



Rapid Response Fund

ACT Secretariat Approval

Project Code **RRF 10/2022**

Project Name **Humanitarian Assistance for the flood-affected vulnerable people in Assam**

The ACT Secretariat has approved the use of **USD158,747** from its Global Rapid Response Fund (GRRF22) and would be grateful to receive contributions to wholly or partially replenish this payment.

For further information please contact:

National Forum Convenor

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A handwritten signature in black ink, appearing to read "Cyra".

Cyra Michelle Bullecer

Global Humanitarian Operations Manager

ACT Alliance Secretariat

Project Proposal

Emergency Prepared and Response Plan	
Do you have an EPRP	Yes
When was the last update?	In 2020
Do you have a Contingency Plan for this response?	Yes
EPRP link on the online platform	Yes

Please submit this form to the Regional Humanitarian Programme Officer of your region with a copy to the Regional Representative

Date submitted to ACT Secretariat

02-Aug-22

Section 1 Project Data

Project Information	
Project Name	Humanitarian Assistance for the flood-affected vulnerable people in Assam
Project Code	<i>RRF 10/2022</i>
Country Forum	ACT India Forum
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	1. Lutheran World Service India Trust (LWSIT) 2. Church's Auxiliary for Social Action (CASA) 3. United Evangelical Lutheran Churches of India (UELCI) 4. Christian Agency for Rural Development (CARD)
Name of person leading the project	Joseph P. Sahayam
Job Title	Additional Emergency Officer HQ
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Whatsapp/Signal/Telegram/Skype	9840881268
Location(s) of project (city / province)	6 districts in Assam State, namely Kokrajhar, Chirang, Udalguri, Sonitpur, Morigoan and Biswanath
Project start date (dd/mm/yyyy)	16-Aug-22
Project end date (dd/mm/yyyy)	15-Dec-22

Which sectors your response activities most relate to
(please indicate number of planned beneficiaries per organization in each sector where you plan to give assistance)

Sectors	Member 1 <i>Lutheran World Service India Trust</i>		Member 2 <i>Church's Auxiliary for Social Action</i>		Member 3 <i>United Evangelical Churches in India</i>		Member 4 <i>Christian Agency for Development</i>	
	Male	Female	Male	Female	Male	Female	Male	Female
Cash/ Vouchers								
Camp Management								
Education								
Food/Nutrition	1530	1470	2550	2450	4700	4300	2600	2400
Health								
Household items	1530	1470	2550	2450				
Livelihood								
Psychosocial								
Shelter	1530	1470	2550	2450			2600	2400
Wash	1530	1470	2550	2450	4700	4300	2600	2400

Section 2 Project Description

2.1 Context

1. CHS Commitment 1. Summarize the crisis event and how it is likely to develop over the duration of the project (maximum 5 bullet points)

- The two waves of floods in Assam which started in June 2022 caused massive inundation and damages to lives and property. The floods affected around 5,542,053 people in 5,577 villages under 121 revenue circles in 32 districts. The devastating floods left behind a trail of devastation and destruction. The people have taken shelter on roadside with bare minimum support from local administration. The rains and water levels have gradually receded leaving their agricultural land unfit for cultivation. The Gratuitous Relief (GR) supplied by the local administration is insufficient to meet the basic needs of the communities.
- Assam faces constant waves of floods in a single year, and it is most likely the third wave hit Assam will cause further challenges to the lives of people living along flood-prone villages. The areas identified for intervention situated in 6 districts, namely Kokrajhar , Chirang, Udalguri, Sonitpur, Morigoan and Biswanath. The impact is severe in these areas, and people are in distress as they are yet to receive support.
- In total, there were 32 districts in Assam affected by the floods and the government response had not reached to the affected communities. One of the major constraints in the reaching out affected locations were the repeated rains and floods which hampered the mobility of the government officials. On the humanitarian sector side, there were less NGOs present in the areas.

2. CHS Commitment 1,2,3,4. Explain the impact of the crisis specific to the people you want to help (maximum 5 bullet points)

- The floods severely damaged the houses, crops, stored foodgrains and water sources. Access to clean drinking water, electricity and road were severely affected due to inundation. The affected people took shelter along the roadside and in schools.
- The regular education of children was affected due to the flood, leading to lesser intake of food particularly among children. As the houses were severely damaged, recovery and reconstruction and returning to normal way of life will take time and effort.
- ACT Members will be responding in 6 districts; Kokrajhar , Chirang, Udalguri, Sonitpur, Morigoan and Biswanath as the impact is very severe and people are in distress as they are yet to receive support. Added to this is the fact that the threat of COVID-19 still loom over and given the present situation that some communities living in temporary shelters and even within their houses, they are most vulnerable to water-borne diseases and COVID-19.
- The immediate needs as identified by the forum: 1) food assistance for survival, 2) provision of NFIs to improve better living condition, 3) temporary shelter materials, 4) WASH/Hygiene Kits to protect from further infection and also to prevent from COVID infection, and lastly 5) linkage with government department to avail compensation.
- ACT forum members have done an assessment in these target districts, where they intend to respond through provision of dry ration, Non-Food Items and WASH Kit, to the vulnerable groups namely the elderly, persons with disability, chronically ill persons, women headed families and the poor families.

3. CHS Commitment 9. Explain the availability of funding each of your organization can access for this crisis. (maximum 3 bullet points)

- Through RRF mechanism, the ACT India forum members will respond to the flood crisis in Assam with the **requested budget USD 158,747**.
- The resources will be effectively used by procuring the relief materials relevant to the needs of the people.
- Resources will be efficiently and ethically used for the cause for which it is meant by the experienced staff of the members as they uphold and committed towards good stewardship and value for money.

2.2 Activity Summary

1. CHS Commitment 1, 2, 4. Explain your proposed project and why you have selected this particular response to the crisis. If multiple members are responding, please explain the role of each member in the coordinated response as indicated in your EPRP Contingency Plan.

As the flood situation is continuing with water inundation still in place in main districts coupled with the threat of further rains and flooding, the people in the districts are becoming more vulnerable. This agony is going on for couple of months now, the people have lost their livelihood and are not able to cope with the impacts of the floods. It is also important to note that there were lockdowns due to COVID-19 pandemic in the past 2 years. It was only in this year people were able to recover from the impact of COVID 19 with lots of hope. The present floods situation has shattered the livelihood and the hope of the people. Given these situation the members have identified 6 districts for response based on assessment.

The following activities will be carried out for this proposed project;

- Distribution of Food Items and Non-Food Items support to 600 families
- Distribution of Non-Food Items to which will be used for daily life and return to Build Back Better situation after floods.
- Distribution of tarpaulins for temporary shelter.
- Distribution of WASH/Hygiene kits to flood affected women and adolescent girls which will protect them from health hazards and continue to use the materials as good hygienic practices in day-today life.

* All the members in the forum responding to this crisis will have frequent meetings to get necessary update on the ground, the context and the strategy. Members are also associated with the coordination mechanism at the national level and the state level to ensure duplication is avoided. CASA and LWSIT are actively involved with the coordinaiton process of Sphere India and IAG Assam and this could be of good use for the members.

*Within the forum, the members have discussed and ensured the duplication never occurs in the implementation, and selected districts and the villages are based on discussion.

2. CHS Commitment 2. Explain how you will start your activities promptly. *Project implementation should start within two weeks. The project should be a maximum of 6 months.*

- Discussion with the government official on the response and ensuring the support from the Government Officials.
- Orientation to the teams on the response and the process of the response, role of the forum and the significance of the response.
- Recruitment of staffs.
- Flood situation assessment report will be done by the project staffs by making liaison with government and local authorities.
- Selection of the right holders shall be done with the help of VCDC Chairman, members, Gaonburahs.
- Linkage building will be developed with them before and after the distribution of various materials to the families affected by floods.
- Preparation of rights holder lists involving flood affected families from among the eight villages in Kokrajhar and Chirang districts.
- Undertake staff capacity building measures on Code of Conduct, Code of Good Practices, prevention of sexual exploitation and abuse, abuse of power, corruption, etc.
- Sensitization on Core Humanitarian Standard and Sphere Standard.
- Ensure transparency and accountability by putting of banner and sensitizing right holders before distribution of materials under this flood recovery project.
- Establishment of complaints and response mechanism at the distribution site.
- 'Do No Harm' approach will be followed during distribution of relief materials.
- Identification of potential suppliers and procurement of materials following procurement policy of the members.
- Procurement and distribution of food items, WASH materials, NFI and shelter materials to **600 families**.
- Transportation of procured materials to the target villages for distribution to the beneficiaries.
- Documentation of good practices, photography and other records at the time of distribution of materials and highlight them with the ACT Secretariat.
- Involvement in stakeholders meeting organized at different levels such as Sphere India meeting at national level and Inter-Agency Group at state level.
- Sharing of information/ reports with govt. agencies and others.
- Sharing of lesson learning/ good practices at international platforms viz. ACT Alliance.

3. CHS Commitment 6. How are you coordinating and with whom? *Coordination ensures complementarity of interventions within forum members and other humanitarian actors to maximize the use of our resources and will address all unmet needs*

- Coordination will take place from local level to national level. ACT members will coordinate within themselves namely LWSIT, CASA, UELCI and CARD. Apart from this, the forum will also take efforts to coordinate with the members of ACT who are not responding through the RRF. This will help to avoid overlapping and duplication of programs to be implemented in the identified communities in Kokrajhar , Chirang, Udalguri, Sonitpur, Morigoan and Biswanath, where the members are responding.
- The members will coordinate with the government official at the district level, block level and panchayat level to ensure transparency and accountability with the government actors and also to enable support and rapport from the government mechanism. The response done by the respective members will be informed to the government officials in the respective districts the members work.
- The members will coordinate with the the Inter Agency Group in Assam. The response programme and places of response will be shared to the IAG Assam. The members will ensure to represent the coordination meetings organised by the IAG at the state level and Sphere India at the national level.
- Within the forum there will substantial discussions to understand the challenges and the impacts of the programme from the office level to the field level. The field teams of respective members would be connected to each other.

4. CHS Commitment 3, 9. Where are you planning to procure your goods or services? Please tick boxes that apply. *Goods and services procured locally supports and revitalizes economic activity either as livelihood for people or income for small businesses.*

Locally or within the affected areas	✓	Nationally		Regionally or neighboring countries						Internationally	
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Do you have a procurement policy? What factors did you consider when you made this decision?

Yes, members have procurement policy and the basis of the policy is ensuring procurement of quality product with competitive prices ensuring transparency and accountability. Another aspect which would be in place is the delivery time, since this is an emergency response, timely delivery is important and it is a must for the suppliers to adhere to this aspect. The process of the procurement starts with a procurement team which would engage in collection of a minimum of three quotations which will be compared and analysed to the procurement procedure based on quality with competitive price. Normally the members have a minimum of 3 people in the procurement team. Transparency and accountability will be maintained in the process.

2.3 Description of Target Population

1. CHS Commitment 1, 9. How do you calculate the beneficiary numbers for this project? *For example, food and hygiene kits given to 2500 families, and 1 family = x beneficiaries.*

One family in an average would be having 5 members and hence the calculation is done based on that. The project aims to 4400 HHs which totals to **22,000 beneficiaries** which can be detailed as follow:

- LWSIT: 600 HH (3000 beneficiaries) in Kokrajhar and Chirang districts
- CASA: 1000 HH (5000 beneficiaries) in Biswanath District
- UELCI: 1800 HH (9000 beneficiaries) in Chirang, Udalguri and Sonitpur districts
- CARD: 1000 HH (5000 beneficiaries) in Morigoan district

2. CHS Commitment 1, 2, 3, 4. Which vulnerable groups are you specifically targeting? What makes them vulnerable? *Please explain.*

Members will specifically target the at-risk communities to receive emergency relief assistance on time. Priority will be given to the most vulnerable people such as; the marginalized and excluded communities (including dalits), widows, physically challenged, single woman-headed families, transgender and children. Most of these target groups are socially and economically vulnerable. They are excluded from the communities due to caste discrimination and their financial condition is very poor by which they are unable to buy the relief materials as required for their living and early recovery from the situation.

3. CHS Commitment 4. Explain how the target population has been/is involved in your proposed intervention *(maximum 5 bullet points)*

- The initial interaction with the target population was during assessment where they involved assessment process to identify what are the problems they are facing due to floods and the immediate the needs.
- Discussions with the communities and the CBOs on their needs and inputs which were taken into consideration into the project design.
- The target communities establish village committee, which consist of community representatives and volunteers, to select the target beneficiaries based on an agreed criteria set by them. The committees/local volunteers are oriented on the criteria and beneficiaries are shortlisted and validated.
- Involvement of target population during procurement process to ensure quality of relief materials.
- The communities are involved in the relief distribution, where the planning is also done with them and in certain situation. communities are also involved in identifying warehouse, reaching to the government officials, etc.

2.4 Expected Results

1. What will this project's success look like based on your time frame? Please write your activities milestones including dates.

The projet period planned for the response is **four months**. However, we expect to complete by around 2 months. Since we do feel that there could be severe rains again followed by floods, we are keeping a time span of 4 months, where in the process we would also try to do some follow up on the response in order **to get the support from the local government officials (linkages with local stakeholders) and to ensure it links with the communities initiatives in dealing with seasonal disaster.**

- 4400 affected families will be able to meet their basis needs of food for at least 2 weeks period.
 - 4400 affected families would be able to meet their immediate food needs with the support of dry ration.
 - 2600 affected families will be able to meet their most urgent need like tarpaulin to be used for temporary shelter.
 - 1600 affected families will be able to meet their need of NFI which would enable them to have a decent life.
 - 4400 flood affected women and female adolescent will be able to meet hygiene needs and ensure their health security.
- Besides, the other family members will use the hygiene kit materials to protect from COVID-19 infection which is still prevalent in the target areas.

2. Describe the risks to a successful project and how you are managing them.

- Continuous rain will trigger floods which could hamper the timely distribution of relief materials.
 - Damages to the materials in the event of incessant rain.
 - During continous rainy season there is likelihood of people moving to other areas, where some identified beneficiaries could move.
 - Access to transportation of relief materials: liaison with local governmet to repair and to restore the function of transportation system for smooth delivery of relief materials at the distribution site.
 - Availability of relief materials in the local market: procurement of relief materials to be done from outside the local market in case of non-availability in the local areas.
- Law and order situation during distribution of relief materials when the need increases and the support is less, considering the wide spread impact and also politcial interference.
- Ensure proper and timely intervention and coordination with local *panchayats* and local leaders to timely distribution.
 - Ensure procurement of all relief materials on time, proper storage and initiate action for immediate distribution and tracking of beneficiaries.
 - Monitor the weather to make sure of **certain preparedness measure** in case of rains and floods.
 - Regular meetings with the government officials to ensure transprency in the process and also pave way for their support in case of emergencies.

2.5 Monitoring, Accountability & Learning

1. CHS Commitment 7. Describe how you will monitor the project. What monitoring tools and process will you use? How will you gather lessons from the project?

- Each member agency will be having a staff who would be coordinating the programme and they would be reporting to their line management and the monitoring would be done by both of them basically. The coordinators and designated staffs will be responsible for carrying out monitoring the activities at the field level.
- The designated person will visit distribution sites, be part of the process, oversee the distribution process of emergency response relief materials and report to higher authority.
- Monitoring visits will be conducted at regular intervals from the national office to ascertain all the processes involved in the distribution are carried out.
- Financial monitoring is a crucial area and it will also be a part of the monitoring to ensure effective and timely utility of resources.
- The national offices will send all necessary reports (statistics, narrative and financial) to ACT Alliance on time. The PC in the field will collect and collate reports from the staffs who involve in this project and send the compiled reports along with his observation and comments to the national office on a monthly basis.
- A copy of the same will be retained at the project office for sharing with other stakeholders locally.
- It will be ensured that the documents related for the distribution would be collected and checked as a process of internal monitoring.
- Meeting with the community and *Panchayat*, IAG Biswanath district and local NGOs and sharing of information in URS Matrix.
- The procurement committee will assess the availability of the materials and collection of quotation
- Case study will be done to monitor the success and benefit of the project.
- Photography, documentation and reporting will be done highlighting the entire distribution process.
- Feedback from the community will be collected after the distribution.
- The possibilities of having a lessons learnt workshop would also be looked into which would give some good insights for future responses

2. CHS Commitment 8. Does your organization have a Code of Conduct? Have all staff and volunteers signed the Code of Conduct? *We may ask you to submit copies of the signed Code of Conduct. You can use ACT Alliance's Code of Conduct if your organization does not have one.*

All the members have a code of conduct and all the staff have signed and will abide by it. If new staff are recruited, they will be oriented on it and made to sign.

3. How do you ensure accountability in this project?

- The respective members organisation have their own systems of accountability which also alligns with the forum's understanding on accountability.
- The government authorities will be kept in the loop of response from the time of identification of response areas, where the government authorities will also be informed about the completion of the response.
- Meetings will be conducted with the communities on the response plans, beneficiary identification, distribution and post-distribution feedback from the beneficiaries will be obtained.
- The details of the relief materials will be shared to the beneficiaries; they will be printed in the kit with the address of the organisation, in case the beneficiary wants to contact the office on the less provision or inferior quality of the materials.
- Flex banners will be displayed, where the details of cost of relief materials and the total cost will be mentioned as part of accountability and transparency.
- There will be horizontal and vertical accountability ensured during this project period. Complaint box will be put up at relief distribution site and inform about it in details for dropping complaints, suggestions or feedback about this project intervention.
- There will be proper records of muster rolls and utilization certificates and books of accounts on daily basis.
- The financial and narrative reports will be submitted to the ACT Alliance based on the agreed reporting timeline.

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Rapid Response Fund

Consolidated Financial Report

Project Code RRF 10/2022
 Project Name Humanitarian Assistance to People affected by Floods in Assam

Budget Exchange rate (local currency to 1 USD) 0.012559
 Please use exchange rate from this site: [Exchange rate](#)

	Total Budget	Total Expenses	Burn Rate	Budget			
				LWIST	CASA	UELCI	CARD
1 Total Project Staff Costs	1,105	-	-	1,105	-	-	-
2 Project Activities	135,286	-	-	33,985	34,977	32,101	34,223
2.1 Cash/Vouchers	-	-	-	-	-	-	-
2.2 Camp Management	-	-	-	-	-	-	-
2.3 Education	-	-	-	-	-	-	-
2.4 Food/Nutrition	76,874	-	-	7,008	20,886	28,258	20,722
2.5 Health	-	-	-	-	-	-	-
2.6 Household items	14,167	-	-	14,167	-	-	-
2.7 Livelihood	-	-	-	-	-	-	-
2.8 Psychosocial	-	-	-	-	-	-	-
2.9 Shelter	23,674	-	-	9,042	9,922	-	4,710
2.10 WASH	20,572	-	-	3,768	4,170	3,843	8,791
3 Project Implementation	2,386	-	-	-	251	2,135	-
3.1 Forum Coordination	2,072	-	-	-	251	1,821	-
3.2 Capacity Development	314	-	-	-	-	314	-
4 Quality and Accountability	5,098	-	-	640	1,821	1,381	1,256
5 Logistics	6,144	-	-	1,030	2,916	691	1,507
6 Assets and Equipment	-	-	-	-	-	-	-
Direct Costs	150,019	-	-	36,760	39,965	36,308	36,986
Staff Salaries	2,524	-	-	1,507	-	-	1,017
Office Operations	6,203	-	-	428	2,691	2,386	698
Indirect Costs	8,728	-	-	1,935	2,691	2,386	-
Total Budget	158,747	-	-	38,695	42,656	38,694	38,702