Annexure 1

Emergency Preparedness and Response Plan

EPRP

2018- 2019

ACT Alliance Nepal Forum



ACT Alliance Nepal Forum

Emergency Preparedness and Response Plan (EPRP)

Revised December 2017

**Approved by ACT Alliance Nepal Forum Meeting**

**Chair Signature Date**

**Name:**

**Update by: December 2017**

**ACT Alliance Nepal Forum Members:**

**Christian Aid (CA)**

**DanChurchAid (DCA)**

**Diakonie-Katastrophenhilfe (DKH)**

**Finn Church Aid (FCA)**

**ICCO Cooperation**

**Lutheran World Federation (LWF) Nepal**

**Lutheran World Relief (LWR)**

**Nepal Evangelical Lutheran Church (NELC)**

**Finnish Evangelical Lutheran Mission (Felm)**

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# EMERGENCY PREPAREDNESS ACTION PLAN

# MAJOR ACTIONS NEEDED TO FINALIZE THE EPRP

|  |  |  |
| --- | --- | --- |
| ACTION | RESPONSIBILITY | DEADLINE |
| Finalization of the EPRP | Forum members and Convener | Jan 2018 |
| Update the EPRP | ACT Alliance Nepal Forum Secretariat | As required |

**CAPACITY BUILDING PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| CAPACITY BUILDING NEED | TARGET | PROPOSED ACTIVITIES | DEADLINE |
| Orientation about the ACT Alliance and its operating system including the new Appeal process, Rapid Response, Funding criteria | Head of agencies of all ACT members, communication personnel, PME and security focal points and other relevant staff | Request ACT Nepal Forum Secretariat to organise the orientation | Regional office can provide distance orientation |
| Security and First Aid training | ACT Forum members’ and partners’ staff | Organise training/orientation | Frequently |
| CHS and Sphere orientation/ training | ACT Forum members’ and partners’ staff | Organise training/orientation | September 2018 |
| Warehouse and stock piling training | ACT Forum member’s and partner’s staff, especially logistics personnel | Organise training/orientation | November 2018 |

## INTRODUCTION

The ACT Alliance’s immediate imperative is to save lives and support those who are affected when a disaster strikes. Past experience has shown that the better the ACT Nepal Forum members are prepared for an emergency, the faster and more effective the response will be. Recognizing this and following the prescriptions of its Global Strategy (2015-2018), the ACT Alliance has decided to make the emergency preparedness and response plan one of its strategic priorities to respond to disasters quickly and in a coordinated manner.

ACT Alliance Nepal Forum members have already put a lot of efforts into emergency preparedness and response. On a joint initiative, they have decided to coordinate their work through standardized guidelines and tools in order to develop a common understanding on potential disasters and disaster response.

In the context of the Nepal Earthquake (EQ) 2015, it was decided to review the existing ACT Alliance Nepal Forum EPRP. CA, FCA, ICCO, LWF and LWR, which have their own country-level EPRPs, agreed to align these with the ACT Alliance Nepal Forum EPRP for improved coordination. Those members without an EPRP will adopt the ACT Alliance Nepal Forum EPRP.

The ACT Alliance Nepal Forum secretariat is responsible for updating this EPRP and ensuring its relevance with changing disaster and hazard patterns in the days to come. Target audience of this EPRP are ACT Nepal Forum member organizations and their implementing partners, ACT Alliance Regional Office and Headquarters.

## OBJECTIVES

The major objective of this EPRP is to ensure that ACT Forum members and their implementing partners will respond effectively to any type of humanitarian emergency in Nepal. This EPRP will assist the ACT Alliance Nepal Forum to implement emergency response in a timely and efficient manner. In addition, the EPRP will also help the ACT Alliance Nepal Forum members and their implementing partners to develop plans for addressing identified gaps.

Specific objectives of the EPRP are:

1. To enable the ACT Forum to be well prepared for a humanitarian response during emergencies.
2. To develop the capacity of ACT Forum members’ relevant human resources for effective and efficient response in case of emergencies.
3. To facilitate smooth communication and flow of information among ACT members and their implementing partners in times of emergency for better coordination and complementarity.
4. To understand the various steps of ACT Alerts, requests for Rapid Support Team interventions and Rapid Response Fund support and subsequent Appeals in case of a disaster.

## KEY TERMS

Preparedness: Actions are carried out within the context of disaster risk management which aims to build the capacity needed to efficiently manage all types of emergencies and achieve an orderly transition from response to sustained recovery. Preparedness is based on a sound analysis of disaster risks and strong linkages with early warning systems, which include activities such as contingency plan, stockpile of equipment and supplies, arrangement for coordination, evacuation, public information, associated training and field exercises. These must be supported by formal institutions having legal and budgetary capacities. The term “readiness” describes the ability to respond quickly and appropriately when required.

Preparedness planning: Identifies actions that can be taken before a crisis occurs and facilitates an effective response once this crisis is under way. These actions are laid out in a preparedness plan yielding direct and actionable results once implemented.

Emergency Preparedness and Response Planning: This is undertaken to establish standing preparedness capacity to respond to a range of different situations. Contingency plans, in contrast, are undertaken to respond during specific anticipated crisis.

Rapid Response Fund (RRF): The purpose of the RRF is to provide one-time financial resources to the members of the ACT Alliance, in the first days following a local or national emergency where local or national members have the capacity to respond. NELC is the only national member of the ACT Alliance Nepal Forum eligible to request RRF. The aim of RRF is to enable first responders to conduct immediate emergency response programming focused on saving lives, over a three- to six-month time frame. The ACT Secretariat shall provide emergency funds to respond to disaster-affected people’s needs immediately. In the ACT policy on RRF, EPRPs are central. Forums with an EPRP in place are eligible to receive funding up to USD 150,000 over a project time frame of 0 to 24 weeks. Forums without an EPRP have to follow a time frame of 0 to 12 weeks and can receive a maximum amount of USD 60,000. Any unspent balance from the RRF’s implementation must be returned to the ACT secretariat. Introduced for the first time in 2017, the RRF is an immediate “start-up” fund to be used in the first 6-8 weeks of a large-scale/global emergency. The amount will be reimbursed in the appeal.

Rapid Support Team (RST): RST is a rapid response mechanism available to members for immediate emergency response for a duration of one week to three months. It shall be coordinated and administered by the ACT secretariat. . Its purpose is to support and assist members of the Alliance, along with the ACT secretariat, in implementing a rapid, timely, gender-sensitive and effective emergency response mechanism during the first weeks following a disaster.

# CONTEXT ANALYSIS

Nepal has been included in the list of the 20 most disaster-prone countries in the world. It is exposed to multiple hazards, diverse topographical features, high precipitation and deeply weathered rock materials, high degree of environmental degradation as well as challenging socio-economic conditions such as rapid population growth, weak infrastructure, poverty, lack of knowledge and illiteracy which are increasing the country’s vulnerability to hazards. Floods, landslides, earthquakes, epidemics, fires, cold waves, thunderstorms and windstorms are quite common and frequent in the country. Every year the country suffers from large- to small-scale natural disasters, causing significant loss of life and property throughout the country.

The country’s social context has been characterized by low level of development as well institutional capacity, consequently intensifying the impact of disasters. Due to a lack of economic opportunities more than 2 million youths migrated abroad for work. As a consequence the population of villages is often primarily formed of children, elderly people and women which renders them even more vulnerable to disaster.

On 20th September 2015, Nepal’s new Constitution was introduced, leading to manifestations of dissatisfaction by some groups despite a two-thirds majority in the Parliament. As a result of a long and collective effort made by all political parties and civil society, the dissatisfied factions agreed to participate in elections that would support the constitution to come into force. Nepal has successfully conducted local, provincial and parliamentary elections which should soon lead to the formation of a new government and a new political era offering both challenges and opportunities for Nepal’s future. Analysts have expressed both hope and fear about the alliance formed by major communist parties that won the elections. On the one hand this could help Nepal’s prosperity and progress through a stable government. On the other hand more critical views express doubt if things are really moving ahead with the planned merger, due to individual ambitions and their past records in politics.

Nepal is home to different ethnic and religious groups. The earthquake of 2015, followed by a six-month long unofficial trade embargo imposed by India, further widened economic inequalities, putting some marginalized groups at even greater risk. Therefore, full attention needs to be paid to the inclusion of these marginalized communities during the time of emergency response. In terms of human rights, major challenges remain such as discriminations based on ethnicity, class, religion, caste, gender, economic status and geography. Further, insufficient capacity of rights holders to claim their rights, violations of the rule of law, impunity and failure to put a Truth and Reconciliation Tribunal in place to address crimes committed during the conflict period form pressing issues.

# RISK ANALYSIS

Natural and human-induced hazards in Nepal

|  |  |
| --- | --- |
| Types of hazard | Prevalence (region) |
| **Natural** | |
| Earthquake | All over the country (Nepal is located in high-seismic earthquake zone) |
| Flood | Terai and Middle Hills |
| Landslide/Avalanche | Hills and mountains |
| Glacier lakes outburst floods | Higher mountains with water flow reaching up to the Hills and Terai. |
| Fire (forest ) | Terai and Middle Hills |
| Drought | All over the country |
| **Human-induced** | |
| Fire (settlement) | Mostly in Terai and hilly regions |
| Social disruptions | Disaster-affected and politically instable areas |

*Source: Nepal Natural Disaster Report (2009)*

**Seasonal calendar:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month  Hazard | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Flood |  |  |  |  |  |  |  |  |  |  |  |  |
| Landslide |  |  |  |  |  |  |  |  |  |  |  |  |
| Earthquake |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire |  |  |  |  |  |  |  |  |  |  |  |  |
| Forest fire |  |  |  |  |  |  |  |  |  |  |  |  |
| Epidemic |  |  |  |  |  |  |  |  |  |  |  |  |
| Pest invasion |  |  |  |  |  |  |  |  |  |  |  |  |
| Drought |  |  |  |  |  |  |  |  |  |  |  |  |
| Glacier lake outburst flood |  |  |  |  |  |  |  |  |  |  |  |  |
| Heat wave |  |  |  |  |  |  |  |  |  |  |  |  |
| Cold wave |  |  |  |  |  |  |  |  |  |  |  |  |
| Windstorm |  |  |  |  |  |  |  |  |  |  |  |  |
| Lightning |  |  |  |  |  |  |  |  |  |  |  |  |

The matrix below analyzes the most impactful or recurrent disasters. The Inter-Agency Standing Committee (IASC) identified earthquakes and floods as high risks of disaster in Nepal. Therefore, the ACT Forum prepares itself to respond to humanitarian crises resulting from these specific disasters in particular.

1. **Earthquake**

|  |  |
| --- | --- |
|  | Hazard characteristics |
| Likelihood | Likely |
| Impact | Catastrophic |
| Early warning signs /triggers | No |
| Seasonality (timing) | Open |
| Secondary risks/hazards | Epidemics, landslides, fire, social unrest, economic loss, psychosocial impact |
| Geographical area | High vulnerability of Kathmandu Valley (ranked number one by seismic vulnerability ranking) due to population density etc.; Many studies conclude that the next great earthquake will occur in an area that stretches from Mid- to Far West Nepal. |
| Population/assets at risk (Why and how at risk) | Experience from the 2015 EQ shows that the type of infrastructure built in the valley and other densely populated urban areas is in itself a threat to human life. If an EQ of the same magnitude occurs again in Nepal, it is estimated that it would cause even more damage as all the infrastructure has already been weakened by the past EQs and many people are not aware of the threat and do not follow the general rules to construct buildings safely |
| General community and individual coping mechanisms | Government and aid agencies have prepared rescue and relief plans as first coping mechanisms. Local level communities have trained volunteers in community-based search and rescue, first aid and establishment of emergency funds. However, these activities require external support. |
| Humanitarian consequences | A large number of human deaths, injuries, and displacement; agricultural land and houses destroyed; public infrastructure damaged; limited or no access to healthcare, food and other basic necessities; damage/loss of livelihoods. |
| Constraining factors | Inaccessible roads, insufficient or disrupted communication systems and electricity, lack of knowledge on coping strategies, insecurity in affected areas, cultural barriers, increased reliance of communities on external support |

1. **Flooding**

|  |  |
| --- | --- |
|  | Hazard characteristics |
| Likelihood | Likely |
| Impact | Moderate |
| Early warning signs /triggers | Weather forecasts, community early warning systems (EWS) linked to government systems, rising water levels |
| Seasonality (timing) | During the monsoon (June-September) |
| Secondary risks/hazards | Epidemics, food shortage, soil erosion/landslides |
| Geographical Area | Mainly Terai and hilly areas |
| Population/Assets at Risk (Why and How at Risk) | In its report titled “Loss of Lives and Property from Disaster 2017”, the Ministry of Home Affairs’ National Emergency Operation Center indicated that this year , more than 143/30 people have been killed/ went missing due to floods, landslides and heavy rainfall. Similarly as per the findings till end of August 2017, approximately 79,812 households (HH) have been completely damaged, over 301,500 HH and around 6 million people were affected by floods and landslides. |
| General community and individual coping mechanisms | Pre-monsoon disaster preparedness and response plans, information disseminated through local FM stations, community-level cooperation mostly in rural villages. |
| Humanitarian consequences | Human deaths, casualties and displacement; destruction of agricultural land and houses; limited or no access to healthcare, food and other basic necessities, damage/loss of livelihoods. |
| Constraining factors | Inaccessible roads, insufficient or disrupted communication systems and electricity, lack of knowledge on coping capacity, insecurity in affected areas, cultural barriers, increased reliance of communities on external support, etc. |

The above mentioned hazards have been placed in the following risk matrix.

# Please see definitions of all categories in Annex 1.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Almost certain |  |  |  |  |
| Likely |  | Flood |  | Earthquake |
| Possible |  |  |  |  |
| Rare |  |  |  |  |
|  | Minor | Moderate | Major | Catastrophic |
| High-risk condition with highest priority for prevention, mitigation and contingency plan (immediate action)  Moderate to high-risk condition with risk addressed by prevention, mitigation and contingency planning  (prompt action)  Sufficiently high to give consideration for further prevention, mitigation and contingency planning (planned action)  Low-risk condition with additional prevention, mitigation, contingency plan (advisory in nature) | | | | |
|  | | | | |

# ACT FORUM AREAS OF OPERATIONS

The areas of operations for humanitarian assistance presented here includes ACT Alliance Nepal Forum members’ current project areas as well as those areas where members have capacity to respond through their partners. In the same way, humanitarian assistance can also be provided to ACT Alliance Nepal Forum members’ phased-out project areas and within the whole country if the Government of Nepal (GoN) requests any ACT Alliance Nepal Forum member to respond.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Region | District | Organisation | Partner(s) | Sector |
| Eastern | Jhapa | LWF Nepal |  |  |
| Morang | LWF Nepal |  |  |
| Felm | Samari Utthan Sewa | Livelihood  Land Rights  Dalit Rights |
| Saptari | LWF Nepal |  |  |
| CA |  |  |
| DCA | LWF/KVS |  |
| Siraha | LWR | Aasman Nepal | Livelihood  DRR  WASH |
| Udayapur | LWF Nepal |  |  |
| DCA | LWF/KVS  WOREC | Migration  Livelihood  DRR |
| Central | Bhaktapur | LWF Nepal |  |  |
| DCA | FSCN | WASH  Shelter  Livelihood  DRR  PSS |
| Dhading | CA |  |  |
| DCA | Action Nepal | WASH  Shelter  Livelihood  DRR  PSS |
| DKH | UMN | Community Infrastructure  WASH |
| Felm | Forward Looking SAHAS  Shanti Nepal  UMN | WASH  Disability Empowerment Livelihood  DRR  Recovery  Education |
| Dolakha | CA |  |  |
| Kathmandu | LWF Nepal |  |  |
| Lalitpur | LWF Nepal |  |  |
| DCA | FSCN | WASH  Shelter  Livelihood  DRR  PSS |
| DKH | Lumanti | Shelter  WASH  DRR |
| Felm | Forward Looking | Disability Empowerment |
| Makwanpur | ICCO | Centre for Community Development (CCDN) | Food & Nutrition  DRR  WASH |
| Rasuwa | LWF Nepal |  |  |
| CA |  |  |
| Sarlahi | Felm | Samari Utthan Sewa | Livelihood  Land Rights  Dalit Rights |
| Sindhupalchowk | CA |  |  |
| DKH | Phase Nepal  Li-Bird | Wash  Food Security  Livelihood |
| Western | Chitwan | Felm | Samari Utthan Sewa | Livelihood  Land Rights  Dalit Rights |
| Gorkha | LWR |  |  |
| DCA | ECO-Nepal | WASH  Shelter  Livelihood  DRR  PSS  Nutrition |
| Felm |  | Livelihood  Reconstruction  Disability Empowerment PSS  Mental Health |
| CA |  |  |
| Kaski | Felm | Forward Looking | Disability Empowerment |
| Lamjung | LWR |  |  |
| Nawalparasi | LWR |  |  |
| Palpa | Felm | Forward Looking, Tansen Mission Hospital | Disability Empowerment Community Health |
| Tanahu | LWR |  |  |
| CA |  |  |
| Mid-Western | Banke | LWF Nepal |  |  |
| CA |  |  |
| ICCO | Sahakarmi Samaj | Social Mobilization |
| Felm | CMC  Forward Looking Sanjal | Mental Health and PSS Disability Empowerment HIV and Migration Community Peace Building |
| Bardiya | LWR | Dalit Feminist Upliftment Organization, Backward Society Education | Livelihood  DRR  WASH |
| CA |  |  |
| ICCO | Sahakarmi Samaj | Social Mobilization |
| Felm | CMC | Mental Health and PSS |
| Dailekh | LWF Nepal |  |  |
| ICCO | HELVETAS | Agriculture Value Chain |
| DCA | LWF/SOSEC | Livelihood  DRR |
| Dang | CA |  |  |
| ICCO | Sahakarmi Samaj | Social Mobilization |
| Kalikot | Felm | SAHAS | Livelihood |
| Mugu | ICCO | INF | Food & Nutrition Security  WASH |
| Felm | SAHAS  UMN | Livelihood  Education |
| Rukum | ICCO | United Mission to Nepal-UMN | Food & Nutrition Security WASH  Health |
| Salyan | Felm | CMC | Mental Health and PSS |
| Far-Western | Achham | LWF Nepal |  |  |
| ICCO | YES Nepal | Social Mobilization  Food &Nutrition Security  HIV/AIDs |
| HELVETAS | Agriculture Value Chain  Good Governance |
| DCA | LWF/DWO | Livelihood |
| Felm | Sasthaghat Bikas Sanjal | HIV  Migration  Livelihood  Community Peace Building |
| Baitadi | LWF Nepal |  |  |
| Bajhang | LWF Nepal |  |  |
| Bajura | LWF Nepal |  |  |
| ICCO | ANSAB  Mission East | Food security |
| Felm | SAHAS | Livelihood |
| Dadeldhura | LWF Nepal |  |  |
| Darchula | LWF Nepal |  |  |
| Doti | LWF Nepal |  |  |
| ICCO | United Mission to Nepal-UMN | Food &Nutrition Security  WASH  Health |
| DCA | LWF/RDC | Livelihood |
| Kailali | LWF Nepal |  |  |
| ICCO | YES Nepal | Social Mobilization  Food &Nutrition Security  HIV/AIDs |
| DCA | FAYA | DRR |
| Felm | CMC  Forward Looking  Sanjal | Mental health and PS, Disability Empowerment HIV and Migration, Community Peace Building |
| Kanchanpur | LWF Nepal |  |  |
| DCA | NNDSWA | Livelihood |
| Throughout the Country as and when needed | | FCA | UCEP and NNDSWO | Education in Emergency |
| UCEP and NNDSWO | Food Security and Emergency Livelihood |

# EARLY WARNING MECHANISM

ACT Alliance Nepal Forum members and their partners should be responsible for monitoring news from various media (electronic and print) and government-controlled weather forecasts and communicating to other ACT members and their implementing partners. Indigenous knowledge should also be acknowledged. The Convener will then triangulate the information with district disaster relief committees (a government body for emergency response) through telephone following the communication tree mechanism. Then, it is the responsibility of the Convener to disseminate the information to other Forum members including the ACT Alliance Secretariat. Various web-based early warning tools and resources are mentioned below.

The Convener will have to immediately call for an ACT Forum meeting to prepare the response plans provided that the areas of intervention meet the criteria that have been set earlier.

ACT Forum will use the following procedure for collecting, analysing and disseminating early warning information.

Web-based early warning tools/ media

CLUSTERS/ GOVERNMENT

ORGANISATIONS HQ’S

**Partners/communities**

ACT Forum members work with partners and communities to acknowledge and monitor early warning signs and triggers.

Communities have established their local EW system.

**ACT Members**

Nepal Forum members will monitor national and international web-based early warning tools, in addition to the partners/communities’ EWS, and use their networks for early warning.

ACT members will share any relevant early warning information with Forum coordination, Forum members, other partners, inter-agency coordination, communities they work with and their own HQ’s.

**ACT Forum early warning mechanism**

**ACT FORUM coordination**

The ACT Forum coordination decides on activating the Preparedness Plan and communicates the decision with the ACT members and ACT Secretariat.

Web-based early warning resources:

* Flood forecasting, government of Nepal: [www.hydrology.gov.np](http://www.hydrology.gov.np)
* UN Nepal information platform: [www.un.org.np](http://www.un.org.np)
* Nepal disaster risk reduction portal, government of Nepal: [www.drrportal.gov.np](http://www.drrportal.gov.np)
* National emergency operation centre: [www.neoc.gov.np](http://www.neoc.gov.np)
* Relief Web disseminates humanitarian information round-the-clock, and is the primary site for publishing agency-specific information. Administered by UN OCHA: [www.reliefweb.int](http://www.reliefweb.int)
* IRIN (Integrated Regional Information Networks) is part of UN OCHA, but its services are editorially independent: [www.irinnews.org](http://www.irinnews.org)

# ACT FORUM RESPONSE

## 5.1 ROLES AND RESPONSIBILITIES IN CASE OF AN EMERGENCY

In order to ensure that the ACT Alliance Nepal Forum is able to respond in a quick, efficient and organized manner during disasters, roles and responsibilities have been clearly defined through a MoU (Please see MoU for details). The roles and responsibilities are stated below.

|  |  |  |
| --- | --- | --- |
| Roles and responsibilities in case of an emergency | | |
| **Structure** | **Composition** | **Responsibility** |
| ACT Secretariat | * Regional Program Officer * Regional Representative * Communication Unit | * Receive information sent by ACT members and share. * Review and publish alert(s). * Consult the ACT Alliance on possibilities for funding. * Activate the Rapid Support Team (RST) in consultation with the Forum Coordination. * Review appeal proposals, comment and issue. |
| Operations Response Team | * Forum Convenor | * Receive early warning information and call ACT Alliance Nepal Forum meetings when necessary. * Lead the workflow process in case of a disaster. |
| * Forum Vice-Convenor | * Support ACT Forum convenor in coordinating the forum. * Undertake coordination tasks at the request of the Forum Convenor. |
| * Forum Coordinator | * Ensure that all collected information is updated and available. * Ensure cooperation with UN, clusters, government staff responsible for the contingency plan, through participation in ad hoc meetings and exchange of emails on the level of preparedness. * Maintain communication with the ACT Secretariat before and after a disaster for information sharing, alerts, fundraising and possible activation of ACT RST. * Ensure that joint rapid needs assessments are done on time and using the ACT Alliance rapid assessment tools. * Ensure that the Alerts, Preliminary Appeals, and Appeals are sent under the correct format with all necessary information and on time to the ACT Secretariat. * Lead preparation and deployment of needs assessments teams, including sector specialists, and report all relevant information to the Forum. * Lead joint monitoring and evaluation activities. |
| * ACT communication core team | * Handle media visits and ensure continuity in the articulation during the emergency. * Lead the work of forum journalists and photographers (when applicable). * Generate fast, interesting, qualitative and accurate articles and images from the ground, in particular human interest stories. * Provide regular data through ACT situational reports (SitReps). * Plan for visual/written coverage six months after the peak of the crisis. * Work with the Secretariat to disseminate contents through members’ and ACT websites, the ACT Media Bank and global media. |
| * Security Focal Person | * Ensure security measures are in place for ACT staff * Receive security information and report all relevant information to the forum. * Provide regular analysis on the security situation. * Provide support for staff and visitors of specific ACT Alliance members in Nepal. * Prepare a security plan. * Network/communication with UN (OCHA, UNDSS), NGOs, security networks (e.g. INSO) and others. |
|  | * Planning, Monitoring, Evaluation (PME) | * Strengthen Relief and Recovery Program Projects’ PME and reporting system. * Monitor status of the program implementation in line with the result framework of emergency projects * Communications, information, and documentation. * Produce periodic reports and maintain documentation. * Coordination with PMEs from member organizations. |
| Forum  members | * ACT members working in disaster or supporting other ACT members/partners during disaster responses. | * Participate in meetings convened by the Forum Convenor. * Coordinate with OCHA/UN structures as well as other INGOs (through clusters) to ensure maximum efficiency of assessment efforts and initial response. * Share relevant information before and after disasters. * Contribute to the ACT Forum decision-making process as described in the flowchart. * Contribute as much as possible by sharing resources and knowledge. * Prepare and implement RRF and Appeals. * Do fundraising before and after disasters. * Participate in joint needs assessments. * Assess the need for response and formulate recommendations for the design of the response. |
| Sector | * ACT members who have strong capacities in a particular sector. | * In coordination with the Forum Coordinator, deploy specialists during needs assessment and project preparation phases. |

# Note: The function of the Convener is rotating among ACT member agencies every two years.

## ACT RESPONSE TIMELINE

In order to have a common understanding of how the ACT Forum responds to disasters, the Forum has developed a flowchart for disaster preparedness and response. The following table provides a detailed timeline for ACT Appeals and other relevant activities.

|  |  |  |
| --- | --- | --- |
| **Flowchart for response** | | |
| **A disaster situation is evolving/has evolved** | | |
| **No.** | **Activities** | **Responsibility** |
| 1 | * Share any relevant information/alert/weather forecast bulletin received, with other forum members. * Ensure security measures are in place for ACT staff. | ACT members |
| 2 | * Decide on activating the Response Plan and communicate decision with ACT members and ACT Secretariat. * Request ACT members to update information provided (human resources and stocks). | Forum Convenor in coordination with members |
| 3 | * Communicate to coordinate activation of organizations’ contingency plans and specific measures taken. * Communicate stock information. * Mobilise all available resources for response. | ACT members |
| **Within 24 hours** | | |
| 4 | * Consult ACT Secretariat on the possibility for funding in the event of a major impact. * Send an alert to the ACT Secretariat informing on the disaster, possible scope of damage and preparedness done by ACT members. | Convenor with operations response team |
| 5 | * Consult with ACT Members’ HQs for the possibility of funding. * Gather all possible information (from partners, UN/OCHA, etc.) to share during ACT members meeting. | ACT members |
| 6 | * Convene meeting for ACT members to:   + Share basic information on the geographic scope and level of damage, and available funding options,   + Decide on team deployment (sector specialists to confirm availability),   + Send an Alert to the ACT Secretariat,   + Preliminary assessment for the likelihood of RRF or appeal. | Forum Convenor in coordination with members |
| **Within 48 hours** | | |
| 7 | * Maintain follow up with the ACT Secretariat on the likelihood for funding, follow up on alert, answer possible questions from ACT Alliance members. * Maintain contact with ACT members on possibility for funding. | Convenor with Operations response team |
| 8 | * Maintain follow up with HQs and share relevant information with Coordinator. * Share resources with other ACT members, if needed. | Forum members |
| 9 | * Gather updated information using standard format for rapid needs assessments. * Share preliminary findings with the coordination as well as recommendation for response (ACT mechanism; RRF or Appeal). * In view of preliminary findings, inform the coordination on the need for further assistance (sector specialists; RST) and for more detailed needs assessments. * Note: RRF proposal must be submitted within 48 hours and Preliminary appeal proposal within 4 days. | Forum members |
| 10 | * Based on preliminary findings, consult with ACT members on the level of impact and likelihood for response through ACT mechanisms (RRF or Appeal). * Inform the ACT Secretariat on the decision whether to respond and how * Inform other ACT members, if sector specialists are needed and/or ACT Secretariat if needs for RST were identified. | Forum Coordinator |
| 11 | * Deploy specialists to the impacted areas in coordination with forum coordination, if needed. * If unable to do so, signal to forum coordination in order to find other form of assistance (RST). | Sector specialists |
| 12 | * Inform their HQs and coordinate decision to respond | ACT members |
| 13 | * Inform the ACT Alliance of the decision taken by the forum and inform the forum of pledges. | ACT Secretariat |
| **Within 72 Hours** | | |
| 14 | * If the decision to go for an appeal was taken, start preparing preliminary appeal proposals (to be submitted by day 5 to the ACT Secretariat). Another meeting might be necessary to discuss the appeal design. * Start preparing coordinated, detailed needs assessment using forum members and sector specialists. | Convenor &Operations response team in liaison with ACT members |
| 15 | * Inform ACT Secretariat of progress | Forum Coordinator |
| **Within 5 Days** | | |
| 16 | * Submit proposals for preliminary appeal to Coordinator and ACT Secretariat | ACT members |
| 17 | * Give feedback on preliminary proposals within 24 hours following the receipt of the proposal. | ACT Secretariat |
| **Within 7 Days** | | |
| 18 | * Issue preliminary appeal. | ACT Secretariat |
| 19 | * Deploy a team for detailed needs assessments. | ACT members |
| **Within 4 Weeks** | | |
| 20 | * Based on information gathered through detailed needs assessments, revise preliminary proposals into full proposals and submit these to the Coordinator and ACT Secretariat. | ACT members |
| 21 | * Receive proposals and review them with the ACT Secretariat. | Forum Coordinator  /ACT members |
| 22 | * Review proposals and issue them in the full appeal. | ACT Secretariat |

When a disaster strikes or is imminent, an emergency meeting will be called. A sample emergency meeting agenda and procedure are given below.

|  |
| --- |
| Agenda – ACT Emergency Coordination Meeting  The Forum Convenor/Forum Coordinator is responsible for adapting the agenda of the meeting according to particular needs, and for clearly communicating inputs required from attendees, and decisions to be made.  Participants: Representatives with decision-making authority from all ACT Forum member organisations.  Chair: Convenor or Coordinator of the ACT Forum.  Minutes: One of the members will be assigned the responsibility to write minutes.  Meeting Agenda topics:   1. Information update (The main inputs should preferably be circulated prior to the meeting)    1. Latest update on the impact of the disaster    2. External issues, e.g. coordination mechanisms: information updates    3. Internal: what is the feedback from members’ own partners / communities    4. Security: issues and suggested best practice to take into account?    5. Response by the ACT Forum: should we issue an alert?    6. Response strategy:       1. Impact/magnitude of response: Rapid Response Fund? Appeal? Indication of targeted funding?       2. Joint/individual? Sectors/niches? (Which organizations do have emergency response capacity among members and their implementing partners?)       3. Is Rapid Support Team needed?       4. Request for secondments of specialised services from ACT members?       5. Advocacy? 2. Funding messages:    1. Report on status of accessible sources including among members and partners    2. Report on status of preliminary contact with ACT Geneva    3. Report on status of preliminary contact with back donors and UN 3. How are we preparing for emergency response / needs assessments 4. Joint/individual? 5. Report on Forum members’ own capacities (personnel, equipment, finance) 6. Preliminary assumptions on what members can provide: material support, secondment of personnel, logistics 7. Communication and information 8. External information: handling of media, press releases, interviews 9. Internal communication to the ACT network 10. Security and safety: 11. Assessment of the security situation 12. Security measures according to the plan 13. Coordination with respective agencies 14. Psychosocial staff support – assessment of needs 15. Plans for action 16. Develop a (weekly) operational plan 17. Decide on Forum members’ participation in cluster meetings and other coordination bodies 18. Set out a timeline for action including who is responsible for what action (e.g. set-up preliminary appeal, appeal, etc.) 19. Next meeting: |

## RAPID NEEDS ASSESSMENT

When a disaster strikes, a forum emergency meeting will be called immediately and decisions on rapid needs assessment for humanitarian support are taken. For any disaster, the ACT Forum will use the Multi-Sector Initial Rapid Assessment (MIRA) and other relevant rapid assessment tools disseminated by UN/OCHA, Clusters and other coordination mechanisms for effective design of humanitarian programs and equitable allocation of resources. During data collection, it has to be ensured that pregnant women, breast-feeding women, elderly, children, people with disability and marginalized groups will be prioritized for humanitarian support. The assessment process will be done in collaboration with ACT Forum members and their implementing partners. Specific expertise will be taken into account, for example, FCA will take a lead role to carry out education in emergency (EIE) needs assessments.

The Forum is responsible for preparing the TOR of the rapid needs assessment team and deploying it to the field. The team will be comprised of male and female specialists from different sectors. The assessment process will be effectively coordinated with National and District level Disaster Relief Committee(s), NRCS, UN agencies and other I/NGOs working in the area. If and when clusters are activated, top priority will be given to coordination with relevant clusters.

## 5.4 COORDINATION

For a coherent and collective approach to emergency response and reduced risks, the humanitarian coordination is based on the disaster response framework of the government of Nepal. Therefore, ACT Alliance Nepal Forum members are committed to collaborate and coordinate with government units at local and national level which include security forces as well as with NGOs (Disaster Preparedness Network (DPNet)), international NGOs (AIN and AIN thematic group on disaster and climate change, AINTGDM))and UN agencies for humanitarian action (IASC clusters). It will work closely with relevant clusters activated by the UN Office. An overview of ACT members’ participation in different coordination mechanisms is given below.

, Contact details of ACT Forum members, Nepal government and other key humanitarian actors in Nepal are given below in Sections12 and 13for coordination purposes.

* 1. ACT Forum Coordination Mechanisms

|  |  |  |
| --- | --- | --- |
| ACT MEMBERS’ PARTICIPATION IN DIFFERENT COORDINATION MECHANISMS | | |
| Coordination mechanism | Place/Level | Participating ACT members |
| AIN and AIN thematic group on Disaster and Climate Change | Kathmandu | LWF Nepal  DCA  CA  FCA  LWR  DKH |
| Disaster Preparedness Network (DPNet) | Kathmandu | LWF Nepal  DCA  CA  LWR |
| Early Recovery Cluster-MOFALD |  | ICCO |
| HRPP (NRA) |  | LWR  DKH  ICCO |
| IASC clusters (Food, WASH, Shelter, CCCM, Education, Logistics, Protection) | Kathmandu/Dolakha | LWF Nepal  LWR  DCA  CA  DKH  ICCO |
| RMO |  | DKH |
| SATHI Network |  | CA |

* 1. Nepal Government Coordination Mechanisms

|  |  |
| --- | --- |
| National | * National Emergency Operating Centre (NEOC) * Supply, Shelter and Rehabilitation Sub-committee * National Reconstruction Authority (NRA) * Department for Rural Building and Construction (DUDBC) * Relief and Treatment Sub-committee |
| Regional | * Regional Natural Disaster Relief Committee * Regional Emergency Operation Center |
| District | * District Disaster Relief Committee (DDRC) * District Coordination Committee * District Emergency Operation Centres * District Lead Support Agency/Clusters * District Development Committees |
| Local | * Local Disaster Relief Committee (DMCs/DMTs) * Village Development Committee |

Sources:

* OCHA 3W: Who does What Where/Contact Management Directory

<http://3w.unocha.org/WhoWhatWhere/>

* Clusters around the world

<http://oneresponse.info/Coordination/ClusterApproach/Pages/Fieldlevelimplementation.aspx>

# COMMUNICATION

A well-developed communication strategy contributes to the efficient and effective management of an emergency response. Therefore, ACT Alliance always emphasizes the value of a good communication strategy that includes content, contextual information, human interest stories from affected people and ACT staff, expert interviews. It further stresses the importance to report on the progress of the ACT response, both within and outside the appeal, to provide media coverage for people in need and to mainstream the news agenda, to raise awareness on the ongoing challenges people are facing to inspire hope, etc.

ACT Alliance Nepal Forum has appointed a Communication Coordinator as communication focal point. ACT Alliance Forum Nepal will also identify potential individuals responsible for media coverage amongst its members and appoint them as roster members. Those roster members will receive an orientation on the ACT forum communication strategy for emergency response. If the emergency is of high scale and no skilled media officer is available to effectively implement the communication strategy, the forum will request the ACT Secretariat to assign a communication specialist under the Rapid Support Team.

Sources:

* ACT Alliance response to an emergency: Section 5, Communication in Emergencies

<http://www.actalliance.org/resources/policies-and-guidelines/act-response-mechanisms/act-alliance-response-to-emergencies>

# ADVOCACY

ACT Alliance Advocacy Policy and Procedures (2011) set out that advocacy plays a vital role in any emergency response to raise people’s voices to ensure that response is based on rights, transparent and delivered in an accountable manner. The response also needs to meet international standards and follow humanitarian principles. It must ensure prevention of possible escalation of violence, supporting conflict transformation and promoting nation-/society-building as part of the reconstruction and rehabilitation efforts.

The ACT Alliance Nepal Forum will develop and implement an advocacy strategy to raise issues at local, national and global levels. Besides this, the ACT Forum should establish an advocacy group or team within its members and implementing partners to amplify awareness of disaster-related issues during and after an emergency.

Sources:

* ACT Alliance response to an emergency: Section 6, Advocacy in Emergency Response

<http://www.actalliance.org/resources/policies-and-guidelines/act-response-mechanisms/act-alliance-response-to-emergencies>

* Policy and Procedures for the ACT Alliance

<http://www.actalliance.org/resources/policies-and-guidelines/advocacy/ACT_advocacy_policy-procedures_FINALEDIT_ApprSept2011.pdf/view>

# SECURITY

The ACT Forum prioritizes staff safety and security as a primary concern in its development, humanitarian and advocacy work. For emergency situations, the ACT Forum has developed a safety and security strategy for secure access to affected people and for efficient delivery of relief assistance. It also ensures that the workforce of each agency is adequately prepared and equipped to manage the risks during humanitarian assistance in the field.

Each Forum member has identified security focal points to provide support for effective delivery of humanitarian services. The ACT Forum has a designated ACT Security Manager, a central level security focal point (SFP) within each member organisation and is connected with the Association of INGOs in Nepal (AIN), UNDSS and relevant government departments to access security information. The SFP will disseminate information and provide security advice to other ACT members regularly.

Contact details for ACT Alliance Nepal Forum

|  |  |
| --- | --- |
| ACT FORUM SECURITY FOCAL POINTS | |
| Organisation | Security Focal Point (name and contact details) |
| ACT Nepal Forum | Chandra Bahadur Pun  Mobile: + 977 9851092038  Email: [sm@lwf.org.np](mailto:sm@lwf.org.np), Skype: Chandra.bdrpun |
| LWF | Ramesh Jung Rayamajhi  Mobile: +977 9851024852  Email: [fac@lwf.org.np](mailto:fac@lwf.org.np), Skype: ramesh.jung |
| LWR | Kiran Ojha  Res: +977 1 5522656/5524217, Mobile: + 977 9851133526  Email:kojha@lwr.org, Skype: npm.lwr/Kiran.ojha5 |
| CA | Hari Shrestha  Mobile: +977-9851015784  Email: hshrestha@christian-aid.org Skype: harishresthalog |
| FCA | Lila Bashyal  Mobile: +977 9851159106  Email: [lila.bashyal@kua.fi](mailto:lila.bashyal@kua.fi), Skype: lila.nath.bashyal |
| DCA | Ms Nisha Kharel  Mobile: +977 9851102485  Email: [nkha@dca.dk](mailto:nkha@dca.dk), Skype: nishakharel |
| ICCO | Bandip Tamang  Mobile: +977 9841405508, office: +977 5013505  Email: bandip.tamang@icco.nl |
| DKH | Hector Pradhan  Phone. +977 1 5521749, Mobile. +977 9851060872  Email:hector.pradhan@diakoniee-katastrophenhilfe.org, Skype: Hector.pradhan |
| Felm | Mr. Janne Juhaninmäki  Mobile: +9779801284445  E-mail: janne.juhaninmaki@felm.org |

Sources:

* Staff Safety and Security Principles for the ACT Alliance

<http://www.actalliance.org/resources/policies-and-guidelines/security/Staff%20Safety%20and%20Security%20Principles%20for%20the%20ACT%20Alliance_Appr05Feb11_ENGLISH.pdf/view>

* ACT Staff Safety and Security Guidelines

<http://www.actalliance.org/resources/policies-and-guidelines/security/ACT_Saff_Safety_-_Security_Guidelines_vers_2011.pdf/view>

**ACT ALLIANCE HUMAN RESOURCES**

## 9.1 ACT FORUM SURGE CAPACITY (IN-COUNTRY)

The surge capacity of ACT Alliance Nepal Forum members in emergency response in case of a large-scale emergency and their human resources are stated below. The ACT Forum can have access to human resources of LWF’s emergency hub for Asia which is based in Kathmandu.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competence/sector** | **Name** | **Geographical area of operation** | **Specialized competence** | **Availability as surge capacity** | **ACT member** | **Contact number and email** |
| Coordination | Dipankar Patnaik | Country | Emergency Response Coordination | Immediate | CA | 9803890288  dpatnaik@christian-aid.org |
| Gopal Dahal | Country | Emergency response coordination | Immediate | LWF | 9851016527  tl@lwf.org.np |
| Lila N Bashyal | Country | Emergency response in EiE | Immediate | FCA | 9851159106  Lila.Bashyal@kirkonulkomaanapu.fi |
| Kiran Ojha | Country | Non-food items/shelter | Immediate | LWR | 9851133526  kojha@lwr.org |
| Krishna Karkee | Country | Emergency response coordination | Immediate | DCA | 9851017926  [krka@dca.dk](mailto:krka@dca.dk) |
| Laure Perrot | Country | Program officer | immediate | DKH | 9843861130 laure.perrot@diakonie-katastrophenhilfe.org |
| Rajendra Kumar Raut | Eastern Nepal | Rapid assessment, rapid response |  | LWF | 9841257162  rpceast@lwf.org.np |
| Gopal Dahal | Country | CCCM |  | LWF | 9851016527  [tl@lwf.org.np](mailto:tl@lwf.org.np) |
| Subash Gurung | Country | Food security |  | LWF | 9841351172  [sldc@lwf.org.np](mailto:sldc@lwf.org.np) |
| Gopal Dahal | Country | WASH |  | LWF | 9851016527  [tl@lwf.org.np](mailto:tl@lwf.org.np) |
| Nishant Buragohain | Country | Rapid and Multi Sector Needs Assessement (IRA, MIRA), Cash Programming, WASH | Immediate | CA | 9802067111  [NBuragohain@christian-aid.org](mailto:NBuragohain@christian-aid.org) |
| Amit Chakarwarty | Country | Rapid and Multi Sector Needs Assessement (IRA, MIRA), Cash Programming, Camp Management |  | CA | 9802066995/ 9851194774  [achakarwary@christian-aid.org](mailto:achakarwary@christian-aid.org) |
| Petrisha Lama | Country | Rapid and Multi Sector Needs Assessement (IRA, MIRA), Cash programming, protection and child safeguarding | Immediate | CA | 981-3818087  [PLama@christian-aid.org](mailto:PLama@christian-aid.org) |
| Pallab Regmi | Country | Rapid And Multi Sector Needs Assessement (IRA, MIRA), FSL, CASH, Camp management | Immediate | CA | 9802066994  [pregmi@christian-aid.org](mailto:pregmi@christian-aid.org) |
| Gopal Dahal | Country | Shelter |  | LWF | 9851016527  [tl@lwf.org.np](mailto:tl@lwf.org.np) |
| Phaindra Pandey | Country | Early recovery-livelihoods |  | ICCO | p.pandey@icco.nl |
| Krishna Karkee | Country | Rapid assessment |  | DCA | 9851017926  [krka@dca.dk](mailto:krka@dca.dk) |
| Rajendra Khanal | Country | Food security |  | DCA | 9851248026  [rakh@dca.dk](mailto:rakh@dca.dk) |
| Lalit Bahadur Thapa | Country | Cash transfer |  | DCA | 9841350621  [lbth@dca.dk](mailto:lbth@dca.dk) |
| Logistics | Jyotsana Thapa and Shankar Paudel | Country and East respectively | Procurement |  | LWF | 9808597983  [plm@lwf.org.np](mailto:plm@lwf.org.np) |
| Shankar Das Sunwar | Country | Warehousing |  | LWF | 9841321546  sc@lwf.org.np |
| Roman Bhattarai | Country | Procurement |  | DCA | 9851248040  [robh@dca.dk](mailto:robh@dca.dk) |
| Krishna B Thapa | Country | Transport |  | DCA |  |
| Hari Shrestha | Country | Procurement  Warehousing  Fleet management  Customs liaison | Immediate | CA | 9851015784  [hoshrestha@christian-aid.org](mailto:hoshrestha@christian-aid.org) |
| Urmila Neupane | Country | Procurement |  | LWR |  |
| Hector Pradhan | Country | Procurement warehousing |  | DKH | 9851060872 hector.pradhan@diakoniekatastrophenhilfe.org |
| Finance | Mohan Koirala | Country | Finance  Management |  | LWR |  |
| GehendraGiri | Country | Finance management |  | DCA | 9857830139  [ggi.india@dca.dk](mailto:ggi.india@dca.dk) |
| Urmila Thapa | Country | Finance Management | Immediate | CA | 9841601997 [uthapa@christian-aid.org](mailto:uthapa@christian-aid.org) |
| Beena Shrestha | Country | Finance Management | Immediate | CA | 9802066992  [bshrestha@christian-aid.org](mailto:bshrestha@christian-aid.org) |
| Rohit Banskota | Country | Finance Management |  | LWF | 9851029421  Acc\_rohit@lwf.org.np |
| Communication, documentation and reporting | Ram Sharan Sedhai | Country | Communication, media mobilization |  | LWF | 9851087619  rmcc@lwf.org.np |
| Shreya Singh | Country | Media mobilization |  | DCA | 9851248028  [shsi@dca.dk](mailto:shsi@dca.dk) |
| Sunjuli Kunwar | Country | Media mobilization,  Communication,  Documentation | Immediate | CA | 9841479107 [SKunwar@christian-aid.org](mailto:SKunwar@christian-aid.org) |
| Satish Aryal | Country | Documentation |  | LWR |  |
| Security | Chandra Bdr Pun | Country | Coordination and information dissemination |  | LWF | 9851092038  sm@lwf.org.np |
| Nisha Kharel | Country | Coordination and information dissemination |  | DCA | 9851102485  [nkha@dca.dk](mailto:nkha@dca.dk) |
| Lila Bashyal | Country | Coordination and information dissemination |  | FCA | 9851159106  Lila.bashyal@kua.fi |
| Mohan Koirala | Country | Coordination and information dissemination |  | LWR | 015010530 |
| Hector Pradhan | Country | Coordination and information dissemination |  | DKH | 9851060872, hector.pradhan@diakonie-katastrophenhilfe.org |
| Hari Shrestha | Country | Security | Immediate | CA | 9851015784  [hoshrestha@christian-aid.org](mailto:hoshrestha@christian-aid.org) |
| Janne Juhaninmaki | Country | Coordination and information dissemination |  | Felm | 9801284445 Janne.juhaninmaki@felm.org |
| LWF Emergency Hub for ASIA | Tulsi Ram Nepal | HUB | Team Leader |  | LWF Asia | 9851029227[hub.sea@lwfdws.org](mailto:hub.sea@lwfdws.org) |

## 9.2 ACT ALLIANCE MEMBERS’ SURGE CAPACITY (GLOBALLY)

The following people are ACT Regional Programme Officers who can support the Forum to identify surge capacity options in case of an emergency. Also the Rapid Support Team (RST) focal point can support the Forum in making requests to the RST roster.

|  |  |  |  |
| --- | --- | --- | --- |
| Region | Name/E-mail | Contact no. | Skype |
| Latin America and the Caribbean | [Carlos.Rauda@actalliance.org](mailto:Carlos.Rauda@actalliance.org) | Tel: +503 2298 7860  79 608 8133 | carlos.rauda |
| Asia and Pacific | [Anoop.Sukumaran@actalliance.org](mailto:Anoop.Sukumaran@actalliance.org)  [James.Munpa@actalliance.org](mailto:James.Munpa@actalliance.org) | Tel: +66 2214 6077 Fax: +66 2214 6078  Mobile: +66 89 815 8834 | Anoop.Sukumaran  Chiangmai222 |
| Africa | [gezahegn.gebrehana@actalliance.org](mailto:gezahegn.gebrehana@actalliance.org) | Tel:   +254 722 848 413 +254 20 445 2466/7/8 | gezahegn.gebrehana |
| Middle East | [gorden.simango@actalliance.org](mailto:gorden.simango@actalliance.org) | Tel: +962 6 55 18 481 Fax: +962 6 556 1546 | gorden.simango |
| ACT New York | [daniel.pieper@actalliance.org](mailto:daniel.pieper@actalliance.org) | Tel: +1 212 867 5890 (303) | daniel.pieper |

# ACT ALLIANCE MATERIAL RESOURCES AND LOGISTICS

## 10.1 MATERIAL RESOURCES

The ACT Alliance Nepal Forum has developed a list of materials and equipment which can be used in any emergency. This list is detailed in the following table:

|  |  |  |
| --- | --- | --- |
| ACT ALLIANCE MEMBERS MATERIAL RESOURCES (local and international) | | |
| Organisation | Location | Material resources in the location  (Offices, cars, warehouses, trucks, relief materials, communication devices, etc.) |
| LWF | Damak, Jhapa | * 1 office building * 1 light truck * 4 4WD vehicles * 5 computer sets * 1 power generator * 4 warehouses |
| Kathmandu | * 1 office building * 4 4WD vehicles * 5 computer sets * 1 power generator * 2 satellite phone sets |
| Dhangadhi, Kailali | * 1 office building * 1 4WD vehicle * 5 computer sets * 1 power generator |
| CA | Kathmandu | * 1 office * 1 satellite phone set * 1 4WD vehicle * 10 laptops * 3 desktops * 5 travelling kits * 1 power generator (15KVA) |
| Dhading | * Contigency Stocks * 1 office * 1 4WD vehicle * 2 walkie talkies * 1 inverter |
| Dolakha | * Contingency Stocks * 1 office * 1 4WD vehicle * 2 walkie talkies |
| FCA | Kathmandu | * 1 Office * 2 mobile phones * 1 satellite phone set * 1 computer set * 1 camera |
| DCA | Kathmandu | * 2 office buildings * 3 4WD vehicles * 1 power generator (20KVA) * 3 satellite phone sets |
| ICCO | Kathmandu | * 2 satellite phone sets * Office spaces |
| LWR | Kathmandu | * 1 office building * 1 4WD vehicle * 2 computer sets * 1 power generator |
| DKH | Lalitpur | * 1office building * 1 4WD Vehicle Land Cruiser * 2satellite phone sets * 1 BGAN |
| Felm | Lalitpur | * 1 office * 2 4WD vehicles * 1 power generator * 2 satellite phone sets |

## ACT ALLIANCE MEMBERS’ EMERGENCY STOCK

Emergency stock of relief items for effective and timely response is maintained by ACT forum members as follows:

|  |  |  |
| --- | --- | --- |
| ACT ALLIANCE MEMBERS’ EMERGENCY STOCK | | |
| Organisation | Location | Emergency Stock |
| LWF | Damak, Jhapa | NA |
| Dhangadhi, Kailali | NA |
| CA | Dhading, Dolakha and Kathmandu | 3,000 HHs WASH NFI |
| DCA | NA | NA |
| LWR | NA | NA |
| FCA | NA | NA |
| ICCO | NA | NA |
| CA | NA | NA |
| DKH | NA | NA |
| Felm | NA | NA |

## PROCUREMENT

The details of potential vendors of all ACT forum members are given below. These vendors can be contacted and orders can be placed at any time. If more information is needed, please consult Nepal emergency logistics cluster contingency plan at [www.un.org.np/sites/default/files/2013-03-01-CP-logistic-2011.pdf](http://www.un.org.np/sites/default/files/2013-03-01-CP-logistic-2011.pdf)

Sources: Humanitarian Logistics Information [www.logcluster.org](http://www.logcluster.org)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACT Members | List of suppliers | | | |
| DCA | Material | Name of supplier | Address | Contact details |
| Travel | Moonlake Travel Agency | Jhamsikhel, Lalitpur | 01-5531111 5555632 |
| Brothers Tours Service Pvt. Ltd. | Lazimpat, Kathmandu | 01- 4003595/ 9851017149 |
| Rex Travels | Lalitpur, Kathmandu | 01-5540986, 5540998, 5521301  [rextravels@mail.com.np](mailto:rextravels@mail.com.np) |
| Moon Sun Travels & Tours Pvt. Ltd | Kathmandu | 01-4435194, 4444706  [moonsuntravel@gmail.com](mailto:moonsuntravel@gmail.com) |
| Sparklink Enterprise Pvt. Ltd | Kathmandu | 01-5111096, 9851069793  [info@sparklink.com.np](mailto:info@sparklink.com.np) |
| Travel Route Pvt. Ltd | Kathmandu | 01-4440506/7  [info@travelroute.com.np](mailto:info@travelroute.com.np) |
| Signature Tours Pvt. Ltd | Kathmandu | 01-4468279  [prajwol@signature-tours.com](mailto:prajwol@signature-tours.com) |
| NFI | Jakhira Trade (Hygiene kits) | Lalitpur-3, Nepal | 9841231457 |
| LWF | NFI | Nikitani Traders (pro. NiranjanLalShrestha) | New Baneshor | 9851023507, 01-4495716 |
| Axis Enterprises Pvt (pro.Tek Prasad Ghimire) | New Baneshor | 9851024842 |
| Himal Tent Pvt Ltd (pro. Jayan Nyachhyon) | Lagankhel, Lalitpur | 01-5527202, 9851073409 |
| Food | Nepal Food Corporation | Central Office, Singha Durbar, Kathmandu | 01-4248891, 01-4262427, email: [info@nfc.com.np](mailto:info@nfc.com.np) |
| Salt Trading Corporation Ltd | Corporate head office – Pox 483, Kathmandu Nepal | 01-4271418, 01-4270315, Fax: 01-4271704, email: [info@stcnepal.com](mailto:info@stcnepal.com) |
| National Trading Ltd | Teku, Kathmandu Nepal, GPO Box 128 | 01-4225799, 4227924 fax: 01-4225151 |
| KL Dugar Group | Corporate office: Dilli bazaar, Charkhal | 01-4437991, fax: 01-4437990, email: [trading@kldugargroup.com](mailto:trading@kldugargroup.com) |
| LWR | Travel | Koshi travel | Nagphokari, Kathmandu | 01-4418720  4416304 |
| NFI | M/S Nikitani Traders | Baneshwar, Kathmandu | Niranjan Shrestha  9851023507 |
| Tents/Tarpaulin | M/S Nepal Tent | Balaju Kathmandu | Ratan Khetan  9813855450 |
| Other (food etc.) | M/S Deurali Suppliers | Santinagar Kathmandu | Goutam Bhusal  9851085384 |
| M/S Fresh Farm | Balkhu Kathmandu | Mahesh Tandukar  9841210120 |

## CASH TRANSFER PROGRAMMING

The major actions to be taken in terms of Cash Transfer Programming (CTP) are as follows:

1. ACT members will carry out situation/market assessments to inform a decision on cash transfer programming or in-kind support during an emergency. Assessment tools such as MIRA, FGD, questionnaire templates, etc. will be applied for a quick assessment. Mobile phone-based apps such as MAGPI, AKVO, etc. will be used for data collection and faster analysis.

2. Good coordination and collaboration with VDC/Municipality, district and central level line agencies and stakeholders will be established for effective implementation of cash transfer programs.

3. Compliance with all government provisions regarding cash transfer programming will be considered

4. Financial service providers and community-based organizations will be mobilized for cash delivery.

5. Complaints response mechanisms will be established for registering complaints to ACT Alliance members and their partners. Complaint boxes, telephone numbers with indications on the complaint process, hotline numbers, etc. will be shared with the beneficiaries and stakeholders.

6. Post-distribution monitoring will be carried out within a month of the cash transfer through mobile phone-based apps such as MAGPI, AKVO, etc.

7. ACT Alliance members will actively participate in Cash Coordination Groups (CCG) and other clusters at district and central levels. CTP-related information and lessons learned will be shared with CCG, thematic clusters, line agencies and stakeholders in a timely manner.

Human resources related to CTP and their contact details are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N.** | **ACT member** | **Resource person** | **Cell no.** | **Email** |
| 1. | DCA | Lalit Bahadur Thapa | 9851248041 | lbth@dca.dk |
| 2. | LWF | Gopal Dahal | 9851016527 | tl@lwf.org.np |
| 3. | CA | Nishant Buragohain | 9802067111 | [NBuragohain@christian-aid.org](mailto:NBuragohain@christian-aid.org) |
| 4. | CA | Amit Chakarwarthy | 9802066995/ 9851194774 | [achakarwary@christian-aid.org](mailto:achakarwary@christian-aid.org) |

Available human resources for mobile phone-based apps management and their contact details are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N.** | **ACT member** | **Resource person** | **Cell no.** | **Email** | **Mobile Apps.** |
| 1 | DCA | Pabitra Gurung | 9851230145 | pagu@dca.dk | MAGPI |
|  |  |
| 2. | LWF | Manoj Timsina | 9851176350 | [pmema@lwf.org.np](mailto:pmema@lwf.org.np) | AKVO/KOBO |
| 3. | ICCO | Saugat Gautam | 9851165256 | [S.Gautam@icco](mailto:S.Gautam@icco).nl | AKVO |
| 4. | CA | Amit Chakarwarthy | 9802066995/ 9851194774 | [achakarwary@christian-aid.org](mailto:achakarwary@christian-aid.org) | KoBo |

## 10.5 TRANSPORT, WAREHOUSING AND CUSTOM CLEARANCE

The details of potential transport companies, freight forwarders, warehouses and custom clearance companies are given below:

Sources: Humanitarian Logistics Information [www.logcluster.org](http://www.logcluster.org)

|  |  |  |
| --- | --- | --- |
| LIST OF TRANSPORT COMPANIES | | |
| Company | Capability | Contact details |
| Sri Airlines | MI17 (3) | BL Mittal, 01-4222948, 01-4220172; Teku road Tripureshwar, Kathmandu |
| Simrik Air | MI17(1) and BK117 (1) | Rameshor Thapa, 01-4112279, 01-4112279, Alok Nagar Marga, Minbhavan, Kathmandu |
| Yeti Transport | Sufficient fleet for in-country transport | Basudev Shrestha, Kathmandu, 9851084807 |
| Himalayan Transport | Sufficient fleet for in-country transport | Gyanendra K Shrestha, Kathmandu, 01-4281857 |
| JB Transport | Sufficient fleet for in-country transport | Sushil K Joshi, Biratnagar, 9852020143, 021-522031 |
| Bheri Dhuwani Sewa | Sufficient fleet for Mid- and Far West regions | Daya Khadki, 9858020230, 081-520383, Nepalgunj, Banke |
| MAF Airlines | Sufficient fleet | Mission Aviation Fellowship  Administrative Office: Jawalakhel No. 5, Lalitpur District, Kathmandu, Nepal  Monday - Friday, 9:00am – 4:00pm (Closed Saturday and Sunday) |

|  |  |  |
| --- | --- | --- |
| LIST OF FREIGHT FORWARDERS | | |
| Company | Capability | Contact details |
| Nepal Shipping and Air logistics Pvt Ltd | Adequately capable | Jagat Bahadur Khadka, Budhanagar New Baneshor, 01-4781317, 01-4781303 |
| Hanuman Roadways | Capable in handling business in Kolkata international port and Nepal India boarder | Nagraj Jain, 10 Tarachand Dutt Street, Kolkata, 91-33-22355414, 91-33-22356638 |

|  |  |  |
| --- | --- | --- |
| LIST OF HUMANITARIAN WAREHOUSES / WAREHOUSE COMPANIES | | |
| Company | Capability | Contact details |
| Nepal Red Cross Society Warehouse | 36,000 set NFIs | Dharma Raj Pandey, cell phone: 9851120168, dharma.pandey@nrcs.org |

# Note: Above warehouses are only accessible when there is a joint emergency response program.

|  |  |
| --- | --- |
| LIST OF ACT ORGANISATIONS HAVING TAX EXEMPTIONS | |
| Organisation | Tax exemption |
| All ACT members | Tax exemption not granted for importation of relief items, but may be granted in times of emergency. |

# FINANCIAL RESOURCES

Possibilities to mobilize financial resources through ACT Nepal Forum members are shown in the following table.

|  |  |  |
| --- | --- | --- |
| ACT ALLIANCE MEMBERS FUNDING POSSIBILITIES | | |
| ACT Member | Funding Possibility/Source | Additional Information |
| LWF | LWF-related agencies, their back donors, ECHO and UN agencies including CERF. | Depending on the scale of the emergency |
| ACT Alliance | Depending on the scale of the emergency |
| LWF Nepal Emergency Fund | USD 15,000 |
| CA | CA internal emergency funds, DEC, ECHO, Irish Aid | 50,000 GBP (CA) |
| LWR | LWR emergency funds, US government |  |
| FCA | FCA Disaster Fund, MFA, Finland Humanitarian Fund |  |
| DCA | ACT Alliance | Depending on the scale of the emergency |
| DANIDA emergency fund DERF | Depending on the scale of the emergency |
| DCA Earmarked/unmarked, ECHO funds |  |
| DFID, USAID | Possible funding sources |
| ICCO | DRA Netherlands, ECHO, KiA Netherlands, ACT Alliance, private donations in the Netherlands | ICCO actively participates in media campaigns like GERO555 to raise funds immediately after mega disasters |
| DKH | Fund for Small Relief Measures, Donations, AA, ECHO |  |

# ACT FORUM CONTACT DETAILS (focal person and head of agency- two people)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Org** | **Location** | **Name and Position** | **Tel.** | **Email** |
| ACT Alliance Nepal Forum | House No 217, Chundevi Marg -4, Maharajgunj  Kathmandu, Nepal | Madhavee Pradhan, Forum Coordinator | 9851098475 | [poa@lwf.org.np](mailto:poa@lwf.org.np)  [madhaveepradhan@gmail.com](mailto:madhaveepradhan@gmail.com) |
| Chandra Bdr Pun  Security Focal Point | 9851092038 | sm@lwf.org.np |
| LWF | House No 217, Chundevi Marg-4, Maharajgunj Kathmandu, Nepal | Dr. Prabin Manandhar | Res- 01- 4721923  Cell- 9851041179  Skype:  prabin-manandhar | [cd.nep@lwfdws.org](mailto:cd.nep@lwfdws.org) |
| Gopal Dahal  Emergency Response & DRR Coordinator | Res- 01-4376850  Cell- 9851016527  Skype: dahal.gopal | [tl@lwf.org.np](mailto:tl@lwf.org.np)  [dahalg@gmail.com](mailto:dahalg@gmail.com) |
| LWR | Mahalaxmisthan-15, Lalitpur Nepal | Kiran Ojha  Country Director | 01-5522656  9851133526 | kojha@lwr.org |
| Urmila Neupane Admin and Finance Assistant | 9851174408 | UNeupane@lwr.org |
| FCA | House No 539/37 Gairidhara, Kathmandu, Nepal | Lila Bashyal, Program Coordinator | 9851159106 | [Lila.bashyal@kua.fi](mailto:Lila.bashyal@kua.fi) |
| Anu Riikonen, Asia Regional Representative, FCA, Asia Regional Office, Phnom Penh, Cambodia | +855 12 201 799 | [anu.riikonen@kua.fi](mailto:anu.riikonen@kua.fi)  GPO Box: 23517 |
| ICCO | Jhamsikhel, Lalitpur | Bidyanath Bhurtel,  Country Director | 01-5013505  9841303292 | B.Bhurtel@icco.nl |
| Bandip Tamang,  Financial Manager | Off: 01-5013505 Mobile: 9841405508 | [b](mailto:bandip.tamang@icco-cooperation.org)b.tamang@icco.nl |
| DCA | Jhamsikhel, Lalitpur | David Smith, Country Director | 9802097800, 9851248025 | dasm@dca.dk |
| Krishna Karkee | 9851017926 | krka@dca.dk |
| DKH | Lilaghar Chowk,  Kupandole, Lalitpur | Laure Perrot | 9843861130 | Laure.perrot@diakoniekatastrophenhilfe.org |
| Hector Pradhan | 9851060872 | hector.pradhan@diakonie-katastrophenhilfe.org |
| Felm | Jhamsikhel, Lalitpur | Teressa Juhaninmäki  Regional Manager for Development Cooperation | 9801284446 | [teressa.juhaninmaki@felm.org](mailto:teressa.juhaninmaki@felm.org) |
| Juha Lind  Regional Director | 9801284440 | juha.lind@felm.org |

# CONTACTS OF KEY HUMANITARIAN ACTORS

## 13.1 Government of Nepal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Name** | **Designation** | **Tel./ Mobile** | **Email** |
| MoHA | Krishna Bahadur Raut | Joint Secretary |  |  |
| MoHA | Krishna Bdr Rawat  Dr. Narayan Bahadur Thapa | Joint Secretary  Under Secretary | 9843802907; 9751000476 |  |
| MoHA/NEOC | Shankar Hari Acharya |  | 9841509763 |  |
| MOFALD | Rishi Acharya | Under Secretary and Chief DRM Section | 9841296990 | Acharya22005@gmail.com |
| Ministry of Irrigation |  |  |  |  |
| Ministry of Agriculture | Dr. Shreeram Ghimir |  | 9851151347 | ghimiresr@gmail.com |
| Ministry of Science, Technology & Environment |  |  |  |  |
| Ministry of Finance |  |  |  |  |
| National Planning Commission | Sagar Acharya | Program Director | 9841256525 | [sacharya@npcnepal.gov.np](mailto:sacharya@npcnepal.gov.np) |
| Ministry of Health & Population | Dr. Dipendra Raman Singh |  | 9841337140 | dipendra2008@gmail.com |
| Ministry of Urban Development | Sakuntala Shrestha |  | 9841892066 | sakun9841@gmail.com |
| Ministry of Information & Communication |  |  |  |  |
| DWIDP |  |  |  |  |
| DUDBC | Parikshit Kadariya | Asst. Director |  |  |
| Department of Hydrology and Metrology |  |  |  |  |
| Nepal Army | Baburam Shrestha | Col. | 01-4233293, 4241717,9841449938 | [disastermgmt@nepalarmy.mil.np](mailto:disastermgmt@nepalarmy.mil.np), [baburam.gorkha@yahoo.com](mailto:baburam.gorkha@yahoo.com) |
| Armed Police Force | Suresh Sapkota | DSP | 01-4274594  9851168000 | Ssapkota6800@gmail.com |
| Nepal Police | Thule Rai | SSP | 01-4419829 01-4260647 |  |
| Nepal Emergency Operation Centre |  |  |  |  |
| Department of Mines & Geology | Santosh Dhakal | CDP | 0941379532 | santoshdkl@yahoo.com |
| NAST |  |  |  |  |
| National Reconstruction Authority (NRA) | Ram Prasad Thapaliya | Spokesperson |  | 9851243543 |

## INGO in Nepal

| S.No | Organization | Organization Head | Deputy | Tel |
| --- | --- | --- | --- | --- |
|  | Action Aid Nepal  Lazimpat, Kathmandu | Sujita Mathema  Country Director  [bimal.phnuyal@actionaid.org](mailto:bimal.phnuyal@actionaid.org) | Sangya Shrestha  [sangya.shrestha@actionaid.org](mailto:sangya.shrestha@actionaid.org) | PO Box 6257  4002177,4002099  4002115,4002142 |
|  | Adventist Development and Relief Agency (ADRA Nepal)  Head  Office, Ward No. 3 Ga  Shantabhawan, Sanepa | Josue Orellana  Country Director  [josue.orellana@adranepal.org](mailto:josue.orellana@adranepal.org) | Bidya Mahat  Program Director  [bidya.mahat@adranepal.org](mailto:bidya.mahat@adranepal.org) | PO Box 448, Nepal  5555913, 5555914  9851045795 |
|  | Ama Foundation  Kathmandu  Nepal | Bonnie Ellison  Country Director  [Bonniefromamaghar@gmail.com](mailto:Bonniefromamaghar@gmail.com) | Poonam Mudvari  Goodwill Ambassador  [Poonam.mudvari@gmail.com](mailto:Poonam.mudvari@gmail.com) | P.O. Box 8975  EPC 2089  5174096 |
|  | AMICI DEI BAMBINI  Kamaladi, Kathmandu, Nepal | Francesca Giovannini  Country Coordinator  [francesca.giovannini@aibi.it](mailto:francesca.giovannini@aibi.it) | Tulasa Kharel Deputy-Country Coordinator[tulasa\_amicideibambini@hotmail.com](mailto:tulasa_amicideibambini@hotmail.com) | P.O. Box 8974  4246787 |
|  | AWO International  Sanepa Ward No. 2  Lalitpur, Nepal | Ines Budarick  Head Representative  [ines.budarick@awointernational.de](mailto:ines.budarick@awointernational.de) | Rejina Joshi Shrestha  Project Officer  [rejina.joshi@awointernational.de](mailto:rejina.joshi@awointernational.de) | P.O. Box 7364  5527058 |
|  | Aide et Action Nepal  House No. 29 Dhanwantarai Marg Chakupat (Behind UN Futsal) Lalitpur | Sujan Neupane  Representative  [sujan.neupane@aide-et-action.org](mailto:sujan.neupane@aide-et-action.org) | Raju Karki  Account and Administration Officer  [raju.karki@aide-et-action.org](mailto:raju.karki@aide-et-action.org) | 5261868 |
|  | Action Contre La Faim/ACF  Jhamsikhel-Ward 2 Kha Lalitpur | Ojaswi Acharya  Deputy Country Director  deputycd@np.mission-acf.org | Communication Manager | 5542812  9801018402 |
|  | AMDA MINDS  Maharajgunj, Kathmandu  Nepal | KOBAYASHI Maiko  Country Director [kobayashi\_maiko@amda-minds.org](mailto:kobayashi_maiko@amda-minds.org) | Raghunath Adhikari  Program Coordinator [raghu.amdaminds.np@gmail.com](mailto:raghu.amdaminds.np@gmail.com) | 4412045 |
|  | Association for International Solidarity in Asia – ASIA Onlus-Nepal  Lazimpat, Kathmandu  Nepal | Filippo De Monte Country Representative  [asianepal@asia-ngo.org](mailto:asianepal@asia-ngo.org) | Nabaraj Acharya  Project Manager  [n.acharraya@asia-ngo.org](mailto:n.acharraya@asia-ngo.org) | 9803144581  98511-03673 |
|  | ADARA Dévelopment  Chapali, Budhanilkantha Kathmandu  Nepal | Pralhad Kumar Dhakal Country Director Nepal [Pralhad.Dhakal@adaragroup.org](mailto:Pralhad.Dhakal@adaragroup.org) |  | P O Box 4403  4374577  985 111 4744 |
|  | Arbeiter-Samariter-Bund/ASB  TCH Tower, Lazimpat  Kathmandu, Nepal | Nino Gvetadze  Country Director  [nino.gvetadze@asbnepal.org](mailto:nino.gvetadze@asbnepal.org) |  | 9810120969 |
|  | ACTED  Sallaghari Marg 100/66, Bansbari Road, Maharajgunj, Kathmandu, Nepal | Lorene TAMAIN  Country Director  [lorene.tamain@acted.org](mailto:lorene.tamain@acted.org) |  | 9823-238840 |
|  | AmeriCares Foundation  Lalitpur 4, Dhobighat  Kathmandu, Nepal | Rohit Odari  Country Director  [ROdari@americares.org](mailto:ROdari@americares.org) |  | 5153597 |
|  | BNMT  Lazimpat  PO Box 20564,Kathmandu | Dr. Kulesh Bahadur Thapa  Country Representative  [kb.thapa@bnmt.org.np](mailto:kb.thapa@bnmt.org.np) | Rajesh Parajuli  [hrao@bnmt..org.np](mailto:hrao@bnmt..org.np) | 4436434  4428240 |
|  | BBC Media Action  Sanepa Chowk, Lalitpur  Nepal | Mona Laczo  Country Director  [mona.laczo@np.bbcmediaaction.org](mailto:mona.laczo@np.bbcmediaaction.org) |  | GPO Box 8975,  EPC 2554  5554092,5554082  5554073 |
|  | Build Change  Sanepa, Lalitpur  Nepal | Noll Tufani  Country Director[noll@buildchange.org](mailto:noll@buildchange.org) |  | 5522811  9841-439280 |
|  | CECI  Baluwatar  Kathmandu | Keshava Koirala  Country Representative  [keshavak@ceci.ca](mailto:keshavak@ceci.ca) | Sushma Shrestha  Admin & Finance Officer Admin & Finance Manager  [sushma@ceci.ca](mailto:sushma@ceci.ca) | 4419412  4414430  PO Box 2959 |
|  | CARE Nepal  Dhobighat, opposite DAV School, Lalitpur  Kathmandu | Lora Wuennenberg  Country Director  [wuennenberg@care.org](mailto:wuennenberg@care.org) | Dr. Popular Gentle  Deputy Director  [Popular.Gentle@care.org](mailto:Popular.Gentle@care.org) | PO Box 1661,  5522153  5522800 |
|  | CCS Italy  Mokchhya Marg, Dhumbarahi ,  Kathmandu | Istvan Toth  Country Director  [toth@ccsitaly.org](mailto:toth@ccsitaly.org) | Subas Karki  Administration and Finance Team Leader  [subaskarki@ccsitaly.org](mailto:subaskarki@ccsitaly.org) | G.P.O. 8975 E.P.C. 5533  4008657  9851209009 |
|  | CESVI  Sanepa – Lalitpur  Nepal | Clara Donadello  Coordinator  [nepal@cesvioverseas.org](mailto:nepal@cesvioverseas.org) |  | 98 1017 2194 |
|  | Child Fund Japan  New Baneshwor, Mahadevsthan Kathmandu, House No. 110,  Nepal | Mariko Tanaka  Country Director  [tanaka@childfund.or.jp](mailto:tanaka@childfund.or.jp) | Sudeep Sayami  Logistic and Administration  [cfjnepal@mail.com.np](mailto:cfjnepal@mail.com.np) | P.O. Box 19659  4482899 |
|  | Child Protection Centers and Services/CPCS  Pipalbot, Dilli Bazaar Kathmandu, Nepal | Inge Bracke: Country Director  [international@cpcs-nepal.org](mailto:international@cpcs-nepal.org) | Arjun M Bhattarai  Deputy Country Director  [cpcs\_int@yahoo.com](mailto:cpcs_int@yahoo.com) | 01-6224660  9841410328 |
|  | CBM Nepal Country Office  Shree Marg, House No. 547  Ward No. 2, Lazimpat  Kathmandu, Nepal | Prakash Wagle Country Coordinator  [prakashraj.wagle@cbm.org](mailto:prakashraj.wagle@cbm.org) | Shaurabh Sharma  Programme Officer  [shaurabh.sharma@cbmsaro.org](mailto:shaurabh.sharma@cbmsaro.org) | 4000055  9801-166315  9801-180344 |
|  | Center for Reproductive Rights, Kalika Tower, Baluwatar,  Kathmandu, Nepal | Sonali Regmi  Regional Manager  [sregmi@reprorights.org](mailto:sregmi@reprorights.org) | MahendraPanta  Office Manager [mpanta@reprorights.org](mailto:mpanta@reprorights.org) | 4411325, 98511-46673 |
|  | China Foundation for Poverty Alleviation  Sanepa, Lalitpur Nepal | Zou Zhiqiang  Country Director  [zza@fupin.org.cn](mailto:zza@fupin.org.cn) | Kabit Kumar  [kabitkumar91@gmail.com](mailto:kabitkumar91@gmail.com) | 5525643 |
|  | Christian Aid Nepal  Kathmandu  Nepal | Ram Kishan  Regional Emergency Manager  [RKishan@christian-aid.org](mailto:RKishan@christian-aid.org) | Dipankar Patnaik  Sr. Emergency Programme Manager [DPatnaik@christian-aid.org](mailto:DPatnaik@christian-aid.org) | 4015672 9803890288 |
|  | Child Rescue Nepal/CRN (Formerly The Esther Benjamins Trust)  Satdobato, Lalitpur  Nepal | Jamuna Shrestha Bhattarai  Country Director  jamuna.shrestha@childrescuenepal.org | Sharad Chandra Simkhada  Programme Support Officer  [sharad@ebtrust.org.uk](mailto:sharad@ebtrust.org.uk) | 9849-694637  9841-142794 |
|  | Community Action Nepal, UK  Thamel, Kathmandu  Nepal | Murari Gautam  Country Representative  [murarigautam123@gmail.com](mailto:murarigautam123@gmail.com) |  | 9841-340486 |
|  | Concern Worldwide  Kupandole Height Road (opposite Summit Hotel) Lalitpur | Thakur Chandra Shrestha  Acting Country Director |  | 98011-93982 |
|  | Catholic Relief Services/CRS  Dhobighat, Lalitpur | Lorraine Bramwell  Country Representative  [Lorraine.Bramwell@crs.org](mailto:Lorraine.Bramwell@crs.org) |  | 98131-89280 |
|  | Dan Church Aid/DCA  South Asia  Nepal Country Office  Ward No-2, Lalitpur  Jhamshikhel, Lalitpur  Nepal | David Wallace Smith  Regional Representative  [dasm@dca.dk](mailto:dasm@dca.dk) | Dr. Surendra Bahadur Thapa, Head of Programme; sbth@dca.dk | GPO Box 4844  5013550  9802097800 |
|  | Deutsche Welthungerhilfe - Nepal  Kupondole Height (in front of hotel Summit) Lalitpur - Nepal | Asja Hanano  Country Director  [asja.hanano@welthungerhilfe.de](mailto:asja.hanano@welthungerhilfe.de) | Surendra Gautam  Program Manager  [Surendra.Gautam@welthungerhilfe.de](mailto:Surendra.Gautam@welthungerhilfe.de) | P.O. Box: 20800,  9808087474  9849485774 |
|  | Diakonie Katastrophenhilfe (EWDE-DKH)  Kupondole, Lilaghar Chowk, Lalitpur -1, Kathmandu, Nepal | Pinar Gokgun  Country Representative  [pinar.gokgun@diakonie-katastrophenhilfe.org](mailto:pinar.gokgun@diakonie-katastrophenhilfe.org) | Sita Subedi  Finance and Admin Coordinator  [sita.subedi@diakonie-katastrophenhilfe.org](mailto:sita.subedi@diakonie-katastrophenhilfe.org) | 5521749  981 015 2349 |
|  | Educate The Children  Dilli Bazaar  PO Box 12782, Kathmandu | Meera M. Singh Rana  Country Director  [educate@mos.com.np](mailto:educate@mos.com.np) | Neela Malla  Admin and Finance Officer[adfinetc@mail.com.np](mailto:adfinetc@mail.com.np) | 4431011 |
|  | Emergency Architects  Kathmandu  Nepal | Sarah Hannou  Chief of Mission[shannou2@archi-urgent.com](mailto:shannou2@archi-urgent.com) |  | 9860276128  9813210207 |
|  | Enfants & Development  Chakupat, Lalitpur  Nepal | Benedicte Boclet-Weller  Country Representative  Ext. 38  [benedicte.boclet-weller@enfantsetdeveloppement.org](mailto:benedicte.boclet-weller@enfantsetdeveloppement.org) | Srijana Tuladhar  Gender Program Manager Ext. 32  [srijana.tuladhar@enfantsetdeveloppement.org](mailto:srijana.tuladhar@enfantsetdeveloppement.org) | Post Box No 8975, EPC 493  5260428 5260597 |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| UN RCO | Damion Turk | BOG coordination officer | 01-5523200 #1543 | bogsofficer@gmail.com |
| UNICEF | Asim Shrestha | Emergency Officer | 01-5523200 | [ashrestha@unicef.org](mailto:ashrestha@unicef.org) |
| WHO |  |  |  |  |
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| UN Habitat | Padma Sundar Joshi |  | 9851124763 | ps.joshi@unhabitat.org.np |
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## 13.4 IASC clusters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cluster | Lead | | Co-lead | |
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| Food Security | Ministry of  Agriculture | Dr Shreeram Ghimire  [ghimiresr@gmail.com](mailto:ghimiresr@gmail.com)  9851151347  Chanchala Karmacharya  9841608920 | FAO | Binod Saha , 9851092581 binod.saha@fao.org  Shrawan Adhikary,  9849543680 [shrawan.adhikary@fao.org](mailto:shrawan.adhikary@fao.org) |
| WFP | Iain McDonald[iain.mcdonald@wfp.org](mailto:iain.mcdonald@wfp.org)  9801083603 |
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| Nutrition | Ministry of  Health and  Population | Giri RajSubedi – Nutrition (CHD, MOH)  Dr. Guna Raj Lohani, 9851079356  [drgrlohani@gmail.com](mailto:drgrlohani@gmail.com) | UNICEF | AnirudraSharma, 9851088567 [ansharma@unicef.org](mailto:ansharma@unicef.org)  Stanley Chitekwe- UNICEF  [schitekwe@unicef.org](mailto:schitekwe@unicef.org)  9851107924 |
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|  |  | UNFPA (GBV) | Kristine Blokhus  [blokhus@unfpa.org](mailto:blokhus@unfpa.org)9801056002 |
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| NRCS | Mr. Ramesh Ghimire 9841253443 ramesh.ghimirey@nrcs.org |
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# ANNEX I: Risk Analysis

Examples of qualitative consequence and likelihood measurement systems:

|  |  |
| --- | --- |
| Qualitative likelihood measurement system | |
| Almost certain | Expected to occur; many recorded incidences, might occur once every 1 to 4 years (or more). |
| Likely | Will probably occur, might occur once every 10 years (or more). |
| Possible | Might occur once every 20 years (or more); will generally be close to or exceed past records of severity. |
| Rare | Might occur in exceptional circumstances. |

|  |  |
| --- | --- |
| Qualitative consequence measurement system | |
| Minor | Injured in small number but no fatalities. First aid treatment required, some displaced people, damage, disruption and financial losses. |
| Moderate | Medical treatment required and some fatalities, hospitalization, localised displacement of people. Localised damage that is rectified by routine arrangements, normal community functioning with some inconvenience and significant financial losses. |
| Major | Extensive injuries, significant hospitalization, large number of displaced people, fatalities, significant damage that requires external resources. Community only partially functioning, some services unavailable and significant financial losses - some financial assistance required. |
| Catastrophic | Extended and large numbers of severe injuries requiring hospitalisation, general and widespread displacement for an extended duration, significant fatalities, extensive damage, community unable to function without significant support. |

Sources/Reference:

ACT Alliance Checklists for Emergency Assessment (rapid and detailed assessment)

Multi- Sector Initial Rapid Assessment (MIRA) [www.un.org.np/resources/MIRA](http://www.un.org.np/resources/MIRA)

<http://www.actalliance.org/resources/policies-and-guidelines/act-response-mechanisms/emergency-assessment>

LWF emergency assessment checklist[[1]](#footnote-1):

<http://www.lutheranworld.org/Share/LWF-Emergency_Assessment_checklist.pdf>

http://actalliance.org/wp-content/uploads/2016/09/ACT-RRF-Policy-2016-E.pdf

http://actalliance.org/appeals-rapid-response-funds/rapid-response-fund-2017/

<http://www.seismo.ethz.ch/GSHAP/>

# ANNEX II: Nepal Country Profile

|  |  |  |
| --- | --- | --- |
| S. N. | Profile description | Profile details |
| 1 | Total area | 147,181 Sq.km |
| 2 | Elevation | 60m - 8,848m |
| 3 | Population | 26.6 million (Terai 50%, Hills 43%, Mountain 7%), 2011 Census |
| 4 | Male/Female ratio | 0.96/1 |
| 5 | Population density per sq.km | 181 |
| 6 | Average household size | 4.7 |
| 7 | Literacy rate | (2015 est.) 69.3, 76.4% (male), 53.1% (female) |
| 8 | Language(s) | 48% Nepali, 12% Maithili, 7% Bhojpuri, 6% Tharu, 5% Tamang, 4% Newari, 3% Magar, 2% Awadhi,  2% Kirat, 2% Bajjika, 6% others, 3% unspecified. |
| 9 | Caste | Brahmin/Chhetri 29%, Dalit 12.8%, Janajati 31%, Newar 5.5%, Other Madhesi/Terai 15.7%, Other caste/minority 1.5%., Muslims 4.3% |
| 9 | Religion | 81% Hindu, 11% Buddhist, 4% Islam, 2%  Christian, 2% others |
| 10 | Major hazards | Floods, Landslides, Earthquake, Fire, Epidemic,  Lightning, Windstorm, Cold wave, etc. |

*Sources: Nepal Risk Reduction Consortium (2010), Central Bureau of Statistics (2001 &2011)*

Nepal is exposed to following hazards:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disaster Type** | **Occurrence** | **Death** | **Total affected** | **Total damage (USD$ x 1,000)** |
| Drought | 2 | - | 503,000 | - |
| Earthquake | 2 (2011 and 2015 Major EQ) | 6 +8980+ 195 (missing) | 22302 (injured)  2.8 million affected | - |
| Epidemic | 3 | 387 | 64,246 | - |
| Flood | 16 (except 2015 &16) | 1,080 | 1,205,860 | 63,429 |
| Landslide | 9 (except 2015 &16) | 463 | 256,599 | - |

Nepal Statistical Disaster Information (2005 to 2014, updated), Disaster Reference Handbook 2012

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Annexure– 22

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1. [↑](#footnote-ref-1)