



Rapid Response Fund

ACT Secretariat Approval

Project Code 12/2023
Project Name Widespread Flooding (Overflow of the Akosombo Dam)

The ACT Secretariat has approved the use of **USD 120,061** 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:

| | |
|------------------------------------|---|
| ACT member in Ghana | Presbyterian Relief Services and Development |
| ACT Regional Representative | Elizabeth Zimba Kisiigha (Eliazabeth.Zimba@actalliance.org) |
| ACT Humanitarian Programme Officer | Caroline Njogu (Caroline.Njogu@actalliance.org) |

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

Cyra Michelle Bullecer
Global Humanitarian Operations Manager
ACT Alliance Secretariat



Rapid Response Fund

Project Proposal

| Emergency Prepared and Response Plan | |
|--|------------------------------|
| EPRP last updated | To be updated by November 30 |
| Do you have a Contingency Plan for this response? | |
| EPRP link on the online platform (or attach hard copy with proposal) | N/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

27 October 2023

Section 1 Project Data

| Project Information | |
|--|--|
| Project Name | Widespread Flooding (Overflow of the Akosombo Dam) |
| Project Code | 12/2023 |
| Country | Ghana |
| ACT Requesting Member | Presbyterian Relief Services and Development (PRSD) |
| Name of person leading the project | Emmanuel Nyarko Ankamah |
| Job Title | Programmes Coordinator |
| Email | pcghanango@gmail.com |
| Tel no./Whatsapp/Skype | +233 248708867 |
| Location(s) of project (city / province) | North and Central Tongu in the Volta Region |
| Project start date (dd/mm/yyyy) | November 1, 2023 |
| Project end date (dd/mm/yyyy) | January 31 2024 |

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 | Presbyterian Relief Services and Development | |
|-----------------|--|--------|
| | Male | Female |
| Cash/ Vouchers | 2400 | 3600 |
| Camp Management | | |
| Education | | |
| Food/Nutrition | | |
| Health | | |
| Household items | | |
| Livelihood | 600 | 600 |
| Psychosocial | | |
| Shelter | | |
| Wash | | |
| Total | 3000 | 4200 |

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 rising water levels upstream primarily driven by heavy rainfall, the Akosombo dam experienced a major outflow causing massive flooding in the Eastern and Volta regions of Ghana. This action was prompted by the escalating water levels upstream of the Akosombo Dam, primarily due to heavy rainfall in the area. According to the National Disaster Management Organization (NADMO), the most affected region is the Volta Region. In North Tongu for instance, data from the Emergency Operation Centre in Battor indicates that 220 houses were destroyed. Reports from UNOCHA say that at least 26,000 persons have been displaced (ECHO Daily Flash ReliefWeb, 16th October 2023). Data capturing is ongoing to determine the cost of the destruction. Houses are flooded and huge material damage has been done to crops and infrastructure. Schools and other public amenities in the area have also been shut following the overflow from Akosombo and Kpong dams. There is significant disruptions of essential services especially water and electricity.

The Volta River Authority has provided the displaced persons with temporary shelter in very unhygienic conditions and many are hosted in overcrowded schools and other institutions as getting places to accommodate the displaced is scarce. In addition, the displaced have limited access to safe water as the water is heavily infected by dead plant and animal matter and overflowed latrines and this may lead to an outbreak of waterborne diseases.

The weather forecast predicts heavy rains in the coming days. The volume of water released from the dams has also caused some lagoons in the Keta basin to overflow their banks, leading to more flooding and displacement in other communities in the Anlo and Keta districts. The floods have caused devastating destruction of homes and farmlands along the banks of the river Volta.

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)

Based on initial assessments, this is a medium-scale emergency affecting approximately 36,000 persons (6,000 households) who were settled in three regions Volta, Eastern and Greater Accra (Emergency Operation Centre, Battor. October 23, 2023).

The Volta region lies on the Eastern side of Ghana and has vast arable land suitable for agriculture and fishing. The majority of the communities who live there are farmers, fishermen and petty traders. Some live on their farms while others farm a distance from their homesteads which are interspersed along rivers in the affected regions.

The National Disaster Management Authority from lower Manya Krobo Municipality conducted a joint needs assessment where fishermen lost canoes and fishing equipment washed away by the spill water at Kpong, Akuse and Amedeka and twenty-eight (28) acres of crop farms (maize, cassava, plantain, palm, vegetable and fruits were also submerged at Amedeka and Obelemany. Due to the widespread flooding, homes have been covered by the raging floods and many have lost their household belongings in the affected regions. Crops ready for harvest and already harvested have been destroyed causing significant loss of income and food supply. Roads have been cut off and essential services have been disrupted leaving some areas without access to food, safe water and electricity.

There is a possibility of water borne diseases, including malaria, following the flooding as latrines were inundated with flood water and the water is polluted. The Volta Regional Environmental Health Directorate has appealed to authorities to provide safe drinking water to the affected communities.

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

The Presbyterian Relief Services and Development (PRSD) intends to apply for Rapid Response Funds through ACT Alliance appeal mechanism and will continue to explore other possible funding sources from its partners.

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.

Total number of persons affected by the floods is approximately 36,000 in 9 districts (NDMO, 2023). The increase number of affected persons has widened the unmet basic needs in sectors such as Food, WASH, Health, Education and livelihoods. Based on the humanitarian gaps identified, during needs assessment, the Presbyterian Relief Services and Development will provide multipurpose cash valued approximately at USD90.75 (GhS1,035) for 1000 households (6000 beneficiaries) through mobile cash transfer based on community consultation of their unmet needs but with a functional market in the flood affected areas.

In addition to cash intervention, the response will support 200 households (1200 beneficiaries) most affected farmers replacing their seeds and tools livelihoods of the most affected farmers who lost their seeds and tools.

2. CHS Commitment 2. Explain how you will start your activities promptly.

PRSD has constituted a committee to coordinate the entire process from the needs assessment through to the engagement of key stakeholders, potential bidders/supplies and distribution.

Weeks 1 and 2 -

The first phase (weeks 1 and 2) will start with selecting the project team and setting agreements with other service providers, conducting a more indepth beneficiary identification, and making agreements at local government levels. This will be done alongside beneficiary screening and community organization, starting off procurement processes and other logistics arrangements.

Week 3 and 4

The second phase (week 3) will be providing beneficiaries with project beneficiary cards in the various distribution centers and conducting other project related activities. The third phase (week 4) will focus on cash distribution in collaboration with the mobile money provider.

PRSD with its bankers will issue cash cards for population affected by the widespread of floods to share the mobile money as soon as the situation on the ground allows. PRSD has had a great relationship with all mentioned districts and the National Disaster Management Organization and this will enhance quick and effective response and provide an effective coordination with other stakeholders in the same response.

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*

PRSD will be the sole project implementer and will implement this project with support from the National Disaster Management Organization (NADMO) and the local churches of the Presbyterian Church members who are based in the affected areas. PRSD will coordinate with other humanitarian actors to ensure that the gaps in other sectors are met through coordination and providing complementary activities. PRSD has ongoing development projects in the affected areas and has responded in several similar emergency interventions and thus has the technical capability to work in a way that the use of resources are maximized and used efficiently. PRSD will also coordinate the cash transaction with private stakeholders for example local banks.

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 | x | Regionally or neighbouring countries | | Internationally | |
|--------------------------------------|---|------------|---|--------------------------------------|--|-----------------|--|

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

PRSD has procurement policy. PRSD is an agency of the Presbyterian Church of Ghana and uses Presbyterian Church of Ghana procurement guidelines. All items will be procured locally or nationally and cash transactions will be done with local mobile money provider companies offices based in the region. All procurement procedures and processes will comply with the policy to ensure that the procurement committee members are involved in the process for decision making following the policy.

All processes are well outlined in the policy beginning from the issue of tenders to the approved and authorized stages (and duly signed by signatories. All payments will be done in a safe payment modes (i.e. bank transfer) and all essential documentations will be filed for reference. In addition, all logistics documentation (receipts, delivery note, etc. and beneficiaries lists) processes will be duly completed.

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.*

i) One off Mobile Cash Transfer- Total number of HH are 1,000 X 6 persons per family = 6,000 beneficiaries. Each HH will receive USD 91 which is equivalent to purchase locally / culturally acceptable food for one month according to the UN WFP food rations.

50 % Recommended Daily Allowance equal to 37.8g of Rice, 5.04 gms of beans, 2.52gms of cooking oil and 30gms of salt.

ii) Livelihood the project will support 200 farmers X 6 persons per family = 1200 beneficiaries. The farmers who lost their seeds and tools during the floods. The input kit will include farming tools, improved seeds, weed controls, and organic Manure to enable them to build back their livelihoods.

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

Among the flood affected beneficiaries, PRSD intends to target the most vulnerable and at risk groups following the following criteria:

1. People living with Disabilities including the mentally challenged.
2. The elderly over 60years.
3. Gender (female headed households).
4. Unaccompanied minors.

People with an disability, female headed households, the elderly and unaccompanied minors may be viewed as easy targets for exploitation because of their care and support needs and the impact of their condition on their ability to protect and defend themselves.

All selected vulnerable groups were selected as they are the groups that are most likely to suffer more, making them more vulnerable than the other flood affected groups. as they often do not have alternative livelihood means to complement other activities.

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

1. Needs Assessment

The project has been developed after a consultation with the people living in the flood affected area to incorporate their needs through needs assessments. Rapid needs assessment were conducted to identify the gaps and proposed interventions. Some of the affected persons were also reached and interviewed and confirm the needs and gaps to determine the best interventions to be addressed. The project consistently aims to ensure that the project response takes into consideration the needs and views of the vulnerable people it intends to serve.

2. Regular Contact

To monitor that the target population continues to be involved, through community project committees, regular contact will be kept with the target communities. In addition, regular field visits will be organized to adjust the project activities if needed.

3. Field Visits

Three field visits were conducted by leadership of the Presbyterian Church (who are based on the affected region) and PRSD staff from the development wing of the presbyterian church to validate data as shared by other stakeholders. During these visits, consultation meetings were held with community opinion leaders, church leaders, local government authorities and emergency operation centre teams.

The visits helped the team to understand the situation and discuss with the beneficiaries the immediate and prevailing needs of support required.

2.4 Expected Results

1. What will this project's success look like based on your time frame?

The success of this project will be empowering the most vulnerable groups of affected populations in meeting their most urgent needs. Specifically, the project will improve the food security and nutrition of the most affected and thus improve the health status of the affected by reducing malnutrition.

1. Selection, identification, validation of beneficiaries / indepth needs assessment (6th -10th November 2023).
2. Signing of agreements, and other procurement activities purchase and distribution. Cross checking on signing of the Code of Good Conduct and finalizing agreement with suppliers (13th-17th November, 2023).
3. Preparation of cash distribution between the providers and beneficiaries (20th- 24th November 2023).
4. Cash Transfer and distribution (27th November - 01 December, 2023)
5. Post-distribution monitoring: 04 December 2023 - mid January 2024). First Week in December, 2023 to Second Week in January, 2024
9. Report Writing and Audits: First Week in February, 2024.

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

There are some risks associated with the implementation of the project which may have significant impact in achieving the project objectives. 1. New Spillage: The possibility of more rains resulting in more spillage by authorities to avoid collapse of the dam. PRSD will revise needs assessment accordingly and also organize capacity strengthening on hazards. 2. If the requested amount of funding is not available, PRSD will make changes to the project deliverables with consultation with 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?

PRSD will develop a Post Distribution monitoring tool and staff will conduct interviews few weeks after distribution. ACT PME guidelines, principles and standards will be followed along with respective organizational policy for project planning, monitoring and evaluation plan design. Monitoring and evaluation will include field visits to follow up on the achievement of results and preparation of the situation report and final report.

The Project Coordinator will be responsible for project management and implementation, coordination and facilitation of the activities, monitoring, reporting and evaluation as well as for the promotion of the project on local and regional level and networking with different stakeholders. During the three (3) months' implementation period, field staff team will monitor project activities with support from the National Disaster Management Organization (NADMO) the agency responsible for coordinating all disasters in Ghana. Quality and compliance will be ensured during monthly visits, programme and M&E team will have the opportunity to collect data using a predesigned template that will ensure the collection of information from beneficiaries and analysis will be done and results shared during the scheduled monthly meetings. Field Officers will lead in the monthly review meeting with relevant stakeholders and communities where they will meet to discuss progress, identify gaps and check if objectives are being met. Field transport will be available to ensure that project team is able to reach out to beneficiaries. Monthly review meetings will be conducted to share reports, critically analyze the progress made, and difficulties encountered to come up with possible recommendations to enable the project team to achieve desired results. Project situation reports and completion reports will be elaborated, and submitted according to the reporting frequency schedules. Apart from narrative reports, internal and external audits will be conducted to assess budget expenditure and compliance. All project reports will be shared with all stakeholders to ensure that they know what is happening and share learning across all members.

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.*

PRSD has a code of conduct but as ACT Alliance member, we will use the ACT Alliance Code of Conduct. The contract package will include signing of the Code of Conduct (CoC). The CoC will be shared with the staff or volunteer in advance for reading and familiarizing before signing. All project response team will undergo an induction process to enable them to understand all the humanitarian and development guidelines and policies. This process will be ongoing until the close of the project cycle.

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

PRSD project team members will interact personally and collectively with communities and will uphold and promote the highest ethical and professional standards in their interactions with all stakeholders. PRSD will work with the project team to share the expected Code of Conduct. A complain mechanism will be established and community members will be encouraged to report any cases of violation on the code of conduct made by the project staff. In addition to dissemination of ACT Alliance Guidelines for Complaints Handling and Investigations, focal persons will be formed to handle these issues to ensure that voices are heard, and feedback given through community and local government structures. The feedback will be used to improve the quality of the project.

Engagement with the project participants will be organized to ensure meaningful and equal participation of women and men, boys and girls

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Rapid Response Fund

Financial Budget and Report

Project Code

RRF No. 12/2023

Project Name

Widespread Flooding (Overflow of the Akosombo Dam)

Budget Exchange rate (1 USD to local currency)

11.400000

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 | |
| DIRECT COSTS | | | | | | |
| 1 PROJECT STAFF | | | | | | |
| 1.2.1. Project Officer | 1 | 3 | 3,000 | 9,000 | 789 | |
| 1.2.2. Project Finance Officer | 1 | 3 | 3,000 | 9,000 | 789 | |
| 1.2.3. Monitoring and Evaluation Officer | 1 | 3 | 3,000 | 9,000 | 789 | |
| 1.2.4. WASH Coordinator | 1 | 3 | 3,000 | 9,000 | 789 | |
| 1.2.5. Office Assiatant | 1 | 3 | 2,000 | 6,000 | 526 | |
| 1.2.6. Driver | 1 | 3 | 1,500 | 4,500 | 395 | |
| TOTAL PROJECT STAFF | | | | 46,500 | 4,079 | |
| 2 PROJECT ACTIVITIES | | | | | | |
| 2.1. Cash/Vouchers | | | | 1,081,000 | 94,825 | |
| 2.1.1. Cash Assistance (to purchase rice, beans, veg | 1,000 | 1 | 1,081 | 1,081,000 | 94,825 | |
| 2.7. Livelihood | | | | 100,000 | 8,772 | |
| 2.7.1. Provide Agricultural inputs kit for HH to engage in crop production (Improved seeds, weedicides, Organic Manure and Tools) | 200 | 1 | 500 | 100,000 | 8,772 | |
| TOTAL PROJECT ACTIVITIES | | | | 1,181,000 | 103,596 | |
| 3 PROJECT IMPLEMENTATION | | | | | | |
| 3.2. Capacity Development | | | | 3,750 | 329 | |
| 3.2.1. Trainings | | | | - | - | |
| 3.2.2. Local partners/national members | | | | - | - | |
| 3.2.3. Target beneficiaries training for staff | 5 | 1 | 750 | 3,750 | 329 | |
| 3.2.4. Faith communities | | | | - | - | |
| TOTAL PROJECT IMPLEMENTATION | | | | 3,750 | 329 | |
| 4 QUALITY AND ACCOUNTABILITY | | | | | | |
| 4.1. Assessments (Pre and Post intervention) | 1 | 3 | 3,800 | 11,400 | 1,000 | |
| 4.2. Complaints and Response Mechanisms | 2 | 2 | 6,500 | 13,000 | 1,140 | |
| 4.3. Safeguarding | | | | - | - | |
| 4.4. Communication and visibility Polo Shirts, bann | 1 | 1 | 12,300 | 12,300 | 1,079 | |
| 4.5. Monitoring and Evaluation | 1 | 3 | 7,200 | 21,600 | 1,895 | |
| 4.6. Audit | 1 | 1 | 8,000 | 8,000 | 702 | |
| TOTAL QUALITY AND ACCOUNTABILITY | | | | 66,300 | 5,816 | |

| Description | Type of Unit | No. of Units | Unit Cost | Budget | | |
|--|--|--------------|----------------|----------------|------------------|----------------|
| | | | local currency | local currency | USD | |
| 5 LOGISTICS | | | | | | |
| 5.1.2 | Vehicle Rental | 1 | 9 | 1,500 | 13,500 | 1,184 |
| 5.1.3 | Fuel | 1 | 9 | 1,000 | 9,000 | 789 |
| TOTAL LOGISTICS | | | | | 22,500 | 1,974 |
| 6 PROJECT ASSETS & EQUIPMENT | | | | | | |
| 5.1. | Computers and accessories | 1 | 1 | 8,500 | 8,500 | 746 |
| 5.2. | Printers | | | | - | - |
| 5.3. | Office Furniture | | | | - | - |
| 5.4. | Communications equipment e.g. camera, sat phone, etc | 1 | 2 | 2,750 | 5,500 | 482 |
| TOTAL PROJECT ASSETS & EQUIPMENT | | | | | 14,000 | 1,228 |
| TOTAL DIRECT COST | | | | | 1,334,050 | 117,022 |
| INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT | | | | | | |
| | Salaries (Programme Coordinator)15% | 1 | 3 | 1,200 | 3,600 | 316 |
| | Salaries (Finance and Administrative Manager) | 1 | 3 | 1,200 | 3,600 | 316 |
| | Salaries (Programme Manager)40% | 1 | 3 | 1,800 | 5,400 | 474 |
| | Staff Insurance | | | | - | - |
| | Staff salaries - Cost shared | | | | 12,600 | 1,105 |
| | Office rent | | | | - | - |
| | Office Utilities | | | | - | - |
| | Office stationery | 3 | 3 | 1,850 | 5,550 | 487 |
| | Office Insurance | - | - | - | - | - |
| | Phone and internet charges | 3 | 3 | 1,500 | 4,500 | 395 |
| | Bank Transfer Charges | 1 | 1 | 12,000 | 12,000 | 1,053 |
| | Office Operations | | | | 22,050 | 1,934 |
| TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT | | | | | 34,650 | 3,039 |
| Percentage of Indirect Costs against Total Budget | | | | | 3% | 3% |
| Total Budget | | | | | 1,368,700 | 120,061 |