



## Rapid Response Fund

### ACT Secretariat Approval

**Project Code** 18/2022  
**Project Name** Armenia Armed Conflict, September 2022

The ACT Secretariat has approved the use of **USD51,182** 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	29/12/2021
Do you have a Contingency Plan for this response?	Yes
EPRP link on the online platform (or attach hard copy with proposal)	<a href="http://www.actalliancehm.org/consolidated-forum">http://www.actalliancehm.org/consolidated-forum</a>

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

20 October 2022

## Section 1 Project Data

### Project Information

Project Name	Armenia Armed Conflict, September 2022
Project Code	18/2022
Country Forum	ACT Armenia Forum
ACT Requesting Member (if there are more than one member, please use ALT+<Enter>)	World Council of Churches Armenia Inter-Church Charitable Round Table Foundation (ART)
Name of person leading the project	Tsovinar Ghazaryan
Job Title	Programme Director
Email	<a href="mailto:tsovinar.ghazaryan@roundtable-act.am">tsovinar.ghazaryan@roundtable-act.am</a>
Tel no./Whatsapp/Skype	37491420793
Location(s) of project (city / province)	Gegharkunik region, communities bordering with Azerbaijan
Project start date (dd/mm/yyyy)	09/Nov/22
Project end date (dd/mm/yyyy)	08/Jan/23

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	Armenia Round Table Foundation (ART)	
	Male	Female
Cash/ Vouchers	200	550
Camp Management		
Education		
Food/Nutrition		
Health		
Household items		
Livelihood		
Psychosocial		
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)

- In the early hours of September 13, 2022, the Azerbaijani military forces launched a large-scale coordinated attack against the sovereign territory of the Republic of Armenia targeting the peaceful borderline communities in the regions of Gegharkunik, Vayots Dzor and Syunik of Armenia. The Azerbaijani armed forces used different types of weapons including heavy artillery, mortars of different calibers, UAVs, large-caliber guns.
- At least 23 localities along the Armenian border in the Syunik, Gegharkunik, and Vayots Dzor regions were hit by Azerbaijani missiles and shelling. According to ad hoc report by Human Rights Defender Office 7,600 persons were displaced from Gegharkunik, Syunik and Vayots Dzor regions from September 13 to 15. The majority of them were women, children, elderly people, and persons with disabilities, among them 1,437 children and 99 persons with disabilities, 1 civilian killed, 8 wounded, 6 civilian houses bombed and damaged in Verishen village (Syunik), 50 civilian houses demolished in Sotk and 4 damaged in Kut villages (Gegharkunik), administrative buildings, school in (Sotk), ambulance and journalist group targeted and shot, civilian cars shelled, 6 ha forest area in the vicinity of Jermuk city (Vayots Dzor) was put in fire by constant shelling, 3 fire-fighters were injured, due to constant targeting of the roads people were restricted in travel and access to services, ethnically hateful acts to the bodies of dead Armenian servicemen were filmed and disseminated by Azerbaijani military, bodies of Armenian female military personnel were extremely humiliated.
- The hostility ceased on September 15, however, armed forces of Azerbaijan continue fire from different caliber firearms and mortars in the direction of the Armenia's positions located in the eastern direction of the Armenia-Azerbaijan border. There is a fear for a large-scale offensive.

**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 attack has adversely impacted public life in the regions and beyond.

- Those displaced find it difficult to overstay in relatives houses or pay for rented apartments as their employment is interrupted, of course not all of the displaced were employed, yet they did not have to pay house rent as they were living in their own houses before the attack. The male population has a double burden to run households alone on one hand, and on the other to take care of their families outside, shuttle to deliver food, pay house rent, transport costs, etc., thus, the displacement has considerably increased and stretched family budgets.
- As the situation remains tense, women and children are still kept away and many fear to return. There is a trauma in families who escaped in a hurry, as the attack caught them at midnight and unprepared. As the war is not over people live in constant threat for their security and lives.
- Educational institutions were closed and were granted leave, through education resumed in online mode now.
- Families with damaged houses have to do repairs and prepare for winter, which is severe especially in Gegharkunik, thus adding to vulnerability of locals.

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

ACT Armenia Forum applies to ACT Alliance for funding, there is no funding available for ART or ACT Armenia Forum members for this emergency response.

**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.**

- To reduce further vulnerability of people and alleviate their suffering ACT Armenia Forum plans to support peaceful communities, the most affected on the front line, in Gegharkunik region and upon funding possibilities in Syunik with cash based assistance. In view of approaching winter which is harsh in Gegharkunik and the need identified at the site visit of October 4 to Gegharkunik region, it is suggested to provide households with cash for winter heating.
- The plan is to respond with cash based assistance to 187 families for winter heating costs. The actual number of displaced families in Gegharkunik region is higher (according to non-official source there are 366 families). Given the requested fund in the amount of 50,000 USD, the intention is to provide a rounded lump sum of 100,000 AMD (about 250 USD) per family, this will be roughly enough to cover the heating costs for about 1.5- 2 months.

**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.*

In view of approaching winter, ART will act promptly in cooperation with clergy and social workers of Gegharkunik Diocese to identify, select and provide cash assistance to families via bank transfer, for bank transfers ART will carry out inquiry with banks and see to their terms of cooperation over this project (ART has previous experience from cash assistance provision via bank transfer).

- The lists of displaced are available and accessible for ART, as ART will cooperate with the Diocese of Gegharkunik, which already delivered food support to the displaced front line communities (food support was provided by the Mother See of Holy Etchmiadzin, Armenian Apostolic Church, distribution done on October 4), the lists were verified through this distribution. The knowledge of communities by parish priests and information from distribution will be used for identification and selection of aid recipients.
- After preliminary screening and selection from the lists, home visits will be paid by ART and local priests, social workers, PSS will be carried out. The PSS will be provided by parish priests and social workers, as needed. There is already a human resource developed through the training and PSS work on the aftermaths of 2020 war, actually the experience from that phase contributed to arrangements and mobilization this time.
- Decision on the aid recipients will be finalized based on the above two steps by ART, bank transfers will be made by ART to aid recipients feedback collection done in a month after the project closure.

**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*

ART will work closely with Armenian Apostolic Church Diocese, ACT Armenia Forum members staff and local authorities to assess the needs, organize site visits, collect data and select affected families who will receive aid.

**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 economic activity either as livelihood for people or income for small businesses.*

Locally or within the affected areas	X	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?

ART has Financial Manual, which includes terms for procurement. Acquisitions of the goods and services are done based on the following criteria:

- Economy – competitive or reasonable cost;
- Quality – quality of the goods or services;
- Reliability - reputation of the supplier, service provider or the sub grantee;
- Timing – the deadlines and time schedule to follow,
- Value – the value of the acquisition or sub grantee,
- Grant requirements – other requirement set in the relevant grant agreement;
- Regulations/procedures – applicable regulations and procedures to follow

When the cost of procurement is above 400 EUR , ART uses a shopping method based on comparing price quotations obtained from several suppliers (in the case of goods), contractors (in the case of services), or consultants (in the case of consulting services) with a minimum of three, to assure competitive prices.

**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.*

Preliminary 187 families are selected from vulnerable communities, based on available funding and a rounded lump sum of 100,000 AMD planned for each family for winter heating. Each family has in average 3-4 members, approximately 750 people.

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

*Please explain.*

Families with disabled or killed members, women-headed households with underage children, elderly left alone (those who are affected by the conflict), most vulnerable (with damaged houses, sick or disabled family member, poor) will be given priority.

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

ART programme director together with Primate of Gegharkunik Diocese, and parish priests visited Gegharkunik region (village Sotk, the worst affected on the front line) on October 4, 2022 on the occasion of food delivery and distribution to the village people. Interviews were conducted with food recipients, home visits to widows and people with damaged houses. People asked to support with winter heating, warm clothes, food supplies as top three priorities.

**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 will be considered successful if it supports people with heating costs for harsh winter, ART staff and partners operate quickly and effectively.

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

The main risk factor is large-scale war, further invasion into sovereign territory of Armenia, which will cause more displacement of people and possibly access to the affected areas. Should this arise ART will immediately inform ACT Alliance, align the project in consultation and with approval of ACT Alliance.

**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?**

ART applies a participatory and collaborative approach in design, implementation, monitoring and evaluation of activities to ensure they are relevant and address real needs on the ground.

- ART will make a working group (ART staff, Diocese, ACT Armenia Forum members) to carry out implementation and monitoring of the project.
- After the completion of project activities, the implementation team will do phone calls to collect feedback from aid recipients.

**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.**

ART as member of ACT Alliance adheres to Code of Conduct of ACT Alliance, all staff members of ART signed the Code of Conduct.

**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**

As a Foundation ART mandatory publishes its reports, also produces and disseminates its annual report, undertakes regular (semi-annual and annual) audit. The affected population will receive information about the project, its aim, target group, there will be a contact e-mail and telephone number disseminated during the project implementation (via local authorities, local parish priests) so that people are informed and connect for information, complaints and feedback.

Project Code

18/2022

Project Name

Armenia Armed Conflict, September 2022

Budget Exchange rate (1 USD to local currency)

0.002512

[http://www.floatrates.com/historical-exchange-rates.html?currency\\_date=2022-11-04&base\\_currency\\_code=AMD&format\\_type=html](http://www.floatrates.com/historical-exchange-rates.html?currency_date=2022-11-04&base_currency_code=AMD&format_type=html)

Please use exchange rate from this site:

[http://www.floatrates.com/historical-exchange-rates.html?currency\\_date=2022-11-04&base\\_currency\\_code=AMD&format\\_type=html](http://www.floatrates.com/historical-exchange-rates.html?currency_date=2022-11-04&base_currency_code=AMD&format_type=html)

Description	Type of Unit	No. of Units	Unit Cost		Budget	
			local currency	local currency	local currency	USD
<b>DIRECT COSTS</b>						
<b>1 PROJECT STAFF</b>						
1.2.1. Programme officer	month	1	300,000	300,000	300,000	754
1.2.2. Driver	month	1	300,000	300,000	300,000	754
<b>TOTAL PROJECT STAFF</b>					600,000	1,507
<b>2 PROJECT ACTIVITIES</b>						
<b>2.1. Cash/Vouchers</b>					18,700,000	46,974
2.1.1. Cash assistance	Family	187	100,000	18,700,000	18,700,000	46,974
2.1.2.				-	-	-
<b>TOTAL PROJECT ACTIVITIES</b>					18,700,000	46,974
<b>4 QUALITY AND ACCOUNTABILITY</b>						
4.1 Assessments				-	-	-
4.2 Complaints and Response Mechanisms				-	-	-
4.3 Safeguarding				-	-	-
4.4 Communication and visibility				-	-	-
4.5 Monitoring & evaluation	lumpsum	1	50,000	50,000	50,000	126
4.6 Audit	lumpsum	1	450,000	450,000	450,000	1,130
<b>TOTAL QUALITY AND ACCOUNTABILITY</b>					500,000	1,256
<b>5 LOGISTICS</b>						
5.1.2 Vehicle Rental				-	-	-
5.1.3 Fuel	lumpsum	1	200,000	200,000	200,000	502
<b>TOTAL LOGISTICS</b>					200,000	502
<b>DIRECT COST</b>					20,000,000	50,240
<b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION &amp; SUPPORT</b>						
Salaries for accountant and other admin or secretarial staff (....)					-	-
Salaries (Programme Director)	month	1	250,000	250,000	250,000	628
Salaries (Finance Director)	month	1	120,000	125,000	125,000	314
Staff Insurance				-	-	-
Bank cost				-	-	-
Translations				-	-	-
<b>Staff salaries - Cost shared</b>					375,000	942
<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>					375,000	942
Percentage of Indirect Costs against Total Budget					2%	2%
<b>Total Budget</b>					20,375,000	51,182