

Rapid Response Fund Payment Request No. 08/2017

Funds Sent To: United Evangelical Lutheran Churches in India (UELCI), Church's Auxiliary for Social Action (CASA) and Lutheran World Service India Trust (LWSIT)

Amount Sent: 150,000 USD

Date: 17 July 2017

Details of Response

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

Date of Emergency: 12 July 2016

ACT Requesting Members: United Evangelical Lutheran Churches in India (UELCI), Church's Auxiliary for Social Action (CASA) and Lutheran World Service India Trust (LWSIT)

I. NARRATIVE SUMMARY

DETAILS OF THE EMERGENCY

There have been heavy torrential rains since 2nd July 2017 in the North-Eastern state of Assam in India. The rains have continued and the floods have intensified in the last 48 hours. 24 districts of Assam have been affected during this current phase of floods. A population of 1,718,135 has been badly affected by current floods and is struggling with the worsening flood situation in the state.

According to a report by the Assam Disaster Management Authority (ASDMA), lately, 7 people were killed in various flood-related incidents in Goalpara, Jorhat and Lakhimpur districts. In Lakhimpur, 3 people were killed by drowning and landslides. The toll in the Assam flood has risen to 44 with five more deaths being reported on Wednesday, July 12, 2017. Approximately 1 million animals, including poultry have been affected and 1,652 houses have been damaged during this flood. Large scale destruction of infrastructure, cropland and wildlife has been reported from different areas. 2,498 villages with more than 140,837 hectares of standing crops have been badly affected due to floods. The flood water has caused widespread destruction in the world-famous Kaziranga National Park, where more than 560 animals, including 14 rhinos, were killed. Road services have been affected at 2,847 places while railway tracks, damaged by landslides in the Lumding-Badarpur Railway division, were yet to be restored. The situation is likely to

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worsen in coming days as the water level in major rivers is continually rising above the danger level and more rainfall has been predicted by the Meteorological Department of India.

The swollen Brahmaputra river and its tributaries have overflow their banks in Lakhimpur, Majuli, Golaghat, Morigaon, Jorhat, Dhemaji, Sivasagar, Dibrugarh, Nagaon, Chirang, Kokrajhar, Barpeta, Bongaigaon, Nagaon and Dhubri districts. Flood waters have breached several embankments along rivers, damaged roads and bridges, lead to landslides and erosions across Assam. Wooden or tin Boats and rafts of banana tree are being used for transportation of people and property. This transportation method is hazardous and is being resorted due to inadequate supply of country boats.

ACTIONS TO DATE AND EMERGENCY NEEDS

The State Disaster Response Force (SDRF) teams are involved with rescue and relief operation with the State Government. The government have organized 294 relief camps for 31,456 people and providing temporary shelter and food. Schools and colleges remain closed. The Prime Minister of India spoke to the Chief Minister of Assam and assured all possible help to combat the flood disaster which looks grim. The Assam Government has taken the help of Army to bring the situation under control. There can be no denying of the fact that the present situation in these districts of Assam demands additional deployment of SDRF, NDRF Armed Police forces in affected areas in Biswanath, Majuli, Jorhat, Bongaigaon, Chirang and Sonitpur, Barpeta districts.

The Government has provided 2,697.6 Quintals of Rice, 471.58 Quintals of Lentil, 108.34 Quintals of Salt and 657.99 Lit of Mustered Oil as dry ration apart from Chura, Biscuits, Molasis and potatoes were also provided to the inmates of relief camps only (Source: Assam State Disaster Management Authority report as on 11th July 2017).

As far as ACT Alliance India Forum members are concerned, UELCI are in touch with its member church Northern Evangelical Lutheran Church, Bongaigaon Diocese wherein the volunteers conducted the rapid assessment in worst flood affected areas in 15 villages of Assam. In these villages, people have lost their livelihoods, cooking vessels, cloths, shelter and daily essential commodities. In this crisis situation, they are in dire need of relief assistance with emergency food cooking vessels assistance, cloth assistance, shelter assistance and daily needs like toothpaste, soap, hair oil for their immediate survival in this period. Some affected people said that while the government is providing rice and food materials, this support is not enough for their survival.

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

PROPOSED EMERGENCY RESPONSE - UELCI**PROPOSED EMERGENCY RESPONSE**

GOAL: To reduce the sufferings of the flood affected 1,500 households in 15 villages under Dhemaji district and Kokrajhar district of Assam.

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

Ensure that the affected 1,500 households of Assam in 15 villages have access to Non-food items (cooking vessels, cloths for men and women, bed sheet/blanket, toothpaste, soap, hair oil) in the crisis period.

INDICATOR

1,500 households of Assam in 15 villages received cooking vessels with cover sets, including men's clothing (dhoti/Gamcha) and women's clothing (saree), blanket/ bed sheet along with toothpaste, soap, and hair oil.

ACTIVITY

Organize and distribute relief among 1,500 flood affected households in 15 villages, cooking vessels with cover sets, including men's clothing (dhoti/Gamcha) and women's clothing (saree), blanket/ bed sheet along with toothpaste, soap, and hair oil.

PROPOSED ASSISTANCE:

Description of Activity	Proposed Item	Output Indicator	Outcome Indicator
Non-Food item (Food cooking items)	2 cooking aluminium vessels with cover.	1,500 households of Assam in 15 villages will be provided with food cooking vessels.	1,500 households of Assam in 15 villages will have access to food cooking vessels for survival & get back to normal life.
Non-food items (cloths)	Saree-1 Dhoti/Gamcha-2 Blanket/Bed sheet-2	1,500 households of Assam in 15 villages will be provided with non-food items (Cloths).	1,500 households of Assam in 15 villages will have access to cloths & blanket/Bed sheet during the crisis phase.
Hygiene kits assistance for daily needs.	Per family toothpaste-1, soap-1, hair oil-1 assisted.	1,500 households of Assam in 15 villages will be distributed with hygiene kits to each family with toothpaste, soap, hair oil.	1,500 households of Assam in 15 villages will have confidence to recover and lead a daily normal life.

ACTIVITIES

- Meeting with local church committee and local administration for emergency relief response.
- Selection of right holders with the involvement of local church leaders.
- Co-branding through banner and information on the assistance to the right holders as a part of transparency and accountability.
- Distribution of family 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 flood affected in Assam 15 villages in 1500 households with the following criteria:

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

Sl.No	Name of the District	Name of the flood affected villages	Total households to be covered
1.	Dhemaji	1. Joraigao	100
		2. Ouguri	100
		3. Narenguri	150
		4. Bedbari	100
		5. Majorbari	100
		6. Dhaoliguri	50
		7. Dokkin Nalbari	100
		8. Kopatoni	100
		9. Jotishpur	120
		10. Veketi	130
2.	Kokrajhar	11. Gital	80
		12. Ballamjhara	150
		13. Timijhara	20
		14. Raimona	100
		15. Mothambil	100
TOTAL			1,500

IMPLEMENTATION ARRANGEMENTS:

UELCI will form a local relief committee in the respective flood 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 (3) from the locality will be appointed by UELCI

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for one-month implementation period. 7 local volunteers support will be taken. 1 field coordinator and 3 field workers as well as 7 volunteers along with Director of DSA/UELCI are responsible for the relief with 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 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, soap, hair oil) with non-food (cloths, cooking vessels) items among 1500 flood affected 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 response mechanism will be set up and put into practice. The beneficiaries will be sensitized to the complaints response mechanism. Family card will be distributed to beneficiaries and there UELCI address and telephone number will be given for lodging of complaints. A complaints box will also be set up in the relief 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 NELC member church 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 program.

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 in due time.

PRINCIPLES AND STANDARDS:

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

PLANNED IMPLEMENTATION PERIOD:

Project implementation is planned for one month from inception (17 July 2017 – 17 August 2017).

Human Resources and Administration of Funds:

The Director, Division of Social Action of UELCI with the consultation of Executive Secretary, 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 3 field workers and 7 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, Division of Social Action (DSA)/UELCI and the UELCI Finance Officer to a pre-qualified supplier with having good past track record. The Executive Secretary, UELCI will approve the budget of the relief program according to the plan. The UELCI Finance Officer will collect all the original receipts and vouchers related to the relief programs and prepare the financial statement after having consultation with the relief program staff members, Director, DSA/UELCI and Executive Secretary, UELCI. The overall financial control and management will be rest with the UELCI Secretariat at Chennai.

MONITORING AND EVALUATION:

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

After completion of the relief assistance program and having consultation with Executive Secretary, UELCI the Director, DSA/UELCI and 1 filed coordinator and 3 staff members as well as 7 volunteers will involve the right holders and communities to review the relief assistance process and programs as a part of the internal evaluation for learning.

PROPOSED EMERGENCY RESPONSE: LWSIT

OVERALL GOAL:

To provide live saving and life sustaining assistance to 2,000 households in 25 villages under Bongaigaon district of Assam.

OBJECTIVE(S) OF EMERGENCY RESPONSE:

Objective 1: To ensure that, 2,000 flood affected households have immediate access to food materials (dry rations) for survival

Indicator: Women, men, transgender and children including differently abled persons from among 2,000 households covering 25 villages have access to food.

Activity: LWSIT will provide food material viz. par-boiled rice, pulses (lentils), edible oil, soy-chunk (Nutrela), salt, etc. as dry ration to the flood affected families at the time when they go back to their homes after water recedes. This will enable them to cook food for at least 10 days while they resume their work or search for employment.

Objective 2: To ensure that 1,000 flood affected households that are living in the open air along the roadside or on embankments, have access to temporary shelter to protect them from sun and rain.

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Indicator: Women, men, transgender and children (particularly elderly, crippled, pregnant women and differently abled persons) of 1,000 households are provided with temporary shelter materials in order to enable them to live more comfortably protected from the elements.

Activity: LWSIT will distribute high quality HDPE Tarpaulin Sheets to the families affected by high flood whose houses are completely or partially damaged due to flooding. These tarpaulin sheets will be useful and can ensure the better living conditions among families currently living outside their home. Until the water recedes, households will continue to live under temporary shelter and hutments. When they go back to their home, they can take the tarpaulin sheets with them for future use. This will act as family level preparedness for such disasters in future.

PROPOSED ASSISTANCE:

Description of Activity	Proposed Items	Output Indicator	Outcome Indicator
Food Items	<ul style="list-style-type: none"> Dry Ration: Par-boiled rice, pulses (lentils), edible oil (mustard oil), Soy chunk (Nutrela) & iodized salt 	2,000 of the most vulnerable flood affected households are provided with food items as per selection criteria.	Households will have easy access to food items (dry rations) for their survival
Shelter/NFIs	<ul style="list-style-type: none"> Tarpaulin Sheets – High quality HDPE Tarpaulin Sheets 	1,000 flood affected households are supported with HDPE Tarpaulin sheets in order to protect them from sun & rain	Households will use the tarpaulin sheets & be more comfortable protecting themselves from further risks

Target Population:

Details of villages and households to be covered in Bongaigaon District

District	Circle	Village	Households to be covered
Bongaigaon	Srijangram	Mahanpur	75
		Tinkonia	98
		New Piradahara	72
		Haripur (Namapara)	80
		Barjana	45
		Sikatari	65
		Sato Barjana	92
		Madhufal	112
		Barjana I	138
		Baghekhaiti	78
		Kushabari	66

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Core Humanitarian
STANDARD

The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

District	Circle	Village	Households to be covered
		Dubachari – II	85
		Amguri – I	93
		Amguri - II	105
		Barjana - III	45
	Boitamari	Ishwarjhari	145
		Uchunga Char	90
		Kayem Majer Alga	83
		Khorsimari	98
		Keluapada - I	70
		Keluapada - II	35
		Satcho Bigha Char	42
		Kabaitari – III	60
		Chhotpada	56
		Bhatipada	72
Total:			2,000

Process of Activities to be carried out:

- Flood situation assessment do be done by the project staff by making liaison with local administration and govt. authorities.
- Linkage building will be developed before and after the relief distribution to the households affected by flood in order to ensure transparency in relief works.
- Preparation of right holder list from among the families taking shelter in relief camps covering 25 villages in Bongaigaon district.
- Steps to involve inmates of the relief camps/ living at the road sites while listing the right holders before support of relief materials to the affected households.
- Ensure transparency and accountability by putting of banner and sensitizing right holders before distribution of relief materials.
- Establishment of complaints and response mechanism at the distribution site.
- Identification of potential suppliers and procurement of materials.
- Transportation of relief materials to the distribution site
- Distribution of relief materials to the right holders.
- Documentation of good practices and record maintenance for relief distribution.
- LWSIT's involvement in stakeholders meeting organized at different levels.
- Sharing of information/ reports with govt. agencies and others.
- Monitoring and Reporting of the relief assistance.

The flood-affected households as reflected above belong to the communities as they are close to the LWSIT program operation as SEEPRP (Socio-Economic Empowerment and Peace Reconciliation Project) of Assam Unit. Emergency relief support will be provided to the most vulnerable sections of the flood-affected population such as the marginalized and excluded communities, widows, physically challenged, single female headed families, transgender persons and children. Since different ethnic groups are severely affected due to unprecedented flood in Assam, emphasis will be given to support all such groups irrespective of any kind of discrimination.

IMPLEMENTATION ARRANGEMENTS:

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

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

COORDINATION:

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

To avoid possible overlapping of emergency response, LWSIT will keep and maintain regular contact with other members of ACT Alliance India Forum. LWSIT is already in touch with Inter Agency Group (IAG) of Assam and share update on flood situation.

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

COMMUNICATIONS:

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

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

PRINCIPLES AND STANDARDS:

All the staff involved in the project are sensitized on the need to follow the Code of Conduct of LWSIT. Besides, necessary information will be shared on the need to follow the Code of Conduct related to International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief as well as the ACT guidelines on prevention of sexual abuse and gender, while implementing the project. The quality and quantity of relief supplies will be in the spirit of the Sphere Standard considering local context and culture. Principles of Govt. norms such as National Disaster Management Authority (NDMA) of Govt. of India will be followed during the course of relief distribution. Besides, LWSIT will also follow and practice the CHS commitments as an organizational principle. The LWSIT organizational complaints response mechanism will be practiced as an on-going process.

PLANNED IMPLEMENTATION PERIOD:

Since there are dire needs of immediate relief materials particularly food items and temporary shelter materials, immediate steps will be taken in this direction as soon as funds received from ACT Alliance Secretariat. LWSIT has planned to implement the activities with this RRF mechanism within the period of 4 months (17th July 2017 – 17th November 2017).

HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:

This emergency response will be implemented by deploying experienced staff pulling them from other projects of LWSIT. Since the Project Coordinator is heading the team, he will be responsible to make liaison with Govt. Dept. and local self-govt. authorities during program implementation and reporting. Coordination with other NGOs working in the region will also be the priority of the field project unit. Since some of the staff members are already part of damage and need assessment as of now by visiting flood affected areas in Bongaingaon district, they will be involved to ease the implementation process and immediately can use the assisted materials which they need urgently.

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

The Accounts Officer (AO) based in the field will have financial management of day to day business and will report to the Project Coordinator (PC) of the project on regular basis. This PC will have overall control, monitoring and management of program at the field level. Accounts Officer will visit the distribution sites to support the program staff for effective distribution with proper verification of distribution muster roll,

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stock and other documents. After completing all the financial reporting, a statement of accounts along with original bills and vouchers will be sent to the national office finance department for verification and scrutiny to ensure the financial management practices. This process will commence and continue on fortnightly and monthly basis to keep track of the progress and to avoid last minute lapses if any.

The overall financial management and control will rest with the National Office of LWSIT based in Kolkata and necessary support and coordination will be done by the designated person(s). The finance department is agile to keep track of the on-going project.

MONITORING AND EVALUATION:

The Project Coordinator and designated staff will be responsible for carrying out monitoring the activities at the field level. The designated person will visit distribution sites, be part of the process, oversee the distribution process of emergency response relief materials and report to higher authority. Besides, monitoring visits will be conducted at regular intervals from the national office to ascertain the distribution process be smoothly carried out and utmost care being taken in the field related to effective financial management. Efforts will be made to involve some right holders (beneficiaries) who are receiving relief materials in the procurement process. LWSIT will carry out monitoring and quality control of the materials being provided to reduce the vulnerabilities and sufferings among families who are affected by floods. LWSIT national office will send all necessary reports (statistical, narrative and financial) as required by ACT Alliance Regional Office and Secretariat. The PC in the field will collect and collate reports from various field offices and send the compiled reports along with his observation and comments to the national office on a monthly basis. A copy of the same will be retained at the project office for sharing with other stakeholders locally. During and after the distribution of relief materials to the beneficiaries, internal monitoring will be carried out for self-learning of LWSIT with effective documentation process. In this regard, the person responsible for the tasks will entrust with requisite information and sensitization to collect the field information for analysis. The outcome will be reviewed and understand the impact of assisted program to the flood affected population and lessons learnt will be useful for such programs in future.

PROPOSED EMERGENCY RESPONSE - CASA

OVERALL GOAL:

To reduce the sufferings of 1,675 severely flood affected households in 23 villages of Barpeta districts in Assam.

OBJECTIVE(S) OF THE EMERGENCY RESPONSE:

Objective 1: To ensure that 1,675 severely flood affected households have immediate access to food items for survival.

Indicator: 1,675 households are provided with food items.

Activity: Relief distribution of food items.

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These items were chosen based on our field team recommendations, damages by the flood in the area and request from the communities.

Objective 2: To ensure that 1,675 severely flood affected households have immediate access to non-food items for survival (Tarpaulin sheets).

Indicator: 1,675 households are provided with non-food items (Tarpaulin sheets) items.

Activity: Relief distribution of non-food items.

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

PROPOSED ASSISTANCE:

In view of the present emergency situation, the following activities are proposed under this intervention to assist people:

Relief distribution:

Food and Non Food items :

Items	Unit/household	No. of targeted households
Food items		1,675
Rice	15 Kgs per household	
Lentil	2.5 Kg per household	
Mustard Oil	1 ltr per household	
Nutrila	1 kg per household	
Salt	2 kgs per household	
Turmeric Powder	200 grams per household	
Non Food items		
Tarpaulin Sheet	Tarpaulin Sheet 22'x16', 150 GSM	

Description	Type	Output	Indicator	Outcome
Food items	Rice, Lentil, Salt, Mustard Oil, Turmeric Powder and Nutrila	1,675 flood affected households received the food items	1,675 flood affected households are provided with Rice, Lentil, Salt Mustard Oil ,Nutrila and Turmeric Powder	Food items needs of the 1,675 flood affected households are met
Non food items (shelter)	Tarpaulin sheets	1,675 flood affected families received the Non-Food items	1,675 flood affected households are provided with Tarpaulin sheets	Non-food items needs of the 1,675 flood affected households are met.

TARGET POPULATIONS:

Priority will be given to the most vulnerable sections of the flood affected population from the communities so that marginalized and excluded groups, minorities, widows, differently able people, single women-headed families and children are selected.

CASA is coordinating with the District Administration, local churches/institutions, local partners and village committees from the affected villages who will be involved to assess the situation and coordinate the relief response. CASA is currently identifying the beneficiaries with the assistance of the local government agencies and the village leaders to ensure that those whose needs are the greatest receive the assistance.

List of beneficiaries to be covered				
Sl	District	Revenue Circle	Village	No of households to be covered
1	Barpeta	Baghbor	Ali Gaon Pam	114
2	Barpeta	Baghbor	Bamun Dongra	68
3	Barpeta	Baghbor	Bhatnapaity Char N.C.	68
4	Barpeta	Baghbor	Chaishimana N.C.	64
5	Barpeta	Baghbor	Chakhowajar	56
6	Barpeta	Baghbor	Daukmari	44
7	Barpeta	Baghbor	Dharma Pur	63
8	Barpeta	Baghbor	Kalgachi	26
9	Barpeta	Baghbor	Khangra	77
10	Barpeta	Baghbor	Lehi	46
11	Barpeta	Baghbor	Kanda Para	44
12	Barpeta	Baghbor	Kapah Toli	60
13	Barpeta	Chenga	Fulbari	53
14	Barpeta	Chenga	Gelabil	61
15	Barpeta	Chenga	Guma (Goma)	72
16	Barpeta	Chenga	Halanga Para N.C.	102
17	Barpeta	Chenga	Haripur	98
18	Barpeta	Chenga	Hepecha N.C.	99
19	Barpeta	Chenga	Matabari	125
20	Barpeta	Chenga	Kholabandha N.C.	95
21	Barpeta	Chenga	Kadamtala	102
22	Barpeta	Chenga	Kakdhowa	77
23	Barpeta	Chenga	Malipara	61
TOTAL PROPOSED BENEFICIARIES				1675

IMPLEMENTATION ARRANGEMENTS:

During the crisis phase, CASA will directly deliver the assistance to the affected people in cooperation with local partners like – Village Development Committee (VDC) and Assam Gono Unnyan Parishad (AGUP). The implementation, monitoring and evaluation of the program activities shall be looked into by CASA's staffs. Members of the target group will be involved in identification of beneficiary families. The assistance from Government representatives, Panchayat members and church leaders from the local community will also be solicited during the actual distribution of the relief materials. Government and local representatives will be invited to witness the distribution wherever possible. The minimum standard (Sphere recommendation) will be contextualised in the implementation of the programme.

COORDINATION:

CASA's Headquarters is in touch with resource partners. Contacts with the local groups and CBOs in the proposed areas are already strong. CASA will involve the churches and the regional/local NGOs in co-ordinating the relief intervention. The purpose would be to maintain transparencies and harmony in the process of selection, implementation and accounting to avoid any possible duplication. This programme will be conducted with the approval and co-operation of the state authorities and district officials.

CASA is maintaining regular contact with local administrations for proper coordination and effective implementation of the proposed programme. The co-ordination at the state level is with the regional office of CASA in Assam. CASA is in regular touch with ACT India members in order to maintain effective co-ordination in the crisis phase. CASA will also coordinate closely with ACT Implementing partners i.e. UELCI and LWSIT.

COMMUNICATIONS:

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

PRINCIPLES AND STANDARDS:

The staffs involved in the project has been sensitized to follow the Core Humanitarian Standards, the Code of Conduct of the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in disaster relief as well as the ACT guidelines on prevention of sexual abuse, while implementing the project. The quality and quantity of relief supplies undertaken are in the spirit of the Sphere Standards, to restore the life of the affected people with improvements or at least to the level in which they were before the disaster and/or in line with the existing common standards in the area. A complaints response mechanism will be put in place and complains will be duly addressed.

PLANNED IMPLEMENTATION PERIOD:

The total project duration of this relief intervention will be 3 weeks from the date of inception (17 July 2017 – 7 August 2017).

HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:

The existing staff of CASA will be used for organizing the various activities. CASA staff from Guwahati and the Zonal Office at Kolkata will be responsible for implementation of the programme for which they have the requisite knowledge and experience. They have already visited the disaster affected districts and villages and made an initial observation of the extent of damages, causalities and emerging needs. The planning for this response has been based on the feedback from the field visit and the assessment needs.

CASA's Finance Policy also governs procurement norms under which three quotations are called for from local suppliers and these quotations are then analyzed by the procurement committee at the Guwahati office. After taking into consideration several factors, one or more suppliers are selected to supply the materials based on the demand. These committees will include staff and local partner in the case of activities implemented through partner and church representatives.

The overall financial management and control will be with the CASA headquarters. At the zonal level it will rest with the Chief Zonal Officer. At the implementing level the Field Officer and Senior Coordinator will be responsible for financial monitoring and control. The Books of account will be maintained by qualified Accountants and the entire project account will be consolidated at Kolkata.

This office will scrutinize the accounts and submit the same to headquarters for onwards submission. Preparation of financial report of the project and the final audit of the account will be done at the headquarters level. CASA will do reporting on the progress of the programme. All finances will be received and accounted for. The CASA Delhi headquarter will coordinate the overall operation which includes expertise in disaster response, logistics and emergency communications.

MONITORING AND EVALUATION:

CASA has the requisite infrastructure and personnel for continuous monitoring of the programme at the field level which would be done on a regular basis through field visits, submission of reports, staff-partner meetings and interaction with beneficiaries. CASA would ensure the active involvement and participation of the beneficiaries in the implementation, monitoring and evaluation of the project activities. The programme will be constantly monitored for ensuring that it progresses along the planned framework, and also in order to fine-tune it as and when required, based on field responses. A report will be submitted on completion of the intervention. At the end of the programme, review will be conducted to assess the impact of the programme and document learning's for future planning.

REPORTING SCHEDULE

Type of Report	Due date		
	Requesting Members		
	UELCI (1 Month)	LWSIT (4 Month)	CASA (21 Days)
Situation report	Monthly	Monthly	N/A
Final narrative and financial report	31 October 2017	31 January 2018	15 October 2017
Audit report	30 November 2017	28 February 2018	15 November 2017

II. FINANCIAL SUMMARY/BUDGET

UNITED EVANGELICAL LUTHERAN CHURCHES IN INDIA (UELCI)

		Type	No.	Unit Cost	BUDGET	
		Unit	Units	INR	INR	USD
ESTIMATED EXPENDITURE						
DIRECT COST						
1	Non Food Items					
1.1	Cooking Vessels with Cover - 2	Households	1,500	500	750,000	11,719
1.2	Saree - 1	Households	1,500	440	660,000	10,313
1.3	Dhoti / Gumcha - 2	Households	1,500	400	600,000	9,375
1.4	Blanket / Bed Sheet - 2	Households	1,500	390	585,000	9,141
1.5	Tooth Paste, Soap, Hair Oil	Households	1,500	250	375,000	5,859
	Sub total				2,970,000	46,406
2	Distribution Staff Travel & Food Expenses					
2.1	7 Volunteers & 3 Field Workers Travel, Food Etc., 10	Days	300	200	60,000	938
2.2	1 Field Coordinator Travel, Food & Accommodation	Days	30	250	7,500	117
	Sub total				67,500	1,055
3	TRANSPORT, WAREHOUSING & HANDLING					
3.1	Local & Regional travel	Lumpsum	1	25,000	25,000	391
3.2	Truck rental for relief material movement to local warehouse	Lumpsum	1	5,000	5,000	78
3.3	Secondary Transport (Local warehouse to Distribution Point)	Lumpsum	15	5,000	75,000	1,172
	Sub total				105,000	1,641
4	PERSONNEL, ADMINISTRATION, OPERATION & SUPPORT					
4.1	Field Coordinator - 1	Month	1	25,000	25,000	391
	Sub total				25,000	391
5	Field Office Communication:					
5.1	Communication to Field	Lumpsum			9,000	141
5.2	Banners, Photos, Documentation	Lumpsum			8,500	133

	Type	No.	Unit Cost	BUDGET		
				Unit	Units	INR
					17,500	273
6	AUDIT OF ACT FUNDS:					
6.1	Audit fees	Lumpsum			15,000	234
					15,000	234
TOTAL					3,182,500	50,000

LUTHERAN WORLD SERVICE INDIA TRUST (LWSIT)

	Type of	No. of	Unit Cost	RRF		
				Unit	Units	Budget INR
DIRECT COST						
1	Food Security (2,000 households)					
1.1	Par-Boiled Rice - 15 kgs per household	Kg	30,000	31	930,000	14,531
1.2	Pulses (Lentil Dal) - 1 kg per household	Kg	2,000	120	240,000	3,750
1.3	Edible Oil - 1 liter per household	Liter	2,000	110	220,000	3,437
1.4	Soya Chunk (Nutrella) - 1 kg per household	Kg	2,000	120	240,000	3,750
1.5	Salt 1 kg per household	Kg	2,000	20	40,000	625
1.6	Packaging charge with visibility	Set	2,000	70	140,000	2,187
	Sub -Total:				1,810,000	28,281
2	Shelter and Settlements (1000 families)					
2.1	HDPE Tarpauline Sheet (170 GSM with size 14.5'x11.5')	Pc	1,000	590	590,000	9,219
	Sub -Total:				590,000	9,219
3	<u>Other Sector Related Direct Costs</u>					
3.1	Project Coordinator - 1 person (50% time of 4 months)	Month	4	20,000	80,000	1,250
3.2	Accounts Officer-cum-Store Keeper - 1 person (50% time of 4 months)	Month	4	17,000	68,000	1,062
3.3	Documentation Assistant - 1 person (50% time of 4 months)	Months	4	14,000	56,000	875

	Type of	No. of	Unit Cost	RRF	RRF	
	Unit	Units	INR	Budget INR	Budget USD	
3.4	Senior Community Officers - 4 persons	Month	4	18,000X 4	288,000	4,500
	Sub total:				492,000	7,687
	TOTAL DIRECT ASSISTANCE				2,892,000	45,188
TRANSPORT, WAREHOUSING & HANDLING						
4	<u>Transport (of relief materials)</u>					
4.1	Truck Hire Charges from procurement point to distribution sites	Lumpsum			30,000	468
4.2	Running/ maintenance cost of 2 wheelers (4 motor cycles)	Month	4	8,000	32,000	500
4.3	Running/hired, maintenance charges of four wheelers	Month	4	8,000	32,000	500
5	<u>Office and Warehousing</u>					
5.1	Rental for office	Month	4	8,000	32,000	500
5.2	Rental of warehouse	Month	4	4,000	16,000	250
6	<u>Handling</u>					
6.1	Loading and unloading	Lumpsum			6,000	94
	TOTAL TRANSPORT, WAREHOUSING & HANDLING				148,000	2,313
	TOTAL DIRECT COST				3,040,000	47,500
INDIRECT COSTS: ADMINISTRATION & SUPPORT						
7	<u>Office Operations</u>					
7.1	Office Utilities	Months	4	5,000	20,000	313
7.2	Documentation - Reports, photo/ videography, etc.	Lumpsum			5,000	78
7.3	Visibility - posters, banners, caps etc.	Lumpsum			5,000	78
7.4	<u>Other</u>					
7.5	Travel - Local & Regional travel of senior/ field staff for assessment, program monitoring, etc.	Months	4	30,000	120,000	1,875
7.6	Audit fees	Lumpsum			10,000	156
	TOTAL INDIRECT COST: ADMIN. & SUPPORT				160,000	2,500
TOTAL EXPENDITURE					3,200,000	50,000

CHURCH'S AUXILIARY FOR SOCIAL ACTION (CASA)

	Type of	No. of	Unit	Appeal	Appeal
	Unit	Units	Cost	Budget	Budget
			INR	INR	USD
1 PROGRAM ACTIVITIES					
1.1 Shelter and settlement / Non-food items				1,005,000	15,703
1.1.1 Tarpaulin Sheet 22' x 16', 150 GSM	pcs.	1,675	600	1,005,000	15,703
1.2 Food security				2,001,625	31,275
1.2.1 Rice 15 kgs per household	kgs	1,675	570	954,750	14,918
1.2.2 Pulses 2.5 Kgs per household	kgs	1,675	250	418,750	6,543
1.2.3. Salt 2 kgs per household	kgs	1,675	40	67,000	1,047
1.2.4. Mustard Oil 1 litre per household	litre	1,675	110	184,250	2,879
1.2.5. Nutrila (Soyabean) 1 kg per household	kgs	1,675	125	209,375	3,271
1.2.6 Turmeric Powder 200 gms pkt. per household	pkt.	1,675	50	83,750	1,308
1.2.6 Packing charges of food kits	pcs.	1,675	50	83,750	1,309
TOTAL PROGRAM ACTIVITIES				3,006,625	46,979
2 PROGRAM IMPLEMENTATION					
2.1. Audit	lumpsum			15,000	234
TOTAL PROGRAM IMPLEMENTATION				15,000	231
3 PROGRAM LOGISTICS					
3.1 Hire/ Rental of Vehicles (Secondary Transport: Warehouse to distribution point)	lumpsum		25,000	25,000	391
3.2. Fuel and Maintenance of 1 four wheel office vehicle	lumpsum		8,000	8,000	125
3.3 Perdiem for Drivers	days	21	350	7,350	115
TOTAL PROGRAM LOGISTICS				40,350	630
TOTAL DIRECT COST				3,061,975	47,843
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT					
4 Staff salaries					
4.1 Perdiem for coordinator	days	21	350	7,350	114
4.2 Honorarium of 4 Volunteers	days	21	1,400	29,400	459
4.3 Lodging for staffs	days	21	2,000	42,000	656
5 Office Operations					
5.1 Office Utilities	days	21	500	10,500	164

6	<u>Communications</u>				
6.1	Telephone, Email and fax	lumpsum	2,000	2,000	3
7	<u>Other</u>				
7.1	Insurance	lumpsum	3,000	3,000	47
7.2	Loading and unloading	lumpsum	9,000	9,000	141
7.3	Stationeries	lumpsum	5,000	5,000	78
7.4	Documentation and Reporting	lumpsum	4,775	4,775	75
7.5	Travel of Staff	lumpsum	25,000	25,000	391
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT				138,025	2,157
TOTAL EXPENDITURE				3,200,000	50,000

ACTION

The ACT Secretariat has approved the use of US\$ 150,000 towards the budget from its Rapid Response Fund and would be grateful to receive contributions to wholly or partially replenish this payment. Should there be an appeal for this emergency, the RRF payment will be considered as an advance.

For further information please contact:

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Alwynn Javier
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ACT Alliance Secretariat