

Concept Note

Section 1: Overview of response																																																							
Project Title	Support to Internal Displaced Persons and their Host Communities – <i>Follow on Response IRQ181</i>																																																						
Location	Iraq Governorates of Erbil, Duhok, Sulaymaniyah, Ninewa, Diyala, Anbar																																																						
Project start date	1 January 2018																																																						
Duration of project	15 months																																																						
Budget (USD)	9,458,947.69 (USD)																																																						
Sector(s)	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Shelter / NFIs <input type="checkbox"/> Health / Nutrition <input checked="" type="checkbox"/> WASH Other action: Mine action </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Food Security <input checked="" type="checkbox"/> Protection/Psychosocial <input checked="" type="checkbox"/> Education </div> </div>																																																						
Forum	ACT Iraq Forum																																																						
Requesting members	<ul style="list-style-type: none"> Christian Aid (CA) DanChurchAid (DCA) Hilfswerk der evangelischen Kirchen Schweiz (HEKS) Hungarian Interchurch Aid (HIA) Lutheran World Federation (LWF) Lutheran World Relief (LWR) Norwegian Church Aid (NCA) 																																																						
Local partners	<ul style="list-style-type: none"> Rehabilitation, Education and Community Health (REACH) Christian Aid Program Nohadra Iraq (CAPNI) Representative of Nineveh Voluntary for IDPs (RNVDO) Iraqi Health and Social Care Organization (IHSCO) Restricted partner 																																																						
Impact (overall objective)	Improving living conditions of people affected by the conflict in Iraq																																																						
Target beneficiaries	<p>The ACT response is planned to assist all people affected by the conflict: Internally Displaced Persons (IDPs), refugees, host communities and returnees. Special attention will be given to the needs of the most vulnerable groups: women and children, elderly people and persons living with disability. ACT Alliance members will ensure that special needs of ethnic and religious minorities are taken into account when planning and implementing the programs.</p> <p>The ACT response will target a total number of 128 211 beneficiaries in 8 sectors, with the following disaggregation:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2" rowspan="3"></th> <th colspan="8" style="text-align: center;">Beneficiaries</th> </tr> <tr> <th colspan="2" style="text-align: center;">0 - 5 yrs</th> <th colspan="2" style="text-align: center;">6 - 18 yrs</th> <th colspan="2" style="text-align: center;">19 - 65 yrs</th> <th colspan="2" style="text-align: center;">above 65</th> </tr> <tr> <th style="text-align: center;">M</th> <th style="text-align: center;">F</th> <th style="text-align: center;">M</th> <th style="text-align: center;">F</th> <th style="text-align: center;">M</th> <th style="text-align: center;">F</th> <th style="text-align: center;">M</th> <th style="text-align: center;">F</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">WASH</td> <td style="text-align: center;">6266</td> <td style="text-align: center;">6090</td> <td style="text-align: center;">6673</td> <td style="text-align: center;">6894</td> <td style="text-align: center;">11041</td> <td style="text-align: center;">10993</td> <td style="text-align: center;">1189</td> <td style="text-align: center;">1189</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Livelihoods</td> <td style="text-align: center;">824</td> <td style="text-align: center;">776</td> <td style="text-align: center;">1868</td> <td style="text-align: center;">1766</td> <td style="text-align: center;">2319</td> <td style="text-align: center;">2309</td> <td style="text-align: center;">139</td> <td style="text-align: center;">139</td> </tr> </tbody> </table>											Beneficiaries								0 - 5 yrs		6 - 18 yrs		19 - 65 yrs		above 65		M	F	M	F	M	F	M	F	A	WASH	6266	6090	6673	6894	11041	10993	1189	1189	B	Livelihoods	824	776	1868	1766	2319	2309	139	139
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	C	Food security	810	763	1837	1737	2280	2270	137
	D	Protection	6862	6862	12380	12780	8012	10562	5196
	E	Shelter/NFI	203	191	459	434	570	568	34
	F	Mine action			10025	10025	2945	4845	155
	G	Multi-Purpose Cash Assistance	81	76	184	174	228	227	14
	H	Education			250	350			
	TOTAL		15046	14758	33676	34159	27395	31773	6863
Expected outcomes	<p>A. Prevent WASH related diseases among conflict affected people in Iraq through improved access to safe and adequate water, appropriate sanitation facilities and the adaptation of positive hygiene practices.</p> <p>B. Expand income generation opportunities in communities with large concentrations of displaced families.</p> <p>C. Facilitate access to food for highly vulnerable families.</p> <p>D. Provide specialized support to populations suffering from abuse and violence, facilitate community-based support for people affected by the conflict and reduce tensions inside the community.</p> <p>E. Contribute to safe, dignified and appropriate living conditions of vulnerable populations.</p> <p>F. Improve physical safety of most vulnerable IDPs, returnees and host communities.</p> <p>G. Provide unconditional cash assistance to the most vulnerable families</p> <p>H. Improve access to quality education through reducing classroom overcrowding.</p>								
Expected outputs	<p>A.1. 28 000 conflict affected people have safe, equitable and sustainable access to sufficient quantity of water for drinking and personal hygiene.</p> <p>A.2. 13 356 people in need are provided with safe, secure, clean, user-friendly and gender appropriate sanitation facilities and services.</p> <p>A.3. 1800 households are aware of key WASH related health risks and take action to prevent these and have access to emergency hygiene NFIs as per Sphere Standards.</p> <p>B.1 894 households have access to cash income through work, to be spent according to their needs.</p> <p>B.2. 350 households start or restart income generation from agriculture activities.</p> <p>B.3 626 households start or restart income generation through the business sector.</p> <p>C.1. 2000 households receive food package sufficient for one month.</p> <p>D.1 1000 people receive specialised protection services.</p> <p>D.2 10 000 people participate in awareness-raising programmes.</p> <p>D.3 54 900 people engage in peace initiatives.</p> <p>D.4 2000 children participate in activities increasing wellbeing.</p> <p>E.1 300 settlements that improve in quality.</p> <p>E.2 500 families have access to items that help to cope with weather conditions.</p> <p>F.1 28 000 people have access to safety messages about explosive hazards.</p> <p>F.2 12 500 people have access to safe land.</p> <p>F.3 250 explosive hazard survivors better able to lead fulfilling lives.</p> <p>G.1 200 families benefit from unconditional cash assistance.</p> <p>H. 1 600 students have access to renovated education facilities.</p>								

<p>Main activities</p>	<p>A.1.1 Water trucking. A.1.2. Rehabilitation of water sources and/or networks. A.1.3. Water treatment. A.2.1. Construction/rehabilitation of latrines and handwashing facilities. A.2.2. Desludging of septic tanks. A.2.3. Removal of garbage in a timely manner. A.3.1. Tailored hygiene promotion awareness activities are carried out. A.3.2. Knowledge Attitude and Practice /KAP surveys are carried out. A.3.3. Distribution of hygiene NFIs are carried out and followed by a post distribution monitoring exercise. B.1.1. Cash for Work activities. B.2.1. Providing tools, equipment for agriculture activity. B.2.2. Providing agriculture training (use of equipment, crop diversification, etc.). B.2.3. Rehabilitation of agriculture infrastructure (irrigation system, dam, distribution channels, etc.). B.3.1. Providing hardware (tools, equipment) for (re)starting a business. B.3.2. Vocational training. B.3.3. Business training. C.1.1 Food basket distribution. D.1.1 Community centers meeting the special needs of women and youth. D.1.2 Mobile protection teams. D.1.3 Provision of case management. D.2.1 Community-based awareness-raising campaigns. D.2.2. Protection trainings. D.3.1 Social Activist Trainings. D.3.2 Formation of Community Groups. D.4.1 Child Friendly Spaces. E.1.1. Distribution of building materials. E.1.2. Distribution of household items. E.2.2 Distribution of winterization/summerization kits/materials. F.1.1 Provision of Risk Education. F.2.1 Explosive Hazard Surveys. F.2.2 Marking of Explosive Hazards. F.2.3 Clearance of Explosive Hazards. F.3.1 Provision of mobility devices. F.3.2 Provision of livelihood assistance. G.1.1 One-off cash distribution. G.1.2 Multi-month cash distribution. H.1.1 School building rehabilitation. H.1.2 Supply of school furniture. H.1.3 Supply of education materials.</p>
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Basic implementation plan							
	CA	DCA	HEKS	HIA	LWF	LWR	NCA
A. WASH				A.1	A.1 A.2 A.3		A.1 A.2 A.3
B. Early recovery / Livelihoods	B.1 B.3	B.3	B.2 B.3	B.1 B.2 B.3			
C. Food security	C.1						
D. Protection/PSS		D.2 D.4			D.1 D.2	D.3	
E. Shelter/NFI				E.1 E.2			
F. Mine action		F.1 F.2 F.3					
G. Cash		G.1					
H. Education					H.1		

Section 2: Narrative Summary

Background

The current crisis in Iraq began in June 2014, when militants of the Islamic State (ISIS) seized control of over one third of Iraq’s territory within a few weeks. Iraqi Security Forces, the Kurdish Peshmerga and various armed groups engaged in the fight against ISIS, and finally recaptured Ramadi in February 2016, Hit in April 2016, Fallujah in June 2016, Mosul in July 2017, Tal Afar in August 2017 and Hawija in October 2017. The Government of Iraq announced the defeat of ISIS and regained full territorial control on 9 December.

With the major military operations coming to end, many people are now able to return to their homes, and previously experienced large-scale displacements are likely to be over by 2018. However, smaller scale movements are still expected resulting from the tension between the government of Iraq and the Kurdish Regional Government, triggered by the referendum on Kurdish independence on 25 September 2017.

According to UN estimations, 8.7 million people will require some form of humanitarian assistance in 2018. In December 2017, the number of displaced persons is 2.8 million; the number of returnees is above 2.8 million. The humanitarian crisis in Iraq remains one of the largest and most volatile in the world, with a complex reality and rapidly changing vulnerabilities and serious economic problems. However, with the defeat of ISIS there is now a high chance of a protracted crisis with decreasing attention, while there is still great need for help in order to break the cycle that lead to the current events.

Proposed response

Does the proposed response honour ACT's commitment to Child Safeguarding? Yes

The complex situation in Iraq requires a multi-sector response from the ACT Alliance. The targeted beneficiaries have suffered a lot from the conflict: IDPs were forced to leave their homes for several years; private property and basic infrastructure in many places are still seriously damaged or missing, and often contaminated with explosive hazards. People have lost their source of income; some families have lost their breadwinners, making it even more difficult to cover even their basic food and health needs. Violence, deprivation and suffering negatively affected the mental health of the population, especially women and children. ACT members are planning to benefit from their diverse expertise to provide a comprehensive response.

Immediate needs of food, water and shelter items will be covered with distributions, while demining and awareness education, infrastructure repairs and provision of building items will allow families to return to their homes. Rehabilitation of schools will encourage returns by ensuring that children will have access to education. The lack of income is one of the most commonly mentioned problems among both IDP and returnee families. ACT members are planning cash for work activities and unconditional cash distribution to provide immediate income, while also supporting sustainable income generation through providing training and equipment for agriculture activities as well as business start-ups or re-start-ups. Besides providing the material background to dignified living conditions, ACT members will also engage in reducing the negative effects of the conflict and violence on wellbeing. Women and children will receive specialised help to cope with their negative experiences and awareness raising campaigns in different sectors will also contribute to an improved quality of life. Furthermore, different social reconciliation activities will help to restore the trust between different ethnic and religious communities that was severely damaged by the recent conflict.

Coordination

The planned ACT response is unprecedented in Iraq, as it involves seven (7) requesting members who work in different setups to cover a very wide range of sectors. Effective and efficient coordination among members is of utmost importance, and will be ensured by the Forum Coordinator, with the assistance of the Convener. The most important element of the coordination framework will be the Forum meeting with the participation of Country Directors/Team leaders where members can follow up on the development of the political and security situation and make decisions at the strategic level. Forum members will regularly share their activities and experiences, and will be encouraged to form working groups for certain locations or sectors where more detailed discussions can lead to synergies. In line with the Grand Bargain goal of localisation, local implementing partners of Forum members will be invited to these working groups. These working groups will be supported by the Coordinator.

All of the Requesting Members are actively taking part in the UN-led cluster coordination systems in their respective sectors. Those of them, who work with local implementing partners, also encourage their partners to do so. ACT members and their partners maintain an excellent relationship with local governments, ministries relevant to their sectors and the overall government coordination bodies. Six of the seven requesting members have some kind of direct presence on the ground in Iraq, and they are all members of the NGO Coordination Committee of Iraq (NCCI). All the local implementing partners are also respected members of the Committee, where REACH is currently holding a Board position.

All of the Requesting Members will bear in mind the ACT Guidelines on branding and social media, and visibility of the Alliance will be ensured in all activities.

Monitoring and evaluation

The Forum coordinator will be responsible for the overall monitoring and regular reporting of the appeal, in line with the new humanitarian mechanism. Requesting Members will conduct monitoring and evaluation in line with their respective policies, in accordance with requirements from the donors. The Coordinator will provide assistance to monitoring as requested by the Forum. Requesting Members are committed to accountable and transparent ways of working with all stakeholders. For this reason, ACT Members have well-established complaints mechanisms in place, and make sure that all stakeholders have the opportunity to provide feedback, that they are informed about the possible channels and that all complaints are handled in a clear, consistent way. Requesting members pay attention that their local implementing partners also have the necessary mechanisms in place.

Section 3: Consolidated Budget

EXPENDITURE			
			Appeal Budget
DIRECT COSTS			
1	PROGRAM STAFF		
	Appeal Lead		37,500
	Total international program staff		667,646
	Total national program staff		1,150,140
	TOTAL PROGRAM STAFF		1,624,452
2	PROGRAM ACTIVITIES		
2.1.	Shelter and settlement / Non-food items		310,000
2.2.	Food security		209,040
2.3.	Water, sanitation & hygiene (WASH)		1,605,251
2.4.	Health / Nutrition		0
2.5.	Protection / Psychosocial support		782,979
2.6.	Early recovery & livelihood restoration		1,508,966
2.7.	Education		150,000
2.8.	Emergency Preparedness / Resilience		0
2.9.	Multipurpose CASH grants		360,459
2.10	Other sector (camp management, etc.)		364,302
	TOTAL PROGRAM ACTIVITIES		5,290,997
3	PROGRAM IMPLEMENTATION		
	TOTAL PROGRAM IMPLEMENTATION		195,590
4	PROGRAM LOGISTICS		
	TOTAL PROGRAM LOGISTICS		576,047
5	PROGRAM ASSETS & EQUIPMENT		
	TOTAL PROGRAM ASSETS & EQUIPMENT		67,259
6	OTHER PROGRAM COSTS		
6.1.	SECURITY		
	TOTAL SECURITY		101,124

6.2.	FORUM COORDINATION		
	TOTAL FORUM COORDINATION		28,755
6.3.	STRENGTHENING CAPACITIES		
	TOTAL STRENGTHENING CAPACITIES		34,000
6.4.	ACT SECRETARIAT COORDINATION SUPPORT		
	TOTAL COORDINATION SUPPORT		275,503
	TOTAL DIRECT COST		8,410,387
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT			
e.g.	<u>Staff salaries</u>		
	Salaries e. g % for Programme Director)		0
	Salaries e. g % for Finance Director)		0
	Salaries for accountant and other admin or secretarial staff)		0
	<u>Office Operations</u>		
	Office rent		0
	Office Utilities		0
	Office stationery		0
	<u>Communications</u>		
	Telephone and fax		0
	<u>Other</u>		
	Insurance		0
	TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT		1,048,561
			11%
	TOTAL EXPENDITURE		9,458,948
	BALANCE REQUESTED (minus available income)		9,458,947.69

Logical Framework			
IMPACT Improving living conditions of people affected by the conflict in Iraq			
OUTCOME(S) A. Prevent WASH related diseases among conflict affected people in Iraq through improved access to safe and adequate water, appropriate sanitation facilities and the adaptation of positive hygiene practices. B. Expand income generation opportunities in communities with large concentrations of displaced families. C. Facilitate access to food for highly vulnerable families. D. Provide specialized support to populations suffering from abuse and violence, facilitate community-based support for people affected by the conflict and reduce tensions inside the community. E. Contribute to safe, dignified and appropriate living conditions of vulnerable populations. F. Improve physical safety of most vulnerable IDPs, returnees and host communities. G. Provide unconditional cash assistance to the most vulnerable families. H. Access to quality education is	Objectively verifiable indicators A. 50 356 conflict affected people in Iraq have received WASH assistance. B. 10 170 people provided with resources that enable them to protect and start rebuilding livelihood assets. C. 10 000 people whose basic food needs are met. D. 67 900 people receiving support in coping with effects of abuse and violence. E. 2500 people receiving shelter and household items. F. 28 250 people protected from explosive hazards and their effects. G. 1000 people receiving unconditional cash assistance. H. 600 students studying in rehabilitated or newly constructed schools.	Source of verification Technical reports. Monitoring visits. Beneficiary/Client records. Photos. Observation. Reports of Mentors. Employment/business monitoring reports. Clearance reports. 4Ws.	Assumptions The multi-sector approach ensures that different needs of a very diverse community are met and helps to alleviate the suffering caused by the recent conflict. Access to food, water, hygiene facilities and items that were lost or damaged will contribute to restore living conditions to the level before the conflict. Expansion of income generating opportunities will reduce aid-dependency and contribute to maintaining a normal quality of life. Psychosocial services will support social cohesion and help the victims of violence to minimize the negative effects on their life. Provision of risk education and clearance activities will enable communities to safely return to their homes Unconditional cash assistance will help the most vulnerable families to prioritize their needs for restoring their normal life.

<p>improved through reducing classroom overcrowding.</p>			
<p>OUTPUT(S) A.1. 28 000 conflict affected people have safe, equitable and sustainable access to sufficient quantity of water for drinking and personal hygiene. A.2. 13 356 people in need are provided with safe, secure, clean, user-friendly and gender appropriate sanitation facilities and services. A.3. 1800 households are aware of key WASH related health risks and take action to prevent these, and have access to emergency hygiene NFIs as per Sphere Standards. B.1 894 households have access to cash income through work, to be spent according to their needs. B.2. 350 households start or restart income generation from agriculture activities. B.3 626 households start or restart income generation through the business sector. C.1. 2000 households receive food packages sufficient for one month. D.1 1000 people receive specialised protection services. D.2 10 000 people participate in awareness-raising programmes. D.3 54 900 people engage in peace</p>	<p>Objectively verifiable indicators A.1.# liters of safe water available for drinking and handwashing/personal hygiene per person per day. A.2.# constructed or rehabilitated latrines with hand washing facilities. A.3.#% of the conflict affected population have been reached by the hygiene promotion program activities in order to have increased knowledge on the prevention of WASH related diseases. A.3.# of hygiene kits distributed to the target population. B.1 # of households participating in CfW activities. B.2 # of small and medium size farm owners with increased income from agriculture activities. B.3 # of new or restarted businesses. B.3. # of non-family employees generating income from livelihood activities. C.1 # of families receiving food package. D.1 # of women/children engaged in specialised programmes. D.1 #% of beneficiaries reporting increased well-being as a result of protection activities.</p>	<p>Source of verification A combination of the following (based on sector and implementing partner): Technical field report from WASH team Benchmarks of Quality (BoQs) Complaint mechanism report Photos Reports from monitoring visits Distribution lists PDM surveys KAP surveys – base-line and end-line reports Disaggregated data on hygiene promotion participation HEKS EPER Base Line Research during Assessment Beneficiary/Clients Records Business Monitoring reports Employment Monitoring Report Reports of Mentors Activity Reports Survey & Clearance Reports</p>	<p>Assumptions Authorities in KRI and Iraq are supporting efforts to facilitate the planned interventions and international/national actors are committed to provide specific services needed. The security situation remains stable enough so restored facilities are not damaged again. Returnees remain in place to benefit from livelihood activities. Market conditions improve to the level where there is demand for the products and services provided by livelihood activities. Organizations are able to obtain relevant accreditation for clearance activities and permission to import clearance equipment. Safe ways of cash distributions are available.</p>

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<p>initiatives. D.4 2000 children participate in activities increasing wellbeing. E.1 300 settlements that have been improved in quality. E.2 500 families have access to items that help to cope with weather conditions. F.1 28 000 people have access to safety messages about explosive hazards. F.2 12 500 people have access to safe land. F.3 250 explosive hazard survivors better able to lead fulfilling lives. G.1 200 families benefit from unconditional cash assistance. H. 1 600 students have access to renovated education facilities.</p>	<p>D.2 # of people benefitting from awareness raising sessions. D.3 # of religious leaders and youth participating in the activities. D.3 # of members of social media accounts. D.4 # of children have access to Child Friendly Spaces. E.1 # of houses renovated with building materials and household items. E.2 # of families benefitting from winterization support. F.1 # of people receiving Risk Education about explosive hazards. F.2 # of surveys conducted. F.2 # of explosive hazards removed. F.3 # of explosive hazard survivors. receiving mobility aids or livelihood assistance. G.1 # of families receive one-off cash assistance. G.1 # of families receive multi-month cash assistance. H.1 # of schools prepared to restart education.</p>		
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Activities	Pre-conditions
<ul style="list-style-type: none"> A.1.1 Water trucking A.1.2 Rehabilitation of water sources and/or networks A.1.3 Water treatment A.2.1 Construction/rehabilitation of latrines and handwashing facilities A.2.2 Desludging of septic tanks A.2.3 Removal of garbage in a timely manner A.3.1 Tailored hygiene promotion awareness activities are carried out A.3.2 KAP surveys are carried out A.3.3 Distribution of hygiene NFIs are carried out and followed by a PDM exercise B.1.1 Cash for Work activities B.2.1 Providing tools, equipment for agriculture activity B.2.2 Providing agriculture training (use of equipment, crop diversification, etc.) B.2.3 Rehabilitation of agriculture infrastructure (irrigation system, dam, distribution channels, etc.) B.3.1 Providing hardware (tools, equipment) for (re)starting a business B.3.2 Vocational training B.3.3 Business training C.1.1 Food basket distribution D.1.1 Community centers meeting the special needs of women and youth D.1.2 Mobile protection teams D.1.3 Provision of case management D.2.1 Community-based awareness-raising campaigns D.2.2 Protection trainings D.3.1 Social Activist Trainings D.3.2 Formation of Community Groups D.4.1 Child Friendly Spaces E.1.1 Distribution of building materials E.1.2 Distribution of household items E.2.2 Distribution of winterization/summerization kits/materials F.1.1 Provision of Risk Education F.2.1 Explosive Hazard Surveys F.2.2 Marking of Explosive Hazards F.2.3 Clearance of Explosive Hazards 	<ul style="list-style-type: none"> Project sites are accessible by INGOs The security situation remains stable enough to operate Material is available on the local markets Material can be transported to the project sites Market prices remains stable within range The economic environment is stable enough to set up businesses (legal and banking system) Skilled and motivated beneficiaries can be identified Accreditation and import permissions granted for clearance activities Access to cash for distributions is granted and continuous

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<p>F.3.1 Provision of mobility devices F.3.2 Provision of livelihood assistance G.1.1 One-off cash distribution G.1.2 Multi-month cash distribution H.1.1 School building rehabilitation H.1.2 Supply of school furniture H.1.3 Supply of education materials</p>	
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Annex 2

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 ▪ Review internal decision-making and administrative validation processes to be light and quick as possible. 	<ul style="list-style-type: none"> ▪ Risk matrix and Log Frame ▪ Inputs to outputs table ▪ Meeting minutes
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 	<ul style="list-style-type: none"> ▪ VCA template including hazard maps ▪ Meeting minutes ▪ Log Frame and Appeal ▪ Code of conduct signed by member and staff members

				<p>specific components) in projects based on local capacity-building and awareness raising</p> <ul style="list-style-type: none"> ▪ Enforcing code of conduct (to avoid exploitation, impartiality, etc.) ▪ Information management systems 	<p>are monitored to adhere to conduct.</p> <ul style="list-style-type: none"> ▪ 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 ▪ Gauge the scope, impartiality and effectiveness of the complaint mechanism in place 	<ul style="list-style-type: none"> ▪ Focus group discussions accompanied by SWOT diagram to determine most pertinent complaint mechanism ▪ 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

					<ul style="list-style-type: none"> ▪ 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 organisation assisting them are managing resources effectively, efficiently and ethically	Resources are managed and used responsibly for their intended purpose	Yes	<ul style="list-style-type: none"> ▪ Suitable administrative (financial, human resources and logistics) 	<ul style="list-style-type: none"> ▪ Financial audits ▪ Logistic records ▪ Environmental footprint /product resourcing assessment ▪ Code of conduct (corruption, fraud, conflict of interest, etc.)

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/ReportServer/Pages/ReportViewer.aspx?%2fAct%2fAppeals&rs:Command=Render>. 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) with a copy to the Regional Representative, Gorden Simango (Gorden.Simango@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, Gorden Simango (gsi@actalliance.org)

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

Alwynn Javier
Global Humanitarian Coordinator
ACT Alliance Secretariat