

Concept Note

Section 1: Overview of response																																																												
Project Title	Emergency Response to Hurricane Irma in Cuba																																																											
Location	Cuba Provinces of Havana, Mayabeque, Matanzas, Villa Clara, Sancti Spiritus, Ciego de Ávila, Las Tunas, Camagüey, Holguín, Guantánamo																																																											
Project start date	15 September 2017																																																											
Duration of project	15 (months)																																																											
Budget (USD)	\$ 2,404,210																																																											
Sector(s)	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Shelter / NFIs <input type="checkbox"/> Health / Nutrition <input checked="" type="checkbox"/> WASH <input checked="" type="checkbox"/> Early recovery / Livelihoods </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Food Security <input checked="" type="checkbox"/> Protection/Psychosocial <input type="checkbox"/> Education <input type="checkbox"/> Unconditional Cash </div> </div> <input checked="" type="checkbox"/> Other DRR, Capacity building																																																											
Forum	ACT Alliance Cuba Forum																																																											
Requesting members	Cuban Council of Churches																																																											
Local partners	1. Martin Luther King Junior Memorial Centre 2. Christian Centre of Reflection and Dialogue 3. B. G. Lavastida Christian Centre for Service and Training 4. Evangelical Seminary of Theology, Oscar Arnulfo Romero Centre																																																											
Impact (overall objective)	Contribute to the recovery of affected households from 20 municipalities of 10 provinces that were impacted by Hurricane Irma, through emergency relief assistance and the strengthening of community resilience.																																																											
Target beneficiaries	<p><i>Total population: 20,000 households, 100,000 people</i> <i>RESPONSE TO HURRICANE IRMA IN CUBA: CUBA, 10 PROVINCES, 20 MUNICIPALITIES</i></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="text-align: left;">SECTORS/THEMATIC AREAS</th> <th rowspan="2" style="text-align: left;">HOUSEHOLDS</th> <th colspan="5">BENEFICIARIES</th> </tr> <tr> <th>0-5 years</th> <th>6-18 years</th> <th>19-65 years</th> <th>over 65 years</th> <th>TOTAL PERSONS</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">A. SHELTER/ ROOFS</td> <td>800</td> <td>220</td> <td>692</td> <td>2508</td> <td>580</td> <td>4000</td> </tr> <tr> <td style="text-align: left;">B. NON-FOOD ITEMS</td> <td>3000</td> <td>825</td> <td>2595</td> <td>9405</td> <td>2175</td> <td>15000</td> </tr> <tr> <td style="text-align: left;">C. FOOD SECURITY</td> <td>4100</td> <td>1128</td> <td>3547</td> <td>12854</td> <td>2973</td> <td>20500</td> </tr> <tr> <td style="text-align: left;">D. WATER, SANITATION AND HYGIENE PROMOTION</td> <td>7850</td> <td>2159</td> <td>6790</td> <td>24610</td> <td>5691</td> <td>39250</td> </tr> <tr> <td style="text-align: left;">E. PROTECTION AND PSYCHOSOCIAL SUPPORT</td> <td>20000</td> <td>5500</td> <td>17300</td> <td>62700</td> <td>14500</td> <td>100000</td> </tr> <tr> <td style="text-align: left;">E. RECOVERY OF LIVELIHOODS</td> <td>500</td> <td>138</td> <td>433</td> <td>1568</td> <td>363</td> <td>2500</td> </tr> </tbody> </table>						SECTORS/THEMATIC AREAS	HOUSEHOLDS	BENEFICIARIES					0-5 years	6-18 years	19-65 years	over 65 years	TOTAL PERSONS	A. SHELTER/ ROOFS	800	220	692	2508	580	4000	B. NON-FOOD ITEMS	3000	825	2595	9405	2175	15000	C. FOOD SECURITY	4100	1128	3547	12854	2973	20500	D. WATER, SANITATION AND HYGIENE PROMOTION	7850	2159	6790	24610	5691	39250	E. PROTECTION AND PSYCHOSOCIAL SUPPORT	20000	5500	17300	62700	14500	100000	E. RECOVERY OF LIVELIHOODS	500	138	433	1568	363	2500
SECTORS/THEMATIC AREAS	HOUSEHOLDS	BENEFICIARIES																																																										
		0-5 years	6-18 years	19-65 years	over 65 years	TOTAL PERSONS																																																						
A. SHELTER/ ROOFS	800	220	692	2508	580	4000																																																						
B. NON-FOOD ITEMS	3000	825	2595	9405	2175	15000																																																						
C. FOOD SECURITY	4100	1128	3547	12854	2973	20500																																																						
D. WATER, SANITATION AND HYGIENE PROMOTION	7850	2159	6790	24610	5691	39250																																																						
E. PROTECTION AND PSYCHOSOCIAL SUPPORT	20000	5500	17300	62700	14500	100000																																																						
E. RECOVERY OF LIVELIHOODS	500	138	433	1568	363	2500																																																						
Expected outcomes	A. 800 affected households in 6 municipalities of 5 provinces reduce their vulnerability, having the roof of their homes rehabilitated in a safe manner.																																																											

	<p>B. 3,000 households in 12 municipalities of 7 provinces have access to non-food items for the reestablishment of daily life activities.</p> <p>C. 4,100 households in 6 municipalities of 4 provinces have access to food throughout the crisis.</p> <p>D. 5,000 households in 6 municipalities of 3 provinces have improved access to hygiene kits and have increased awareness about good hygiene practices. Improved clean water access for 300 households benefitted with the delivery of household water purification systems and 2,250 households improved clean water access through a community water systems and integral sanitation systems.</p> <p>E. 20,000 households in 20 municipalities of 10 provinces have support to rebuild their social networks and increasing their coping mechanism and resilience in a participatory way and in process that improve the psychosocial wellbeing of the community and child safeguarding and protection.</p> <p>F. 500 households in 7 municipalities of 6 provinces have their livelihood restored</p>
Expected outputs	<p>A. 800 households received shelter kits and basic training on safe roofing technique</p> <p>B. 3,000 households supported with NFI</p> <p>C. 4,100 households received food kits</p> <p>D 5,000 households received hygiene kits; 600 households received household water purification systems; 2,250 households received community water purification systems and integral sanitation systems</p> <p>E. 20,000 households received psychosocial support and child safeguarding and protection</p> <p>F. 500 households received support for their livelihood restorations</p>
Main activities	<p>A.1.1. Technical visits to assess affected homes</p> <p>A.1.2. Purchase and distribution of shelter kits based on needs assessment</p> <p>A.2.1. Creation and distribution of informational brochures on safe roofing technique</p> <p>A.2.2 Community training in safe roofing</p> <p>B.1.1. Purchase and distribution of 3,000 non-food item kits</p> <p>C.1.1. Purchase and distribution of 4,100 food kits</p> <p>D.1.1. Distribution of 15,000 hygiene kits to 5,000 households</p> <p>D.2.1. Purchase and distribution of 300 household water purification systems to 600 households</p> <p>D.3.1 Purchase and installation of 15 community water purification systems to 2,250 households</p> <p>D.4.1. Purchase and distribution of 10 integral community sanitation systems to 2,250 households</p> <p>E.1.1. Psychosocial needs assessment in selected communities</p>

	<p>E.1.2. Purchase of psychosocial kits and equipment for implementers.</p> <p>E.1.3. Community psychosocial support activities with vulnerable groups.</p> <p>E.1.4. Staff care sessions for all project implementers</p> <p>E.2.1. Workshop for training promoters-facilitators in Methodology of Child-Friendly Spaces in Emergency</p> <p>E.2.2. Creation of 12 Child-Friendly Spaces</p> <p>E.3.1. Establish the Child Safeguarding and Protection Policy in all target communities</p> <p>F.1.1. Purchase and distribution of tools for rapid recovery</p> <p>F.2.1. Identification of 500 small businesses affected (vulnerable households)</p> <p>F.2.2. Evaluation of needs of small businesses identified</p> <p>F.2.3. Purchase and delivery of equipment based on needs assessment</p>
--	--

Section 2: Narrative Summary

Background

As of September 6, 2017, Hurricane Irma, a category 5 hurricane, with maximum sustained winds of 295 km/hour, strengthened significantly to become one of the most powerful hurricanes ever recorded in the Atlantic. After wreaking havoc in the Eastern Caribbean, the devastating Hurricane Irma approached the eastern coast of Cuba in Guantánamo on Thursday, September 7 2017, initiating its passage through the north coast of the country, making landfall on September 8 in Cayo Romano, north of Camagüey. Irma battered the entire north coast for 4 days. At 8:00 p.m. on Monday, September 11, the hurricane finally left Cuban territory leaving a huge devastation and heading to Florida as hurricane category 3 making also large damages. Approximately 2,000,000 persons were evacuated to the homes of relatives or neighbours, emergency shelters and local churches. In terms of damage caused by the sea coming inland, with waves of up to 9 metres, there has been considerable environmental, economic and social damage in the entire country: 10 deaths have been reported; there is inadequate supply of safe water for human consumption; significant loss of coastal dunes, forests, fruit trees, as well as seed granaries, banana and other crops; total or partial destruction of houses, health and educational centres, markets, bridges and access roads to those communities. Widespread flooding promoted unsanitary conditions which have resulted in health issues. Many communities remain without electricity and telecommunications, due to extensive infrastructural damage to the national network. The tourism industry, the main source of income for the Cuban economy, was seriously impacted, due to the destruction of hotel infrastructure. All this has seriously affected the psychosocial wellbeing of vulnerable groups, especially elderly persons, children, teenagers, youth, women, persons with disability and persons with chronic illnesses.

Humanitarian Needs	Capacity to Respond
<p>According the firsts need assessments, the main problems left by Hurricane Irma in Cuba at the community level are related to lack of access to water, need for sanitation, especially in cities such as Havana with very old sewer systems and a lot of mud and contaminated water and garbage; loss of household items in a context with a very small or inexistent local market due to the embargo, and the need for food for households. Housing, livelihoods and psychosocial support are the second layer of urgent needs of the affected population. Contaminated water sources, debris in homes.</p>	<p>The Cuban Council of Churches have been providing emergency response since 2001 and it currently continues to make progress in this area since the constitution of ACT Cuban Forum in March 2013. Due to the high incidence of meteorological events to which Cuba is exposed, CIC has developed a process of ongoing training in Community-Based Psychosocial Support, Climate Change Adaptation and Disaster Risk Management, since 2005 up to now, implementing 7 ACT Appeals since 2004.</p> <p>The ACT Cuba Forum has an updated Emergency Preparedness and Response Plan (EPRP)</p>

<p>Water sources contamination, debris in houses, roads and streets, floods and mud inside the houses, social buildings and public spaces is a threat for people's health, due the collapse of the sewer systems.</p> <p>on the rapid needs assessment, priority will be given to shelter/non-food items, food security, WASH, livelihoods and protection/psychosocial support.</p>	<p>supplying practical guidance in this emergency situation, and is developing provincial EPRPs to reduce vulnerabilities and build local resilience.</p>
---	---

Proposed response

Does the proposed response honour ACT's commitment to Child Safeguarding? <http://actalliance.org/documents/act-alliance-child-safeguarding-guidance-document/> ☒ Yes ☐ No

The overall objective of the proposal is to contribute to the recovery of affected households from 20 municipalities of 10 provinces that were affected by Hurricane Irma, through emergency relief assistance and the strengthening of community resilience. 6 outcomes are proposed: (A) 800 affected households in 6 municipalities of 5 provinces reduce their vulnerability, having the roof of their homes rehabilitated in a safe manner. (B) 3,000 households in 12 municipalities of 7 provinces have access to non-food items for the reestablishment of daily life activities (C) 4,100 households in 6 municipalities of 4 provinces have access to food throughout the crisis. 30 farming households improve their food security through productive activities. D. 5,000 households in 6 municipalities of 3 provinces have improved access to hygiene kits and have increased awareness about good hygiene practices. Improved clean water access for 600 households benefitted with the delivery of household water purification systems and 2,250 households improved clean water access through a community water systems and integral sanitation systems. E. 20,000 households in 20 municipalities of 10 provinces have support to rebuild their social networks and increasing their coping mechanism and resilience in a participatory way and in process that improve the psychosocial wellbeing of the community and child safeguarding and protection. (F) 500 households in 7 municipalities of 6 provinces have their livelihood restored. The activities are related mainly in the delivery of personal, household or community hygiene, water and sanitation kits, accompanied by training. Psychosocial support is an added value of the response, taking advantage of the experience of the CIC Community of Practice on Community Based Psychosocial Support, facilitating the implementation of the Child Protection and Safeguarding Policy. The response will last 15 months, organized in 3 phases. The first phase (6 months) is geared towards covering basic needs and the other two phases for community transformation in the response sectors, creating capacity for resilience.

Coordination

The Cuban Council of Churches organises the emergency response activating its National Emergency Committee. The CIC Provincial Coordinators form Provincial Emergency Committees and the response is coordinated with local CIC collaborators. Prestigious and experienced Cuban ecumenical centres, such as the Martin Luther King Junior Memorial Centre, Christian Centre of Reflection and Dialogue, B.G. Lavastida Christian Centre for Service and Training, the Evangelical Seminary of Theology and the Oscar Arnulfo Romero Centre, will participate in the implementation of the project.

CIC will coordinate at different levels, with community and church leadership, local governments, Ministry of Foreign Trade (MINCEX), the Office of Attention to Religious Affairs (OAAR), among others. For each of the priority sectors in the proposed intervention, a responsible person will be identified,

who will be in charge of field operations. Coordination with the United Nations Humanitarian Network, which includes national and international organizations, will also be established.

Basic implementation plan

ACTIVITIES	RESPONSIBLE	BUDGET	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A.1.1. Technical visits to assess affected homes.	CIC Infraestructure Coordinator (Marbelio Tamayo)	450,000															
A.1.2. Purchase and distribution of shelter kits based on needs assessment.																	
A.2.1. Creation and distribution of informative brochures on safe roofing technique.																	
B.1.1. Purchase and distribution of 3000 not food kits	CIC Infraestructure Coordinator (Marbelio Tamayo)	450															
C.1.1. Purchase and distribution of 4100 food kits	Coordinador PDS (Edilberto Chávez)	164,000															
D.1.1. Delivery of 15000 hygiene kits	Community Life and Health Coordinator (Ana Margarita Mayor)	500,00															
D.2.1. Purchase and instalation of 300 households water purification systems.																	
D.3.1. Purchase and delivery of 15 community water purification systems.																	
D.4.1. Purchase and instalation of integral community sanitation systems.																	
E.1.1. Phycosocial needs assessment in selected communities	DRR - Climate Change Coordinator (Maria Luisa Navas Zorrilla)	150,000															
E.1.2. Purchase of psychosocial kits and backpacks for implementers																	
E.1.3. Community psychosocial support activities with vulnerable groups																	
E.1.4. Staff care sessions for all project implementers.																	
E.2.1. Creation of 12 Child-Friendly Spaces (CFS).																	
E.3.1. Establish the child safeguarding and protection policy in all target communities.																	
F.1.1. Identification of 500 small business	Sustainable Development	400,000.00															

2.2.	Food security				164,000
2.2.1.	Food Kits for 4100 households	kits	4,100.00	40	164,000
2.3.	Water, sanitation & hygiene (WASH)				500,000
2.3.1.	Hygiene kits + hygiene promotion for 15, 000 persons	kits	5,000	12	60,000
2.3.2.	300 Household water purification systems, benefit 600 households	Systems	300	275	82,500
2.3.3.	15 Community water purification systems, benefit 2250 households	Systems	15	4,500	67,500
2.3.4.	10 Integral community sanitation systems, benefit 2250 households	Systems	10	29,000	290,000
2.4.	Protection / Psychosocial support				150,000
2.4.1.	Psychosocial Support activities	Sessions	437	343	150,000
2.5.	Early recovery & livelihood restoration				400,000
2.5.1.	Purchase and distribution of tools for rapid recovery	kits	10	1,160	11,600
2.5.2.	Early recovery & livelihood, Identification of 500 small business affected (vulnerable households)	Small bussines	500	800	400,000

TOTAL PROGRAM ACTIVITIES
2,064,000

3	PROGRAM IMPLEMENTATION				
3.1.	Local Partners	Units	4	8,000	32,000
3.2.	Needs Assessment	Units	3	3,000	9,000
3.3.	ACT Surge and Monitoring Support for Irma Response (region)	Trips	6	2,000	12,000
3.4.	Baseline / endline Assessment	Units	2	3,000	6,000
3.5.	Complaint mechanisms / information sharing	Units	3	1,000	3,000
3.6.	Advocacy	Units	1	10,000	10,000
3.7.	Multipurpose centre for DRR and preparedness	Units	1	20,000	20,000
3.8.	Staff compensation	Units	6	1,000	6,000
3.9.	Monitoring & evaluation/learning	Units	5	3,500	17,500
3.10.	Audit & report	Units	1	1,125	1,125

TOTAL PROGRAM IMPLEMENTATION
116,625
4 PROGRAM LOGISTICS
Transport (of relief materials)

4.1.	Hire/ Rental of Vehicles	Trips	30	1,000	30,000
4.2.	Fuel	Units	10,500	1	10,500
Warehousing					
4.3.	Warehouse		1	3,500	3,500
4.4.	Wages for Security/ Guards				0
Handling					
4.5.	Salaries for Logistician/Procurement Officer	Month	15	97	1,455
4.6.	Salaries / wages for labourers	Month	15	60	900

4.7.	Salaries / wages for Drivers	Month	15	60	900
4.8.	Travel	Units	9	1,000	9,000
4.9.	Accommodations	Units	9	550	4,950
TOTAL PROGRAM LOGISTICS					61,205
5 PROGRAM ASSETS & EQUIPMENT					
5.1.	Computers and accessories	Units	5	425	2,125
5.2.	Printers	Units	5	200	1,000
5.3.	Office Furniture	Units	5	60	300
5.4.	Photocopier	Units	1	2,000	2,000
5.5.	Communications equipment (camera, video camera)	Units	2	1,900	3,800
5.6.	Equipment for 3 regional emergency committees (Laptop, printer, mobile telephones)	Sets	5	1,500	7,500
TOTAL PROGRAM ASSETS & EQUIPMENT					16,725
6 OTHER PROGRAM COSTS					
6.1 FORUM COORDINATION					
6.1.1	Strengthening ACT Cuba Forum (capacity building, support to local humanitarian networks)	Unit	1	10,000	10,000
6.1.2	Strengthening of the Community of Practice on Psychosocial Support	Workshop	1	1,250	1,250
6.1.3	Strengthening of the Community of Practice on Inclusive Development	Workshop	1	1,250	1,250
6.1.4	Communication/Visibility / fundraising/ Materials, consultants/	Units	15	1,500	22,500
6.1.5	Staff trainings	units	3	3,000	9,000
TOTAL FORUM COORDINATION					34,000
6.2 STRENGTHENING CAPACITIES					
6.2.1	Formation of Regional Emergency Committees	Units	3	2,000	6,000
6.2.2	Updating the CIC Emergency Preparedness Response Plan	Units	1	2,000	2,000
TOTAL STRENGTHENING CAPACITIES					8,000
TOTAL DIRECT COST					2,312,975
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT					
e.g.	Staff salaries				
	Salaries e. g % for Programme Director)	Month	15	120	1,800
	Salaries e. g % for Finance Director)	Month	15	97	1,455
	Salaries for accountant and other admin or secretarial staff)	Month	15	97	1,455
	Office Operations				

Office Utilities	Month	15	500	7,500
Office stationery				0
Communications	Month	15	500	7,500
Telephone and fax	Month	15	600	9,000
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT				21,210
				1%
TOTAL EXPENDITURE exclusive International Coordination Fee				2,334,185
INTERNATIONAL COORDINATION FEE (ICF) - 3%				70,025.56
TOTAL EXPENDITURE inclusive International Coordination Fee				2,404,210
Section 4: Annexes (mandatory)				

Concept Note – Annex 1 – Contact / Bank details

Requesting member # 1: Cuban Council of Churches

Address: Calle 14 # 304 e/ 3ra y 5ta Avenida, Playa, La Habana, Cuba

Telephone number: (537) 20141792

Primary contact person name and email address: Joel Ortega Dopico presidente@cic.co.cu

Finance contact person(s) name and email address: Persida Leyva Machin persida@cic.co.cu

BANK DETAILS: USD (*currency used for this bank account*)

Name of beneficiary: CIC - Diaconia

Name of bank: BANCO FINANCIERO INTERNACIONAL

Address of bank: Calle 18 e/1ra y 3ra, Miramar, Playa, La Habana, Cuba

Account no. or IBAN number: n/a

Bank swift code: BFICCUHH

Concept Note – Annex 2 – Summary Table

Summary	Cuban Council of Churches
Implementation period	From 12 September 2017 to 11 December 2018 15 (months)
Geographical area	Havana, Mayabeque, Matanzas, Villa Clara, Sancti Spiritus, Ciego de Avila, Las Tunas, Camagüey, Holguín, Guantánamo
Sectors of response	<div> <input checked="" type="checkbox"/> Shelter/ NFIs <input type="checkbox"/> Unconditional CASH </div> <div> <input checked="" type="checkbox"/> ER¹/ Livelihoods <input checked="" type="checkbox"/> Protection/ Psychosocial </div> <div> <input checked="" type="checkbox"/> WASH <input checked="" type="checkbox"/> Food Security </div> <div> <input type="checkbox"/> Health <input checked="" type="checkbox"/> Community resilience </div> <div> <input type="checkbox"/> Education <input type="checkbox"/> Nutrition </div>
Targeted beneficiaries (per sector)	Shelter 800 household NFI 3,000 households Food security 4,100 WASH , 7,850 Psychosocial 20,000 households Recovery/livelihoods 500 households
Requested budget (USD)	\$ 2,404,210 (USD)

1 ER = Early Recovery

Annex 3 – Logical Framework

Logical Framework			
IMPACT Contribute to the recovery of affected households from 20 municipalities of 10 provinces that were impacted by Hurricane Irma, through emergency relief assistance and the strengthening of community resilience.			
<p>A. 800 affected households in 6 municipalities of 5 provinces reduce their vulnerability, having the roof of their homes rehabilitated in a safe manner.</p> <p>B. 3,000 households in 12 municipalities of 7 provinces have access to non-food items for the reestablishment of daily life activities.</p> <p>C. 4,100 households in 6 municipalities of 4 provinces have access to food throughout the crisis.</p> <p>D. 5,000 households in 6 municipalities of 3 provinces have improved access to hygiene kits and have increased awareness about good hygiene practices. Improved clean water access for 600 households benefitted with the</p>	<p>Objectively verifiable indicators</p> <p>A. 800 roofs rehabilitated.</p> <p>B. 3,000 households have received non-food items</p> <p>C. 4100 households have received food kits.</p> <p>D. 5,000 households have received hygiene kits. 300 household water purification systems installed (each one benefiting 2 households) and 15 community water systems</p>	<p>Source of verification</p> <p>A. List of households benefited Life Stories Photographs</p> <p>B. List of households benefited Life Stories Photographs</p> <p>C. List of households benefited Monitoring reports Photographs</p> <p>D. List of households benefited Monitoring reports Life Stories Pictures</p>	<p>Assumptions</p> <p>A. Households responsibly accept and apply training in safe roofing technique</p> <p>B. Households make adequate use of the kits received</p> <p>C. Households make adequate use of food distributed</p> <p>D. The authorities collaborate in the efforts towards local solutions for access to safe water and community sanitation systems.</p>

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

<p>delivery of household water purification systems and 2,250 households improved clean water access through a community water systems and integral sanitation systems.</p> <p>E. 20,000 households in 20 municipalities of 10 provinces have support to rebuild their social networks and increasing their coping mechanism and resilience in a participatory way and in process that improve the psychosocial wellbeing of the community and child safeguarding and protection.</p> <p>F. 500 households in 7 municipalities of 6 provinces have their livelihood restored</p>	<p>(supplying 150 households each) and 10 integral sanitation systems in place.</p> <p>E. 20,000 households participate in activities of emotional rehabilitation post disaster and have mechanisms to protect children.</p> <p>F. 500 household's businesses have been rehabilitated</p>	<p>E. Report of psychosocial needs assessment List of households benefited Life stories Photographs</p> <p>F. List of households benefited Life stories Photographs</p>	<p>E. Community leaderships are enthusiastic about psychosocial activities.</p> <p>F. Equipment and tools are available on the local market</p>
<p>OUTPUT(S)</p> <p>A. 800 households receive shelter kits and basic training on safe roofing technique</p> <p>B. 3,000 households supported with NFI</p> <p>C. 4,100 households receive food kits</p>	<p>Objectively verifiable indicators</p> <p>A.1. 800 households have received shelter kits and reconstruct their roofs with safe techniques.</p> <p>B.1. 3,000 kits of non-food items have been distributed</p> <p>C.1. 4,100 food kits have been distributed.</p>	<p>Source of verification</p> <p>A. List of households benefited Photographs Informative brochures on safe roofing technique</p> <p>B. List of beneficiaries Photographs</p> <p>C. List of beneficiaries Photographs</p>	<p>Assumptions</p> <p>A. Local authorities and community leaders collaborate willingly.</p> <p>B. Non-food items are available on the local market</p> <p>C. Sufficient food items are available on the local market.</p> <p>D. Local authorities facilitate community participation in activities</p>

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

<p>D. 5,000 households receive hygiene kits; 600 households receive household water purification systems; 2,250 households receive community water purification systems and integral sanitation systems</p> <p>E. 20,000 households supported with psychosocial support and child safeguarding and protection</p> <p>F. 500 households supported with livelihoods</p>	<p>D.1. 15,000 personal hygiene kits distributed; 300 household water purification systems, 15 community water purification systems and 10 integral sanitation systems installed.</p> <p>E.1. 20,000 households have received psychosocial support and 12 Child-Friendly spaces have been created.</p> <p>F.1. 500 households have received tools and equipment for rapid recovery</p>	<p>D. List of households/community centers beneficiaries. Life stories User satisfaction surveys</p> <p>E. Lists of new promoters Life stories Photographs</p> <p>F. List of small businesses benefited ...Life stories ...Photographs</p>	<p>related to water, sanitation and hygiene.</p> <p>E. Persons in the community participate voluntarily</p> <p>F. Tools and equipment are available on the local market</p>
<p>Activities</p> <p>A.1.1. Technical visits to assess affected homes</p> <p>A.1.2. Purchase and distribution of shelter kits based on needs assessment</p> <p>A.2.1. Creation and distribution of informational brochures on safe roofing technique</p> <p>B.1.1. Purchase and distribution of 3,000 non-food item kits</p> <p>C.1.1. Purchase and distribution of 4,100 food kits</p> <p>D.1.1. Distribution of 15,000 hygiene kits to 5,000 households</p> <p>D.2.1. Purchase and distribution of 300 household water purification systems to 600 households</p> <p>D.3.1 Purchase and installation of 15 community water purification systems to 2,250 households</p> <p>D.4.1. Purchase and distribution of 10 integral community sanitation systems to 2,250 households</p> <p>E.1.1. Psychosocial needs assessment in selected communities</p> <p>E.1.2. Purchase of psychosocial kits and equipment for implementers.</p>			<p>Pre-conditions</p> <p>The strategy is approved and necessary funds are mobilized for implementation.</p> <p>The Cuban government accepts the help of the Cuban Council of Churches</p> <p>Climatic conditions remain stable, with no new emergencies.</p>

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

<p>E.1.3. Community psychosocial support activities with vulnerable groups.</p> <p>E.1.4. Staff care sessions for all project implementers</p> <p>E.2.1. Workshop for training promoters-facilitators in Methodology of Child-Friendly Spaces in Emergency</p> <p>E.2.2. Creation of 12 Child-Friendly Spaces</p> <p>E.3.1. Establish the Child Safeguarding and Protection Policy in all target communities</p> <p>F.1.1. Purchase and distribution of tools for rapid recovery</p> <p>F.2.1. Identification of 500 small businesses affected (vulnerable households)</p> <p>F.2.2. Evaluation of needs of small businesses identified</p> <p>F.2.3. Purchase and delivery of equipment based on needs assessment</p>	
--	--

Concept Note – Annex 4 – CHS Checklist

#	Standard	Quality Criteria	Capacity	Potential means of verification	Ideas for tools to use
1	Communities and people affected by crisis receive assistance appropriate and relevant to their needs	Humanitarian response is appropriate and relevant	Yes	<ul style="list-style-type: none"> Response is based on an impartial needs assessment Specific needs assessment Vulnerabilities capacities assessment (VCA) to determine capacities PDM/ongoing monitoring to verify relevance of response 	<ul style="list-style-type: none"> Assessment template, score card and weighing matrix Context analysis template and guidance VCA template and guidance PDM template and guidance Final evaluation
2	Communities and people affected by crisis have access to the humanitarian assistance they need at the right time	Humanitarian response is effective and timely	Yes	<ul style="list-style-type: none"> Gauged by assumptions and risks Gauged by the Alliance's capacity to carry out programming without constraints 	<ul style="list-style-type: none"> Risk matrix and LogFrame Inputs to outputs table Meeting minutes

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

				<ul style="list-style-type: none"> Review internal decision-making and administrative validation processes to be light and quick as possible. 	
3	Communities and people affected by crisis are not negatively affected and are more prepared, resilient and less at-risk as a result of humanitarian action	Humanitarian response strengthens local capacities and avoids negative effects	Yes	<ul style="list-style-type: none"> Vulnerability Capacity Assessment Focus group discussion with relevant local stakeholders to establish existing DRR mechanisms and gaps Mainstreaming DRR (or have specific components) in projects based on local capacity-building and awareness raising Enforcing code of conduct (to avoid exploitation, impartiality, etc.) Information management systems 	<ul style="list-style-type: none"> VCA template including hazard maps Meeting minutes LogFrame and Appeal Code of conduct signed by member and staff members are monitored to adhere to conduct. Information management protocol is set-up to ensure that members are not sharing sensitive information that might put people at risk
4	Communities and people affected by crisis know their rights and entitlements, have access to information and participate in decisions that affect them	Humanitarian response is based on communication, participation and feedback	Yes	<ul style="list-style-type: none"> Programme communication strategy vis-à-vis the crisis affected persons External communication strategy for fundraising that promotes dignity and respect Gauge level of participation in response 	<ul style="list-style-type: none"> Key messaging Translation of key messages into local language and use of pictorial IEC materials External communication protocol Participation assessment template and matrix
5	Communities and people affected by crisis have access to safe and responsive mechanisms to handle complaints	Complaints are welcome and addressed	Yes	<ul style="list-style-type: none"> Gauge level of participation in establishing a pertinent complaint mechanism 	<ul style="list-style-type: none"> Focus group discussions accompanied by SWOT diagram to determine most

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

				<ul style="list-style-type: none"> Gauge the scope, impartiality and effectiveness of the complaint mechanism in place 	<p>pertinent complaint mechanism</p> <ul style="list-style-type: none"> Peer monitoring assessment template Beneficiary survey
6	Communities and people affected by crisis receive coordinated, complementary assistance	Humanitarian response is coordinated and complementary	Yes	<ul style="list-style-type: none"> Attendance to clusters, SAGs, sector meetings, community meetings, etc. Information management (sharing) systems 	<ul style="list-style-type: none"> Roles and responsibility matrix for sector specific responses Signing MoUs with relevant stakeholders Meeting minutes Information management protocols
7	Communities and people affected by crisis can expect delivery of improved assistance as organisations learn from experience and reflection	Humanitarian actors continuously learn and improve	Yes	<ul style="list-style-type: none"> Evaluation and learning policies Means are available to learn from experience and improve practices. 	<ul style="list-style-type: none"> MEAL mechanism in place Peer member and organization information sharing protocol
8	Communities and people affected by crisis receive the assistance they require from competent and well-managed staff and volunteers	Staff are supported to do their job effectively, and are treated fairly and equitably	Yes	<ul style="list-style-type: none"> Impartial and objective recruitment process Impartial periodical staff evaluations and feedback Staff development and HR policies Staff security policy 	<ul style="list-style-type: none"> Assess the transparent HR recruitment procedures (peer monitoring/evaluation) Assess the accuracy of job descriptions (employee feedback forms) Code of conduct Staff appraisal forms Security protocol
9	Communities and people affected by crisis can expect that	Resources are managed and used		<ul style="list-style-type: none"> Suitable administrative (financial, human resources and logistics) 	<ul style="list-style-type: none"> Financial audits Logistic records

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

	organisation assisting them are managing resources effectively, efficiently and ethically	responsibly for their intended purpose	Yes		<ul style="list-style-type: none"> ▪ Environmental footprint /product resourcing assessment ▪ Code of conduct (corruption, fraud, conflict of interest, etc.)
--	---	--	-----	--	---

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. TEL.: +4122 791 6434 – FAX: +4122 791 6506 – www.actalliance.org

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 pledges/contributions and transfers, including funds sent directly to the requesting members, 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 the Regional Representative, Carlos Rauda (carlos.rauda@actalliance.org) and Regional Programme Officer, Rosa Maria Matamoros (rosa.matamoros@actalliance.org).

We would appreciate being informed of any intent to submit applications for EU, USAID, UN 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, **Carlos Rauda** (cra@actalliance.org)

Regional Programme Officer, **Rosa Maria Matamoros** (rosa.matamoros@actalliance.org)

ACT Website: <http://www.actalliance.org>

Alwynn Javier

Global Humanitarian Coordinator

ACT Alliance Secretariat