

Preliminary Appeal

India

Cyclone 'Vardah' in Tamil Nadu, India – IND162

Preliminary Appeal Target: US\$ 211,409

Balance Requested: US\$ 211,409

Bangkok, 19 December 2016

Dear Colleagues,

The tropical cyclone (Category 1 on the Saffir-Simpson scale) 'Vardah' pounded Chennai, the capital city of South Indian State of Tamil Nadu at an unprecedented 130 km/h for about 90 minutes during the afternoon of 12th December 2016, until it crossed the city and travelled inland, bringing at least 10 cm of rainfall.

On 13th December 2016, the Government of India stated that 16 people had died in rain related incidents linked to the cyclone, and more than 15,000 people in low lying areas were evacuated to 104 relief camps and provided food, water and medical services. Moreover, more than 2,000 houses have been completely damaged and 3,500 houses have been partially damaged. A total 250,000 persons have been affected due to cyclone Vardah in Tamil Nadu.

Even though they lived in relief camps but the relief food is not enough for them, women do not have the privacy hence they are struggling. In response to requests from affected communities, local Lutheran Churches have requested the United Evangelical Lutheran Churches in India (UELCI) Executive Secretary to respond to the needs of the worst cyclone affected 2,500 households in Chennai, Tamil Nadu and South Andhra areas.

The relief program outlined in this ACT Preliminary Appeal is developed by two responding agencies, UELCI and Lutheran World Service India Trust (LWSIT). The primary needs this response will address include: food, non-food items (NFIs), temporary shelter and WASH.

I. EXECUTIVE SUMMARY**TITLE:** Cyclone 'Vardah' in Tamil Nadu, India**ACT PRELIMINARY APPEAL NUMBER:** IND 162**PRELIMINARY APPEAL AMOUNT REQUESTED (US\$):** 211,409**DATE OF ISSUANCE:** 18 December 2016**NAMES OF ACT FORUM AND REQUESTING MEMBERS:**

ACT FORUM	ACT INDIA FORUM
ACT REQUESTING MEMBERS	United Evangelical Lutheran Churches in India (UELCI) and Lutheran World Service India Trust (LWSIT)

THE CRISIS

The tropical cyclone (Category 1 on the Saffir-Simpson scale) 'Vardah' pounded Chennai, the capital city of South Indian State of Tamil Nadu at an unprecedented 130 km/h for about 90 minutes during the afternoon of 12th December 2016, until it crossed the city and travelled inland, bringing at least 10 cm rainfall. The Government of India stated that 16 people had died in rain related incidents linked to the cyclone, and more than 15,000 people in low lying areas were evacuated to 104 relief camps and provided food, water and medical services. Moreover, more than 2,000 houses have been completely damaged and 3,500 houses have been partially damaged. A total 250,000 persons have been affected due to cyclone Vardah in Tamil Nadu.

PRIORITY NEEDS

- Emergency Assistance/NFI
- Food Security
- Shelter
- Hygiene (WASH)

PROPOSED EMERGENCY RESPONSE

KEY PARAMETERS:	UELCI (1.5 month)	LWSIT (6 months)
Project Start/Completion Dates	17 th Dec 2016 – 3 rd Feb 2017	17 th Dec 2016- 16 th Jun 2017
Geographic areas of response	Pullian Thopue, Manali, Kadaperi, Otteri, Tiruvallure ,Kaivandur, Thneer Panrul and Kondamcherri	Na villages, Agaram, Chittathur, Egatur, Gobindamedu, Kannur, Karannal, Kannampettai, Ayallur, Ayathur, Chittambakam
Sectors of response & projected target population per sector	Food items/ Non-food items: 2,500 households of Chennai Slums, Tamil Nadu villages have access to additional food and non-food items in the crisis period	Non-Food Items (NFI): Women, men and children from 1,500 households have improved living conditions through provision of additional sleeping

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KEY PARAMETERS:	UELCI (1.5 month)	LWSIT (6 months)
	Hygiene: 2,500 households of Chennai Slums, Tamil Nadu & villages will be distributed with additional hygiene kits to each household with toothpaste, brush, soap, Shelter: Shelter material will be provided to 500 households.	materials to protect them from the cold winter temperatures. Shelter: 100 of the most vulnerable households rebuild their damaged houses with provided materials.

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

Preliminary Appeal Requirements	UEICI	LWSIT	Total Requirements
Total requirements US\$	62,868	148,541	211,409
Less: pledges/contributions US\$	0	0	0
Balance of requirements US\$	62,868	148,541	211,409

TABLE 2: REPORTING SCHEDULE

Type of Report	UEICI	LWSIT
Situation reports	Monthly	Monthly
Interim narrative and financial report	N/A	16 th March 2017
Final narrative and financial report	3 rd March 2017	16 th July 2017
Audit report and management letter	3 rd April 2017	16 th August 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) and Senior Finance Officer, Lorenzo Correa (Lorenzo.Correa@actalliance.org) with a copy to Regional Programme Officer James Phichet Munpa (James.Munpa@actalliance.org) , of all pledges/contributions and transfers, including funds sent direct to the requesting members.

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

For further information please contact:

ACT Regional Representative – Asia/Pacific, Anoop Sukumaran (ask@actalliance.org)

ACT website address: <http://www.actalliance.org>

Nick Clarke
Head of Strategy and Partnerships

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

The tropical cyclone (Category 1 on the Saffir-Simpson scale) 'Vardah' pounded Chennai, the capital city of South Indian State of Tamil Nadu at an unprecedented 130 km/h for about 90 minutes during the afternoon of 12th December 2016, until it crossed the city and travelled inland, bringing at least 10 cm rainfall and claiming 10 lives.

On 13 December 2016, The Government of India stated that 16 people had died in rain related incidents linked to the cyclone, and more than 15,000 people in low lying areas were evacuated to 104 relief camps and provided food, water and medical services

At least 16 people, including a 3-year-old child and four women died in separate rain-related incidents in Chennai city. Skymet Weather chief meteorologist said, "Vardah did not weaken significantly as expected. This cyclone was still a severe cyclonic storm when it made landfall at north of Chennai." One half of most arterial roads were blocked with fallen trees, forcing two-way traffic to be diverted to the other half. Several houses were destroyed, especially in coastal parts like Kottivakkam, Palavakkam, Foreshore Estate and Royapuram. In addition, several incidents of wall collapse were reported across the city. The cyclone has caused severe destruction by uprooting trees, damaging houses, disrupting power services, land and air transport and throwing normal life out of gear.

The people who have been living in the slum areas of Chennai and Trivallur and Kanchipuram district of Tamil Nadu are requested the local churches pastors to help them with food, clothes and additional daily hygiene needs in this time of crisis to save their lives among 2,500 households shelter roof repairing assistance to 500 households. The labour class people are the worst sufferers because their household members are survived with their daily income. For the past 3 days they are without income and whatever little savings they had are finished so they are looking for help from Government, Non-governmental organisations as well as churches and its related agencies. Even though they lived in relief camps but the relief food is not enough for them, women do not have the privacy hence they are struggling. In response to requests from affected communities, local Lutheran Churches have requested the United Evangelical Lutheran Churches in India (UELCI) Executive Secretary to respond to the needs of the worst cyclone affected 2,500 households in Chennai, Tamil Nadu and South Andhra areas. Therefore, this ACT Preliminary Appeal is prepared for relief program by UELCI and looking forward to get support from ACT Alliance partners through ACT Humanitarian Response Mechanism.

Key statistics:

On 14 December 2016, the Government of India stated that 16 people had died in rain related incidents linked to the cyclone, and more than 15,000 people in low lying areas were evacuated to 104 relief camps and provided food, water and medical services. More than 2,000 houses have been completely damaged and 3,500 houses have been partially damaged. A total 250,000 persons have been affected due to Vardah cyclone in Tamil Nadu.

ACTIONS TO DATE, AND EMERGENCY NEEDS

The National Disaster Response Force (NDRF) and State Disaster Response Force (SDRF) teams are involved with rescue and relief operations with the State Government. 15,000 people are rescued at different points.

The government have organized 104 relief camps for 16,000 people and providing temporary shelter and food. The Tamil Nadu Chief Minister has announced that, Rs 400,000 or USD 5,900 each will be given to the household members of those who died due to Cyclone Vardah from the state disaster relief fund. Observing the current cyclonic situation, the Home Minister of India spoke to Tamil Nadu state Chief Minister and enquired about the situation in the aftermath of Cyclone Vardah crossing Chennai and Tiruvallur. Sri Lankan Airlines said, all its Chennai-bound flights were cancelled until Tuesday morning after authorities issued a red alert due to severe cyclonic storm "Vardah" which made a landfall in Tamil Nadu. The services at the Chennai Airport have been suspended till 13th December 2016. Schools and colleges in Kanchipuram and Tiruvallur have also been ordered to remain close until Thursday (15th Dec 2016). Fishermen were also asked to not venture out into the sea since November 30. Director General of NDRF has said that, they are closely monitoring the situation and teams have been propositioned to act swiftly if any untoward incident takes place.

United Evangelical Lutheran Churches in India (UELCI) member churches have raised their local resources from church and supported with food for one day 300 Vardah cyclone affected households in Chennai. UELCI with Local Lutheran Church staff and volunteers had a rapid assessment in worst Vardah cyclone affected areas in Chennai, Kanchipuram and Trivallur in Tamil Nadu. The people have lost their livelihoods, clothes, shelter and daily essential commodities in this crisis situation. They are in dire need of relief assistance with emergency food and clothing, shelter and daily needs such as toothpaste, brush, soap, hair oil etc. for their immediate survival in this period. Affected communities report that current levels of government support are not enough for their survival.

Similarly as per the preliminary assessment received by LWSIT using its networks, there is dire need of non-food items such as sleeping and bedding materials since affected communities lost all their belongings due to cyclone Vardah. The current cold wave in southern state is adding further difficulties to affected households including elderly and children as they are severely affected by cyclone.

PROPOSED EMERGENCY RESPONSE - UELCI**Overall Goal:**

Through the relief program UELCI will reduce the sufferings of the Cyclone Vardah affected 2,500 households of Chennai slums, Tamil Nadu villages.

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

Ensure that worst Vardah cyclone affected 2,500 households of Chennai Slums, Tamil Nadu villages have access to additional food and non-food items in the crisis period.

INDICATOR:

2,500 households of Chennai Slums, Tamil Nadu & villages have received additional food and non-food items including men's clothing (dhoti) and women's clothing (saree) along with bed sheet.

ACTIVITY:

Distribute additional food relief among 2,500 cyclone affected households – 10 kg rice, 1 kg dal, 1 liter cooking oil, 1 kg salt, 250 gram turmeric powder and 250 gram chili powder, men's and women's clothing (dhoti and saree – one of each) along with bed sheet (1) per household.

OBJECTIVE 2:

WASH and shelter needs of affected households are met, the worst Vardah cyclone affected 2,500 households of Chennai Slums, Tamil Nadu villages have access to additional hygiene and shelter assistance.

INDICATOR:

The 2,500 worst affected households of Chennai Slums, Tamil Nadu & villages have receive per household additional toothpaste, soap, hair oil etc. to meet their daily needs, and shelter roof repairing materials are provided for 500 households.

ACTIVITY:

Additional toothpaste, soap, hair oil etc. (daily needs) are distributed to 2,500 affected households and shelter roof repairing material are provided to 500 affected households

PROPOSED ASSISTANCE:

Description of Activity	Proposed Item	Output Indicator	Outcome Indicator
Food items	Rice-10 k.g Dal-1 k.g Cooking Oil-1 liter Salt- 1k.g Turmeric powder-250 gram Chili powder-250 gram	2,500 households of Chennai Slums, Tamil Nadu & villages will be provided with additional food items.	2,500 households of Chennai Slums, Tamil Nadu & villages will have access to additional food for a week to survive & get back on their feet.
Non-food items	Saree-1 Dhoti-1 Bed Sheet-1	2,500 households of Chennai Slums, Tamil Nadu & villages will be provided with additional non-food items.	2,500 households of Chennai Slums, Tamil Nadu & villages will have access to clothes & bed sheet during the crisis phase.

Description of Activity	Proposed Item	Output Indicator	Outcome Indicator
Hygiene kits assistance for daily needs.	Per household toothpaste-1, brush-1, soap-1, hair oil-1 assisted.	2,500 households of Chennai Slums, Tamil Nadu & villages will be distributed with additional hygiene kits to each household with toothpaste, brush, soap, hair oil etc.	2,500 households of Chennai Slums, Tamil Nadu & villages will have confidence to recover and lead a daily normal life.
Shelter Roof Assistance	Per household of Rs.1,000/- roof materials assistance.	Distributed to 500 cyclone affected households with roof repairing materials	500 households of Chennai and Tiruvallure district recover from shelter challenges and leading a normal life.

Process of Activities to be carried out:

- Meeting with local church committee and local administration for emergency relief response
- Selection of right holders with the involvement of local church leaders
- Co-branding through banner and information on the assistance to the right holders as a part of transparency and accountability
- Distribution of household cards to the right holders
- UELCI Procurement committee identifies the supplier and procures the materials
- Transportation of the relief materials to distribution sites
- Distribution of relief materials
- Complaints received and addressed
- Documentation with photography
- Monitoring and evaluation of the relief assistance
- Sharing information with ACT Alliance through reports

TARGET POPULATIONS:

The emergency relief programme is proposed to be undertaken among worst cyclone affected in Chennai Slums, Tamil Nadu & villages in 2,500 households with the following criteria:

- Households worst affected by Vardah cyclone;
- Households who lost their food stocks and whose shelters have been damaged/destroyed;
- Households that are among the most vulnerable groups with little or no resources to fall back on;
- The elderly, women, children, physically disabled and other groups with special needs.

Sl.No	Name of the District	Name of the cyclone affected slum and villages	Total households to be covered
1.	Chennai	Pullian Thopue	350
		Manali	300
		Kadaperi	350
		Otteri	350
2.	Tiruvallure	Tiruvallure	350
		Kaivandur	300
		Thneer Panrul	250
		Kondamcherri	250
		TOTAL	2,500

IMPLEMENTATION ARRANGEMENTS:

UELCI will form a local relief committee in the respective cyclone affected areas. The field staff with the guidance of UELCI will extend support as per this plan. UELCI will prepare specific work plans and monitor the activities. The field coordinator (1) and field workers (6) from the locality will be appointed by UELCI for one-month implementation period. 10 local volunteers support will be taken. 1 field coordinator and 6 field workers as well as 10 volunteers along with Director and Project Officer of DSA/UELCI are responsible for the relief with additional food and Non food items assistance implementation by the advice of Executive Secretary, UELCI.

The UELCI secretariat will purchase the relief goods from nearby towns to limit transportation costs. When goods are not available in the immediate vicinity, the procurement committee will designate the Director, DSA/UELCI and Finance Officer to procure the materials in collaboration with local committee representatives from a nearby affected area. The local committee and their leaders will be involved during identification of the beneficiaries and distribution of the relief items. The local government authorities will also be invited to the distribution of the relief materials to witness the transparency and accountability of the relief assistance in the proposed areas and to avoid duplication. The field staff will coordinate with the local relief committee and communities and will distribute daily needs (toothpaste, brush, soap, hair oil etc.) with additional food and non-food items among 2,500 cyclone Vardah affected households and shelter roof materials assistance to 500 households. In this whole process the field staff members along with the UELCI Secretariat is accountable to the right holders, local relief committee and local government authorities in the operational areas. A complaint mechanism will be set up and put into practice. The beneficiaries will be sensitized to the complaints mechanism. In the household card distribution the UELCI address and telephone number will be given for lodging of complaints. A complaints box will also be set up in the relief slum and village areas. These complaints will be handled by a committee at the UELCI secretariat, maintaining confidentiality and ensuring follow up to address the issues.

COORDINATION:

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

COMMUNICATIONS:

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

PRINCIPLES AND STANDARDS:

The staff involved in the project will try their best to meet and follow the Code of Conduct of good practices, ACT guidelines and policies, the International Red Cross and Red Crescent Movement in Disaster Relief as well as the guidelines on prevention of sexual abuse along with gender policy principles.

PLANNED IMPLEMENTATION PERIOD:

Project implementation is planned for one and half month from inception

Human Resources and Administration of Funds:

The Director, Division of Social Action of UELCI with the consultation of Executive Secretary, UELCI will organize to implement the relief programs with the Direct support of Finance Officer at UELCI secretariat as well as appointed 1 field coordinator and 6 field workers as well as 10 volunteers. The staff members are competent and experienced in emergency relief programs and they have enough capacity to handle the emergency situation.

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

MONITORING AND EVALUATION:

The Director, DSA/UELCI with the Consultation of the Executive Secretary will regularly monitor the implementation process of the relief programs. The Director, DSA/UELCI will have regular visit to the relief distribution sites and participate in relief distribution programs. The local committee are involved too to make sure the quality of relief materials are reached to the right affected people. The UELCI Secretariat especially the Director, DSA/UELCI and the Finance Officer with the consultation of Executive Secretary

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will prepare the reports according to the ACT Alliance, Geneva format and will share the information as per the ACT Secretariat requirements.

After completion of the relief assistance program and having consultation with Executive Secretary, UELCI the Director, DSA/UELCI and 1 filed coordinator and 6 staff members as well as 10 volunteers involves with the right holders and communities to review the relief assistance process and programs as a part of the internal evaluation for learning.

BUDGET: UELCI

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
CRISIS PHASE					
I. Food Relief Assistance for 2,500 Households					
Food Assistance					
a. Rice 10 Kgs/household	Tons	25	43,000	1,075,000	16,045
b. Dhall 1 Kg/ household	Tons	3	115,000	287,500	4,291
c. Edible Oil 1 liter/ household	Tons	3	90,000	225,000	3,358
d. Turmeric Powder 250 gm pkt./ household	Tons	1	60,000	37,500	560
e. Chili Powder 250 gm pkt/ household	Tons	1	80,000	50,000	746
f. Salt 1 kg/ household	Tons	3	10,000	25,000	373
g. Polybags for packing	pcs.	2,500	25	62,500	933
sub total :				1,762,500	26,306
II. Non Food Items					
Household Kit					
a. Bed Sheet (1 pc/ household.)	pcs.	2,500	200	500,000	7,463
b. Saree 1 pc/ household	pcs.	2,500	200	500,000	7,463
c. Dhoti 1 pc/ household	pcs.	2,500	100	250,000	3,731
sub total :				1,250,000	18,657
Shelter Roof materials Assistance	Households	500	1,000	500,000	7,463
sub total :				500,000	7,463
Total Direct Assistance				3,512,500	52,425
IV. TRANSPORT, ADMINISTRATION, OPERATION & SUPPORT					
<u>Transport</u>					
a. Truck rental for relief material movement to field warehouses from loading point	Trucks	8	10,000	80,000	1,194
b. Secondary Transport (from field warehouses to distribution point)	lumpsum			60,000	896
c. Fuel & Maintenance charges for a Four Wheeler	lumpsum			25,000	373
<u>Handling</u>					
a. Loading & unloading charges	lumpsum			50,000	746
sub total				215,000	3,209
V. COORDINATION					

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Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Staff Benefit					
Travel					
a. Travel of UELCI regional staff	lumpsum			75,000	1,119
Food Allowance					
a. For 1 Field Coordinator @ Rs 150/- per day	month	2	4,500	9,000	134
b. For 6 Field Staff @ Rs 150/- per day	month	2	27,000	54,000	806
c. For 1 driver @ Rs 150/- per day	month	2	4,500	9,000	134
d. For 10 Volunteers @ Rs 150/- per day	month	1	45,000	45,000	672
Accommodation					
a. Boarding & Lodging for 7 Field Staff (6 Field staff & 1 Coordinator)	month	2	10,500	21,000	313
b. Boarding & Lodging for Driver	month	2	1,500	3,000	45
Insurance					
a. Insurance for 18 Staff	lumpsum			36,000	537
Sub total :				252,000	3,761
VI. FIELD OFFICE RENT & COMMUNICATION					
a. Office Utilities	lumpsum			25,000	373
b. Field Warehouses rent	month	2	10,000	20,000	299
c. Communication to Field (including telephone calls/email/fax etc.)	month	2	5,000	10,000	149
d. Documentation	lumpsum			10,000	149
e. Stationary and printing	lumpsum			10,000	149
Sub total :				75,000	1,119
VIII. Audit of ACT Funds	lumpsum			35,000	522
TOTAL INDIRECT ASSISTANCE				577,000	8,612
GRAND TOTAL				4,089,500	61,037
Act Coordination Fee @3%				122,685	1,831
Grand Total for Crises Phase				4,212,185	62,868
Exchange Rate : Local Currency to 1 USD	67.00				

PROPOSED EMERGENCY RESPONSE – LUTHERAN WORLD SERVICE INDIA TRUST (LWSIT)**OVERALL GOAL:**

To extend immediate emergency relief to ensure basic amenities and life sustaining measures to 1,500 households in 10 villages in Thiruvallur districts of Tamil Nadu.



OBJECTIVE(S) OF EMERGENCY RESPONSE:**Objective 1:**

To provide non-food Items to the most vulnerable households affected by cyclone in order to improve their living conditions and help them survive the most difficult period with a modicum of dignity.

Indicator:

Women, men and children from 1,500 households have improved living conditions through provision of sleeping materials to protect them from the cold winter temperatures. Ensure upholding dignity among women and men.

Activity:

LWSIT provides urgently additional non-food items such as woollen blankets, floor mats and bed sheets to households affected by cyclone who have lost their sleeping materials. In addition, Sari to women and Dhuti/ Lungi to men will be provided as they lost their clothing materials.

Objective 2:

To provide housing aid materials to rebuild 100 houses of the most vulnerable households.

Indicator:

100 of the most vulnerable households rebuild their damaged houses with provided materials.

Activity:

LWSIT will provide housing aid materials such as CGI sheets, precast RCC pillars, along with other required construction as well as sundry materials to rebuild the houses by the most vulnerable households..

PROPOSED ASSISTANCE:

Description of Activity	Proposed Items	Output Indicator	Outcome Indicator
Non-Food Items (NFI)	Sleeping Mats, Bed Sheets, Woollen Blankets, Sari and Dhuti/Lungi	1,500 of the most vulnerable households will be provided with additional non-food items including: sleeping mats, woollen blankets, bed sheets, Sari for women and Dhuti/Lungi for men as per selection criteria.	Households will survive the crisis period being protected from the cold temperatures and uphold the modesty and dignity of both women and men. Further suffering, such as possible illnesses will also be avoided.
Shelter & Settlements	Housing aid materials – CGI Sheets, Precast RCC Pillars, other construction	100 of the most vulnerable households are assisted with materials to rebuild their houses	Households will live in safer houses that will be more resistant to future disasters.

Description of Activity	Proposed Items	Output Indicator	Outcome Indicator
	materials including hardware materials		

Process of Activities to be carried out:

- Liaison with local administration and government authorities before and after the relief distribution to the households affected by ethnic violence in order to ensure transparency and accountability.
- Preparation of rights holder list in relief camps in 20 villages under Thiruvallur district.
- Steps to involve the beneficiaries and other inmates of the relief camps while drawing up the lists for support.
- Ensure transparency and accountability by ensuring all information is available to the people in the relief camps before distribution of relief materials
- Establishment of complaints and response mechanism at the distribution site
- 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 meetings organized at different levels
- Sharing of information/ reports with government agencies and others
- Monitoring, evaluation and reporting of the relief assistance.

TARGET POPULATIONS:

Sl.No	Name of the District	Name of the cyclone affected villages	Total households to be covered
1.	Tiruvallur	Agaram	125
		Chittathur	175
		Egatur	150
		Gobindamedu	145
		Kannur	135
		Karannal	155
		Kannampettai	160
		Ayallur	175
		Ayathur	145
		Chittambakam	135
		TOTAL	1,500

Most of the target population in the above villages belongs to Tiruvallur district which was also affected by tsunami in December 2004. LWSIT will prioritize its emergency response program to the most

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vulnerable sections of the cyclone affected population such as the marginalized and excluded communities, widows, physically challenged, single woman headed households and children. Since huge number of Dalits households are severely affected due to cyclone in Tiruvallur district, emphasis will be given to support these groups without any further discrimination. Addressing the truly vulnerable among the cyclone affected population is the key and primary focus of LWSIT.

IMPLEMENTATION ARRANGEMENTS:

LWSIT will directly distribute the relief materials to the identified households adopting participatory process. All the stake holders such as local communities, NGOs & Panchayati Raj Institutions (PRI), local level Village Development Committee (VDC) will be actively involved during the implementation process. The implementation, monitoring and evaluation of the program activities will be coordinated and facilitated by the project involving local staff during 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 ensure transparency and accountability as well as visibility.

LWSIT will involve local churches under the aegis of United Evangelical Lutheran Church of India (UELCI) during program implementation and monitoring process.

LWSIT will continue to share information on the emergency response with the District Magistrate, Sub-Divisional Officer (SDO), Block Development Officer (BDO), District Project Officer (DPO) of District Disaster Management Authority (DDMA) and Inter Agency Groups at state level as well as at district level. Sharing of information will be done with Sphere India Network at national level since LWSIT is the member of this network.

COORDINATION:

LWSIT will coordinate and work closely with cyclone affected communities and households, local authority and district administration. As is the practice, LWSIT will seek approval from the Government of India as well as local authorities and implementation will be carried out with the co-operation of the state authorities and district officials.

To avoid possible overlapping of emergency response, LWSIT will maintain regular contact with other stakeholders providing relief on the ground. As per need, LWSIT personnel at the project level will attend district level review meetings to share the program details.

LWSIT will co-ordinate with other NGOs/ INGOs as well as share information and work with other humanitarian partners and churches working in the ground. Effective coordination will also be made with ACT Alliance India Forum members i.e., UELCI and CASA to ensure better response to the cyclone disaster affected population and to address their needs including those needing special care.

COMMUNICATIONS:

LWSIT will share necessary information related to the cyclone response with various agencies and with the other ACT India Forum Members as per need. It will share all the communication materials and information regarding provisions for relief and rehabilitation being made by the Government with the

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communities. Visibility will be made through banners and posters with co-branding of resource partner as well as ACT Alliance logo to communicate about emergency response being undertaken by LWSIT with support from concerned resource partners.

Wherever feasible, case stories from the cyclone affected households will be captured from within the emergency response communities highlighting the outcome of program intervention being made by LWSIT.

PRINCIPLES AND STANDARDS:

All the staff involved in the project will try their best to meet and 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 Alliance guidelines on prevention of sexual abuse while implementing the project. The quality and quantity of relief supplies undertaken are in the spirit of Sphere standard. LWSIT will also follow and adhere to the HAP benchmarks/CHS commitments as an organizational principle. A complaints and response mechanism will be implemented throughout the response period. A complaints box will be set up at the project site and encourage the program participants to lodge complaints related to quality of programs, beneficiary selection, behavior of staff, etc.

PLANNED IMPLEMENTATION PERIOD:

LWSIT has planned to implement the activities under this ACT Preliminary Appeal within a period of 6 months (17th December 2016 – 16th June 2016).

HUMAN RESOURCES & ADMINISTRATION OF FUNDS:

The cyclone response project will be implemented by the experienced staff those have already worked in Tamil Nadu and vocal with local culture. They have demonstrated high sensitivity towards gender, inclusion and people with disability. Hence, preference will be given to depute such staff for program implementation. The Project Coordinator will head the team and will be responsible to liaise with the Government and local authorities during program implementation and reporting. Coordination with other NGOs working in the region will also be the priority of the field project unit. LWSIT will use the community based local volunteers from among the communities where relief assistance will be provided. It is important that, LWSIT recognize the potentiality of youth in respective communities and use their knowledge in local context. From among the LWSIT Social Workers and local volunteers, several staff will be asked to document good practices that may emerge during the emergency response program.

LWSIT stringently follows its internal mechanism of finance and administrative manual as well as procurement policy adhering the international procurement policy of LWF Geneva. As a matter of practice, LWSIT calls for three quotations from pre-qualified suppliers who have shown their integrity and commitment towards supplying of relief materials earlier. Based on the quoted price of different materials along with brand (to ensure the quality) the lowest bidder with best quality of materials is given priority to supply the required materials.

The Accounts Officer (AO) based in the field will have financial management of day today business and will report to the Project Coordinator of the project on a regular basis. The Project Coordinator will have

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overall control, monitoring and management of program at the field level. The Accounts Officer will visit the relief materials distribution sites to support the program staff for effective distribution with proper verification of distribution muster roll, stock ledger 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.

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 provided by the designated persons.

The program will commence as soon as possible based on the availability of resources to LWSIT. The Emergency Manager will be in touch with the Finance Department at national office to ensure coordination between the program and finance teams to expedite the implementation process. He will be collecting and collating the information and reports pertaining to the emergency response activities from the field and sharing such information with resource partners as per the agreed time frame.

MONITORING AND EVALUATION:

The Project Coordinator and designated staff will be responsible for carrying out monitoring at the field level. The designated person will visit distribution sites, be part of the process and oversee the distribution of relief materials. Monitoring visits will be conducted at regular intervals from the national office. Efforts will be made to involve those are receiving material aid from relief camps organized by LWSIT to carry out monitoring and quality control of the materials being provided in order to understand the level of satisfaction among beneficiaries those received relief materials.

LWSIT national office will send all necessary reports (statistical, narrative and financial) as required by concerned resource partners. The Project Coordinator in the field will collect and collate the reports and send the consolidated report 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 as appropriate.

Budget: LWSIT

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Direct Cost					
1. Non-Food Items (NFI) for 1,500 Households					
Sleeping Mat (1 pc per household)	Piece	1,500	300	4,50,000	6,666.67
Bed Sheet (1 pc per household)	Piece	1,500	250	3,75,000	5,555.56
Woolen Blankets (1 pc per household)	Piece	1,500	500	7,50,000	11,111.11
Sari (1 pc for women)	Piece	1,500	300	4,50,000	6,666.67
Dhoti/ Lungi (1 pc for men)	Piece	1,500	250	3,75,000	5,555.56

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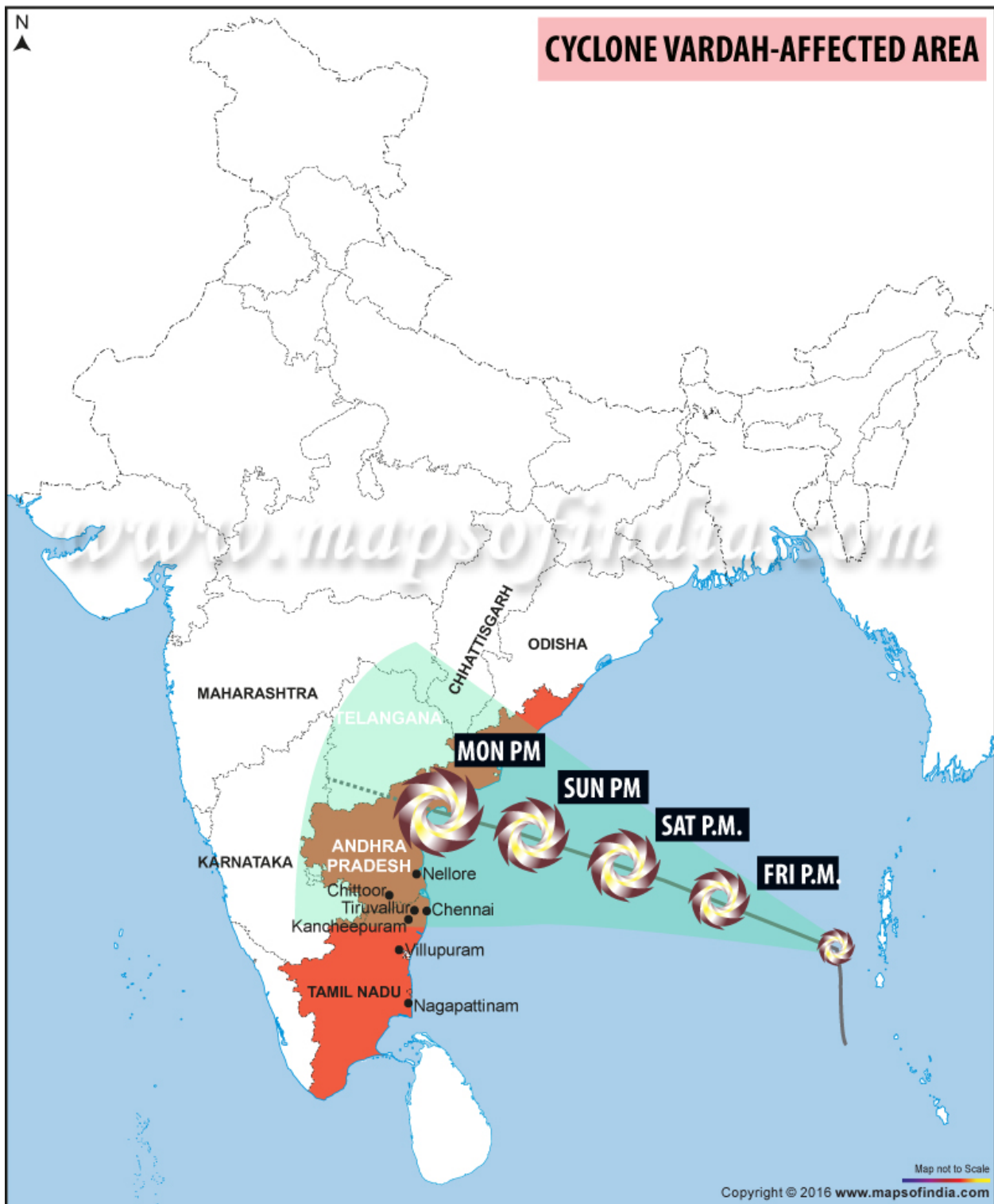
Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Packaging charge	Set	1,500	75	1,12,500	1,666.67
Sub total:				25,12,500	37,222.22
2. Shelter and Settlement for 100 Households					
Housing aid materials for rebuilding the damaged houses - (CGI Sheets, Ridges, RCC precast pillars, bamboo, mats, hardware materials, etc.)	Household	100	40,000	40,00,000	59,259.26
Sub total:				40,00,000	59,259.26
Transport, Warehousing and Handling:					
Truck Hire Charges from procurement point to distribution sites	Trip	3	12,000	36,000	533.33
Rent for Warehouse	Month	6	15,000	90,000	1,333.33
Rent for office establishment	Month	6	20,000	1,20,000	1,777.78
Loading and unloading	Trip	6	5,000	30,000	444.44
Running/ maintenance cost of 2 wheelers (4 Motor cycles)@ Rs. 6,000 per motor cycle	Month	6	24,000	1,44,000	2,133.33
Hire and maintenance charges of four wheelers	Month	6	20,000	1,20,000	1,777.78
Sub total:				5,40,000	8,000.00
Other Sector Related Direct Cost					
Personnel Cost for Field Operations					
Project Coordinator - 1 person	Month	6	40,000	2,40,000	3,555.56
Accounts Officer-cum-Store Keeper - 1 person	Month	6	30,000	1,80,000	2,666.67
Documentation Assistant - 1 person	Months	6	20,000	1,20,000	1,777.78
Community Officers/ Senior Community Officers - 4 persons	Month	6	20,000X4	4,80,000	7,111.11
Local Volunteers - 2 persons	Month	6	15,000X2	1,80,000	2,666.67
Staff benefits including hardship allowance, security and protection	LS			1,00,000	1,481.48
Sub total:				13,00,000	19259.26
Total Direct Cost:				83,52,500	1,23,741
Indirect Support Costs					
Travel - Local & Regional travel of senior/ field staff for Rapid Need Assessment and program monitoring	Months	6	30,000	1,80,000	2,666.67
Office Utilities	Months	6	15,000	90,000	1,333.33
Documentation - Reports, photo/ vidéographie, etc.	LS			10,000	148.15

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Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	INR	INR	USD
Visibility - posters, banners, etc.	LS			10,000	148.15
Monthly review/ staff meeting and orientation	Months	6	2,000	12,000	177.78
Share of national office salary cost	Months	6	90,000	5,40,000	8,000.00
Share of national office operational and admin cost	Months	6	45,000	2,70,000	4,000.00
Total Indirect Cost:				11,12,000	16,474.07
AUDIT, MONITORING & EVALUATION					
Audit Fees	LS			30,000	444.44
Program Monitoring and Evaluation	Month	6	40,000	2,40,000	3,555.56
Sub -Total:				2,70,000	4,000.00
TOTAL EXPENDITURE - Exclusive International Coordination Fee				97,34,500	1,44,214.81
INTERNATIONAL COORDINATION FEE (ICF) 3%				2,92,035	4,326.44
TOTAL ESTIMATED EXPENDITURE - Inclusive International Coordination Fee				1,00,26,535	1,48,541
Exchange Rate: US\$ 1=	67.50				

APPENDICES TO THE PRELIMINARY APPEAL DOCUMENT**Appendix 1: Map**

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