

## Rapid Response Fund (RRF)

Section 1: Overview of response				
Country Honduras	Emergency Response to people affected by the structural fire in Guanaja, Islas de la Bahia			
<b>Summary</b>	<b>Comision de Accion Social Menonita (CASM)</b>			
Implementation period	Start Date - 1 November 2021 End Date - 31 January 2022 3 (months)			
Response locations	Región: Department of Islas de la Bahía, Municipality of Guanaja (Insular Zone of Honduras)			
Sectors of response	<input type="checkbox"/>	Public Health	<input type="checkbox"/>	Shelter and household items
	<input type="checkbox"/>	Community Engagement	<input type="checkbox"/>	Food Security
	<input type="checkbox"/>	Preparedness and Prevention	x	MHPSS and Community Psycho-social
	x	WASH	<input type="checkbox"/>	Gender
	<input type="checkbox"/>	Livelihood	<input type="checkbox"/>	Engagement with Faith and Religious leaders and institutions
	<input type="checkbox"/>	Education	x	Cash grants
Targeted beneficiaries (per sector)	1,250 people will be attended (650 women and 600 men), belonging to 250 households that were directly affected, with the loss and severe destruction of their homes, livelihoods, and employments. According to the first COPECO report of 10/02/21 with a cut-off at 6:00 p.m. The people affected by the fire will be supported with multi-purpose cash and psychosocial support.			
	<b>FORO ACT HN</b>	<b>Cash grants</b>	<b>Psychosocial support</b>	<b>biosafety and hygiene kit</b>
	<b>Región Norte</b>	250 households through cash transfer \$ 150.00	150 households \$ 29.17	250 households \$ 30.25
Requested budget (USD)	60,000			
Is there an updated ACT Forum EPRP?	Yes			
Section 2: Narrative Summary				
<p>On October 2, 2021, there was a fire of great proportions, starting at 3:00 a.m., lasting several hours, on the island of Guanaja, municipality of the department of Islas de la Bahia, insular area of Honduras, with an approximate population of 5,739. According to preliminary data from the Permanent Commission on Contingencies (COPECO), the damages registered are 2,500 people directly affected, 90 homes totally destroyed, 136 homes with severe damage and 3 injured are reported so far, these damages will increase when doing the last count; the economic damages have not yet been quantified; however, the suffering of many people can be appreciated; on the other hand, having been exposed to the gases caused by the fire can have repercussions on their health, in addition to other ailments.</p>				
<p><b>Humanitarian Needs</b> "Isla Guanaja" is one of the three islands that make up the archipelago department of Islas de la Bahía, in the Caribbean of the Republic of Honduras. It is an island that has a lot of natural beauty and great ecological, historical and cultural importance, to get to the island can be done by plane, or by ferry, however in this emergency situation access is more complicated, due to saturation of transport, the affected population urges to have access to resources to purchase food, biosecurity material, medicines, blankets, basic kitchen utensils, among other necessities.</p>				

**Capacity**

CASM, with the support of the coordination of the ACT Honduras Forum, has experience in attending to various types of emergencies. Recently it has responded to the emergency of migratory caravans, the COVID 19 Pandemic, ETA and IOTA storms; CASM has extensive experience in responding to emergencies in different contexts, through various modalities such as cash transfer, in kind products, cards, exchangeable vouchers, among others, also in coordination, relationship and collaboration with local structures and timely articulation with the authorities and first responders such as the Red Cross and Firefighters.

CASM has its main office in San Pedro Sula, from where response actions will be coordinated and coordination will be established with the CASM offices in Colon, as well as logistics and human resources trained to respond to emergencies. It has the support of communication networks with different actors; another important resource is the internal protocols and policies that provide security for both, field personnel and beneficiaries.

Coordination with BICA, a local organization, that will provide equipment (boots, vests and technology (computers, cell phones, virtual platforms access), and provide local contacts to facilitate the activities implementation. This technology will be used for sensitization and dissemination of information related to emergency care.

In addition, for the development of this RRF, there are volunteer personnel who will support all the emergency care and will coordinate with the different organizations and authorities in the area. These volunteers will sign the ACT Code of Conduct.

**Proposed response**

The support will consist in the first instance of treating the emotional and mental health effects of the population due to material losses and the difficult situations they had to experience when they were trapped in the fierce fire, having to be rescued and transferred to safe places, being necessary to provide personalized or group level psychosocial care, taking into account that these effects can be much more serious than the material damage; itself it will also be important to make unconditional cash transfers to the 250 most affected households, who will receive the cash transfer through applications in their cellphone, or through online banking.

With the cash transfer, families will be able to buy food, hygiene materials, medicines, and others, immediately covering their needs, guaranteeing attention with dignity and in a timely manner, helping them to mitigate suffering and the negative and psychological impact that this fire has caused.

Relevance: The proposal considers cash transfer for families as the main support action, which will enable them to cover their priority needs immediately. Accompaniment in their emotional recovering through psychosocial support is equally important for these families that loses everything and are currently in temporary shelters.

Efficiency: The delivery of humanitarian aid will be given to the most affected people, priority will be given to single mothers with minors, low-income families with elderlies, people with disability or chronic diseases to complying with Sphere standards and principles, mainly those that refer to ensuring that people have access to impartial assistance, according to their needs and without discrimination; also attached to the institutional philosophy of accompanying the most vulnerable and impoverished sectors.

Effectiveness: CASM, as a member of the ACT Forum, always carries out coordinated work with different actors, which guarantees the achievement of the proposed objectives and outcomes.



All the actions that are carried out will be considered in the context of emergencies, with strong commitment to safety and biosafety protocols, of staff and population. CASM will send its planning and monitoring specialist to the emergency site, who was trained in Sphere Standards and is in the moderation committee of the LAC Community of Practice on Disaster Risk Management

*Does the proposed response honour ACT's commitment to safeguarding including PSEA? All staff and volunteers of requesting members, particularly those involved with the response, will be required to sign the organisation's Code of Conduct. Requesting members can use [ACT's Code of Conduct](#), if they do not have one.*  Yes  No

Problems	People affected by the fire lack of basic means necessary to purchase food, hygiene and biosafety implements, medicines, among other needs such as psychosocial that guarantee the minimum conditions while they are in temporary shelters.
Target beneficiaries	Support to 1,250 affected people, of these 650 women and 600 men, among them lactating women, minors, older adults, people with a disability or chronic disease, children with nutritional deficiencies, adolescents.
Overall objective / Outcome(s)	Contribute to respond to the basic needs of the population affected by structural fire on the Island of Guanaja, with not harm approach in the humanitarian assistance process.
Specific objective(s)/ Outputs	<ol style="list-style-type: none"> <li>250 most affected households (1,250 individuals) receive support through cash transfers, of which an estimated 650 are women and 600 are men.</li> <li>150 household attended with community-based psychosocial support actions (CBPS) through virtual and / or face-to-face meetings, which allows them to overcome the traumas experienced by the structural fire.</li> <li>250 households have received a biosecurity and personal hygiene kit that allows them to stay protected and clean in shelters.</li> </ol>
Main activities Actividades principales	<ol style="list-style-type: none"> <li>Coordination meetings with the Forum to define and organize implementation strategies</li> <li>Approach meetings with SINAGER institutions and other local structures such as BICA, CODEM, Chamber of Tourism, NGOs and other local structures of civil society, for the coordination of assistance.</li> <li>Socialization of the project with local actors and civil society</li> <li>Identification of providers of cash transfer services</li> <li>Signing agreements</li> <li>Follow-up and monitoring meetings including post distribution monitoring</li> <li>Presentation of progress and final report</li> </ol>

#### Reporting Schedule

Type of Report	Due date
Situation report	1 Dec 2021
Final narrative and financial report (60 days after the ending date)	31 March 2022
Audit report (90 days after the ending date)	30 April 2022

### **Monitoring and Evaluation**

The monitoring of the RRF will be carried out through periodic meetings, to share learnings and define follow-up actions. As part of the process, a telephone number will be provided for feedback as part of the complaints mechanism so that the participants in the project can express any discomfort or dissatisfaction or violation of the CoC. In case of disagreement, it will seek to attend with corrective actions as the case needed.

At the end of the process, a virtual meeting will be held with the actors and sectors involved, with the purpose of knowing their impressions regarding the process, learnings, recommendations, or other pertinent observations; all these aspects will be rescued in a memory to be shared among the members of the forum.

### ***Section 3: ACT Alliance coordination***

#### **Coordination**

CASM as a member of the ACT Alliance in the Honduras Forum will be directly responsible for the administration of the RRF.

CASM, will mobilize a team to the disaster area to coordinate all project actions and document the response on the ground, as well as possible documentation for the reconstruction stage.

The response will be coordinated with government agencies, local and national networks to facilitate implementation and thus avoid duplication of efforts during the emergency. It is important to mention that CASM is part of the humanitarian network in which United Nations agencies and civil society organizations participate, from which guidelines are given and guidelines are issued for the coordination of humanitarian assistance actions in the national territory.

Support will be coordinated with other humanitarian organizations and with the local government agencies to ensure compliance with Sphere Standards and the Core Humanitarian Standard.

#### **Implementation arrangements**

CASM is responsible for the implementation of the project and will coordinate with other organizations and first responders and local authorities, there will be a team of volunteers (two people) to carry out actions in the field.

CASM has its own security and biosafety protocols, the principle of supporting the neediest families and adheres to Core Humanitarian Standard.

#### **Human resources and administration of funds**

Administration: CASM has an administrative procedures Manual that guides financial management at the institutional level, with internal regulations and other guidelines on human talent management processes, such as staff selection, development and performance evaluation. As an institutional policy, CASM perform external audits an internationally recognized company are carried out every six months (from January to June and from July to December) every year. CASM will create a separate account for the management and administration of these funds.

CASM will be directly responsible for the administration of the resources and will be accountable according to the institutional policies and procedures manual.

Purchases and acquisitions: The manual establish the procedures for purchases and acquisitions for which the quotations and the respective analyzes are made, with a special committee participating in these decisions for this purpose.

## Communications

Communication and visibility strategy: The aid will be identified with the CASM and ACT logo, it will be documented through reports, photos, testimonies, videos, press releases, and reports. CASM will adhere to ACT's communications policy.

### Section 4: Budget Summary

	Type of	No. of	Unit Cost	Appeal Budget	Appeal Budget	
	Unit	Units	local currency	local currency	USD	
<b>DIRECT COSTS</b>						
<b>1 PROGRAM STAFF</b>						
1.1	Appeal Lead			0	0.00	
<b>National program staff</b>						
1.1.	Support staff (2 people, volunteers)	month	3	26,000	78,000	3,226
<b>TOTAL PROGRAM STAFF</b>				<b>78,000</b>	<b>3,226</b>	
<b>2 PROGRAM ACTIVITIES</b>						
2.1.	Shelter and settlement / Non-food items			0	0	
2.2.	Food security			900,000	37,221	
2.2.1.	Cash grants	household	250	3,600	900,000	37,221
2.3.	Water, sanitation & hygiene (WASH)			181,500	7,506	
2.3.1.	Hygiene Kits, biosecurity	kit	250	726	181,500	7,506
2.4.	Health / Nutrition			0	0	
2.5.	Protection / Psychosocial support			0	4,342	
2.5.1.	Psychosocial Support	household	150	700	105,000	4,342
<b>TOTAL PROGRAM ACTIVITIES</b>				<b>1,081,500</b>	<b>49,070</b>	
<b>3 PROGRAM IMPLEMENTATION</b>						
3.1.	Needs Assessment			0	0	
3.2.	Communication / visibility	Banner	3.00	4,000	12,000	496
3.3.	Complaint mechanisms			0	0	
3.4.	Monitoring & evaluation	month	3.00	45,000	135,000	5,583
3.5.	Audit	lumpsum	1.00	10,000	10,000	414
<b>TOTAL PROGRAM IMPLEMENTATION</b>				<b>157,000</b>	<b>6,493</b>	
<b>4 PROGRAM LOGISTICS</b>						
<b>Transport (of relief materials)</b>						
4.1.	Hire/ Rental of Vehicles			0	0	
4.2.	Fuel	month	3	4,533	13,599	562
<b>Warehousing</b>						
4.3.	Rental of warehouse			0	0	
<b>Handling</b>						
4.4.	Salaries / wages for Drivers			0	0	
<b>TOTAL PROGRAM LOGISTICS</b>				<b>13,599</b>	<b>562</b>	
<b>TOTAL DIRECT COST</b>				<b>1,330,099</b>	<b>59,351</b>	
<b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION &amp; SUPPORT</b>						
<b>e.g.</b>						
<b>Staff salaries</b>						
	Salaries e. g % for Programme Director)			0	0	
	Salaries e. g % for Finance Director)			0	0	
	Salaries for accountant and other admin or secretarial staff .....)			0	0	
<b>Office Operations</b>						
	Office Utilities	month	3	3,000	9,000	372
<b>Communications</b>						
	Telephone and fax	month	3	2,000	6,000	248
<b>Other</b>						
	Translation	lumpsum	1	5,000	5,000	207
<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>				<b>20,000</b>	<b>827</b>	
				<b>1.48%</b>	<b>1.37%</b>	
<b>TOTAL EXPENDITURE</b>				<b>1,350,099</b>	<b>60,179</b>	

**Section 5: Annexes (mandatory)**

*All mandatory annexes have been submitted.*

**ACTION**

The ACT Secretariat has approved the use of US\$60,000 from its Global Rapid Response Fund (GRRF21) and would be grateful to receive contributions to replenish this payment wholly or partially.

**For further information, please contact:**

ACT Regional Representative, Carlos Rauda ([Carlos.Rauda@actalliance.org](mailto:Carlos.Rauda@actalliance.org))

Global Humanitarian Operations Manager, Cyra Bullecer ([cyra.bullecer@actalliance.org](mailto:cyra.bullecer@actalliance.org))

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

**Cyra Bullecer**

ACT Global Humanitarian Operations Manager

ACT Alliance Secretariat