

Concept Note

Section 1: Overview of response																																																																																							
Project Title	Emergency Assistance to Congolese Refugees in Burundi – BDI181																																																																																						
Location	Burundi Rumonge, Makamba, Cankuzo, Ruyigi, and Muyinga																																																																																						
Project start date	29 March 2018																																																																																						
Duration of project	12 (months)																																																																																						
Budget (USD)	1,502,702 (USD)																																																																																						
Sector(s)	<input checked="" type="checkbox"/> Shelter / NFIs <input checked="" type="checkbox"/> Food Security <input type="checkbox"/> Health / Nutrition <input type="checkbox"/> Protection/Psychosocial <input checked="" type="checkbox"/> WASH <input type="checkbox"/> Education <input type="checkbox"/> Early recovery / Livelihoods <input checked="" type="checkbox"/> Unconditional Cash																																																																																						
Forum	ACT Alliance Burundi Forum																																																																																						
Requesting members	Norwegian Church Aid (NCA), Christian Aid (CA), Lutheran World Federation (LWF)																																																																																						
Local partners	Conceil National l'Eglise Burundi (CNEB), Province l'Eglise Anglicane du Burundi (PEAB)																																																																																						
Impact (overall objective)	Provide life-saving assistance to Congolese refugees and host communities in Burundi																																																																																						
Target beneficiaries	<p>The project will reach a total of 6,578 households (3256 male headed household and 3322 female headed households). In total about 32,890 individuals will be reached with food, cash and WASH interventions. The project will mainly focus on recent influx of refugees from DRC in the Refugee camps and additionally returnees from Congo and about 20% of the host communities hosting the returnees and refugees.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="11">Beneficiaries</th> </tr> <tr> <th></th> <th colspan="2">0 - 5 yrs</th> <th colspan="2">6 - 18 yrs</th> <th colspan="2">19 - 65 yrs</th> <th colspan="2">above 65 yrs</th> <th colspan="2">Total</th> </tr> <tr> <th>Org.</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>LWF</td> <td>0</td> <td>0</td> <td>225</td> <td>225</td> <td>413</td> <td>413</td> <td>112</td> <td>112</td> <td>750</td> <td>750</td> </tr> <tr> <td>CA</td> <td>0</td> <td>0</td> <td>725</td> <td>541</td> <td>757</td> <td>864</td> <td>52</td> <td>61</td> <td>1534</td> <td>1466</td> </tr> <tr> <td>NCA</td> <td>0</td> <td>0</td> <td>369</td> <td>437</td> <td>546</td> <td>608</td> <td>57</td> <td>61</td> <td>972</td> <td>1106</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>1319</td> <td>1203</td> <td>1716</td> <td>1885</td> <td>221</td> <td>234</td> <td>3256</td> <td>3322</td> </tr> </tbody> </table>										Beneficiaries												0 - 5 yrs		6 - 18 yrs		19 - 65 yrs		above 65 yrs		Total		Org.	M	F	M	F	M	F	M	F	M	F	LWF	0	0	225	225	413	413	112	112	750	750	CA	0	0	725	541	757	864	52	61	1534	1466	NCA	0	0	369	437	546	608	57	61	972	1106	Total			1319	1203	1716	1885	221	234	3256	3322
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Expected outcomes	<ol style="list-style-type: none"> 1. Affected people have access to adequate food and nutritional needs to meet their daily calorie intake through unconditional cash transfer and food distribution 2. Affected people have access to basic Non-Food Items to settle in well through unconditional cash transfer 3. Affected people have access to safe, sanitary and hygienic living environment through provision of sanitation services that are secure, user friendly and gender- appropriate 																																																																																						
Expected outputs	<ol style="list-style-type: none"> 1.1 The targeted refugees households receive unconditional cash support to meet there dietary needs and other non-food items 1.2 The target refugee households are provided with food and are able to meet their dietary needs 2.1 The target refugee households receive unconditional cash to purchase non-food items, such as utensils, blankets and nets 																																																																																						

	<p>3.1 Sanitation infrastructure are constructed with to meet the basic sanitation needs of the refugees</p> <p>3.2 Water infrastructure provided to household for storage of potable water</p> <p>3.3 Deliver training on sanitation and hygiene practices to boys, girls , men women in the camps and the villages hosting the refugees</p> <p>3.4 Dignity and hygiene kits are available to the women and girls who need it</p>
<p>Main activities</p>	<p>Unconditional Cash Transfers</p> <p>1.1.1 Registration of beneficiary households</p> <p>1.1.2 Training of distribution committees</p> <p>1.1.3 Agreement with mobile service provider and or microfinance institution</p> <p>1.1.4 Distribution of the cash to beneficiary households</p> <p>1.1.5 Post distribution monitoring</p> <p>Distribution of Food Items</p> <p>1.2.1 Identify appropriate food</p> <p>1.2.2 Register households for food items</p> <p>1.2.3 Purchase food</p> <p>1.2.4 Distribute food</p> <p>1.2.5 Post distribution Monitoring</p> <p>Unconditional Cash Transfer for Non-Food Items</p> <p>2.1.1 Register households</p> <p>2.1.2 Ensure sufficient supply of selected Non-Food Item is available in the market</p> <p>2.1.3 Distribution of unconditional cash to beneficiaries</p> <p>2.1.4 Post distribution monitoring</p> <p>WASH</p> <p>3.1.1 Identify needed sanitation infrastructure</p> <p>3.1.2 Construct sanitation infrastructure</p> <p>3.1.3 Train households on sanitation practices</p> <p>3.1.4 Hand over to UNHCR and partners in the camps</p> <p>3.2.1 Identify the water storage needs for the refugee households</p> <p>3.2.2 Distribute water storage facilities to households</p> <p>3.2.3 Train households on water storage and purification</p> <p>3.2.4 Post distribution monitoring conducted</p> <p>3.3.1 Register families for the training</p> <p>3.3.2 Train families on hygiene practices that needs to be promoted</p> <p>3.4.1 Register women and girls to receive dignity kits</p> <p>3.4.2 Purchase the dignity and hygiene kits</p> <p>3.4.3 Distribute the dignity and hygiene kits</p> <p>3.4.4 Post distribution monitoring</p>
<p>Section 2: Narrative Summary</p>	
<p>Background</p> <p>In the evening of Wednesday the 24 January 2018, refugees fleeing fighting in South Kivu started streaming in Makamba and Rumonge Provinces aboard boats. Since August 2017, the security and humanitarian situation has significantly deteriorated in South Kivu, more specifically on the axis</p>	

Sebele -Kikonde-Kazimia, the southern coast of Kazimia (Yungu, Talama) and the coastal communities of Ubwari in the Fizi area. On-going clashes between the army FARDC (Democratic Republic of Congo Armed Forces) and the Mai Yakutumba rebel armed group—claiming to be from the National People's Coalition for the Sovereignty of Congo (CNSPC)—are behind this deterioration of the situation since January 2018. The UN Refugee Agency (UNHCR) is alarmed by a recent surge in violence in the eastern Democratic Republic of the Congo (DRC), which is driving large numbers of Congolese to flee eastwards to neighbouring Burundi, Tanzania and Uganda. Thousands of children, women and men have abandoned their homes, in the midst of intensified military operations against Mai-Mai armed groups in South Kivu province. Almost 7,000 people have crossed to neighbouring Burundi and an additional 1,200 to Tanzania. It is believed that many more are displaced inside South Kivu in difficult conditions without shelter or food.

Refugees that ACT members have spoken to say they fled forced recruitment, direct violence and other abuses by armed groups. Others say they fled in anticipation of military operations and out of fear. It is imperative that people fleeing the violence are allowed safe passage, and that humanitarian access to the internally displaced is facilitated. Those refugees seeking to reach Burundi are mainly doing so by crossing Lake Tanganyika on small fishing boats. As of 28 January 2018, according to authorities in Burundi, 8,152 persons have crossed Lake Tanganyika and settled into Burundian provinces of Rumonge and Makamba (this includes 6,934 Congolese and 1,218 returning Burundians). On 29 January 2018, 823 additional persons arrived in Burundi. It is therefore estimated that a total of 9,078 people crossed to Burundi so far. The most probable scenario of the humanitarian community (confirmed by UNHCR) is a total number of 15,000 Congolese refugees and 2,000 Burundians fleeing DRC. The worst-case scenario is as high as 50,000 to 60,000 persons moving into Burundi due to the crisis in DRC.

Humanitarian Needs	Capacity to Respond
<p>Needs assessments conducted by NGOs and IOM have indicated that the activities to be prioritised are:</p> <ul style="list-style-type: none"> • Provision of food • Adequate WASH facilities • Shelter and NFIs • Protection issues due to the large number of children (many of whom are unaccompanied), and high risk of gender-based violence in the camps, as well as the need for psychosocial support for those fleeing their homes. <p>It is certain that there is a distinct lack of NFI and hygiene kits currently available to the refugees and an insufficient number to respond adequately to this crisis. While other NGOs, development and United Nations agencies will engage in longer-term efforts to ensure the safety and dignity of target population, the delivery of NFI and hygiene kits will contribute directly and significantly to alleviating the pressure currently experienced</p>	<p>ACT Forum Burundi has been responding to emergencies in Bujumbura Mairie, Bujumbura rural, Makamba, Kirundo, Rutana and Rumonge provinces by providing emergency assistance, food security, health, WASH, social cohesion and peace building before, during and after a previous 2015 crisis.</p> <p>ACT forum members have received training in the past and are competent in cash transfer programming, and supporting other implementing partners to improve consistency across programme delivery.</p> <p>LWF worked closely with DCA to implement cash based intervention in 2016-2017 in Kirundo Province.</p> <p>Norwegian Church Aid (NCA), NCA has in the past worked in number of provinces in Burundi. NCA in its new Strategic direction (2016-2020) has made a geographic concentration and now works in two provinces,</p>

by both the local authorities and, of course, the refugees and returnees themselves.

It is also noted that the sanitation situation in the communities is inadequate. The project will focus at providing decent sanitation for the refugees.

UNHCR has been overwhelmed with the growing numbers of refugees and does not have adequate food rations for the refugees.

Kirundo and Bujumbura Rural in the north and west of the country.

NCA has responded to various crisis even in other provinces where they currently are not operational; for example in November 2015 and May 2016, NCA responded in Rumonge province and Gatumba, in partnership with UNICEF.

NCA responded with Burundi Red Cross to victims of landslides and floods while in April 2016 NCA built emergency preparedness storage of WASH equipment in Bujumbura and Kirundo (which is a part of national preparedness contingency of the national WASH cluster).

NCA is also stand-by partner of UNICEF for humanitarian interventions in Burundi.

Since 2016, NCA has been implementing an emergency project in Kirundo to improve access to 30,000 people in host community, and also within 26 schools and 16 health centers in Kirundo and Bujumbura Rural (among HH that are on high risk of disease. This project is funded by MFA (Ministry of Foreign Affairs of Norway).

Christian Aid Burundi (CAB) is currently operational in 9 Provinces in Burundi. CAB has been operational in Burundi since 1995, responding to humanitarian needs and working on development projects. CAB was among the first few responders after the 2015 crisis and through the ACT Appeal funding responded to the drought affected households in Ngozi and Rumonge. CAB is currently implementing a 3-year project that helps communities to build resilience. The project provides training to disaster committee to develop response plan is supporting the committees to implement the plan. The project is also supporting vulnerable household through a cash transfer program in Rumonge and Makamba provinces.

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

Yes No

Proposed response - Unconditional Cash

ACT members will target 1,800 most vulnerable households (1400 HH of Congolese refugees and 400 HH of host community for emergency support. Cash grants have been identified as the most suitable intervention during needs and resource assessments, whereby, the impact of the crises revealed diverse necessities amongst the affected population. The funds will be disbursed in smaller amounts every 60 days, until it equates to the full support. This payment will target essential needs identified during needs assessment surveys. The cash-based intervention methodology will benefit the target population through:

- Supporting flexibility and choice for affected people
- Maintaining dignity
- Empowering affected people
- Supporting local trades
- Reducing negative coping strategies

WASH sector

NCA will ensure that affected people have safe and equitable access to sufficient quantity of water of appropriate quality for drinking, cooking and personal and domestic hygiene. Also they have access to safes sanitary and hygienic living environment through provision of sanitation services that are secure, user friendly and gender- appropriate. In addition to that, NCA is planning to promote good hygienic practices and safe, equitable and timely access to suitable hygiene items.

Food Security

Through unconditional cash, families will be expected to purchase food items to meet their food needs. 1,800 households will be reached through cash transfer and they will purchase assorted food items to meet the dietary food needs. In addition, 600 households will receive assorted food items based on an analysis that will be conducted prior to distribution. This will be for families who may not be able to access food in the markets.

Non- Food Items

The ACT alliance members will distribute household items to 600 most vulnerable refugee households in Rumonge. The items will be assorted items: Pots, Blankets, Mosquito nets among other things. Households that will not have received this items from other agencies will be prioritized for this intervention.

Coordination

The ACT Forum based in Bujumbura has been convening and coordinating the actions of ACT Alliance member's in-country, leading to this Concept Note. Regular meetings to further shape the full appeal, while assessments and information sharing continue. Conceil National l'Eglise Burundi (CNEB), Burundi currently convenes the ACT Forum in Burundi. In addition to the coordination amongst ACT Alliance members, there is also participation in various interagency meetings in Bujumbura and meetings are held at provincial levels with various government authorities. The forum will also coordinate with UNHCR and other partners of UNHCR to ensure there is no duplication of activities.

To ensure an efficient coordination and implementation of the projects, the ACT Forum suggests recruiting a coordinator to support this Appeal and the ACT Forum Burundi. In addition to coordination and communication, this person will also seek funds for the Appeal locally as well internationally in collaboration with the Regional ACT Secretariat.

Basic implementation plan

	2018												201
	M	A	M	J	J	A	S	O	N	D	J	F	
Registration of beneficiary households	X												
Training of distribution committees	X												
Agreement with mobile service provider and or microfinance institution	X												
Distribution of the cash to beneficiary households	x	x	x	x	x	x	x	x	x	x	x	x	x
Post distribution monitoring	x	x	x	x	x	x	x	x	x	x	x	x	x
Identify appropriate food	x												
Register households for food items	x												
Purchase food	x			x			x			x			x
Distribute food	x			x			x			x			x
Post distribution Monitoring	x			x			x			x			x
Register households	x												
Ensure sufficient supply of selected Non-Food Item is available in the	x	x											
Distribution of unconditional cash to beneficiaries		x	x	x	x	x	x	x	x	x	x	x	x
Post distribution monitoring		x	x	x	x	x	x	x	x	x	x	x	x
Identify needed sanitation infrastructure	x												
Construct sanitation infrastructure		x	x										
Train households on sanitation practices		x	x	x									
Hand over to UNHCR and partners in the camps				x	x								
Identify the water storage needs for the refugee households	x												
Distribute water storage facilities to households		x	x										
Train households on water storage and purification		x	x	x									
Post distribution monitoring conducted		x	x	x	x	x							
Register families for the training	x												
Train families on hygiene practices that needs to be promoted	x	x	x	x	x	x	x	x	x	x	x	x	x
Register women and girls to receive dignity kits	x												
Purchase the dignity and hygiene kits	x				x			x					
Distribute the dignity and hygiene kits		x			x			x					
Post distribution monitoring		x	x	x	x	x	x	x	x	x	x	x	x
Baseline	X												
Endline													

Monitoring and evaluation

Each ACT Alliance member in Burundi will use their own Project Monitoring and Evaluation systems, but through an appeal effort will be made to create a joint peer monitoring collect and merge results, in order to access and prioritize where the greatest humanitarian needs are and support partners to deliver the assistance. Resources in the appeal will be allocated to carry out an evaluation of the planned activities. A final external evaluation will be conducted at the end of the implementation period.

Section 3: Budget Summary

% of total budget for activities (USD)					
Activities	Member 1	Member 2	Member 3	Member 4	Member 5
Shelter and settlement / Non-food items	0%	0%	100%	0%	0%
Food security	0%	0%	100%	0%	0%
Water, sanitation & hygiene (WASH)	0%	93%	7%	0%	0%
Unconditional CASH grants	62%	0%	38%	0%	0%
	% of members' individual expenditures vis-à-vis total expenditures (USD)				
	Member 1	Member 2	Member 3	Member 4	Member 5
	24%	38%	38%	0%	0%

Logical Framework			
IMPACT			
Provide lifesaving assistance to Congolese refugees and host communities in Burundi			
OUTCOME(S)	Objectively verifiable indicators	Source of verification	Assumptions
1. Affected people have access to adequate food and nutritional needs to meet their daily calorie intake through unconditional cash transfer and food distribution 2. Affected people have access to basic Non-Food Items to settle in well through unconditional cash transfer 3. Affected people have access to safe, sanitary and hygienic living environment through provision of sanitation services that are secure, user friendly and gender-appropriate	% of beneficiary households reporting they have had 3 meals a day % of household with basic household items need to survive % of beneficiary households reporting that they have access to safe, sanitary and hygienic living environment % of households who can mention key hygienic practices % of women and girls who have received dignity and hygiene kits	Monthly reports and questionnaire surveys	Funds will be received in time to meet the needs of the refugees Situation in DRC does not deteriorate further than it already has The May 2018 referendum in Burundi goes on without any hitch
1.1 The targeted refugees households receive unconditional cash	Objectively verifiable indicators	Source of verification Registers,	Assumptions

<p>support to meet there dietary needs and other non-food items</p> <p>1.2 The target refugee households are provided with food and are able to meet their dietary needs</p> <p>2.1 The target refugee households receive unconditional cash to purchase non-food items, such as utensils, blankets and nets</p> <p>3.1 Sanitation infrastructure are constructed with to meet the basic sanitation needs of the refugees</p> <p>3.2 Water infrastructure provided to household for storage of potable water</p> <p>3.3 Deliver training on sanitation and hygiene practices to boys, girls , men women in the camps and the villages hosting the refugees</p> <p>3.4 Dignity and hygiene kits are available to the women and girls who need it</p>	<p># of households receiving unconditional cash transfer</p> <p># of food distributed</p> <p># of households receiving food items (disaggregated by gender and special needs)</p> <p># of latrines constructed</p> <p># of water storage materials provided</p> <p># of people trained on hygiene and sanitation practices</p> <p># of dignity and hygiene kits distributed</p> <p>Targets, performance indicators, variables</p>	<p>monthly report, field monitoring report, Training report</p> <p>Means of verification, Means of assessment, Sources of information</p>	<p>Coordination with other agency is done well and all actors are willing to share all information on their activities</p> <p>The Government provides enough support to all the agencies</p> <p>Risks</p>
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Activities	Pre-conditions
<ul style="list-style-type: none"> 1.1.1 Registration of beneficiary households 1.1.2 Training of distribution committees 1.1.3 Agreement with mobile service provider and or microfinance institution 1.1.4 Distribution of the cash to beneficiary households 1.1.5 Post distribution monitoring 1.2.1 Identify appropriate food 1.2.2 Register households for food items 1.2.3 Purchase food 1.2.4 Distribute food 1.2.5 Post distribution Monitoring 	<p>Sufficient funds are provided</p> <p>Agreement with UNHCR to work in the camps</p> <p>List any pre-conditions needed for project to be able to be implemented.</p>
<ul style="list-style-type: none"> 2.1.1 Register households 2.1.2 Ensure sufficient supply of selected Non-Food Item is available in the market 2.1.3 Distribution of unconditional cash to beneficiaries 2.1.4 Post distribution monitoring 	
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Section 4: Budget					
EXPENDITURE				Appeal	Appeal
				Budget	Budget
				<i>local currency</i>	USD
DIRECT COSTS					
1	PROGRAM STAFF				
	Appeal Lead			18'000'000	10'177
	Total international program staff			34'800'000	19'675
	Total national program staff			108'966'948	61'606
	TOTAL PROGRAM STAFF			161'766'948	91'457
2	PROGRAM ACTIVITIES				
2.1.	Shelter and settlement / Non-food items			101'836'800	57'575
2.2.	Food security			318'240'000	179'921
2.3.	Water, sanitation & hygiene (WASH)			861'648'000	487'143
2.9.	Unconditional CASH grants			847'462'140	479'122
	TOTAL PROGRAM ACTIVITIES			2'129'186'940	1'203'760
3	PROGRAM IMPLEMENTATION				
	TOTAL PROGRAM IMPLEMENTATION			75'850'000	42'883
4	PROGRAM LOGISTICS				
	Transport (of relief materials)			19'824'000	11'208
	Handling			21'000'000	11'873
	TOTAL PROGRAM LOGISTICS			40'824'000	23'080
5	PROGRAM ASSETS & EQUIPMENT				
	TOTAL PROGRAM ASSETS & EQUIPMENT			1'500'000	848
6	OTHER PROGRAM COSTS				
6.1.	SECURITY				
	TOTAL SECURITY			2'000'000	1'131
6.2.	FORUM COORDINATION				
	TOTAL FORUM COORDINATION			23'500'000	13'286
6.3.	STRENGTHENING CAPACITIES				
	TOTAL STRENGTHENING CAPACITIES			7'500'000	4'240
	TOTAL DIRECT COST			2'442'127'888	1'380'685
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT					
e.g.	<u>Staff salaries</u>				
	Salaries e. g % for Programme Director)			41'785'704	23'624
	Salaries e. g % for Finance Director)			33'253'632	18'800
	Salaries for accountant and other admin or secretarial staff			20'525'616	11'604
	<u>Office Operations</u>				
	Office rent			16'800'000	9'498
	Office Utilities			5'100'000	2'883
	Office stationery			4'560'000	2'578
	<u>Communications</u>				
	Telephone and fax			12'600'000	7'124
	<u>Other</u>				
	Insurance			3'780'000	2'137
	TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT			138'404'952	78'249
	TOTAL EXPENDITURE exclusive International Coordination Fee			2'580'532'840	1'458'934
	INTERNATIONAL COORDINATION FEE (ICF) - 3%			77'415'985	43'768
	TOTAL EXPENDITURE inclusive International Coordination Fee			2'657'948'825	1'502'702
	BALANCE REQUESTED (minus available income)			2'657'948'825	1'502'702
PROPOSED DISPOSITION OF CAPITAL ASSETS at Completion date					
	<u>ITEM - (List each over US\$500)</u>		<u>Actual cost</u>		<u>Disposition</u>

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

Please note that as part of the revised ACT Humanitarian Mechanism, pledges/contributions are **encouraged** to be made through the consolidated budget of the ACT national forum, and allocations will be made based on agreed criteria of the forum. For any possible earmarking, budget targets per member can be found in the "Summary Table" Annex, and detailed budgets per member are available upon request from the ACT Secretariat. For pledges/contributions, please refer to the spreadsheet accessible through this link <http://reports.actalliance.org/>. The ACT spreadsheet provides an overview of existing pledges/contributions and associated earmarking for the appeal.

Please inform the Head of Finance and Administration, Line Hempel (Line.Hempel@actalliance.org) and Senior Finance Officer, Lorenzo Correa (Lorenzo.Correa@actalliance.org) with a copy to the Humanitarian Programme Officer, Caroline Njogu (Caroline.Njogu@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 back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

For further information please contact:

ACT Regional Representative, Gezahegn K. Gebrehana (gezahegn.gebrehana@actalliance.org)
Humanitarian Programme Officer for Africa, Caroline Njogu (Caroline.Njogu@actalliance.org)
ACT Website: <http://www.actalliance.org>

Alwynn Javier

Global Humanitarian Coordinator
ACT Alliance