



Rapid Response Fund

ACT Secretariat Approval

Project Code 05/2024

Project Name Humanitarian assistance to flood survivors in Mabula, Muhongozi and Rambira villages in Kalehe Territory

The ACT Secretariat has approved the use of **USD143,456** from its Global Rapid Response Fund (GRRF23) 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	
EPRP last updated	May-23
Do you have a Contingency Plan for this response?	YES
EPRP link on the online platform (or attach hard copy with proposal)	Offline copy

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
01.06.2023

Section 1 Project Data

Project Information	
Project Name	Humanitarian Response to floods in Kalehe Territory
Project Code	05/2023
Country Forum	DRC
ACT Requesting Member	EVANGELICAL LUTHERAN CHURCH OF CONGO (EELCO) South Kivu Diocese
Name of person leading the project	MUZALIA MULOLWA Paul
Job Title	National focal point EELCO and Coordinator project in South Kivu Diocese
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Location(s) of project (city / province)	Mabula, Muhonzi and Rambira villages, Mbinga grouping Kalehe territory, South-Kivu province
Project start date (dd/mm/yyyy)	1-Sep-23
Project end date (dd/mm/yyyy)	30-Nov-23

Which sectors your response activities most relate to <i>(please indicate number of planned beneficiaries per organisation in each sector where you plan to give assistance)</i>		
Sectors	Member <i>(EELCO)</i>	
	Male	Female
Cash/ Vouchers	3104	4876
Camp Management		
Education		
Food/Nutrition		
Health		
Household items		
Livelihood		
Psychosocial	76	79
Shelter	3104	4876
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)

Heavy rainfall and flooding caused flooding and landslides along Rivers Lwano and Nyamukubi in the Mbanga geographic area of Buhavu in Democratic Republic of Congo on the week of 1st-6th May 2023. As of 6 July UN OCHA reported 469,000 people have been affected where 75% have been displaced. The floods caused 463 fatalities with 11,255 houses destroyed.

People affected by the floods have been displaced in the villages of Chironva (1,220), Kamukonzi (980), Mishango (1,024), Lwano (1,330), Bushushu (5,000), Kanyunyi (1,007), Lushebere (900) Nkwiro (761), Chishonva (500), Mabula (400), Muhongozi (1,200) and Rambira (1,800) according to information from Kalehe

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)

People have been displaced and thousands of houses destroyed. The landslides and soil erosion have cut off the main road between Bushushu and Nyamukubi, hampering early response. Roads between Bukavu and Goma have also been damaged. Schools, churches have been washed away by water and mud and school going children have not resumed their studies and Christians who have lost their church buildings.

The needs are still huge even three months after the disaster that World Health Organisation declared a level three crisis with an appeal to all humanitarian organisations to provide assistance (WHO Report, August 2023). People displaced are still living in temporary shelters while livelihood has not been restored. The floods damaged crops, killed livestock, and disrupted access to food and drinking water (see UN OCHA report).

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

EELCo a member of ACT DRC Forum plans to access RRF funds to support this response and does not have other alternative funding to respond to this crisis.

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

EELCo proposes to support 1,330 most vulnerable households who have been displaced with shelter and cash. Aside from that, 155 persons with psychosocial support. The same beneficiaries who will receive mobile cash will be same beneficiaries who will receive shelter support.

1. Shelter:- (tarpaulin which size 4X6) item and size as determined by the shelter cluster (1,330 HHX6=7,980).

The tarpaulin will assist vulnerable households currently sleeping out in the open make temporary shelters using the tarpaulin. Tarpaulin was also requested by beneficiaries during the needs assessment.

2. Mobile Cash : USD 50 as agreed upon by the multi purpose Cluster Coord meetings (1,330X6=7,980).

The project will purchase SIM cards and give targeted households to enable them to access cash by bringing mobile money agents near the villages. Mobile money of USD 50 will be transferred to the SIM cards thus allowing beneficiaries to withdraw the funds at available mobile money agents. It is expected that the cash will mainly be used for multiple purposes like purchase of food, NFI and restocking other lost HH items. Markets are functioning and the cash assistance will also revitalize the local markets.

3. Psychosocial Support (PSS): the government has recommended that affected persons receive psychosocial support. In this project, EELCO will provide PSS to persons who are dealing with trauma especially those who have experienced loss of loved ones, livelihoods and household items. Qualified Staff from the local Assistance Psychological Society (APS) will train community leaders and children through community/group workshops for local authorities. Orphaned children 130 will also be supported by the same organization using various qualified methods

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.

To ensure that activities will begin promptly, EELCO are already in contact with mobile service providers to make arrangements for the process of mobile cash transfer to begin as soon as the proposal is approved. In addition, EELCO have started to conduct internal weekly planning meetings and referring to their EPRP for guidance. During the meetings the project staff have been updating each other on the situation as it evolves and updating each other on the condition of the vulnerable communities. EELCO has also begun to develop tools and resources for the identification and registration of beneficiaries. EELCO has begun engaging with community leaders to develop a selection criteria to identify the most vulnerable persons. As an organization EELCO has 13 staff members and an logistics officer and there are 6 staff members who form the project committee. EELCO has begun aligning staff responsibilities and assigning roles to ensure the project work continues smoothly. The organization also has one vehicle that will help EELCO to conduct assessments and provide transport when required. EELCO has identified three villages they want to intervene but the detailed identification based on gender and age will be conducted at the beginning of the project.

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*

EELCO is coordinating with ACT DRC Forum based in Bukavu in the province of South Kivu. EELCO is working with other profit organizations on ground to ensure the project beneficiaries are supported to transfer mobile cash to selected beneficiaries. EELCO is also working with non profit organizations to ensure selected beneficiaries are not registered/targeted by other organizations. The staff of EELCO will continue to participate in inter-agency meetings by UNOCHA and other sector clusters. EELCO participated in the first inter-agency meeting that brought together United Nations agencies, international and national non-governmental organizations as well as local government delegation from South Kivu and will continue to coordinate with them. The first joint meeting was held on 10/05/2023 in Kalehe centre and EELCO has continued to attend coordination meetings and work with all stakeholders to complement its interventions and refer unmet needs to other organizations.

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 neighbouring countries		Internationally	
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Do you have a procurement policy? What factors did you consider when you made this decision?

Yes, EELCO has a procurement policy. By working with the local mobile provider for cash transfer methodology assistance. EELCO will reduce the delivery time and thus assist to ensure a quick intervention if multi purpose cash is transferred. Factors taken into consideration when deciding to purchase locally include:

1. Beneficiaries may have a choice on the food and non food items they would like to purchase.
2. In addition there will be no transport costs occurred as most of the beneficiaries will purchase items locally.
2. By purchasing locally businesses will pick up and get back to normal.
3. Beneficiaries who purchase in bulk have a possibility to get discounts as their purchase will encourage local traders to stock their shops from wholesale shops thus making the entire process more convenient.

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.*

In DRC, a family has an average of 6 members therefore the calculation is made on this basis. The villages targeted by this project are Mabula, Muhongozi and Rambira. The same beneficiaries who will receive cash will also receive shelter support.

Cash assistance and Shelter = 1330HH X 6 persons =7980 persons (F4876, M3,104)

Psychosocial Support = 155 person for different activities. (130 Children will be accompanied, 13 Local leaders, 12 trainers and those who will be leading and keeping the children).

Psychosocial Support= Female=76 , Male= 79.

Total number of persons for both Cash and Shelter and Psychosocial support = 1330 HH X 6= 7,980 + 155 persons = 8,135 beneficiaries.

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

Priority will be given to those who were affected badly by the crisis, and are socially and economically vulnerable and more at risk of not be able to regain their lost property and livelihoods. Since the number of affected is large, other criteria will be employed which include:

1. People living with disabilities and/or households headed by disabled persons.
2. Female headed households who lost their bread winner in the landslides.
3. Children headed households who lost parents in the landslides.
4. Other groups of people who are socially excluded from the community for example those exposed to Sexual Gender Based Violence and sexual abuse.
4. Those who have been left extremely poor by the landslides and remain very vulnerable as the loss prevents them from meeting their basic needs and not able to recover quickly from the crisis compared to other members of the community will also be considered.

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 needs assessments (May 10-11, 2023), the EELCO team was in direct contact with the affected populations through focus group discussions and key informants interviews. Staff members had an opportunity to listen carefully to the requests and expression of the urgent needs of affected beneficiaries on how they would like to be supported in the project.

- In addition to information collected by beneficiaries, local authorities and key informants from community leaders were also contacted to triangulate the information collected from the affected persons in the community.

- Other stakeholders that were involved in designing this project included health workers from the nearby Kalehe Health Zone, Provincial Division of Health (DPS) and personnel from the Provincial Division of Humanitarian Affairs. In addition representatives from the affected beneficiaries were also part of those consulted.

Focus group discussions and interviews were conducted among the affected population by talking to community committees and leaders of the affected. These discussions were also including topics on how best the proposed program should be designed

- During project implementation, beneficiaries identified persons among the affected/selected population that will be called upon to monitor the project assistance in line with staff from EELCo during and after the project implementation period.

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.*

A successful project during the 3 months time frame will:

1. Meet the immediate basic requirements of the most vulnerable persons in a timely way through cash transfer, shelter and Psychosocial Protection.
2. Conduct a timely intervention during the project period duration of 3 months having done all project activities efficiently and effectively within the project time frame.
3. Support EELCO and other humanitarian organizations including UNOCHA continue coordinating amongst themselves and with the local authorities for a well coordinated project that will provide appropriate and complementary assistance to affected households and will improve their well being. In addition EELCo hopes to build good relations and share learning with other ACT DRC forum members and learn from interactions with external stakeholders.
4. That the number of selected persons (1,330 households) will receive appropriate assistance to purchase food, Non Food items and shelter support to enable them to rebuild their lives as they recover from the disaster.
5. That the 13 local leaders training on psychosocial support will be successful and those who lost loved ones including unaccompanied 130 orphaned children will be provided with appropriate support through the play session, materials and songs they will develop towards their psychosocial healing and recovery.

The important dates and milestones planned are as follows to help EELCo track progress, stay accountable and plan accordingly:

Starting week of 4 Sept 2023: Official Project launch and start up meeting.

Starting week of 4 Sept 2023: Training of staff assigned to the project and signing of the code of good conduct for service providers.

Starting week of 4 Sept 2023: Identification and verification of beneficiaries by village and compilation of data

Starting week of 11 Sept: Finalization of agreements with service providers.

October 2023: Distribution of Shelter material and cash assistance. Psychosocial support.

November 2023: Post distribution monitoring. Drafting of the final narrative and financial report

January: Audit

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

- To avoid beneficiaries registered in other programs, a participatory community approach will be used to identify which beneficiaries will qualify for this project who are not in other projects. The participatory approach will be open and transparent and will be done during village community meetings.
- To prevent disorderly distribution, preselected beneficiaries will be allocated project selection cards with their full details before shelter item distribution as a preselection during the verification exercise.
- To prevent cash sent to the wrong person, a verification exercise will be conducted to those beneficiaries whose details are unclear to ensure that the funds are received by the intended beneficiary.
- Partnerships with key stakeholders including security personnel will be key and they will be invited during distribution of shelter materials to ensure that representation from government and non government stakeholders is supporting the distribution and to ensure that the correct beneficiaries match the selected criteria and there is no double registration.

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?

Frequency and type of monitoring.

The project will be monitored in two dimensions: (1) EELCo will regularly monitor all stages of the project in order to assess the efficiency of the activities and its impact and (2) the DRC ACT Forum coordinator and other members of ACT DRC Forum will conduct monitoring visits mid-term /follow-ups which will be conducted a month and a half of the implementation of the project activities

Monitoring tools and processes.

For the moment we are in the process of equipping ourselves with a monitoring tool, either we use what we have received from UN agencies or create a database of computerized data. EELCO will assign its MEAL persons involved in the project according to the sectors of intervention to be responsible for monitoring the various program components and report to the project coordinator.

ACT DRC Forum Coordinator will review the reports and will share the final reports with the ACT regional office in Nairobi.

Gathering lessons learnt.

Lessons learnt will be collected and shared in the report from the experience of EELCo and from real time evaluation on the effectiveness of the activities conducted and feedback received from interactions with beneficiaries. More lessons learnt will be gathered during monitoring visits and community meetings. For critical feedback received, adjustments will be made after prior approval and will be used to enhance the approaches and tools used. In addition lesson learnt from previous interventions will be used to build a better more successful response.

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.*

EELCO has adapted ACT Alliance code of conduct. All staff have signed it and comply with it. If there will be any new employees are recruited, they will be oriented and asked to sign as well.

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

Accountability to the affected Population:

EELCo will be accountable to the affected population through frequent interactions with established community leaders selected by the project beneficiaries to lead the project. Project information will be shared through the community leaders selected for this project who will also be used to receive feedback and receive complains from the communities.

If it is a complaint that the established community leaders cannot handle, the complaint will be escalated to EELCo focal complains focal point for investigation.

Sharing Information

To share information appropriately, EELCo will hold a project start up meeting in the selected villages and arrange more meetings regularly where they can give updates to project beneficiary members during every stage of the project.

EELCo will also share information to other stakeholders during coordination meetings with government representatives and cluster coordination meetings.

Collecting and using feedback and complaints

- Communication channels that beneficiaries will be able to use include reaching out to project committee members and/or calling EELCo complains focal point whose number will be made available to beneficiaries to share feedback / express their opinions and degree of satisfaction on the assistance provided by EELCo.
- In addition, community meetings will be organized and held with beneficiaries and community leaders including Church leaders to enable them and the affected community a way to better participate and communicate pertinent issues of the project and the assistance provided.

During distribution of shelter material, EELCo will also have a complain desk to address complains that may arise and use the feedback to address potential complains during project implementation.

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Rapid Response Fund

Financial Budget and Report

Project Code

05/2023

Project Name

Humanitarian Response to floods in Kalehe Territory

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		
			USD	USD	USD	
DIRECT COSTS						
1 PROJECT STAFF						
1.2.1. Coordinator/Focal Point	Month	3	700	2,100	2,100	
1.2.2. Program Officer	Month	3	550	1,650	1,650	
1.2.3. Field Officer	Month	3	450	1,350	1,350	
1.2.4. Financier Officer	Month	3	350	1,050	1,050	
1.2.5. Cashier	Month	3	250	750	750	
1.2.6. Supervisor	Month	3	200	600	600	
TOTAL PROJECT STAFF				7,500	7,500	
2 PROJECT ACTIVITIES						
2.1. Cash/Vouchers				70,756	70,756	
2.1.1. Mobile Cash	Household	1,330	50	66,500	66,500	
2.1.2. Distribution fees	HH	1,330	2	2,128	2,128	
2.1.3. Purchase of SIM card for beneficiaries	HH	1,330	2	2,128	2,128	
2.8. Psychosocial				13,260	13,260	
2.8.1. Trainers costs for Psychosocial Support split 6 for group leaders 6 for children @64 for two sessions	Persons	12	65	780	780	
2.8.2. Psychosocial Support for leaders two sessions (Venue, refreshments, materials)	Persons	13	160	2,080	2,080	
2.8.3. Psychosocial Support for unaccompanied children (play therapy materials, venue, refreshments).	children	130	80	10,400	10,400	
2.9. Shelter				19,950	19,950	
2.9.1. Tarpaulin (size 7mx5m)	HH	1,330	15	19,950	19,950	
TOTAL PROJECT ACTIVITIES				103,966	103,966	
3 PROJECT IMPLEMENTATION						
3.1 Forum Coordination				1,000	1,000	
3.1.1. Coordination meetings (including inception, Cluster)	Meetings	1	1,000	1,000	1,000	
TOTAL PROJECT IMPLEMENTATION				1,000	1,000	
4 QUALITY AND ACCOUNTABILITY						
4.1. Assessments beneficiary selection/ verification	Lumpsum	1	1,000	1,000	1,000	
4.2. Complaints and Response Mechanisms				-	-	
4.3. Safeguarding				-	-	
4.4. Communication and visibility (print posters, banners, tee shirt)	Lumpsum	1	2,000	2,000	2,000	

Description	Type of Unit	No. of Units	Unit Cost	Budget		
			USD	USD	USD	
4.5	Monitoring & evaluation	Trip	2	1,000	2,000	2,000
4.6	Audit	Lumpsum	1	3,710	3,710	3,710
TOTAL QUALITY AND ACCOUNTABILITY					8,710	8,710
5 LOGISTICS						
5.1.2	Vehicle Rental	Month	3	3,000	9,000	9,000
5.1.3	Fuel	Month	3	500	1,500	1,500
5.2.1	Warehouse rental	Month	3	600	1,800	1,800
5.2.2	Wages for Security/ Guards	Month	2	300	600	600
5.3.1	Salaries for Logistician/Procurement Officer	Month	3	300	900	900
5.3.2	Salaries / wages for 3 labourers	Persons	9	100	900	900
5.3.3	Salaries / wages for 1 driver	Person	3	200	600	600
TOTAL LOGISTICS					15,300	15,300
6 PROJECT ASSETS & EQUIPMENT						
6.1.	Computers and accessories	Pieces	1	500	500	500
6.2.	Printers	Piece	1	500	500	500
6.3.	Office Furniture	Desk, Chair	1	250	250	250
6.4.	Camera	Materials	1	500	500	500
TOTAL PROJECT ASSETS & EQUIPMENT					1,750	1,750
TOTAL DIRECT COST					138,226	138,226
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT						
	Salaries for accountant and other admin or secretarial staff (....)				-	-
	Accountant (20%)	month	3	70	210	210
	Administrator (20%)	month	3	90	270	270
	Staff Insurance	month	3	650	1,950	1,950
	Staff salaries - Cost shared				2,430	2,430
	Office Insurance	Lumpsum	1	500	500	500
	Phone and internet charges	Month	3	600	1,800	1,800
	Bank fees - Bank transfer charges	Lumpsum	1	500	500	500
	Office Operations				2,800	2,800
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT					5,230	5,230
Percentage of Indirect Costs against Total Budget					4%	4%
Total Budget					143,456	143,456