

## Rapid Response Fund (RRF)

<b>Section 1: Overview of response</b>	
Armenia	Armed conflict in Nagorno Karabakh: massive arrival of displaced people
<b>Summary</b>	<b>ACT Requesting Member 1</b>
<b>ACT Requesting Member 2</b>	
Implementation period	1 December 2020 28 February 2021 Three (months)
Geographical area	Republic of Armenia
Sectors of response	<input checked="" type="checkbox"/> Shelter / NFIs <input type="checkbox"/> Protection/ psychosocial <input type="checkbox"/> Health <input type="checkbox"/> WASH <input checked="" type="checkbox"/> Food Security
Targeted beneficiaries (per sector)	<b>Total 2000, Food for 2000, and 2000 for Shelter/NFIs</b>
Requested budget (USD)	150,000.00 (USD)
Is there an updated ACT Forum EPRP?	Yes
<b>Section 2: Narrative Summary</b>	
<b>Background</b>	
<p>Azerbaijan attacked Nagorno Karabakh on the entire line of contact on September 27, 2020. The fighting evolved into full-fledged war, which lasted for 44 days. Geography of initial attack gradually widened and reached Armenia, particularly endangering safety of people in Gegharkuni and Syunik regions. According to Human Rights Defender of Artsakh, as of November 3, a total of 46 civilians have been killed - a little girl, 7 women, and 38 men. 144 people were wounded, of which 123 received serious injuries: 104 of them are male and 19 are female citizens. 170 settlements of Nagorno Karabakh are severely damaged, in particular, 13,800 private immovable properties, 2,100 private movable properties, 3,100 infrastructure, etc. About 100,000 people have already left Nagorno Karabakh, this number will grow in the coming few weeks because of withdrawal of Armenians from several regions further to Moscow brokered deal signed by Armenia, Azerbaijan and Russia on November 9 to end the conflict in Nagorno Karabakh. The massive arrival of people from Nagorno Karabakh will seriously impact and stretch capacity of social and health care systems of Armenian which have already been exhausted by protracted covid-19 pandemic.</p>	
<b>Humanitarian Needs</b>	
<p>The armed conflict has put Armenia and Nagorno Karabakh in a state of crisis. According to the preliminary assessment of needs 100,000 spontaneously arrived people need food, shelter, clothing, including for cold season, footwear, blankets, pillows, bedding, sanitation and hygiene items, stationery for schoolchildren, technical means for on-line classes, cash for payment for utilities, medicaments, and other essentials. Spontaneous arrivals are staying with hosts, guest houses, hotels, resorts, in public buildings such as schools, kindergartens, community halls. The onset of cold winter weather makes the provision of suitable shelter and NFIs, such as blankets and warm clothes crucial. Pre-existing economic and food security vulnerabilities in Armenia limit coping capacity in areas currently receiving high numbers of spontaneous arrivals. \$150,000 is requested to assist the most vulnerable 2,000 individuals for 3 months to meet their essential needs: food, hygiene and sanitary items, bedding, household appliances, payment for utilities.</p>	
<b>Capacity</b>	
<p>ACT Armenia Forum (AAF) was established in 2011 and in the subsequent years implemented emergency, humanitarian and development projects in Armenia and delivered humanitarian aid to Syria. Seven projects were supported ACT Humanitarian mechanism, providing food, NFIs and PSS to</p>	

refugees, displaced and affected population, including those suffering from the consequences of COVID-19, the latest is still underway.

Armenia Round Table Foundation and Armenia Forum have taken the primary role in implementation of RRF in close collaboration with social centres and volunteers, local authorities, Ministry of Labour and Social Affairs. Psychosocial support will be provided by the net of clergy trained to work in emergency situations and with the victims of gender and domestic violence.

In the frames of ACT 201Global Response to COVID-19 Pandemic project, which is underway in the regions of Armenia, ART partner social centres are actively participating in distribution of food and hygiene/sanitation items, thus accumulating experience and knowledge to assist in this new project as well.

In collaboration with relevant stakeholders, the Forum identified a gap in food security, safe shelter and basic non-food items.

**Proposed response**

For 2000 displaced individuals, mainly women, children, elderly and sick, lifesaving measures will be ensured. Each will get 5 kg of flour, 6 kg of lentils, 1.5 kg of rice, 3 kg of pasta, 3 cans of green peas, 450 g each, 2 l of vegetable oil, 3 cans of condensed milk, 350 g each, 1.5 kg of sugar, 1.5 kg of tomato paste/ketchup, 1.5 kg of canned jam, and 4 cans of meat, 550 g each. These amounts will cover main food needs for three months. Each package will cost \$44.00.

In the time of coronavirus 2000 will get antibacterial gel, masks, napkins, as well as liquid soap, toilet paper, laundry detergents. Each package will cost \$10.00.

Shelters where displaced people are located will get beddings for 305 persons, household appliances, such as heaters, refrigerators, washing machines. Part of utilities will be also paid. Displaced people live in shelters where the payment for electricity, gas and water has increased for several times compared with usual costs. These shelters have been summer camps for children and youth, or social centres to organised studies, events. Now these buildings are used day and night, people cook here, bathe, wash their clothes, etc. In summer camps in particular, heating devices are needed as well.

ART is currently developing ACT Appeal to scale up the response.

*Does the proposed response honour ACT's commitment to Child Safeguarding?*  Yes  No

Problems	Civilian population of Nagorno Karabakh have urgently left their towns and villages, found refuge in all regions of Armenia in empty hotels, camps, vacant buildings, and host families, because Azerbaijan army targeted their peaceful settlements, using missiles, aircraft and cluster bombs.
Target beneficiaries	Elderly, sick persons, women and children will be specifically targeted in the frames of the project, total 2.000 individuals, about 60% are children. Gender will be mainstreamed in all sectors of this response, ensuring equal involvement of men and women in all project activities.  Targeted areas: Aragatsotn, Tavush, Gegharkunik, Kotayk, Armavir and Vayots Dzor and Shirak regions in Armenia, includes four shelters (under the auspice of the Church) with 350 individuals currently living there.

Main activities	<ol style="list-style-type: none"> <li>1. Distribution of food to 2000 individuals within three months</li> <li>2. Distribution of bedding kits to 305 individuals within two months</li> <li>3. Provision of household supplies (refrigerators, washing machines, heaters, etc) to 350 individuals sheltered in public buildings within two months.</li> <li>4. Distribution to of sanitary and hygiene items to 2,000 individuals within three months</li> <li>5. Provision of funds to pay for utilities of 350 individuals sheltered in public buildings within three months.</li> </ol> <p>People with disabilities will be given the priority at any distribution point.</p>
Specific objective(s)/ Outputs	2,000 individuals have their urgent needs met.
Overall objective / Outcome(s)	Lifesaving assistance to conflict-affected people provided.

### Reporting Schedule

Type of Report	Due date
Situation report	1 February 2021
Final narrative and financial report (60 days after the ending date)	28 April 2021
Audit report (90 days after the ending date)	28 May 2021

### Monitoring and evaluation

ACT Armenia Forum members, churches, local authorities and volunteers will monitor and evaluate the project outcomes.

ART management team will deploy the following monitoring tools and methods to ensure everything is done as planned:

- Announced and unannounced field visits with all Covid protective measures followed.
- Phone calls to beneficiaries for feedback
- Bi-weekly meetings with the staff and forum members to compare achievements against the plan to measure the progress.
- Complain Mechanism to enable target group to submit complains and provide feedback on the project.
- Monitoring reports.

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

#### Coordination

The emergency response is currently coordinated by Headquarter for Social and Material Assistance to Victims of the Hostilities. Headquarter for Social and Material Assistance to Victims of the Hostilities is under the Government of Armenia, comprised of deputy ministers of all ministries related to the situation.

To ensure that the humanitarian response is well coordinated and complementary, the ACT forum will continue to take part in meetings with all relevant sector stakeholders and establish an open line of communication with crisis affected persons and communities to ensure that response is based on participation and feedback.

Armenia Round Table participates in emergency coordination regular meetings with the Ministry of Labor and Social Affairs, UNHCR Armenia and UN Crisis Group.

Coordination of the project implementation will be done by the ART Programme Officer, ACT Forum members, church related social centers, local authorities, and clergymen, as well as local emergency network consisting of clergy from all regions of Armenia who act and assist ART in emergencies.

### **Implementation arrangements**

Armenia Round Table, the only ACT member in the Armenia Forum, will take the whole responsibility for implementation and reporting. Forum members will assist in distribution process.

The social centres under the auspices of Armenian Church will assist in procurement, making food packaging, arranging transportation and transfer of the aid to beneficiaries, as well distribution process.

The project will be conducted in an accountable and participatory manner, ensuring the involvement of forum members, communities, volunteers, local authorities in the project planning, implementation and evaluation.

The distribution will be conducted in the regional mayors' offices/social centres upon the availability.

Cooperation agreements will be signed with relevant ministries, churches and social centres.

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

ART is taking the overall responsibility for the management and utilisation of funds for the humanitarian assistance, as well as for implementation, administration control, monitoring, reporting and project evaluation, and for audit. The human resources and administration of fund will be managed according to already established procedures.

Human resources:

Programme officer, part time - for the period of three months (paid)

Programme Director, part time- for the period of three months (paid)

Forum members, three, part time - for the period of three months

Accountant, one, part time - for the period of three months (paid)

Community organizers, 20 - for the period of three months (paid)

PR officer, part time - for the period of three months

Lawyer, part time - for the period of three months

Driver, part time - for the period of three months

Staff care

Staff safety measures will be taken in accordance with the Government of Armenia decisions and ACT Alliance safety and security principles. Before start of project implementation, safety and security risks will be identified and suitable preventive and control measures taken. Responsibilities and duties of all staff will be assigned and understood.

Lists of beneficiaries will be finalized together with local authorities and regional municipalities.

The bags containing food and hygiene items should be prepared beforehand.

Since close person-to-person contact appears to be the main source of coronavirus transmission, for maintaining social distancing at the entrances and in the distribution rooms signs on each 1,5 m will be placed or painted, so that people stand far from each other to mitigate spread. This distance will help avoid direct contact with respiratory droplets produced by coughing or sneezing.

Entrance to distribution points will be allowed after non-contact measuring of temperature and only for those having normal temperature. Distribution staff should wear masks and gloves, beneficiaries should wear masks, in case the beneficiary is without a mask, one will be provided to him/her by

distribution staff. Before approaching the distribution desk, everyone will clean hands using antibacterial gel. Periodically frequently touched objects and surfaces will be cleaned and disinfected, rooms aired. Outdoor settings with enough space to distance and good ventilation will be welcome and used if possible.

In case beneficiaries are not able to visit the distribution point (lonely elderly, sick persons, etc), bags will be transferred their homes with all sanitary and safety precautions taken.

### **Purchase/procurement procedures**

All finance procedures are carried out in compliance with Armenian legislation and requirements set forth by donor agencies.

The purchase orders are prepared by the relevant Programme Officer or other staff member for procurement of goods and services.

ART has an approved template of purchase order.

The purchase orders are signed by the requesting staff member, checked by the Chief Accountant for compliance with the approved budget and presented to the Executive Director and Programme Director for approval.

Goods or services received are approved by the ART relevant Officer requesting those goods or services, and by the Executive Director and Programme Director (with seal and signature), and handled to the Finance function for accounting and payment processing.

In most cases, the goods or services received are in the form of invoice and/or in the form of acceptance act issued by the vendor. All payment documents comply with relevant regulations in the Republic of Armenia.

The payments are executed through Client-Bank online system. After conducted the payment, the Accountant records all the necessary data in the Accounting System. The final posting is going to be done by Chief Accountant.

The ART is committed to promoting and maintaining positive business relations with its suppliers and accordingly, seeks to ensure payment within any contractually agreed terms or before late payment charges may apply.

### **Communications**

ART PR officer will be the communications focal point. Regular updates on project progress will be posted on ART web and facebook pages, basic principles of information disclosure to third parties, including visual identification and geo-tagging of settlements of displaced will be respected.

Information will also be shared with the ACT Alliance communications unit, and relevant stakeholders.

ACT Alliance logo will be used for publicity and visibility purposes.

### ***Section 4: Budget Summary***

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<b>EXCHANGE RATE: local currency to 1 USD</b>						
<b>Budget rate</b>		<b>490.00</b>				
<b>Requesting ACT member:</b>		Armenian Round Table				
<b>RRF Number:</b>		RRF08/2020				
<b>RRF Title:</b>		Armed conflict in Nagorno Karabagh: massive arrival of displaced people				
<b>Implementing Period:</b>		December 01, 2020 - February 28, 2021				
					<b>RRF Budget</b>	<b>RRF Budget</b>
					<i>local currency</i>	<b>USD</b>
<b>INCOME</b>						
<b>INCOME - Received by Requesting Member via ACT Secretariat, Geneva</b>						
<b>Date</b>	<b>Donor Name</b>	<b>Donor code</b>	<b>Payment advice #</b>			
		D1			0	0
<b>TOTAL INCOME</b>					<b>0.00</b>	<b>0.</b>
<b>EXPENDITURE</b>						
		<b>Type of</b>	<b>No. of</b>	<b>Unit Cost</b>	<b>Appeal Budget</b>	<b>Appeal Budget</b>
		<b>Unit</b>	<b>Units</b>	<i>local currency</i>	<i>local currency</i>	<b>USD</b>
<b>DIRECT COSTS</b>						
<b>1 PROGRAM STAFF</b>						
1.1.	Local partners	people	20	205'000	4'100'000	8'367
1.2.	Programme officer	month	3	120'000	360'000	735
<b>TOTAL PROGRAM STAFF</b>					<b>4'460'000</b>	<b>9'102.</b>
<b>2 PROGRAM ACTIVITIES</b>						
2.1.	Shelter and settlement / Non-food items				13'249'500	27'039
2.1.1.	Refrigerator	item	2	416'500	833'000	1'700
2.1.2.	Washing mashine	item	1	350'000	350'000	714
2.1.3.	Oil heater	item	45	39'200	1'764'000	3'600
2.1.4.	Bedding kit	item	305	14'500	4'422'500	9'025
2.1.5.	Utility payments	shelters	4	1'470'000	5'880'000	12'000
2.2.	Food security				43'120'000	88'000
2.2.1.	Food packages	package	2'000	21'560	43'120'000	88'000
2.2.2.	FS item 2				0	0
2.2.3.	FS item 3				0	0
2.3.	Water, sanitation & hygiene (WASH)				9'800'000	20'000
2.3.1.	Hygiene and sanitation items	package	2'000	4'900	9'800'000	20'000
2.3.2.	WASH item 2				0	0
2.3.3.	WASH item 3				0	0
<b>TOTAL PROGRAM ACTIVITIES</b>					<b>66'169'500</b>	<b>135'039.</b>
<b>3 PROGRAM IMPLEMENTATION</b>						
3.1.	Communication / visibility	lumpsum	1.00	731'000	731'000	1'492
3.2.	Audit	lumpsum	1.00	980'000	980'000	2'000
<b>TOTAL PROGRAM IMPLEMENTATION</b>					<b>1'711'000</b>	<b>3'492.</b>
<b>4 PROGRAM LOGISTICS</b>						
<b>Transport (of relief materials)</b>						
4.2.	Fuel and maintenance	month	3	60'000	180'000	368
<b>TOTAL PROGRAM LOGISTICS</b>					<b>180'000</b>	<b>368.</b>
<b>TOTAL DIRECT COST</b>					<b>72'520'500</b>	<b>148'001.</b>
<b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION &amp; SUPPORT</b>						
<b>e.g. Staff salaries</b>						
	Salaries e. g % for Programme Director)	month	3	120'000	360'000	735
	Salaries e. g % for Finance Director)	month	3	138'000	414'000	844
<b>Office Operations</b>						
	Office Utilities, supplies	month	3	49'000	147'000	300
<b>Communications</b>						
	Telephone and fax	month	3	19'500	58'500	120
<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>					<b>979'500</b>	<b>1'9</b>
					<b>1%</b>	
<b>TOTAL EXPENDITURE</b>					<b>73'500'000</b>	<b>150'000.</b>
<b>PROPOSED DISPOSITION OF CAPITAL ASSETS at Completion date</b>						
<b>STANDARD</b> Standard is independently verified by HQAI						
<b>ITEM - (List each over US\$500)</b>			<b>Actual cost</b>		<b>Disposition</b>	

**ACTION**

The ACT Secretariat has approved the use of US 150,000 from the Global Rapid Response Fund (GRRF20) and would be grateful to receive contributions to wholly or partially replenish this payment. Should there be an appeal for this emergency, the RRF payment will be considered as an advance.

**For further information, please contact:**

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