



## Rapid Response Fund

### ACT Secretariat Approval

**Project Code** 12/2022  
Humanitarian assistance to populations displaced by armed conflicts in Rutshuru  
**Project Name** Territory, North Kivu Province (M23)

The ACT Secretariat has approved the use of **USD149,977** 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:**

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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**

EPRP last updated	Yes
Do you have a Contingency Plan for this response?	1-Sep-22
EPRP link on the online platform (or attach hard copy with proposal)	No

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

Date submitted to ACT Secretariat

11-Nov-22

**Section 1 Project Data**

**Project Information**

Project Name	Humanitarian assistance to populations displaced by armed conflicts in Rutshuru Territory, North Kivu Province (M23)
Project Code	<b>12/2022</b>
Country Forum	ACT DRC Forum
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	BOAD- Bureau Oecuménique d'Appui au Développement
Name of person leading the project	Nestor MUSUMBA MATHE
Job Title	Forum Coordinator
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Tel no./Whatsapp/Skype	+232 43998385138
Location(s) of project (city / province)	Rutshuru Territory
Project start date (dd/mm/yyyy)	1-Dec-22
Project end date (dd/mm/yyyy)	30-May-23

Which sectors your response activities most relate to

(please indicate number of planned beneficiaries per organisation in each sector where you plan to give assistance)

Sectors	BOAD	
	Male	Female
Cash/ Vouchers	2880	3120
Camp Management		
Education		
Food/Nutrition		
Health		
Household items	1152	1248
Livelihood		
Psychosocial		435
Shelter		
Wash		

## 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)

Due to the conflict between government forces in DRC and rebel forces M23 many are displaced as they travel to safe places on foot or on overloaded motorcycles to collective centres. The fighting has created massive displacement with at least 262,000 people having fled their homes since March 2022 when fighting started.

In addition 16,500 others have fled to Uganda as refugees with only their most essential possessions.

The humanitarian community estimates that majority of the displaced need assistance. Most of the displaced have settled in Nyiragongo, Lubero and Rutshuru territories. At least 53% of these displaced people have found refuge with host families while thousands of others live in collective centers like churches, schools, stadiums and other collective places. The displacement has had a devastating impact on women, children and their families. Population movements are still dynamic and are evolving according to the security context.

During BOAD visit from November 1 to 2, 2022 where the displaced have settled, BOAD observed that many children are unaccompanied and this could pose protection issues and there is a need for child safeguarding interventions.

In the collective sites north of Goma, health officials fear the spread of waterborne diseases due to the congestion, posing a risk to human lives.

The displaced people find themselves without shelter, food, household items, health care and many unaccompanied children have dropped out of school.

#### 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 resumption of clashes in the territory of Rutshuru between the dates of October 20 to 31, 2022, caused a massive influx of populations to several relatively calm localities in the same territory, the territory of Lubero in the north and others towards the Territory of Nyiragongo and the city of Goma to the south.

- Note that these clashes have had a negative impact on human lives, businesses, schools and thousands of people have abandoned their fields and live in extreme vulnerability.

- Following this resumption of hostilities, traffic and traffic on National Road No. 2 are temporarily suspended on the Goma-Rutshuru axis, which is of paramount importance to the socio-economic life of North Kivu province.

- Children's education and schooling are still affected due to displacement, resulting in children dropping out of school in the past school year 2021-2022. For this new 2022-2023 school year which began in September 2022, displaced children and children from host areas cannot access education due to the occupation of their schools and classrooms by displaced persons.

The requesting member of the ACT DRC Forum (BOAD) plans to assist displaced and host people in the 5 accessible villages of the Bukumu chiefdom, Nyiragongo territory, Munigi grouping because the vulnerability in these villages is more serious and they do not haven't received any assistance so far.

Displaced persons and hosts are exposed to threats of infectious diseases such as COVID-19, waterborne diseases.

The main immediate needs identified during the field visit on the dates of 1 and 2 November 2022 are the following:

1. NFI
2. Food (distribution of cash for the purchase of food)
3. water
4. Psychosocial support for people affected by the traumas and horrors of war (Support for children's de-dramatization activities).
5. Hygiene kits to protect against waterborne diseases including COVID infection.
6. Promotion of hygiene in their host environments
7. Protection and identification of victims of abuse and violence by referring them to support structures.

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

BOAD relies on the financing mechanism of the Rapid Response Fund within ACT Alliance.

If this RRF is funded, BOAD will have the opportunity to approach other donors to join the efforts of the ACT alliance to provide relief to those affected.

### 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.*

The requesting member BOAD with implementing partner, ECC 3rd CBCA, propose to support the displaced persons in the following areas:

- i. Purchase of Food through cash for food support for 1000HH at USD 25 per household. The cash working group recommends USD25 per household. This amount is intended for the purchase of food for the displaced beneficiaries of the project.
- ii. Distribution of NFIs for 400 most affected families. Each of the families will be provided with blankets, mattresses, tarpaulin, Jerry can and buckets. Vulnerable families including widowed women, the elderly, people with disabilities, chronically ill and families held by children will be prioritized. During the needs assessment, this category of beneficiaries requested in-kind assistance for NFI.
- iii. Psychosocial support to persons /children affected by traumatic experience by organizing 3 ToT sessions on psychosocial support and supporting 3 group awareness raising sessions to the affected. Safe spaces and recreational activities will be created for children. Cases with more psychological complications (trauma, mental health, fistula, legal assistance) will be referred to specialized treatment structures at Health Africa, DFJ and the mental health hospital.
- iv. WASH and Hygiene  
Through hygiene promotion awareness and distribution of hygiene kits (soap, basins and buckets).

**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.*

Through the RRF mechanism, forum members BOAD and ECC/3rdCBCA as an implementing member of BOAD will respond to the M23 war crisis in Rutshuru territory in North Kivu with the requested budget of USD 150,000. Once the funds have been transferred into the accounts of the ACT RDC Forum member involved in the implementation of the RRF, the processes of starting activities will be triggered starting with the launch of tenders with a view to allowing the selected suppliers to deliver the products in short time in order to proceed with the distributions within 2 or 3 weeks following the launch of activities, because all the suppliers including the money transfer houses will be selected in the project area.

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

Most members of the ACT/DRC Forum are based in Goma, where the coordination of the Forum is located. BOAD including their implementing member ECC/3rd CBCA) are involved in this project and are coordinating their activities in the locations to avoid duplication. The other members of the ACT/RDC Forum based in Goma will be informed of the project through weekly meetings convened by the coordinator of the Forum who is also the coordinator of the project. In the field, the agents designated by the member involved in the project will participate in inter-agency meetings (OCHA) in Goma in order to coordinate with the entire humanitarian community on site. At least one project manager will participate in cluster meetings depending on the sector to share information with other humanitarians for good coordination and for the visibility of the ACT alliance in the area.  
At the provincial level, the project coordinator will be in contact with the head of OCHA to follow the evolution of the humanitarian situation as a whole.

**4. CHS Commitment 3, 9. How are you planning to procure your goods or services? (This includes cash transfer methodologies) Please tick boxes that apply.** *Goods and services procured locally supports and revitalises*

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

BOAD has a procurement policy. The basis of the policy is to ensure the supply of quality products at competitive prices guaranteeing transparency and accountability.

Another aspect that would be taken into account is the delivery time, since it is an emergency intervention, a fast delivery and it is important that all the suppliers selected within the framework of this project adhere to international standards.

A supplier selection committee (food, non-food, bank for cash) will be set up to draw up calls for tenders, receive applications, examine suppliers, select the best bidders and formulate purchase orders, signature of delivery contracts, etc.

## 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.*

The beneficiaries of the project were calculated as follows according to the villages targeting 14,835 persons:

Kabaya : 3605 personness

Ngangi I : 3760 persons

Ngangi II : 2425 persons

Turunga : 1820 persons

Rukoko/Kasenyi : 3225 persons

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

ACT DRC forum members involved in this project will target communities at risk to receive appropriate emergency assistance in time. Priority will be given to the most vulnerable people such as vulnerable women for example widows, women living with disabilities, families headed by women as head of household and victims of rape and sexual abuse. These target groups are socially and economically vulnerable, and often excluded from communities. The state of vulnerability prevents them from meeting their basic needs to live and recover quickly from the crisis.

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

During the needs assessment carried out from November 1-2 in Nyiragongo territory, BOAD were in contact with the beneficiary populations who expressed their needs through focus group discussions. In addition to beneficiary statements, local authorities and key informants were contacted and gave their versions of the facts and identified the needs of affected people in their host communities.

- In each village, there is a committee of representatives of displaced persons settled in collective sites and those living in families, of which the committee is made up of 7 people. This committee are elected by the community to support in providing various leadership roles of their displaced community.
- The role of this committee is to select the beneficiaries on the basis of the criteria previously discussed by mutual agreement with all the stakeholders.
- During this most recent evaluation (November 1-2) the beneficiaries have indicated the nature and quality of the assistance that BOAD will be able to provide them and the suppliers will be formally informed of this request from the beneficiaries.
- Discussion and information sharing sessions on the project will be organized for the beneficiaries in order to invite intoxication and misinformation on the assistance given.

## 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 project duration will be six months with majority of the activities beginning within the first and the second month.

- Cash for Food will be distributed during the first month.
- NFI support will be provided during the second and third month .
- The psychosocial support activity will begin from the third week of the first month of the project until the sixth month.
- The training of the members of the ACTRDC Forum on the new policies of ACT, CHS and SPHERE will be organized during the 3rd month of the launching of the activities.
- Training, awareness raising on hygiene and the installation of playground for the IDPs children will be carried out throughout the project.

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

The resumption of hostilities between the regular army and the M23 could hamper the distribution of assistance. To mitigate this, BOAD will inform the ACT Secretariat and request the following measures:

1. BOAD will continue to coordinate with other agencies to update on the security situation among the affected areas and the places of displacement.
2. Request to temporarily stop all activities and resume in case of a return to normal.
3. Follow and support beneficiaries in new/present areas of relocation.
4. BOAD will stay in contact with the members of the IDPs committees in the villages and targeted sites.

## 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?**

BOAD will assign staff to the project who will monitor project activities in the program and report to project coordination.

- BOAD will assign project staff who will be responsible for monitoring activities carried out in the field. BOAD will be responsible for sharing situation reports (Sitrep) with the ACT regional office in Nairobi;
- He will be responsible for compiling data on the project through monthly, financial and final reports and transmitting them to whom it may concern (following their monitoring plan).
- The assigned monitoring staff will ensure that project implementation follows mechanisms and procedures of ACT Alliance in terms of CHS/SPHERE and that each activity is implemented by the project is closely monitored according to the budget.
- Copies of the reports will be kept in the coordination office to be shared with other members of the ACT/DRC Forum.
- BOAD retains and files distribution sheets and minutes to serve as project files for audit at the end of the project.
- Case studies will be conducted to share success and stories of change
- The selection of suppliers will assess the availability, quality of products ordered by the project, collect pro forma invoices for analysis and evaluation for responsible decision-making. And all this documentation will be kept at the coordination for archive
- Photography, documentation and reporting will be done highlighting the entire distribution process.
- Complaints and comments from direct and indirect beneficiaries will be collected after distribution as part of accountability (suggestion box)

**2. CHS Commitment 8. Does your organisation 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 organisation does not have one.*

The BOAD and ECC/3rd CBCA have a code of conduct policy 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 will you ensure you and all stakeholders will be accountable to the affected population. How will you share information. How will you collect and use feedback and complaints? CHS 4 and 5**

Data for this project was collected in collected with the beneficiary representative, local authorities and key informants during the rapid needs assessment on the ground. All stakeholders will be responsible for the proper execution of the project, BOAD including 3rd CBCA will be accountable to the beneficiaries, local authorities and will report to the donor. Government authorities will be kept informed of the launch of response activities in the same way as they were during data collection. Communicable channel, suggestion boxes and phone number will be made available to beneficiaries to express their opinion on the assistance provided but ACT alliance. Meeting will be organized and held with beefier communities to enable them to better participate and ensure control over their assistance.



## Rapid Response Fund

### Financial Budget and Report

Project Code  
Project Name

12/2022  
Humanitarian assistance to populations displaced by armed conflicts in  
Rutshuru Territory, North Kivu Province (M23)

Budget Exchange rate (1 USD to local currency)

1.000000

Please use exchange rate from this site:

<http://www.floatrates.com/historical-exchange-rates.html>

Description	Type of Unit	No. of Units	Unit Cost	Budget		
			local currency	local currency	USD	
<b>DIRECT COSTS</b>						
<b>1 PROJECT STAFF</b>						
1.2.1. Coordinator	Months	6	550	3,300	3,300	
1.2.2. Programme Officer (2 persons)	Months	6	900	5,400	5,400	
1.2.3. Supervisors ( 2persons)	Months	6	800	4,800	4,800	
1.2.4. Finance officer	Months	6	500	3,000	3,000	
1.2.5. Field project officer	Months	6	450	2,700	2,700	
1.2.6. Animators (7 per x 200\$ x 6 month)	Months	6	1,400	8,400	8,400	
<b>TOTAL PROJECT STAFF</b>				<b>27,600</b>	<b>27,600</b>	
<b>2 PROJECT ACTIVITIES</b>						
<b>2.1. Cash/Vouchers</b>				<b>26,300</b>	<b>26,300</b>	
2.1.1. Cash for food (The cash for the purchase of living will be for 1000 HH x US\$25 per HH = US\$25,000.)	HH	1,000	25	25,000	25,000	
2.1.2. Distribution fees	Lumpsum	1	950	950	950	
2.1.3. Commission on transfer operation	Lumpsum	1	350	350	350	
<b>2.6. Household items</b>				<b>26,400</b>	<b>26,400</b>	
2.6.1. Blanket (400 HH x 20 \$)	pcs	400	20	8,000	8,000	
2.6.2. Mattress (400 HH x 25\$)	pcs	400	25	10,000	10,000	
2.6.3. Tarpaulin ( 400 HH x 15\$ )	pcs	400	15	6,000	6,000	
2.6.4. Jerrycan (400 HH x 3\$)	pcs	400	3	1,200	1,200	
2.6.5. Basins ( 400HH x 3 \$)	pcs	400	3	1,200	1,200	
<b>2.8. Psychosocial</b>				<b>23,785</b>	<b>23,785</b>	
2.8.1. Training on service providers Psychosocial agents; (Support and referencing of victims of sexual abuse and violence, Listening technique, ethics and professional deontology of agents, protection of victims)	Workshop	3	1,000	3,000	3,000	
2.8.2. Support for awareness-raising activities by the Psychosocial agents (Raising awareness by megaphone, folders, transport costs)	sessions	3	520	1,560	1,560	



Description	Type of Unit	No. of Units	Unit Cost	Budget	
			local currency	local currency	USD
2.8.3. Dignity Kits for Women and Girl Survivors (3 underwear \$4.5, 1 small plastic basin \$1, 1 small bucket with lid \$1, 1 pair of slippers \$2.5, 1 toothpaste + toothbrush \$2, 6 redeemable cottons \$6, 1 loincloth for women \$10, 1 lotion \$4, body hygiene soap \$2, laundry soap \$2 = \$35 per kit x 435 women = \$15225)	Kit	435	35	15,225	15,225
2.8.4. Creation of safe spaces (listening space for counselling)	Number	4	750	3,000	3,000
2.8.5. Organize recreational activities and psychotherapy for children (Toys for children's games, songs, football,)	sessions	20	50	1,000	1,000
<b>2.10 WASH</b>				<b>14,470</b>	<b>14,470</b>
2.10.1 Raising awareness on hygiene promotion	fees	10	95	950	950
2.10.2 Bucket with tap. The bucket with tap is for hand washing in the context of the fight against Covid-19 and other waterborne diseases (hand cleanliness).	pce	1,000	5	5,000	5,000
2.10.3 Small basin (1000 pce x 1000 HH x 2\$)	pce	1,000	2	2,000	2,000
2.10.4 Soaps (2 bars of soap to each household)	Boxies	84	30	2,520	2,520
2.10.5 Small plastic stool (The small plastic stool is the support for the bucket with tap).	pce	1,000	4	4,000	4,000
<b>TOTAL PROJECT ACTIVITIES</b>				<b>90,955</b>	<b>90,955</b>
<b>3 PROJECT IMPLEMENTATION</b>					
<b>3.1 Forum Coordination</b>				<b>4,400</b>	<b>4,400</b>
3.1.1 Coordination meetings with Forum members and development of the EPRP Forum ACT DRC.	Meeting	2	1,000	2,000	2,000
3.1.2 Forum coordination follow-up and beneficiary identification (Identification of beneficiaries 1000 HH x \$1 = \$1000, forum coordination follow-up descent 4 trips x \$350 = 1400)	fees	1	2,400	2,400	2,400
3.1.3 External coordination				-	-
<b>3.2 Capacity Development</b>				<b>7,888</b>	<b>7,888</b>
3.2.1 Training on Complaints Mechanisms (Catering 20 people x \$5 x 3 days per meal = 300, room rental 3 days x \$100 = \$300, trainer 3 days x \$100 = \$300, training supply \$30, transport for participants 20 people x \$5 x 3 days = \$300)	Workshop	1	1,230	1,230	1,230
3.2.2 Communication for BOAD and ECC	Months	6	416	2,496	2,496
3.2.3 Monitoring & evaluation (field follow-up and PDM)	Trip	2	1,456	2,911	2,911
3.2.4 Training on CHS and SPHERE (Catering 20 people x \$5 x 3 days per meal = 300, room rental 3 days x \$100 = \$300, trainer 3 days x \$100 = \$300, training supply \$51, transport for participants 20 people x \$5 x 3 days = \$300)	Workshop	1	1,251	1,251	1,251
<b>TOTAL PROJECT IMPLEMENTATION</b>				<b>12,288</b>	<b>12,288</b>

Description	Type of Unit	No. of Units	Unit Cost	Budget		
			local currency	local currency	USD	
<b>4 QUALITY AND ACCOUNTABILITY</b>						
4.1	Assessments				-	-
4.2	Complaints and Response Mechanisms				-	-
4.3	Safeguarding				-	-
4.4	Visibility of the project (Tishet, Kepi, Vest, Calico)	Kit	1	1,354	1,354	1,354
4.5	Monitoring & evaluation				-	-
4.6	Audit	lumpsum	1	3,500	3,500	3,500
<b>TOTAL QUALITY AND ACCOUNTABILITY</b>					<b>4,854</b>	<b>4,854</b>
<b>5 LOGISTICS</b>						
5.1.2	Vehicle Rental	days	20	100	2,000	2,000
5.1.3	Fuel (30 litres per day x 20 days x 2 \$ = 1200\$)	liters	600	2	1,200	1,200
5.2.1	Warehouse rental (100 \$us x 3 months = 300 \$us)	month	3	100	300	300
5.2.2	Wages for Security/ Guards ( 2 pers x 3 months x 300\$us = 1800 \$ us)	month	6	300	1,800	1,800
5.3.1	Salaries for Logistician/Procurement Officer	month	3	400	1,200	1,200
5.3.2	Salaries / wages for laborer's	persons	30	20	600	600
5.3.3	Salaries / wages for drivers				-	-
<b>TOTAL LOGISTICS</b>					<b>7,100</b>	<b>7,100</b>
<b>TOTAL DIRECT COST</b>					<b>142,797</b>	<b>142,797</b>
<b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION &amp; SUPPORT</b>						
	2 Cashiers BOAD	month	6	700	4,200	4,200
	Staff salaries - Cost shared				4,200	4,200
	Office rent (Contribution of the project to BOA)	month	6	192	1,149	1,149
	Office Utilities				-	-
	Office stationery	Kit	1	1,231	1,231	1,231
	Office Insurance				-	-
	Phone and internet charges	month	6	100	600	600
	Bank fees - Bank transfer charges				-	-
	Office Operations				2,980	2,980
<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>					<b>7,180</b>	<b>7,180</b>
Percentage of Indirect Costs against Total Budget					5%	5%
<b>Total Budget</b>					<b>149,977</b>	<b>149,977</b>