaliya (16 acre bus stand); Ward no.55	117
			Ganesh Nagar,	170
			Banskheri: Ward no.83	227
			Anna Nagar	200
			Vikas Nagar	300
			Barkheda Pathani	45
			Sub total:	
Grand Total:			2,700	

#### IMPLEMENTATION ARRANGEMENTS

During the crisis phase CASA will directly deliver the assistance to the victims through its Bhopal office with assistance from the local partners. The implementation, monitoring and evaluation of the program activities shall look into by CASA's field staff. Members of the target group will be involved in identification of beneficiary households. 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) shall also be followed to implement the programme.

CASA is maintaining regular contact with local administration for proper coordination and effective implementation of the proposed programme. The co-ordination at the state level is with the State office of CASA in Bhopal. CASA is in regular touch with ACT India members in order to maintain effective co-ordination in the crisis phase as well as in the restoration phase.

#### COORDINATION

CASA Headquarters is in touch with resource partners. Contacts with the member Churches and local groups in the proposed areas are already strong. CASA will involve the local partners and the regional/local NGOs in co-ordinating the relief intervention. CASA is a member of State Inter Agency Group set up for the purpose of coordinating relief measures of the voluntary sector and the objective is to maintain transparency and harmony in the process of selection, implementation 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 is maintaining regular contact with local administration for proper coordination and effective implementation of the proposed programme. The co-ordination at the state level is with the State office

of CASA in Madhya Pradesh and the operation team in the respective area. CASA is in regular touch with other 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 has 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 planned implementation period is from 25<sup>th</sup> July to 15<sup>th</sup> September 2016.

## **HUMAN RESOURCES AND ADMINISTRATION OF FUNDS**

The existing staff of CASA will be used for organizing the various activities. CASA staff from the sector Office at Bhopal 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 areas and villages and made an initial observation of the extent of damages, casualties and emerging needs. Based on the feedback from the field visit and the need, 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 Books of account would be maintained by qualified Accountants and the entire project account will be consolidated at CASA, Bhopal. This office will scrutinize the accounts and submit the same to headquarters for onwards submission. Preparation of financial report of the project and the final audit of the account would be done at the headquarters level. Reporting will be done on the progress of the programme. All finances will be received and accounted for by CASA. The headquarter of CASA at Delhi 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, review would be conducted to assess the impact of the programme and document learning's for future planning.

**PROPOSED EMERGENCY RESPONSE- UELCI**

**GOAL:** Reduce the sufferings of the flood affected 3,000 households of ten villages in Madhya Pradesh.

**OBJECTIVES OF THE EMERGENCY RESPONSE:****OBJECTIVE 1.**

Ensure that worst flood affected 3,000 households of ten villages have access to food and non-food items in the crisis period.

**INDICATOR**

3,000 households of ten villages have received food and non-food items including men's clothing (dhoti) and women's clothing (saree) along with bed sheet.

**ACTIVITY**

Distribute food relief among 3,000 households – 10 kg rice, 1 kg dal, 1 litre cooking oil, 1 kg salt, 250 gram turmeric powder and 250 gram chili powder, men's and women's clothing (dhoti and saree – one of each) along with bed sheet (1) per household.

**OBJECTIVE 2**

Ensure that the worst flood affected 3,000 households of ten villages are provided with cash assistance of Rupees 500 per household to buy toothpaste, soap, hair oil etc. (daily needs) on their way back of recovery from the situation.

**INDICATOR**

3,000 households of ten villages have received each in cash Rs.500/- for their daily normal living.

**ACTIVITY**

3,000 households of ten villages are distributed cash money of Rs.500/- per household.

**PROPOSED ASSISTANCE:**

Description of Activity	Proposed Item	Output Indicator	Outcome Indicator
Food items	Rice-10 k.g Dal-1 k.g Cooking Oil-1 litre Salt- 1k.g	3,000 households of ten villages will be provided with food items.	3,000 households of ten villages will have access to food for a week to survive & get back on their feet.

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Description of Activity	Proposed Item	Output Indicator	Outcome Indicator
Non-food items	Turmeric powder-250 gram Chili powder-250 gram Saree-1 Dhoti-1 Bed Sheet-1	3,000 households of ten villages will be provided with non-food items.	3,000 households of ten villages will have access to cloths & bed sheet during the crisis phase.
Cash assistance for daily needs.	Per household @ Rs.500 assisted.	3,000 households of ten villages will be distributed with cash Rs.500/- to each household to buy toothpaste, brush, soap, hair oil etc.	3,000 households of ten villages will have confidence to recover and lead a daily normal life.

**ACTIVITIES**

- Meeting with local church committee and local administration for emergency relief response
- Selection of right holders with the involvement of local church leaders
- Co-branding through banner and information on the assistance to the right holders as a part of transparency and accountability
- Distribution of household cards to the right holders
- UELCI 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:**

The emergency relief programme is proposed to be undertaken to the worst affected in Madhya Pradesh among 3,000 households of ten villages with the following criteria:

- Households worst affected by flood;
- Households who lost their food stocks and whose shelters have been damaged/destroyed;
- Households 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.

No.	Name of the District	Name of the Relief village/Households	Total Households to be covered
1	Sehore	Abdullapur-279	1500
		Ahahada Khedi-327	
		Alampura-278	

No.	Name of the District	Name of the Relief village/Households	Total Households to be covered
		Amajhir-323	
		Amamay-293	
2	Raisen	Agariya Choupda-315	1500
		Agriya Nayapura-299	
		Airan-278	
		Ajayab Nagar-311	
		Alam Kheda-297	
		<b>TOTAL</b>	<b>3,000</b>

**IMPLEMENTATION ARRANGEMENTS:**

UELCl will form a local relief committee in the respective flood affected areas. The field staff with the guidance of UELCl will extend support as per this plan. UELCl will prepare specific work plans and monitor the activities. The field coordinator (1) and field workers (6) from the locality will be appointed by UELCl for a two months implementation period. 30 local volunteers support will be taken. 1 field coordinator and 6 field workers as well as 30 volunteers along with Director of DSA/UELCl are responsible for the relief and cash assistance implementation with the advice of Executive Secretary, UELCl.

The UELCl 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/UELCl 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 distribute the cash assistance for addressing the daily needs (toothpaste, brush, soap, hair oil etc.) among 3000 flood affected households. In this whole process the field staff members along with the UELCl Secretariat is accountable to the right holders, local relief committee and local government authorities in the operational areas.

**COORDINATION:**

UELCl, will share information with other actors in the field. UELCl has a strong presence in the respective intervention areas through member church Evangelical Lutheran Church in Madhya Pradesh and having good rapport with the local agencies and government mechanisms. UELCl 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 other organizations and ACT members to avoid overlapping of emergency relief assistance program.

**COMMUNICATIONS:**

UELCl have the capacity to address the communication needs related to the proposed programme. UELCl will ensure that all reporting requirements, such as narrative and financial reports will be fulfilled and sent to ACT Secretariat in time.

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**PRINCIPLES AND STANDARDS:**

The staff involved in the project will be sensitized on the need to follow the Code of Conduct of good practices, ACT guidelines and policies, the International Red Cross and Red Crescent Movement in Disaster Relief as well as the 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.

A complaint mechanism will be set up and put into practice. The beneficiaries will be sensitized to the complaints mechanism. In the household 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.

**PLANNED IMPLEMENTATION PERIOD:**

The planned implementation period is from 25<sup>th</sup> July to 30<sup>th</sup> September 2016.

**Human Resources and Administration of Funds:**

The Director, Division of Social Action of UELCI with the consultation of Executive Secretary, UELCI will organize to implement the relief programs with the Direct support of Finance Officer at UELCI secretariat as well as appointed 1 field coordinator and 6 field workers as well as 30 volunteers. The staff members are competent and experienced in emergency relief programs and they have enough capacity to handle the emergency situation.

The procurement committee of UELCI often receives three quotations and verify the price and quality of the materials than recommend the Executive Secretary to issue the relief supply order through the Director, DSA/UELCI and the UELCI Finance Officer to a pre-qualified supplier with having good past track record. The Executive Secretary, UELCI will approve the budget of the relief program according to the plan. The UELCI Finance Officer will collect all the original receipts and vouchers related to the relief programs and prepare the financial statement after having consultation with the relief program staff members, Director, DSA/UELCI and Executive Secretary, UELCI. The overall financial control and management will be rest with the UELCI Secretariat at Chennai.

**MONITORING AND EVALUATION:**

The Director, DSA/UELCI with the Consultation of the Executive Secretary will regularly monitor the implementation process of the relief programs. The Director, DSA/UELCI will have regular visit to the relief distribution sites and participate in relief distribution programs. The local committee are involved too to make sure the quality of relief materials are reached to the right affected people. The UELCI Secretariat especially the Director, DSA/UELCI and the Finance Officer with the consultation of Executive Secretary will prepare the reports according to the ACT Alliance, Geneva format and will share the information as per the ACT Secretariat requirements.

After completion of the relief assistance program and having consultation with Executive Secretary, UELCI the Director, DSA/UELCI and 1 field coordinator and 6 staff members as well as 30 volunteers



involves with the right holders and communities to review the relief assistance process and programs as a part of the internal evaluation for learning.

### III. BUDGET CASA

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
<b>CRISIS PHASE</b>					
<b>I. Food Security</b>					
<b>Dry Ration Kit</b>					
a. Rice 25 Kgs/fly. for 2700 households	Kgs	67,500	30.00	2,025,000.00	31,153.85
b. Lentils 3 Kgs/ fly. for 2700 families	Kgs	8,100	100.00	810,000.00	12,461.54
C. Edible Oil 2 litres/fly. For 2700 households	Litre	5,400	90.00	486,000.00	7,476.92
D. Turmeric Powder 200 gm pkt./fly. For 2700 households	pkt.	2,700	50.00	135,000.00	2,076.92
e. Chili Powder 200 gm pkt/fly for 2700 households	pkt.	2,700	50.00	135,000.00	2,076.92
f. Sugar 2Kgs/fly. for 2700 households	Kgs	5,400	50.00	270,000.00	4,153.85
g. Salt 2 kgs/fly for 2700 households	Kgs	5,400	20.00	108,000.00	1,661.54
h. Polybags for packing for 2700 DRK	pcs.	2,700	100.00	270,000.00	4,153.85
<b>subtotal :</b>				<b>4,239,000.00</b>	<b>65,215.38</b>
<b>II. Non Food Items</b>					
<b>Household Kit</b>					
a. Woollen Blankets ( 1 pc/fly.) for 2700 households	pcs.	2,700	150.00	405,000.00	6,230.77
b. Saree 1 pc/ fly for 2700 households	pcs.	2,700	120.00	324,000.00	4,984.62
c. Dhoti 1 pc/fly for 2700 households	pcs.	2,700	100.00	270,000.00	4,153.85
d. Utensil set (12 pcs) for 2700 households (1 set/fly)	set	2,700	600.00	1,620,000.00	24,923.08
e. Polybags for packing for 2700 NFI	pcs.	2,700	100.00	270,000.00	4,153.85
<b>subtotal :</b>				<b>2,889,000.00</b>	<b>44,446.15</b>
<b>Hygiene Kit</b>					
a. Hygiene Kit for 2700 households (1 kit/fly) (Each Hygiene kit consists of 4 bath soap, 1 savlon/dettol, 1 cotton roll of 200 gm, 1 kg pkt of washing powder, 5 Toothbrush, 1 Toothpaste, 1 pkt of sanitary napkin 8pcs, 2 towels, 1 plastic soap dish, 1 sewing kit, 1 mirror, 10 shampoo sachet, 2 plastic comb.	Kit	2,700	800.00	2,160,000.00	33,230.77
<b>subtotal :</b>				<b>2,160,000.00</b>	<b>33,230.77</b>
<b>III. Shelter and Settlement</b>					
a. Silpaulin Tarpaulin 12'x15' for temporary shelter (120 GSM) 1 pc/fly for 2700 households	pcs.	2,700	751.00	2,027,700.00	31,195.38
<b>subtotal:</b>				<b>2,027,700.00</b>	<b>31,195.38</b>
<b>Total Direct Assistance</b>				<b>11,315,700.00</b>	<b>174,087.69</b>
<b>V. TRANSPORT, ADMINISTRATION, OPERATION &amp; SUPPORT</b>					
<u>Transport</u>					
a. Truck rental for relief material movement from warehouse to loading local warehouses	Trucks	5	28,000.00	140,000.00	2,153.85
b. Secondary Transport (from local warehouses to distribution point)	Lump sum			150,000.00	2,307.69

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
c. Fuel & Maintenance charges for 2 Four Wheel Vehicles	Lump sum			120,000.00	1,846.15
<u>Handling</u>					
a. Loading & unloading charges	Lump sum			70,000.00	1,076.92
<b>sub total</b>				<b>480,000.00</b>	<b>7,384.62</b>
<b>VI. COORDINATION</b>					
<b>Staff Benefit</b>					
<b>Travel</b>					
a. Travel of CASA regional staff	lump sum			250,000.00	3,846.15
<b>Food Allowance</b>					
b. Honorarium for 6 Field Staff @ Rs 300/- per day per Field Staff	days	45	1,800.00	81,000.00	1,246.15
c. Honorarium for 2 office driver @ Rs 300/- per day per driver	days	45	600.00	27,000.00	415.38
d. Honorarium for 12 Volunteers i.e. 4 volunteers per district x 3 dist @ Rs 300/- per day	days	45	3,600.00	162,000.00	2,492.31
<b>Hotel Accommodation</b>					
a. Boarding & Lodging for 10 Field Staff (8 field staff and 2 drivers)	days	45	10,000.00	450,000.00	6,923.08
<b>Insurance</b>					
a. Insurance for 8 Staff	lump sum			8,000.00	123.08
<b>Subtotal :</b>				<b>978,000.00</b>	<b>15,046.15</b>
<b>VII. FIELD OFFICE RENT &amp; COMMUNICATION</b>					
a. Field Warehouses rent	warehouse	2	10,000.00	20,000.00	307.69
b. Communication to Field (including telephone calls/email/fax etc.)	lump sum			20,000.00	307.69
c. Documentation	lump sum			15,000.00	230.77
d. Stationary and printing	lump sum			15,000.00	230.77
<b>Subtotal :</b>				<b>70,000.00</b>	<b>1,076.92</b>
<b>VIII. Audit of Funds &amp; Auditors Field Visits</b>	lump sum			50,000.00	769.23
<b>TOTAL INDIRECT ASSISTANCE</b>				<b>1,578,000.00</b>	<b>24,276.92</b>
<b>GRAND TOTAL</b>				<b>12,893,700.00</b>	<b>198,364.62</b>
<b>Act Coordination Fee @3%</b>				<b>386,811.00</b>	<b>5,950.94</b>
<b>Grand Total for Crises Phase</b>				<b>13,280,511.00</b>	<b>204,315.55</b>
<b>Exchange Rate : Local Currency to 1 USD</b>	65.00				

**BUDGET: UELCI**

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
<b>CRISIS PHASE</b>					
<b>I. Food Relief Assistance for 3000 Households</b>					
<b>Food Assistance</b>					

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Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
a. Rice 10 Kgs/fly	Tons	30	45,000	13,50,000	20,149.25
b. Dhal 1 Kg/ fly	Tons	3	1,80,000	5,40,000	8,059.70
c. Edible Oil 1 litre/fly	Tons	3	90,000	2,70,000	4,029.85
d. Turmeric Powder 250 gm pkt./fly	Tons	1	1,60,000	1,20,000	1,791.04
e. Chili Powder 250 gm pkt/fly	Tons	1	1,80,000	1,35,000	2,014.93
f. Salt 1 kg/fly	Tons	3	12,000	36,000	537.31
g. Polybags for packing	pcs.	3,000	17	51,000	761.19
<b>subtotal :</b>				<b>25,02,000</b>	<b>37,343.28</b>
<b>II. Non Food Items</b>					
<b>Household Kit</b>					
a. Bed Sheet (1 pc/fly.)	pcs.	3,000	300	9,00,000	13,432.84
b. Saree 1 pc/ fly	pcs.	3,000	180	5,40,000	8,059.70
c. Dhoti 1 pc/fly	pcs.	3,000	150	4,50,000	6,716.42
<b>subtotal :</b>				<b>18,90,000</b>	<b>28,208.96</b>
<b>III. Assistance for Hygiene Kits (Cash Assistance)</b>					
a. Toothpaste, Soap, Hair oil, Brush etc.,	Household	3,000	500	15,00,000	22,388.06
<b>subtotal:</b>				<b>15,00,000</b>	<b>22,388.06</b>
<b>Total Direct Assistance</b>				<b>58,92,000</b>	<b>87,940.30</b>
<b>IV. TRANSPORT, ADMINISTRATION, OPERATION &amp; SUPPORT</b>					
<u>Transport</u>					
a. Truck rental for relief material movement to field warehouses from loading point	Trucks	6	15,000	90,000	1,343.28
b. Secondary Transport (from field warehouses to distribution point)	lump sum			1,00,000	1,492.54
c. Fuel & Maintenance charges for a Four Wheeler	lump sum			25,000	373.13
<u>Handling</u>					
a. Loading & unloading charges	lump sum			75,000	1,119.40
<b>sub total</b>				<b>290,000</b>	<b>4,328.36</b>
<b>V. COORDINATION</b>					
<b>Staff Benefit</b>					
<b>Travel</b>					
a. Travel of UELCI regional staff	lump sum			100,000	1,492.54
<b>Food Allowance</b>					
a. For 1 Field Coordinator @ Rs 150/- per day	month	2	4,500	9,000	134.33
b. For 6 Field Staff @ Rs 150/- per day	month	2	27,000	54,000	805.97
c. For 1 driver @ Rs 150/- per day	month	2	4,500	9,000	134.33
d. For 30 Volunteers @ Rs 150/- per day	month	1	1,35,000	1,35,000	2,014.93
<b>Hotel Accommodation</b>					
a. Boarding & Lodging for 7 Field Staff (6 Field staff & 1 Coordinator)	month	2	10,500	21,000	313.43
b. Boarding & Lodging for Driver	month	2	1,500	3,000	44.78
<b>Insurance</b>					

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
a. Insurance for 38 Staff	lump sum			76,000	1,134.33
<b>Sub-total :</b>				<b>4,07,000</b>	<b>6,074.63</b>
<b>VI. FIELD OFFICE RENT &amp; COMMUNICATION</b>					
a. Office Utilities	lump sum			30,000	447.76
b. Field Warehouses rent	month	2	10,000	20,000	298.51
c. Communication to Field (including telephone calls/email/fax etc.)	month	2	5,000	10,000	149.25
d. Documentation	lump sum			15,000	223.88
e. Stationary and printing	lump sum			10,000	149.25
<b>Subtotal :</b>				<b>85,000</b>	<b>1,268.66</b>
<b>VIII. Audit of ACT Funds</b>	lump sum			35,000	522.39
<b>TOTAL INDIRECT ASSISTANCE</b>				<b>8,17,000</b>	<b>12,194.03</b>
<b>GRAND TOTAL</b>				<b>67,09,000</b>	<b>1,00,134.33</b>
<b>Act Coordination Fee @3%</b>				<b>2,01,270</b>	<b>3,004.03</b>
<b>Grand Total for Crises Phase</b>				<b>69,10,270</b>	<b>103,138.36</b>
<b>Exchange Rate : Local Currency to 1 USD</b>	67.00				

## APPENDICES TO THE PRELIMINARY APPEAL DOCUMENT

### Appendix 1: Map of Madhya Pradesh





