

Rapid Response Fund Payment Request No. 4/2016

Funds Sent To: Church's Auxiliary for Social Action (CASA) and
Lutheran World Service India Trust (LWSIT)

Amount Sent: 60,000 USD

Date: 28th July 2016

Details of Response

Emergency: Flooding in North-Eastern State of Assam, India

Date of Emergency: 24 July 2016

ACT Requesting Members: Church's Auxiliary for Social Action (CASA) and
Lutheran World Service India Trust (LWSIT)

I. NARRATIVE SUMMARY

DETAILS OF THE EMERGENCY

Heavy torrential rains during the last few days have caused floods in North-Eastern states of India. The flood situation continues to remain grim in Assam and Arunachal Pradesh. As of the 24th of July, so far 7 people have died and over 600,000 people have been affected in Assam, while over 100 households in Arunachal Pradesh were rendered homeless. The Assam State Disaster Management Authority (ASDMA) reported that over 50,000 people in 130 villages have been affected. About 1,039 villages in 14 districts have been affected by the deluge, with Bongaigaon, Kokrajhar, Laxmipurt, Goalpara and Tinsukia being the worst affected districts. So far, nearly 46,680 hectares of crop area have been inundated by flood water¹.

People have been forced by the floods to take shelter on roads, embankments, bridges and relief camps, officials said. In Barpeta, Kokrajhar and Chirang districts alone more than three hundred villages have been affected due to current floods. Most of the rivers flowing through the district of Barpeta and the water is flowing above the danger mark and is show rising trend. As a result the overall situation is likely to deteriorate in the next few days. In Baghbar circle alone 97 villages have been affected while in the Kalgachia revenue circle 46 villages are affected. The river Beki (a tributary of the Bhramaputra river) has

¹ Source: Indian Express

already breached its embankment at Kamarpara Khatakuci area and Bardanga. It's embankment in several other parts have become vulnerable as well.

Flood waters of the Brahmaputra has breached the Ring Bund at Bhogerpar where the mighty river has created panic by eroding thousands of hectares of land during the last few days. The rivers Tihu, Burhadia and Kaldia have inundated a number of villages in the Sarthebari revenue circle. Meanwhile, the erosion by the river Beki has threatened the main link road to Manas National Park. Flood waters are fast approaching the road at Safakamar. The authorities have done palliative works since yesterday. If these attempts to push back the waters fail, the important road would be washed away marooning thousands of villages and hampering relief efforts.

The situation has been exacerbated because Bhutan has released Dam water which flows through rivers namely Manah, Benki and Ai and their tributaries. Due to the flood situation in Assam, the standing agricultural crops have been affected, if the situation continues the entire crop for the season may be lost, affecting poor farmers the most. Farmers are also trying to save their precious livestock, and there is great need for animal feed particularly cattle, goats and sheep.

ACTIONS TO DATE AND EMERGENCY NEEDS

The army, the State disaster response force (SDRF) and the National disaster response force (NDRF) are assisting the district administrations in evacuating the affected population to safer places. There can be no denying the fact that the present situation in these 3 districts of Assam demands additional deployment of security forces. 73 companies of the Central Armed Police forces are deployed in strife-torn areas in Kokrajhar, Chirang and Sonitpur districts. Army soldiers have swung into action to rescue people and transport them to safer places in the flood-hit areas of Assam. Officials said 200 people were saved in Chirang district, while in Bongaigaon 150 people were saved from drowning.

The Army even conducted a medical camp in Kokrajhar attending to 100 patients. Army officials said they received distress calls from the population of Chirang and Bongaigaon in the late afternoon asking for succour from flood water. Reacting swiftly to provide humanitarian assistance, the Army launched one column in Chirang and two columns in Bongaigaon with boats.

Meanwhile, Assam Governor P B Acharya has expressed concern for the people reeling under floods and surveyed the deluge affected areas by helicopter.

A joint assessment was carried out by the Inter Agency Group (IAG), Assam of which the ACT Alliance India Forum members viz. CASA and LWSIT have taken part and currently carrying out the assessment with Church leaders from CNI, Baptist, Lutheran and Catholic Church representatives along with other members of IAG Assam to assess the need of the hour. Meanwhile the staff members of CASA and LWSIT are participating in various meetings organized by the State Government and NGOs for proper coordination.

A total of 15 relief camps were set to provide shelter to 3,500 persons in Barpeta districts. The only dry ration (flattened rice and molasses) were provided for those who lost their homes.

PROPOSED EMERGENCY RESPONSE - CASA

OVERALL GOAL:

To provide life-saving emergency assistance to the flood affected people from 29 villages of Mandia and Rupsi block of Barpeta district in Assam.

OBJECTIVE(S) OF THE EMERGENCY RESPONSE:

Objective 1: To ensure that the 1,425 Flood affected households are able to restart their lives.

Objective 2: To facilitate access of displaced and vulnerable households to temporary shelter material. 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.

PROPOSED ASSISTANCE:

Objective 1: To ensure that the 1,425 Flood affected households are able to restart their lives.

Indicator 1: 1,425 households are provided with food items.

Activity 1: Food items relief distribution

Rice (10 Kgs per family) for 1,425 households
Lentil (2.5 Kg per family) for 1,425 households
Salt (2 kgs per family) for 1,425 households
Mustard oil 1lts for 1,425 households
Turmeric Powder 200 gm per household for 1,425 households

These items were chosen based on our field team recommendations, damages by the flood in the area and request from the communities. As the reference communities have lost most their household items due to flood, providing the above mentioned items will help these communities to restart their lives.

Objective 2: To facilitate access of displaced and vulnerable households to temporary shelter material.

Indicator 2: 1,425 vulnerable and displaced households are provided with tarpaulin sheets.

Activity 2: Shelter and Settlement material Relief distribution (Tarpaulin 120 GSM, 12’x15’for 1,425 households)

Objectives 1 + 2:

Description	Type	Output	Indicator	Outcome
Food item	Rice Lentil Salt Mustard Oil Turmeric Powder	1,425 flood affected households received the food items	1,425 flood affected households are provided with Rice, Lentil, Salt Mustard Oil and Turmeric Powder	Food items needs of the 1,425 flood affected households met.
Shelter and Settlement	Tarpaulin 12’x15’, 120 GSM for temporary shelter	Tarpaulin sheet distributed to 1,425 households	1,425 vulnerable and displaced households are	1,425 displaced and vulnerable households have



Description	Type	Output	Indicator	Outcome
			provided with tarpaulin sheets	access to temporary shelter.

TARGET POPULATIONS:

CASA proposes to provide relief support to 1,425 flood affected households.

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 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 to ensure that those whose needs are the greatest receive the assistance.

List of beneficiaries to be covered

Sl No.	District	Block	GP	Village	Affected House Hold	Family to be Covered	Type of Village
1	Barpeta	Mandia	Jania	Jania	310	75	River Bank side
2				Salekura	220	75	River Bank side
3				Daukmari	295	75	River Bank side
4				Chapra	120	45	River Bank side
5				Banglipara	240	75	River Bank side
6			Kadong	Kadong	271	65	River Bank side
7				Sonpura	325	75	River Bank side
8				Kalampur	195	45	River Bank side
9				Mahammadpur	221	60	River Bank side
10				Rupakuchi	109	40	River Bank side
11				Tapajuli	215	60	River Bank side
12			Gabindapur	Alipur	240	38	River Bank side
13				Rasulpur	199	37	River Bank side
14				Gurala	255	37	River Bank side
15				Mandia	211	37	Mandia
16			Gajia	Rangapani	199	50	River Bank side
17			Sitoli	Gagolmari	102	37	River Bank side
18			Sunapur	Rasulpur	197	38	River Bank side
19		Rupshi	Lachanga	Galia	310	37	River Bank side
20			Kalgachia	Kharballi	195	45	River Bank side
21				Sutirpather	205	53	River Bank side
22				Showpur	221	45	Char Land
23			Goilajhar	Bordanga	324	60	River Bank side
24				Jamarkur	241	37	River Bank side
25				Charcharia	110	38	River Bank side
26				Guileza	225	37	River Bank side
27			Kalgachia	Kharbally	261	37	River Bank side

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

SI No.	District	Block	GP	Village	Affected House Hold	Family to be Covered	Type of Village
28				Amguri	198	38	River Bank side
29				Srirampur	199	34	River Bank side
Total:						1,425	

IMPLEMENTATION ARRANGEMENTS:

During the crisis phase CASA will directly deliver the assistance to the victims with assistance from the local partners like Village Development Committee (VDC) and Assam Gono Unnyan Parishad (AGUP). The implementation, monitoring and evaluation of the program activities shall be looked into by CASA's field staffs. 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 follow to implement 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 churches and the regional/local NGOs in co-ordinating the relief intervention. The purpose would be to maintain transparencies 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 regional office of CASA in Assam at Barpeta. CASA is in regular touch with ACT India members in order to maintain effective co-ordination in the crisis phase.

COMMUNICATIONS:

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

PRINCIPLES AND STANDARDS:

The staffs 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. A complaints response mechanism will be established.

PLANNED IMPLEMENTATION PERIOD

The total project duration of this relief intervention will be 2 weeks from 30th July 2016 to 15th August 2016.

HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:

The existing staff of CASA will be used for organizing the various activities. CASA staff form the Project Office in Guwahati and the Zonal Office at Kolkata will be responsible for implementation of the programme for which they have the requisite knowledge and experience. They have already visited the disaster affected districts and villages and made an initial observation of the extent of damages, casualties and emerging needs. Based on the feedback from the field visit 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 partners in the case of implemented through partners and church representatives.

The overall financial management and control will be with the CASA Headquarters, as well as the coordination of 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: LWSIT

OVERALL GOAL:

To provide life-saving emergency assistance to 1,500 households in 16 villages under Kokrajhar, Kachugaon and Dotna Blocks in Kokrajhar district of Assam.

OBJECTIVE(S) OF EMERGENCY RESPONSE:

Objective 1: To ensure that, 1,500 flood affected households have immediate access to food materials (dry rations) for survival.

Objective 2: To ensure that, 750 flood affected households who live in the open air along the roadside or on embankments have access to temporary shelter to protect them from sun and rain.

Indicator: Women, men and children (particularly elderly, crippled and pregnant women) of 750 households are provided with temporary shelter materials in order to enable them to live more comfortably protected from the elements.

Activity: LWSIT will distribute high quality HDPE Tarpaulin Sheets to the households 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 households currently living exposed to the elements. Until the water recedes, households 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.

PROPOSED ASSISTANCE:

Objective 1: To ensure that, 1,500 flood affected households have immediate access to food materials (dry rations) for survival.

Indicator 1: Women, men and children from among 1,500 households covering 16 villages have access to food.

Activity 1: LWSIT will provide food material viz. par-boiled rice, pulses (lentils), edible oil, soy-chunk (Nutrela), salt, etc. as dry ration to the flood affected households 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 ensure that, 750 flood affected households who live in the open air along the roadside or on embankments have access to temporary shelter to protect them from sun and rain.

Indicator 2: Women, men and children (particularly elderly, crippled and pregnant women) of 750 households are provided with temporary shelter materials in order to enable them to live more comfortably protected from the elements.

Activity 2: LWSIT will distribute high quality HDPE Tarpaulin Sheets to the households 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 households currently living exposed to the elements. Until the water recedes, households 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 increase family level preparedness for such disasters in future.

Objective 1 + 2:

Description of Activity	Proposed Items	Output Indicator	Outcome Indicator
Food Items	Dry Ration: Par-boiled rice, pulses (lentils), edible oil (mustard oil), Soy chunk (Nutrela) & salt	1,500 of the most vulnerable flood affected households are provided with food items as per selection criteria.	Households will have easy access to food items (dry rations) for their survival
Temporary Shelter	Tarpaulin Sheets – High quality HDPE Tarpaulin Sheets	750 flood affected households are supported with HDPE Tarpaulin sheets in order to protect them from sun & rain	Households will use the tarpaulin sheets & be more comfortable protecting themselves from further risks

Target Population:

Details of villages and households to be covered in Kokrajhar District:

Sl. No.	District	Block	GP	Village	Households to be covered		
1	Kokrajhar	Kachugaon	Burachara	Simlabari	60		
2				Ghaksa	126		
3				Palash guri	62		
4				Surendrapur	114		
5				Lalachar	63		
6				Pakriguri	192		
				Upendrapur	112		
7		Kasiabari	Kasiabari	Kasiabari	75		
8				Maktaigaon	Khoksaguri - 1	164	
9					Khoksaguri - 2	143	
10		Dotma	Ramfalbill	Bajugaon no.1	138		
11				Kashibari	25		
12				New Banglajhora	85		
13				West Banglajhora	56		
14				Kokrajhar	Patgaon	Guabari	37
15						Paschim Patgaon	11
16	Uttar Patgaon	37					
Total:					1,500		

Process of Activities to be carried out:

- Liaison with local administration and govt. authorities before and after the relief distribution to the households affected by flood in order to ensure transparency in relief works.
- Preparation of right holder list from among the households taking shelter in relief camps covering 16 villages in Kokrajhar district.
- Steps to involve residents of the relief camps/ living at the road sites while listing the right holders before support of relief materials to the affected households.
- Ensure transparency and accountability by putting of banner and sensitizing right holders before distribution of relief materials.
- Establishment of complaints and response mechanism at the distribution site.

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- 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 govt. agencies and others.
- Monitoring and Reporting of the relief assistance.

The part of target population reflected above belongs to operational communities of LWSIT where SEEPRP Assam project is operational. However, it 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 households and children. Since different ethnic groups are severely affected due to unprecedented flood in Assam, emphasis will be given to support all such groups irrespective of any kind of discrimination. However, addressing the vulnerability among them lies the primary focus of LWSIT. The proposed emergency response is planned to support relief assistance in Kokrajhar, Dotma and Kachugaon blocks covering 16 villages in Kokrajhar district of Assam.

There are regular communication and contact being made with local self-government, block and district administration by LWSIT representatives based in Kokrajhar, Assam and updating the situation timely and coordinating with others for relief operation. The project team from SEEPRP Assam is also in touch with other NGOs in this regard. Since its SEEPRP project, LWSIT is in close proximity to flood affected villages, the team working in the project are already on the ground and visiting the affected areas to understand the situation of people.

IMPLEMENTATION ARRANGEMENTS:

LWSIT will be directly distributing the relief materials to the identified households living at different places either on the road site or relief camps. All the stake holders such as local communities, NGOs & Panchayati Raj Institutions (PRI), local level Village Council Development Committee (VCDC) formed by LWSIT will be actively involved during implementation process. The implementation, monitoring and evaluation of the program activities will be coordinated and facilitated by the project staff of SEEPRP Assam unit of LWSIT and other field staff involved in the program implementation. Efforts will be made by the project to invite Government and local authorities to witness the distribution of relief materials in order to strengthen transparency and avoid overlapping of relief distribution.

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

COORDINATION:

LWSIT will coordinate and work closely with flood affected households. Those are taking shelter at various relief camps, or at the embankment/ road sites, local authority and district administration. As is the practice, LWSIT will seek approval from govt. as well as local authorities and implementation will be carried out with co-operation of the state authorities and district officials.

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

Besides, coordination with other NGOs/ INGOs is and will be given for sharing of information and necessary cooperation and coordination among humanitarian partners to address the needs being emerged due to flood in close proximity of project operational communities of LWSIT and beyond. Effective coordination will be made to ensure better response to the flood affected population and address their needs including those need special care.

COMMUNICATIONS:

LWSIT will share necessary information related to flood emergency response program with various resource agencies as per need. It will share all the communication materials and information regarding provisions of relief and rehabilitation being made by the Government with the communities. Visibility will be made through banners and poster with co-branding of ACT Alliance logo to communicate about emergency response being undertaken by LWSIT with support from ACT Alliance. During and after the program is completed, reporting of flood response program will be shared with different actors and government agencies. Similar information will be shared in the annual report of LWSIT.

Wherever feasible, case stories from the right holders will be emerged from within the flood affected households highlighting the outcome of program intervention being made through this emergency response.

PRINCIPLES AND STANDARDS:

All the staff involved in the project are sensitized on the need to follow the Code of Conduct of LWSIT. Besides, necessary information will be shared on the need to follow the Code of Conduct related to 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 and gender, while implementing the project. The quality and quantity of relief supplies undertaken are in the spirit of the Sphere India (in which LWSIT is a member) and National Disaster Management Authority (NDMA) of Government of India. Besides, LWSIT will also follow and practice the CHS commitments as an organizational principle. The LWSIT organizational complaints response mechanism will be practiced as an on-going process.

PLANNED IMPLEMENTATION PERIOD:

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LWSIT has planned to implement the activities with this RRF within the period of 6 weeks from 30th July to 15th September 2016.

HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:

The project will be implemented by the current staff who are already working with the on-going SEEPRP project in Assam. Most of them have acquired very good working experience related to emergency projects and particularly in the context of Assam. Since the Project Coordinator is head of the team, he will be responsible for making liaison with Government Department and local self-government authorities during program implementation and reporting. Coordination with other NGOs working in the region will also be the priority of the field project unit. Since some of the staff members are already part of damage and need assessment while visiting flood affected areas, they will be involved to ease the implementation process and immediately can use the assisted materials which they need urgently. LWSIT would use the community based local volunteers from among the existing operational communities. Those have much knowledge on local context and belong to the various ethnic groups of local communities. From among the Senior Community officers and local volunteers, responsibility will be thrust on couple of persons who will document any good practice emerges during response program.

LWSIT stringently follow its internal mechanism of finance and administrative manual as well as procurement policy which is aligned with international procurement policy. There are several guiding principles and standards that are explicitly inscribed in the policy documents which are being practiced and the same will be followed during this project too. As a matter of principle, LWSIT calls for three quotations from pre-qualified suppliers those have shown their integrity and commitment towards supply of relief materials before, based on which procurement committee either at the field level or national office levels are authorized to open the sealed quotations before entering into any comparative statements. Based on the quoted price of different materials along with brand (to ensure the quality of items) are made and the lowest bidder who attain the quality of materials are given priority to supply the required materials within specified time. Similar practice will be followed for this project also. This is a non-negotiable process and in no way LWSIT will compromise the quality of materials.

The Accounts Officer (AO) based in the field will have financial management of day today business and will report to the Project Coordinator (PC) of the project on regular basis. This PC will have overall control, monitoring and management of program at the field level. Accounts Officer will visit the 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 and to avoid last minute lapses if any.

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 done by the designated person(s). The finance department is agile to keep track of the on-going project.

MONITORING AND EVALUATION:

The PC and designated staff will be responsible for carrying out monitoring of the activities at the field level. The designated person will visit distribution sites, be part of the process, oversee the distribution process of emergency response relief materials and report to higher authority. Besides, monitoring visits will be conducted at regular intervals from the national office to ascertain the distribution process be smoothly carried out and utmost care being taken in the field related to effective financial management. Efforts will be made to involve some right holders (beneficiaries) who are receiving relief materials. LWSIT will carry out monitoring and quality control of the materials being provided.

LWSIT national office will send all necessary reports (statistical, narrative and financial) as required by ACT Alliance Regional Office and Secretariat. The PC in the field will collect and collate reports from various field offices and send the compiled reports along with his observation and comments 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.

During and after the distribution of relief materials to the beneficiaries, internal monitoring will be carried out for self-learning of LWSIT with effective documentation process. In this regard, the person responsible for the tasks will entrust with requisite information and sensitization to collect the field information for analysis. The outcome will be reviewed and serve to understand the impact of assisted program on the flood affected population, and lessons learnt will be used for for such programs in future.

REPORTING SCHEDULE

Type of Report	Due date	
	Requesting Members	
	CASA (30 July – 15 August 2016)	LWSIT (1.5 Month) (30 July – 15 September 2016)
Situation report	N/A	15 September 2016
Final narrative and financial report	15 October 2016	15 November 2016
Audit report	N/A	N/A



II. FINANCIAL SUMMARY/BUDGET**CASA Budget:**

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Direct Cost					
I. Food Security					
a. Rice (10 Kgs per fly.)	Kgs	1,425	300	427,500	6,577
b. Pulses (2 Kg per fly.)	Kgs	1,425	200	285,000	4,385
c. Salt (2 kgs per fly.)	Kgs	1,425	48	68,400	1,052
d. Mustard oil (1 litre per fly.)	Kgs	1,425	110	156,750	2,412
e. Turmeric Powder 200 gm per fly.	Kgs	1,425	80	114,000	1,754
f. Packing charges of food kits	Kgs	1,425	30	42,750	658
Sub Total:				1,094,400	16,837
II. Shelter and Settlement					
a. Tarpaulin 120 GSM, 12'x15	pcs.	1,425	500.00	712,500	10,962
Sub Total:				712,500	10,962
III. TRANSPORTATION					
<u>Transport</u>					
a. Secondary transport (warehouse to distribution point)	lump sum			50,000	769
b. Fuel & Maintenance of 1 Four Wheel Office Vehicle	lumpsum			15,000	231
<u>Handling</u>					
a. Loading & unloading charges	lump sum			10,000	154
Sub Total:				75,000	1,154
TOTAL DIRECT COSTS				1,881,900	28,952
IV. PERSONNEL, ADMINISTRATION, OPERATION & SUPPORT					
staff benefit					
per diem					
a. Perdiem for 1 Field Coordinator @ Rs 250/- per day	Days	15	250	3,750	58
b. Perdiem for 1 driver @ Rs 250/- per day	Days	15	250	3,750	58
c. Honorarium for 4 Volunteers @ Rs 200/- per volunteer per day	Days	15	800	12,000	185
d. Boarding & Lodging for 2 CASA Staff @ Rs. 400/- per day	Days	15	800	12,000	185
e. Insurance for 2 Staff & 4Volunteers for crisis phase	lump sum			3,000	46
f. Travel for Local & Regional staff	lump sum			10,000	154
Sub total :				44,500	685

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Office					
a. Office utilities for crisis phase	Days	15	200.00	3,000	46
b. Office Stationery for crisis phase	lump sum			2,500	38
Sub total :				5,500	85
Communication					
a. Usage of mobile phones	lump sum			1,100	17
b. Usage of Fax & Email etc. for crisis phase	lump sum			1,000	15
c. Documentation, Reporting, Promotion and Visibility	lump sum			1,000	15
Sub total :				3,100	48
TOTAL INDIRECT COSTS: PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT				53,100	817
V. Audit of Funds & Auditors Field Visits	lump sum			15,000	231
TOTAL AUDIT, MONITORING & EVALUATION				15,000	231
TOTAL EXPENDITURE				1,950,000	30,000
Exchange Rate : Local Currency to 1 USD	65.00				

LWSIT Budget:

Direct Cost	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Food Security (1,500 families)					
Par-Boiled Rice - 15 kgs per family	Kg	22,500	30	675,000	10,227
Pulses (Lentil Dal) - 1 kg per family	Kg	1,500	120	180,000	2,727
Edible Oil - 1 litre per family	Liter	1,500	105	157,500	2,386
Soya Chunk (Nutrella) - 1 kg per family	Kg	1,500	100	150,000	2,273
Salt 1 kg per family	Kg	1,500	20	30,000	455
Packaging charge with visibility	Set	1,500	50	75,000	1,136
Sub -Total:				1,267,500	19,205
Shelter and Settlements (750 families)					

Direct Cost	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
HDPE Tarpaulin Sheet (170 GSM with size 14.5'x11.5')	Pc	750	500	375,000	5,682
Sub -Total:				375,000	5,682
TRANSPORT, WAREHOUSE & HANDLING					
Truck Hire Charges from procurement point to distribution sites	LS			30,000	455
Loading and unloading	LS			9,500	144
Rent Warehouse	Month	1	4,000	4,000	61
Running/ maintenance cost of 2 wheelers	LS			10,000	152
Running/hired, maintenance charges of four wheelers	LS			15,000	227
Sub total:				68,500	1,038
Other Sectoral Related Direct Cost					
Project Coordinator - 1 person (50% time of 1.5 months)	Month	1.5	21,000	31,500	477
Accounts Officer-cum-Store Keeper - 1 person (50% time of 1.5 months)	Month	1.5	13,000	19,500	295
Documentation Assistant - 1 person (50% time of 1.5 months)	Months	1.5	20,000	30,000	455
Senior Community Officers - 4 persons	Month	1.5	20,000X4	120,000	1,818
Sub total:				201,000	3,045
TOTAL DIRECT COST				1,912,000	28,970
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT					
Travel - Local & Regional travel of senior/ field staff for assessment, program monitoring, etc.	Months	1.5	30,000	45,000	682
Office Utilities	Months	1.5	10,000	15,000	227
Documentation - Reports, photo/ videography, etc.	LS			4,000	61
Visibility - posters, banners, caps etc.	LS			4,000	61
TOTAL INDIRECT COSTS: PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT				68,000	1,030
TOTAL EXPENDITURE				1,980,000	30,000
Exchange Rate: US\$ 1=	66.00				

The ACT Secretariat has approved the use of US\$ 60,000 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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