

# Preliminary Appeal

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Malawi

## Severe Drought Response- MWI161

**Appeal Target: US\$ 373,371**

***Balance Requested: US\$ 373,371***

Geneva, 29 September 2016

Dear Colleagues,

In 2015 and 2016, Malawi experienced the El Niño weather phenomenon, manifested by poor distribution of rainfall and prolonged dry conditions, which resulted in delayed planting and poor crop development. The Malawi Vulnerability Assessment Committee (MVAC) report of June 2016 showed that a minimum of 6.5 million people (39% of Malawi's population) will not be able to meet their annual food requirements during the 2016/17 consumption period, in 24 of the Malawi's 28 Districts. This protracted drought was combined with floods in some areas of Malawi, which have also increased the risk of water-borne disease outbreaks. The most critically affected Districts are the following: Balaka, Chikwawa, Kasungu, Nkhota-kota, Dedza, Dowa, Mchinji, Mulanje, Nsanje, Phalombe, Thyolo, Mangochi, Neno, Ntcheu, Salima, Mzimba, Rumphi, Ntchisi, Chiradzulu, Machinga, Mwanza, Blantyre, Lilongwe and Zomba.

On 12<sup>th</sup> of April 2016, His Excellency President of Malawi Professor Arthur Peter Mutharika, declared the ongoing severe drought a national disaster requiring external support. The government has since allocated USD 48,630,137 for maize purchases in the 2016/17 budget. In addition, the World Food Programme (WFP) has launched a Joint Emergency Food Assistance Programme (JEFAP) to assist vulnerable households with relief food items. However, the magnitude of the problem will require other agencies to complement government and WFP efforts. The government has also called upon well-wishers to assist the people in Malawi, especially those in the worst affected areas.

The ACT Forum in Malawi is planning to respond to the crisis through ACT members the Churches Action in Relief and Development (CARD) and the Evangelical Lutheran Development Service (ELDS), in two districts: Chikwawa and Nsanje. At the moment no response by government or any other actor has started in the proposed Districts although according to the MVAC, recommendations for response was supposed to start by July 2016 in selected Districts. The situation is becoming critical day by day as food prices continue to rise amid steady depreciation of the country's currency. CARD and ELDS are present in the affected areas and have technical expertise in humanitarian response and long-term resilience programming.

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## I. EXECUTIVE SUMMARY

**TITLE:** Severe Drought Response in Malawi

**ACT APPEAL NUMBER:** MWI161

**APPEAL AMOUNT REQUESTED:** US\$ 373,371

**DATE OF ISSUANCE:** 29 September, 2016

**NAMES OF ACT FORUM AND REQUESTING MEMBERS:**

|                               |   |
|-------------------------------|---|
| <b>ACT FORUM</b>              | ACT MALAWI FORUM  |
| <b>ACT REQUESTING MEMBERS</b> | EVANGELICAL LUTHERAN DEVELOPMENT SERVICE (ELDS)<br><br>CHURCHES ACTION IN RELIEF AND DEVELOPMENT (CARD) |

### THE CRISIS

In 2015/16 agricultural production season, the country experienced the El Nino weather phenomena resulting to delayed start, poorly distributed rains, and prolonged dry conditions which resulted to delayed planting and poor crop development. These poor cropping conditions resulted to permanent wilting of crops in districts of central and southern Malawi. The Malawi Vulnerability Assessment Committee (MVAC) June 2016 assessment results show that a minimum of 6.5 million people (39% of Malawi's population) will not be able to meet their annual food requirements during the 2016/17 consumption period.

### PRIORITY NEEDS

Priority needs are humanitarian food assistance, WASH, early recovery livelihood activities and capacity building in Community Managed Disaster Risk.

### PROPOSED EMERGENCY RESPONSE

The proposed emergency response of ACT members within the Appeal are humanitarian food assistance (cash transfer), WASH interventions, food security through improved agricultural practices and Community Managed Disaster Risk Reduction to 2000 vulnerable households in two Districts (Chikwawa and Nsanje). Outside the appeal no ACT member has plans to respond to the emergency.

| KEY PARAMETERS:   | CARD   | ELDS  |
|---|--|---|
| <b>Project Start/Completion Dates</b>                                   | 1 <sup>st</sup> October 2016 – 31 <sup>st</sup> March 2017                                       | 1 <sup>st</sup> October 2016 – 31 <sup>st</sup> March 2017  |
| <b>Geographic areas of response</b>                                     | Nsanje   | Chikwawa  |
| <b>Sectors of response &amp; projected target population per sector</b> | Food security (1000 HH)<br>WASH (1000 HH)<br>Early recovery & livelihood restoration ( 1000HHs ) | Food security ( 1000 HH)<br>WASH (1000 HH)<br>Early recovery & livelihood restoration ( 1000 HHs) |

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

| Appeal Requirements                 | CARD           | ELDS           | Total Requirements |
|-------------------------------------|----------------|----------------|--------------------|
| Total requirements US\$             | 195,619        | 177,752        | 373,371            |
| Less: pledges/contributions US\$    | 0              | 0              |                    |
| <b>Balance of requirements US\$</b> | <b>195,619</b> | <b>177,752</b> | <b>373,371</b>     |

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**TABLE 2: REPORTING SCHEDULE**

| Type of Report                         | CARD                           | ELDS                           |
|--|--------------------------------|--------------------------------|
| Situation reports                      | Monthly                        | Monthly                        |
| Interim narrative and financial report | 31 <sup>st</sup> December 2017 | 31 <sup>st</sup> December 2017 |
| Final narrative and financial report   | 31 <sup>st</sup> May 2017      | 31 <sup>st</sup> May 2017      |
| Audit report and management letter     | 30 <sup>th</sup> June 2017     | 30 <sup>th</sup> June 2017     |

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

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 Head of Finance and Administration, Line Hempel ([Line.Hempel@actalliance.org](mailto:Line.Hempel@actalliance.org)) and Senior Finance Officer, Lorenzo Correa ([Lorenzo.Correa@actalliance.org](mailto:Lorenzo.Correa@actalliance.org)) with a copy to the Regional Programme Officer, ([Arnold.Ambundo@actalliance.org](mailto:Arnold.Ambundo@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, Gezahegn K. Gebrehana ([gkg@actalliance.org](mailto:gkg@actalliance.org))

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

Florine Jobin  
Humanitarian Officer  
ACT Alliance Secretariat

## II. NARRATIVE SUMMARY

### DETAILS OF THE EMERGENCY

In 2015/16 agricultural production season, the country experienced the El Nino weather phenomena resulting to delayed start, poorly distributed rains, and prolonged dry conditions which resulted to delayed planting and poor crop development. These poor cropping conditions resulted to permanent wilting of crops in districts of central and southern Malawi. Indication from the Ministry of Agriculture and Food Security show that the country has registered cumulative 42% of maize production decline with a 12.4% reduction of 2014/15 production (2,776,277 Metric Tonnes) to 2,431,313 Metric Tonnes in 2015/16 production estimates. The Malawi Vulnerability Assessment Committee (MVAC) June 2016 assessment results show that a minimum of **6.5 million people** (39% of Malawi's population) will not be able to meet their annual food requirements during the 2016/17 consumption period in 24 of the 28 districts of Malawi ranging from 3 to 9 months, requiring about 455,864 MT of maize equivalent. The affected districts include: Balaka, Chikwawa, Kasungu, Nkhota-kota, Dedza, Dowa, Mchinji, Mulanje, Nsanje, Phalombe, Thyolo, Mangochi, Neno, Ntcheu, Salima, Mzimba, Rumphu, Ntchisi, Chiradzulu, Machinga, Mwanza, Blantyre, Lilongwe and Zomba, however the worst affected districts were in the southern region of Malawi where Malawi ACT forum members are also implementing long term development projects. The food deficits among the affected population will weaken the positive coping capacities of households resulting in increased reliance on forestry products and piece work/ganyu for survival; sale of any remaining household assets; migration for labour; increased absenteeism among school going children; early/forced marriages amongst girl children; increased prostitution among young girls and women leading to high infection rate of STI (Sexually Transmitted Infections) including HIV and AIDS; and worsening health conditions of those on ARV and TB treatment due to inadequate food entitlements.

According to the Malawi 2016 -2017 food insecurity plan, the drought that has hit the nation will have effects on availability of water in almost the whole country. Effects of this water shortage are many and varied. Malawi has already started water rationing to consumers as the water levels in the reservoirs for portable water have already decreased. For urban and semi urban areas using portable water, this might mean that consumers have to look for water from other unprotected water sources. Women and adolescent girls who are tasked with water collection may have to walk long distances to fetch water for their homes. For the adolescent girls it might also mean that they have to give up attending classes to help with the water fetching activities. For rural areas, the situation could be worse in dry areas.

Currently, government through the World Food Programme (WFP) have started procuring and distributing food in few selected areas with plans for scaling up based on the MVAC recommendations. However, this food will not be enough to meet the current demand based on call for more assistance from the Malawi Government declaration. It is against this background that Malawi ACT Forum through its members, ELDS and CARD is submitting this proposal to assist the affected households in the 2 districts of Chikwawa and Nsanje in the southern region of Malawi.

### ACTIONS TO DATE, AND EMERGENCY NEEDS

Since the declaration of a State of National Disaster by His Excellency President, Professor Arthur Peter Mutharika, on 12<sup>th</sup> April 2016, Government has been collaborating with its development partners to design various interventions in order to assist the affected population. A comprehensive Government Humanitarian Response Plan will be finalized soon, taking into account the MVAC figures reported. On its part, the Government has allocated the amount of MK35.5 billion for maize purchases in the 2016/17 Budget, in addition to the expenditure being incurred in the current fiscal year for immediate relief. Government has also reiterated that the Agricultural Development and Marketing Corporation (ADMARC) has intensified the procurement of maize and other commodities, to ensure that they are available in all ADMARC selling points, apart from its efforts to intensify the promotion of irrigation programmes as one way of addressing household food deficits in some of the Districts.

World Food programme (WFP) has continued to work with the government of Malawi through the Department of Disaster Management Affairs in responding to severe drought. World Food Programme will continue to come in and assist the vulnerable households with relief food items. However, the magnitude of the problem will require other agencies to complement government and WFP efforts.

ACT Malawi forum has not responded yet to the current crisis, hence the appeal. At the moment no response to the emergency by government or any other actor has started in the proposed Districts although according to the Malawi Vulnerability Assessment Committee (MVAC, 2016) recommendations for response was supposed to start by July 2016 in selected Districts. The situation is becoming critical day by day as food prices continue to rise amid steady depreciation of the country's currency. The Malawi Vulnerability Assessment Committee further recommended strongly on resilience building of the affected communities through recovery activities.

The ACT Malawi forum members, through the field staff and representation at various technical working groups in the affected districts, continue to monitor the situation in the hunger affected areas and share information collected within the forum and externally with other partners.

## PROPOSED EMERGENCY RESPONSE

### OVERALL GOAL:

To restore dignity and saving of lives for 2000 households (11,000 people) affected by the severe drought in the Districts of Nsanje and Chikwawa.

### OBJECTIVE(S) OF THE EMERGENCY RESPONSE

- 1) Ensure access to food for 2000 food insecure households through lifesaving cash for work.
- 2) Ensure access to clean, safe water and appropriate sanitary facilities for 2000 people affected by the drought have.
- 3) 2000 food insecure households are restoring their livelihoods and strengthening their resilience through creation of productive assets.

### PROPOSED ASSISTANCE:

**Objective 1: Ensure access to food for 2000 food insecure households through lifesaving cash for work.**

**Outcome 1: 2000 food insecure households have access to food through lifesaving cash for work.**

#### **Output 1.1: 2000 Food Insecure households are provided with cash under the cash for work arrangement**

The project will provide assistance in form of cash that will target the 2000 households, 1000 households in each of the targeted districts. The targeted households will receive the cash under the cash for work arrangement. The conditional cash support will target participants in Village, Savings and Loan groups (VSLs) and Self Help Groups (SHGs) who are to be engaged in works aimed at enhancing improved food productivity. It will be done to promote practice of coping mechanisms for food production while promoting their savings and loan groups, thereby safeguarding their capital base. The conditional cash support will be provided to people in any or a combination of some of the following works aimed at improving food productivity; livestock feed making, composite manure making, agro-forestry and fruit tree growing and conservation agriculture. Choice of the specific works will be discussed and agreed by the communities themselves in a participatory manner, based on existing practices and long term coping strategies. The 2000 people will receive MK 15000, based on the MK 600 per day rate as recommended by government in the cash for work programmes. The cash will be provided for 4 months from September to December 2016. It is expected that part of this money will be used to purchase food and the other ploughed back into the VSL.

The following specific activities will be implemented:

1.1.1 Conduct assessments to strengthen and/or establish VSL/SHG groups

The project will conduct assessment to identify existence and status of VSL/SHG groups in the targeted areas. Where groups do not exist, the project facilitate formation, otherwise, existing groups will just be strengthened.

The project will also identify Village Agents who will be identified and trained and capacitated to continue with VSL group activities. Along with this, the project will facilitate VSL kits procurement for the fewer number of new VSLs to be formed.

Participants within the strengthened and established VSL/SHG groups will be identified and listed as participants to the project.

1.1.2 Conduct prioritisation meetings on works under the cash for work

After identifying the VSL groups and the participants, the project will facilitate community meetings to discuss and prioritise amongst the works to be chosen for food/cash for work, based on existing knowledge and practices as well the relevance of the activities in enhancing food productivity. After the works are prioritized, households will be selected for the respective works, based on the nature of the works, and the physical ability of the households. The communities, through the VSL/SHG groups will also establish bench marks against which performance of their works will be assessed. A community monitoring based team will be chosen to monitor and supervise the works, and will be working hand-in-hand with the community volunteers (Lead Farmers, Village Agents).

1.1.3 Conduct demonstrations to facilitate practicing of works (food production technologies) under the food/cash for work

The project will organise demonstrations on the making and utilization of livestock feed (hay and silage), making and utilization of compost manure, and Conservation Agriculture, specifically targeting households under the project. After the demonstrations, the Lead farmers will intensify follow-visits with the farmers to provide further support as they farmers practice the technologies.

1.1.3 Training in Financial Literacy

The project will conduct special training orientation sessions for cash transfer beneficiaries on financial literacy so that the beneficiaries are aware on the value of the monthly package in relation to market price of commodities. In other cases money vouchers are issued to the beneficiaries so that they are able to get the equivalent food items in selected shops available in that price. These trainings will be conducted in the cash collection points which will be confirmed during community sensitization.

1.1.4 Conduct Cash Distribution

Cash distribution scheme will run for a period of 4 months that is from September 2016 to December 2016, as such every affected household will be expected to receive cash on monthly basis on every third week of that month. The dates for cash distribution in every month will be agreed by all parties involved and publicized in the targeted villages in order to minimize irregularities. A recommended amount of cash per household will be determined that is enough for an individual household to purchase 50 kg maize, 5 kg pulses, 6kg each of super cereal and super cereal plus and 2 litres vegetable oil. When there are any changes on the amount in relation to the market price of commodities; the beneficiaries will be constantly communicated to.

On each distribution day, before distribution starts, the implementing partners will organize awareness sessions on various aspects related to Cash Transfer Program including;

- Nutrition and utilization of efficient of food
- Conservation Agriculture and manure making
- Financial literacy and;
- Cross-cutting issues gender, disability, HIV/AIDS and accountability

The awareness will be done through talks, demonstrations, drama and other performances that have potential to create more listening and interactive interest among the targeted households.

The project will distribute cash to the 2000 people who will receive MK 15,000 each for 4 months from September to December 2016, when food is relatively available on the market. It is expected that part of this money will be used to purchase food and the other ploughed back into the VSL. Before the distribution of conditional cash, the project will verify the amount and quality of work done in the agreed works. A total of MK 120 Million will be distributed to the targeted 2000 households.

**Objective 2: Ensure access to clean, safe water and appropriate sanitary facilities for 2000 people affected by the drought have.**

**Outcome 2: 2000 people affected by the severe drought have access to clean, safe water and appropriate sanitary facilities.**

**Output 2.1:** Enhanced capacity in Water, Sanitation and Health

Major activities under WASH include;

- Conduct community awareness campaigns on WASH
- Promote safe and user friendly sanitary facilities
- Provision of hand washing facilities for Institutions
- Hygiene Promotion in rural targeted areas

**Objective 3: 2000 food insecure households are restoring their livelihoods and strengthening their resilience through creation of productive assets.**

**Outcome 3: 2000 food insecure households are restoring their livelihoods and strengthening their resilience through creation of productive assets to enhance food production (Early recovery and livelihood restoration).**

***Output 3.1: Food insecure households have accessed early maturing and drought tolerant crop varieties:***

As part of boosting food crop production under rain-fed agriculture, the project will introduce and distribute early maturing and drought tolerant crop varieties to the affected households, so that period of less food energy reserves is significantly reduced. The project will use the following criteria: households with access to land and those greatly affected by food insecurity. This intervention will be done in collaboration with the Government department responsible for agriculture for guidance and sustainability purposes on types of early maturing crop varieties. This has been done recognising that communities still have the knowledge and skills on rain-fed agriculture with little support such as provision of improved seed; they can therefore produce adequate food on their own. Crops will include sweet potato and cassava.

Under this component, the following activities will be implemented;

3.1.1 Training of farmers in soil and water conservation including Conservation Agriculture (CA)

There is evidence that farmers who deployed the CA method in their gardens realized a significant amount of produce compared to those who used the traditional farming method. Drawing from this lesson, the project shall train farmers in the adoption of CA as a measure to retain the water; in the event of a repeated drought. As CA shall require adequate ground cover, burning of maize stalk during clearing of farms shall be discouraged.

### 3.1.2. Procurement and distribution of pigeon peas

It is a known fact in Malawi that most community members still regard maize as the only source of food. This project shall aim at promoting high value types of crops one of which being pigeon peas which do not only add nutritional value but also has high economic value.

### 3.1.3 Procure and distribute maize seed and sweet potato vines.

The project will procure and provide early maturing and drought tolerant seed of maize and sweet potato. The project will ensure that suppliers of seeds are certified in order to ensure that quality of the seed and yield are not compromised. The project will promote early maturity varieties like *Peacock 10 variety for maize seed and kadya ubwelele, ana akwanire and zonden* for sweet potato vines. This is based on the remarkable yield of these varieties as observed in other areas in the 2015/16 growing season.

## **Output 3.2. Targeted households have enhanced capacity in small scale livestock production**

As one way of enhancing resilience livestock diversification will be promoted. This will include promotion of small scale livestock such as goats. The project will apply LEGS (Livestock Emergency Guidelines and Standards) for proper processes in determining when, where and for whom the intervention will be implemented.

Under this component, the following activities will be implemented;

### 3.2.1 Community mobilization and sensitization.

The project will sensitize communities in importance of livestock diversification, formation of livestock committees and groups.

### 3.2.2 Assessment and planning of livestock intervention

The project will facilitate a livestock intervention assessment to identify suitable type of livestock and approach to provide and implement depending on locality and climatic conditions.

Assessment results will be the basis for community intervention planning. Communities with facilitation from ELDS, and CARD will then devise selection criteria as well as pass-on mechanism for the next generation of beneficiaries.

### 3.2.3 Training of communities in livestock husbandry.

In order to make sure that there is optimum livestock management by the beneficiaries, the project will facilitate relevant capacity building trainings in management that will include breeding, feeds and feeding, housing and animal health.

### 3.2.4 Procurement and distribution of livestock.

The project will procure and distribute livestock on subsidised arrangement, based on the assessment and community plans.

### 3.2.5 Training of livestock technicians/committees

The project will build capacity of local Para-vets and local structures in technical skills and knowledge in livestock programming including participatory approaches

### 3.2.6 Facilitation of livestock Policy and Advocacy on Livestock Production



The project will also facilitate capacity building of local structures in advocacy skills and knowledge and how to advocate for policies affecting erosion, protection and sell of livestock assets.

## TARGET POPULATIONS

| ACT member       | Sector of response            | Geographic area of response | Planned target population |   |      |   |       |     |      |   |                |     |
|------------------|-------------------------------|-----------------------------|---------------------------|---|------|---|-------|-----|------|---|----------------|-----|
|                  |                               |                             | 0-5                       |   | 6-17 |   | 18-65 |     | + 65 |   | Totals         |     |
|                  |                               |                             | M                         | F | M    | F | M     | F   | M    | F | M              | F   |
| CARD             | Food Security                 | Nsanje                      | 0                         | 0 | 0    | 0 | 400   | 600 | 0    | 0 | 400            | 600 |
|                  | WASH                          |                             | 0                         | 0 | 0    | 0 | 400   | 600 | 0    | 0 | 400            | 600 |
|                  | Early recovery and livelihood |                             | 0                         | 0 | 0    | 0 | 400   | 600 | 0    | 0 | 400            | 600 |
| ELDS             | Food Security                 | Chikwawa                    | 0                         | 0 | 0    | 0 | 400   | 600 | 0    | 0 | 400            | 600 |
|                  | WASH                          |                             | 0                         | 0 | 0    | 0 | 400   | 600 | 0    | 0 | 400            | 600 |
|                  | Early recovery and livelihood |                             | 0                         | 0 | 0    | 0 | 400   | 600 | 0    | 0 | 400            | 600 |
| Total Households |                               |                             |                           |   |      |   |       |     |      |   | <b>2000Hhs</b> |     |

## IMPLEMENTATION ARRANGEMENTS:

ELDS and CARD will implement this response in areas where they are already running programmes to take advantage of existing structures and systems and to ensure effective complementarity between the appeal and other long term development initiatives.

Roles of each of the project partners and beneficiaries and other committees in the implementation process of the project activities will be agreed upon by all stakeholders.

### Partnerships with target populations

All aspects of the project have been designed with a partnership approach in mind. Before any activities begin, a series of group discussions will be held with the different sections of the community i.e. men and women, girls and boys as well the aged. Representatives of marginalised groups, especially those with disabilities, will be consulted. In these discussions, the purpose and nature of each of the activities to be implemented will be described, and the target population. Once the criteria for each aspect of the programme has been explained, participants will put forward names of appropriate people for each aspect of the programme. During these preliminary discussions with community members, the foundations will also be laid for their involvement in monitoring and evaluation, and the development of appropriate systems of communication between community members and the implementing organisations, including complaints mechanisms.

### Cross-cutting issues

ELDS and CARD will mainstream community based psychosocial, disaster risk management and HIV and AIDS in the course of implementation of the project. On psychosocial, ELDS and CARD will facilitate detailed community based psychosocial needs assessment which will result to formulation of activity plans at community level and institute a

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community based monitoring and evaluation system of psychosocial activities. It will help prevent communities from the risk of developing mental health problems while curative measures will help to overcome and deal with psychosocial problems that may have arisen from the shock and effects of crisis. The disaster risk management component will capacitate individuals and communities to better prepare, mitigate, respond and recover from shocks and crises. ELDS and CARD will facilitate community based floods and drought hazard preparedness and response activities at community level.

#### **COORDINATION:**

Coordination will be essential not only to ensure that there is no duplication of services, but to facilitate effective referrals of individuals who need more specialised services than CARD and ELDS are able to provide.

The proposed project involves linking with government departments and the implementing partners throughout, and with Department of Agriculture and Department of Disaster Management Affairs (DoDMA) on issues related to agriculture and disaster risk management respectively. A collaborative approach is essential to ensure not only effectiveness but also sustainability of the recovery activities to be implemented. Being members of ACT Alliance, CARD and ELDS will share information about this project within the ACT Malawi Forum.

#### **COMMUNICATIONS:**

Clear channels of information will be a key element to the success of the project, both from the organisational and community level. One outcome of these initial discussions will be the establishment of communication systems to enable the implementing organization to hear and respond to community concerns through establishment of the complaints handling mechanism.

Existing committees are likely to play a key role in this system, with community members reporting problems or concerns to the committee, who then either respond themselves or, where the concern is beyond their capacity, pass it on to the implementing partners. The same mechanism could be used to keep the affected population informed as to what facilities and services they can expect.

CARD and ELDS will promote visibility of both ACT Alliance/ACT Malawi forum and the implementing partners through co-branding, IEC materials, and media in stakeholder meetings.

#### **Advocacy**

Where issues are important to the success of the project and/or the wellbeing of the population, but are outside the mandate of CARD and ELDS, the organisations will advocate with the relevant service providers-through lobbying meetings on DEC or bilaterally. The organisations will advocate with other organisations working in the target areas to establish an effective coordination system.

#### **Sustainability and linkage to recovery – prioritization**

All project activities involve other actors (e.g. government departments), and prioritise the affected communities taking responsibility for decision-making and aspects of implementation. They will be encouraged to take a long-term approach by connecting them with VSLs and providing capacity building to strengthen their ability to run a small business. These approaches enhance the sustainability of the project activities. In addition, strengthening affected communities' sense of control over their lives will play an important role in recovery and enhancing resilience. This will be done through the capacity building activities that have been planned in the appeal.

#### **PRINCIPLES AND STANDARDS:**

Being members of ACT Alliance, CARD and ELDS are signatories to the ACT Alliance Code of Conduct that outlines the key responsibilities of all ACT staff in relation to respect for the welfare and rights of the people the project intends to assist. Apart from being members of ACT Alliance, CARD and subscribe to the International code of conduct for the Red Cross and Red Crescent that provides minimum standards in humanitarian response. CARD and ELDS commit themselves

to the implementation of CHS. The following principles will be especially critical to the implementation of the concept, sharing information, participation and handling complaints.

A complaints handling mechanism will be established in the areas/district of operation. In order to ensure that it is appropriate, initial discussions about how communities would prefer to give feedback or make complaints will be conducted before the project commence. Participatory decisions (with project beneficiaries) will be made at that stage about the most appropriate system to use in the project implementation.

These are likely to include both formal and informal systems. Sensitive and non-sensitive complaints will be handled using different channels based on the agreed criteria and system with the beneficiaries. CARD and ELDS will make sure that all complaints are given feedback and that are recorded. All responses will also be recorded at both field and national coordination level.

**PLANNED IMPLEMENTATION PERIOD:**

The planned duration for the activities is for 6 months starting from 1<sup>st</sup> October 2016 to 31<sup>st</sup> March 2017. Cash for work will run for 4 months in the critical months of October 2016 to January 2017.

**HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:**

CARD and ELDS will be expected to receive appeal funds directly into their established accounts. CARD and ELDS will be responsible of producing narrative and financial reports and send them to ACT secretariat in due time. CARD and ELDS will share with members of the ACT forum periodic reports of the execution of the appeal through the Coordination desk and the Coordinating Committee at its scheduled forum meetings. CARD and ELDS will employ staff namely emergency officers who will directly work on this appeal. These will be based in the targeted districts.

**MONITORING AND EVALUATION:**

CARD and ELDS hold responsibility for continuous monitoring of the appeal on the ground in the impact area. Additionally, an M&E budget line will be put in the appeal for the ACT Malawi forum coordination desk to help in monitoring the appeal implementation on the ground, at least three times in the course of the implementation.

CARD and ELDS are expected to monitor progress of the appeal on the ground throughout the appeal implementation. Field Emergency Officers are expected to provide regular updates to the main office, who in turn will feed the forum with information on the progress of the appeal. CARD and ELDS M&E Offices are expected to work collaboratively with the forum to provide feedback on the appeal progress. The forum also will take advantage of the humanitarian expertise in place within the forum to monitor and evaluate progress of the appeal.

**III. THE TOTAL ACT RESPONSE TO THE EMERGENCY**

There are currently no running appeals. However, other ACT partners are still planning to respond to the crisis in some districts with funding from other ACT international partners, World Food Programme and Government.

**IV. FINANCIAL SUMMARY/BUDGET**

**1. Churches Action in Relief and Development (CARD)**

| <u>Description</u>                                    | <u>Units of measurement</u> | <u>Number of units</u> | <u>Unit cost (MK)</u> | <u>Amount (MK)</u> | <u>Amount (USD)</u> |
|---|-----------------------------|------------------------|-----------------------|--------------------|---------------------|
| <b>Food security</b>                                  |                             |                        |                       |                    |                     |
| Cash for work   | People                      | 1,000                  | 60,000                | 60,000,000         | 86,956.52           |
| Promotion of Village Savings and Loans Groups         | Lump sum                    | 1                      | 300,000               | 300,000            | 434.78              |
| Facilitation of food/cash for work activities         | Lump sum                    | 1                      | 300,000               | 300,000            | 434.78              |
| Facilitation of food/cash distribution                | Lump sum                    | 1                      | 500,000               | 500,000            | 724.64              |
| <b>WASH</b>   |                             |                        |                       |                    |                     |
| Conduct community awareness campaigns on WASH         | meetings                    | 4                      | 50,000                | 200,000            | 289.86              |
| Sinking of water points                               | Water points                | 3                      | 4,059,000             | 12,177,000         | 17,647.83           |
| Safe and user friendly sanitary facilities            | Facilities                  | 1                      | 6,426,667             | 6,426,667          | 9,314.01            |
| Hand washing facilities for Institutions              | Facilities                  | 13                     | 112,000               | 1,456,000          | 2,110.14            |
| Hygiene Promotion                                     | Various                     | 1                      | 1,362,000             | 1,362,000          | 1,973.91            |
| <b>Early recovery and livelihood restoration</b>      |                             |                        |                       |                    |                     |
| Training in soil/water conservation/Conservation Ag   | Sessions                    | 4                      | 100,000               | 400,000            | 579.71              |
| Procurement and distribution of Pigeon peas           | Kilograms                   | 2,000                  | 1,200                 | 2,400,000          | 3,478.26            |
| Procurement and distribution of Maize Seed            | Kilograms                   | 3,000                  | 1,650                 | 4,950,000          | 7,173.91            |
| Procurement and distribution of Sweet Potato Vines    | Bundles                     | 4,000                  | 2,000                 | 8,000,000          | 11,594.20           |
| Assessment and planning of livestock intervention     | Sessions                    | 2                      | 200,000               | 400,000            | 579.71              |
| Training in livestock husbandry                       | Sessions                    | 4                      | 100,000               | 400,000            | 579.71              |
| Procurement and distribution of livestock             | Lumpsum                     | 1                      | 10,000,000            | 10,000,000         | 14,492.75           |
| Capacity building of livestock technicians/committees | Sessions                    | 2                      | 300,000               | 600,000            | 869.57              |
| Facilitation of Livestock Policy and Advocacy         | meetings                    | 4                      | 100,000               | 400,000            | 579.71              |
| Conduct sensitization/mobilization meetings           | meetings                    | 6                      | 100,000               | 600,000            | 869.57              |
| Targeting and registration of beneficiaries           | Exercise                    | 1                      | 400,000               | 400,000            | 579.71              |
| <b>Other Sector Related Direct Costs</b>              |                             |                        |                       |                    |                     |
| <b>Salaries &amp; benefits for direct staff</b>       |                             |                        |                       |                    |                     |

|  |          |    |           |                    |                |
|--|----------|----|-----------|--------------------|----------------|
| Project Officer 50%  | monthly  | 12 | 205,000   | 2,460,000          | 3,565.22       |
| Driver 50%   | monthly  | 6  | 55,000    | 330,000            | 478.26         |
| Relief Clerk 100%  | monthly  | 6  | 211,000   | 1,266,000          | 1,834.78       |
| Communication/visibility cost                                  | lumpsum  | 1  | 600,000   | 600,000            | 869.57         |
| <b>TOTAL DIRECT ASSISTANCE</b>                                 |          |    |           | <b>115,927,667</b> | <b>168,011</b> |
| <b>TRANSPORT, WAREHOUSING &amp; HANDLING</b>                   |          |    |           |                    |                |
| <b>Transport (of relief materials)</b>                         |          |    |           |                    |                |
| Fuel/Hire/ Rental of Vehicles                                  | monthly  | 2  | 650,000   | 1,300,000          | 1,884.06       |
| Distribution logistics   | lump sum | 2  | 100,000   | 200,000            | 289.86         |
| <b>Handling</b>  |          |    |           |                    |                |
| Rental of warehouse  | monthly  | 2  | 50,000.0  | 100,000            | 144.93         |
| Salary for Logistician (25%)                                   | monthly  | 6  | 150,000.0 | 900,000            | 1,304.35       |
| Salaries / wages for labourers                                 | monthly  | 2  | 150,000.0 | 300,000            | 434.78         |
| Wages for Security/ Guards                                     | monthly  | 2  | 45,000.00 | 90,000             | 130.43         |
| <b>TOTAL TRANSPORT, WAREHOUSING &amp; HANDLING</b>             |          |    |           | <b>2,890,000</b>   | <b>4,188</b>   |
| <b>CAPITAL ASSETS ( over US\$500)</b>                          |          |    |           |                    |                |
|  |          |    |           | 0                  | 0.00           |
| <b>TOTAL CAPITAL ASSETS</b>                                    |          |    |           | <b>0</b>           | <b>0</b>       |
| <b>TOTAL DIRECT COST</b>                                       |          |    |           |                    |                |
|  |          |    |           | <b>118,817,667</b> | <b>172,200</b> |
| <b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION &amp; SUPPORT</b> |          |    |           |                    |                |
| <b>Staff salaries</b>  |          |    |           |                    |                |
| Contribution Executive Director- 20 %                          | Months   | 6  | 252,700   | 1,516,200          | 2,197.39       |
| Contribution Programme Manager_ - 25 %                         | Months   | 6  | 175,000   | 1,050,000          | 1,521.74       |
| Contribution Finance Manager- 25%                              | Months   | 6  | 231,000   | 1,386,000          | 2,008.70       |
| Contribution Accountant - 25%                                  | Months   | 6  | 126,000   | 756,000            | 1,095.65       |
| Contribution Monitoring & Evaluation Officer - 25%             | Months   | 6  | 126,000   | 756,000            | 1,095.65       |
| Contribution Office Assistant - 25%                            | Months   | 6  | 15,000    | 90,000             | 130.43         |
| Contribution Ass. Human Resources/Admin. - 10%                 | Months   | 6  | 77,000    | 462,000            | 669.57         |

|   |          |      |            |                            |                   |
|---|----------|------|------------|----------------------------|-------------------|
| <u>Office Operations</u>  |          |      |            |                            |                   |
| Office Utilities  | Months   | 6    | 25,000     | 150,000                    | 217.39            |
| Office stationery   | Months   | 6    | 50,000     | 300,000                    | 434.78            |
| <u>Communications</u>   |          |      |            |                            |                   |
| Telephone and fax   | Months   | 6    | 35,000     | 210,000                    | 304.35            |
| <u>Other</u>  |          |      |            |                            |                   |
| Vehicle maintenance and services<br>Contribution                      | lump sum | 2.00 | 600,000.00 | 1,200,000                  | 1,739.13          |
| <b>TOTAL INDIRECT COST: PERSONNEL,<br/>ADMIN. &amp; SUPPORT</b>       |          |      |            | <b>7,876,200</b>           | <b>11,415</b>     |
|   |          |      |            |                            |                   |
| <b>AUDIT, MONITORING &amp; EVALUATION</b>                             |          |      |            |                            |                   |
| Audit of ACT appeal   | Estimate | 1    | 2,000,000  | 2,000,000                  | 3,225.81          |
| Monitoring & Evaluation   | Estimate | 1    | 800,000    | 800,000                    | 1,290.32          |
| Coordination (ACT Coordinator)  | Estimate | 3    | 120,000    | 360,000                    | 580.65            |
| Final evaluation (contribution)                                       |          | 1    | 750,000    | 750,000                    | 1,209.68          |
| <b>TOTAL AUDIT, MONITORING &amp;<br/>EVALUATION</b>                   |          |      |            | <b>3,910,000</b>           | <b>6,306</b>      |
| <b>TOTAL EXPENDITURE exclusive<br/>International Coordination Fee</b> |          |      |            | <b>130,603,867</b>         | <b>189,921</b>    |
| <b>INTERNATIONAL COORDINATION FEE<br/>(ICF) - 3%</b>                  |          |      |            | 3,918,116.00               | 5,697.62          |
| <b>TOTAL EXPENDITURE inclusive<br/>International Coordination Fee</b> |          |      |            | <b>134,521,982.<br/>66</b> | <b>195,618.37</b> |
| <b>BALANCE REQUESTED (minus available<br/>income)</b>                 |          |      |            | <b>134,521,982.<br/>66</b> | <b>195,618.37</b> |
| <b>EXCHANGE RATE: local currency to 1<br/>USD</b>                     |          |      |            |                            |                   |
| Budget rate   | 690.00   |      |            |                            |                   |

## 2. Evangelical Lutheran Development Services (ELDS)

| <u>Description</u>                               | <u>Units of<br/>measurement</u> | <u>Num<br/>ber of<br/>units</u> | <u>Unit cost<br/>(MK)</u> | <u>Amount<br/>(MK)</u> | <u>Amount<br/>(USD)</u> |
|--|---------------------------------|---------------------------------|---------------------------|------------------------|-------------------------|
| <b>Food security</b>                             |                                 |                                 |                           |                        |                         |
| Cash for work                                    | People                          | 1,000                           | 60,000                    | 60,000,000             | 86,956.52               |
| Promotion of Village Savings and Loans<br>Groups | Lump sum                        | 1                               | 300,000                   | 300,000                | 434.78                  |

|   |            |       |            |                    |                |
|---|------------|-------|------------|--------------------|----------------|
| Facilitation of food/cash for work activities         | Lump sum   | 1     | 300,000    | 300,000            | 434.78         |
| Facilitation of food/cash distribution                | Lump sum   | 1     | 500,000    | 500,000            | 724.64         |
| <b>WASH</b>   |            |       |            |                    |                |
| Conduct community awareness campaigns on WASH         | meetings   | 4     | 50,000     | 200,000            | 289.86         |
| Safe and user friendly sanitary facilities            | Facilities | 1     | 6,426,667  | 6,426,667          | 9,314.01       |
| Hand washing facilities for Institutions              | Facilities | 13    | 112,000    | 1,456,000          | 2,110.14       |
| Hygiene Promotion                                     | Various    | 1     | 1,362,000  | 1,362,000          | 1,973.91       |
| <b>Early recovery and livelihood restoration</b>      |            |       |            |                    |                |
| Training in soil/water conservation/Conservation Ag   | Sessions   | 4     | 100,000    | 400,000            | 579.71         |
| Procurement and distribution of Pigeon peas           | Kilograms  | 2,000 | 1,200      | 2,400,000          | 3,478.26       |
| Procurement and distribution of Maize Seed            | Kilograms  | 3,000 | 1,650      | 4,950,000          | 7,173.91       |
| Procurement and distribution of Sweet Potato Vines    | Bundles    | 4,000 | 2,000      | 8,000,000          | 11,594.20      |
| Assessment and planning of livestock intervention     | Sessions   | 2     | 200,000    | 400,000            | 579.71         |
| Training in livestock husbandry                       | Sessions   | 4     | 100,000    | 400,000            | 579.71         |
| Procurement and distribution of livestock             | Lumpsum    | 1     | 10,000,000 | 10,000,000         | 14,492.75      |
| Capacity building of livestock technicians/committees | Sessions   | 2     | 300,000    | 600,000            | 869.57         |
| Facilitation of Livestock Policy and Advocacy         | meetings   | 4     | 100,000    | 400,000            | 579.71         |
| Conduct sensitisation/mobilisation meetings           | meetings   | 6     | 100,000    | 600,000            | 869.57         |
| Targeting and registration of beneficiaries           | Exercise   | 1     | 400,000    | 400,000            | 579.71         |
| <b>Other Sector Related Direct Costs</b>              |            |       |            |                    |                |
| <b>Salaries &amp; benefits for direct staff</b>       |            |       |            |                    |                |
| Project Officer 30%                                   | monthly    | 6     | 120,000    | 720,000            | 1,043.48       |
| Development Officers 50%                              | monthly    | 12    | 120,000    | 1,440,000          | 2,086.96       |
| Driver 50%  | monthly    | 6     | 80,000     | 480,000            | 695.65         |
| Relief Clerk 100%                                     | monthly    | 6     | 180,000    | 1,080,000          | 1,565.22       |
| Communication/visibility cost                         | lumpsum    | 1     | 600,000    | 600,000            | 869.57         |
| <b>TOTAL DIRECT ASSISTANCE</b>                        |            |       |            | <b>103,414,667</b> | <b>149,876</b> |

| <b>TRANSPORT, WAREHOUSING &amp; HANDLING</b>                   |          |      |            |                    |                |
|--|----------|------|------------|--------------------|----------------|
| <b>Transport (of relief materials)</b>                         |          |      |            |                    |                |
| Fuel/Hire/ Rental of Vehicles                                  | monthly  | 2    | 600,000    | 1,200,000          | 1,8739.13      |
| Distribution logistics   | lump sum | 2    | 100,000    | 200,000            | 289.86         |
| <b>Handling</b>  |          |      |            |                    |                |
| Rental of warehouse  | monthly  | 2    | 50,000.0   | 100,000            | 144.93         |
| Salary for Logistician (25%)                                   | monthly  | 6    | 90,000.0   | 540,000            | 782.61         |
| Salaries / wages for labourers                                 | monthly  | 2    | 150,000.0  | 300,000            | 434.78         |
| Wages for Security/ Guards                                     | monthly  | 2    | 45,000.00  | 90,000             | 130.43         |
| <b>TOTAL TRANSPORT, WAREHOUSING &amp; HANDLING</b>             |          |      |            | <b>2,430,000</b>   | <b>3,522</b>   |
| <b>TOTAL DIRECT COST</b>                                       |          |      |            |                    |                |
|  |          |      |            | <b>105,844,667</b> | <b>153,398</b> |
| <b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION &amp; SUPPORT</b> |          |      |            |                    |                |
| <b>Staff salaries</b>  |          |      |            |                    |                |
| Contribution Executive Director- 20 %                          | Months   | 6    | 250,000    | 1,500,000          | 2,173.91       |
| Contribution Programme Coordinator- 25 %                       | Months   | 6    | 220,000    | 1,320,000          | 1,913.04       |
| Contribution Finance Officer- 25%                              | Months   | 6    | 200,000    | 1,200,000          | 1,739.13       |
| Contribution Assistant Finance Officer - 25%                   | Months   | 6    | 160,000    | 960,000            | 1,391.30       |
| Contribution Monitoring & Evaluation Officer - 25%             | Months   | 6    | 180,000    | 1,080,000          | 1,565.22       |
| Contribution Ass. Human Resources/Admin. - 10%                 | Months   | 6    | 160,000    | 960,000            | 1,391.30       |
| <b>Office Operations</b>                                       |          |      |            |                    |                |
| Office Utilities   | Months   | 6    | 25,000     | 150,000            | 217.39         |
| Office stationery  | Months   | 6    | 50,000     | 300,000            | 434.78         |
| <b>Communications</b>  |          |      |            |                    |                |
| Telephone and fax  | Months   | 6    | 35,000     | 210,000            | 304.35         |
| <b>Other</b>   |          |      |            |                    |                |
| Vehicle maintenance and services Contribution                  | lump sum | 2.00 | 600,000.00 | 1,200,000          | 1,739.13       |
| <b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>    |          |      |            | <b>8,880,000</b>   | <b>12,870</b>  |



|   |          |   |           |                    |                   |
|---|----------|---|-----------|--------------------|-------------------|
| <b>AUDIT, MONITORING &amp; EVALUATION</b>                         |          |   |           |                    |                   |
| Audit of ACT appeal   | Estimate | 1 | 2,000,000 | 2,000,000          | 3,225.81          |
| Monitoring & Evaluation   | Estimate | 1 | 800,000   | 800,000            | 1,290.32          |
| Coordination (ACT Coordinator)                                    | Estimate | 3 | 120,000   | 360,000            | 580.65            |
| Final evaluation (contribution)                                   |          | 1 | 750,000   | 750,000            | 1,209.68          |
| <b>TOTAL AUDIT, MONITORING &amp; EVALUATION</b>                   |          |   |           | <b>3,910,000</b>   | <b>6,306</b>      |
| <b>TOTAL EXPENDITURE exclusive International Coordination Fee</b> |          |   |           | <b>118,634,667</b> | <b>172,574</b>    |
| <b>INTERNATIONAL COORDINATION FEE (ICF) - 3%</b>                  |          |   |           | 3,559,040          | 5,177.22          |
| <b>TOTAL EXPENDITURE inclusive International Coordination Fee</b> |          |   |           | <b>122,193,706</b> | <b>177,751.31</b> |
| <b>BALANCE REQUESTED (minus available income)</b>                 |          |   |           | <b>122,193,706</b> | <b>177,751.31</b> |
| <b>EXCHANGE RATE: local currency to 1 USD</b>                     |          |   |           |                    |                   |
| Budget rate   | 690.00   |   |           |                    |                   |

**APPENDICES TO THE APPEAL DOCUMENT**

**Appendix 1: Map**



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

