



Rapid Response Fund

ACT Secretariat Approval

Project Code 02/2024
Project Name Emergency response to rural communities affected by severe drought (El Niño) in the Philippines

The ACT Secretariat has approved the use of **USD150,000** from its Global Rapid Response Fund (GRRF24) 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	10-Oct-21
Do you have a Contingency Plan for this response?	Yes
EPRP link on the online platform (or attach hard copy with proposal)	

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
4-May-24

Section 1 Project Data

Project Information	
Project Name	Emergency response to rural communities affected by severe drought (El Niño) in the Philippines
Project Code	02/2024
Country Forum	Philippines
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	National Council of Churches in the Philippines
Name of person leading the project	Patricia Mari T. Mungcal
Job Title	Humanitarian Response Team (Officer-In-Charge)
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Location(s) of project (city / province)	Tarlac, Nueva Ecija, Pampanga (Region III); Oriental Mindoro, Occidental Mindoro, Romblon (Region IVB), Negros Oriental and Negros Occidental
Project start date (dd/mm/yyyy)	6 May 2024
Project end date (dd/mm/yyyy)	6 Nov 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	National Council of Churches in the Philippines (NCCP)	
	Male	Female
Cash/ Vouchers	771	759
Camp Management		
Education		
Food/Nutrition	6,171	6,069
Health		
Household items		
Livelihood		
Psychosocial	63	57
Shelter		
Wash	101	99

Section 2 Project Description

2.1 Context

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

- The Philippines is currently facing a catastrophic drought, brought about by the 2023-24 El Niño, with reports of water shortages and agricultural damage in several areas. According to the Department of Social Welfare and Development - Disaster Response Operations Monitoring and Information Center (DSWD - DROMIC), as of 24 April 2024, there were 628,400 families or 2,660,014 persons affected in 3,477 village-level communities in Regions II, III, MIMAROPA, V, VI, VII, VIII, IX, XII, CAR, and BARMM. As of 29 April 2024, 103 local government units have already declared a State of Calamity due to droughts.
- The agriculture sector has suffered P1.23 billion worth of damage due to the El Niño phenomenon since January, according to the National Disaster Risk Reduction and Management Council (NDRRMC). A total of 26,731.4 hectares (crop area) were greatly affected posing major losses of livelihood to almost 30,000 farmers/fisherfolks.
- The NDRRMC stated that Western Visayas was the hardest-hit region with P678.7 million in agricultural damage, followed by MIMAROPA (P319.7 million), Cagayan Valley (P180.4 million), Ilocos (P54.4 million), CALABARZON (P2.75 million) and Zamboanga peninsula (P717,527).
- It is projected that El Niño will persist until May. Furthermore, there is a likelihood for La Niña to develop (62% chance) during the June-July-August (JJA) 2024 season. From the Philippine experience, El Niño creates water shortages and La Niña creates water abundance, including flooding. This will be included in NCCP's continuing needs assessment.
- As of April 24, the government provided different humanitarian assistance amounting to PHP 77,105,306.14.00, which included family food packs, financial assistance, non-food items, fuel, generator units, and hygiene kits. Considering the

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 NCCP Humanitarian Response Team alerted its regional ecumenical councils (RECs) and local partners regarding the El Niño phenomenon as early as November 2023, and started gathering data on March 2024. As more information is collected, an increase in the number of people in need of humanitarian aid has become even more apparent.
- Food supplies and livelihood activities are particularly hit by the severe drought, especially low-income farmers, fisherfolk, and indigenous people. Affirming government data in the heaviest hit regions, our RECs reported urgent needs for food and economic support in Central Luzon (Region III), MIMAROPA (Region IV-B), and Western and Central Visayas, particularly in the Negros Island (Region VII/VI).
- In Central Luzon, particularly in the Municipality of Capas, Tarlac, the livelihoods of farmers, many of whom are from indigenous communities, have been greatly disrupted by the El Niño phenomenon. Similar challenges have been reported in Nueva Ecija and Bulacan within the same region. Moreover, municipalities in Occidental and Oriental Mindoro (MIMAROPA) were among the earliest to declare a State of Calamity in the nation. The adverse effects of El Niño include the depletion of vital water sources crucial for irrigating crops such as rice, onions, and vegetables. The severe drought in Negros Island has led to the exhaustion of water reservoirs such as rivers, wells, and canals. Consequently, this critical situation has significantly hampered agricultural activities, particularly rice farming, resulting in poor harvests last year and the inability to sow crops during the current season due to water scarcity.
- The findings from the rapid needs assessment underscored that food emerges as the foremost immediate humanitarian priority. Additionally, there is a pressing requirement for economic assistance and the rehabilitation or establishment of water infrastructure within the communities. Moreover, it was noted that agricultural support will be essential once the farmlands are prepared for the planting season.

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

- The NCCP will continue to coordinate with the ACT Alliance to access the Rapid Response Fund mechanism in addressing the unmet needs of typhoon-affected communities in terms of immediate and life-saving assistance.
- The NCCP aims to self-generate resources by encouraging member churches to actively engage, submit proposals to local and international organizations, and collaborate with ecumenical partners and local entities for support.

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.*

Given the extensive damage inflicted by the severe drought attributed to El Niño, the recovery of the affected and vulnerable communities is anticipated to be extensive. The rapid needs assessment conducted in the hardest-hit areas highlighted the urgent requirement for food aid and economic support, including cash assistance. The assessment also highlighted the urgent need for clean and safe water, for domestic use. Responders also noted the psychosocial impacts of the drought, including stress and anxiety, among women and children.

The NCCP, in collaboration with its local partners, particularly the Ecumenical Disaster Response and Management Committees (ECUDREAMC) in the affected regions, endeavors to assist in addressing the fundamental and pressing needs of at least 3,000 households who have been impacted by the severe drought.

With this, the NCCP proposes the following activities to be undertaken within the next five months:

1. Provision of food packs to 2,400 households
2. Distribution of multi-purpose cash assistance to 300 households
3. Construction of 2 water pumps/deep wells for 2 communities
4. Conduct of 4 psychosocial activities for 4 communities

According to the initial coordination meetings with the affected RECs and ecumenical partners, the following provinces are the priority areas of response for the target intervention: Tarlac, Nueva Ecija, and Pampanga in Central Luzon (Region III), Oriental and Occidental Mindoro, and Romblon in MIMAROPA (Region IV-B), and Negros Occidental and Oriental (Regions VI & VII).

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.*

1. The NCCP have coordinated with the member churches and affected RECs, together with other ecumenical partners since March 2024 for needs assessment and monitoring. Needs assessment is ongoing in consultation with the affected communities within the scope of the church networks to identify priority needs.
2. Immediately after the approval of the RRF, an inception meeting will be conducted with the partner RECs, to specify tasks and responsibilities for the response. This includes the conduct of DNCA and validation of assessment data in priority/target areas together with the partner RECs.
3. The NCCP and REC will coordinate with the relevant local government units to share the planned response and ensure the support from the local authorities and their counterpart. The NCCP will also coordinate with other faith-based organizations through the Philippine FBO Forum, as well as, other humanitarian stakeholders to share assessment data and response plans.
4. The NCCP, as a coordination hub of its member churches, will hold capacity building measures on the Code of Conduct, NCCP Child Protection Policy, Guidelines against Sexual Harassment, Procurement Policy and other relevant quality and accountability standards adhered by the Council.
5. As the selection of beneficiaries in the target areas is being done, the procurement process of the material assistance, in compliance with the NCCP Procurement Policy, will commence. Agreements with the RECs such as the Memorandum of Understanding (MoU) for cash assistance will also be accomplished in preparation for the actual response.
6. Community preparations for the actual response will be done, as people's participation as rights holders is recognized to be an essential part of coping through the dire situation they are in. This will include, but not limited to, project orientations, logistical preparations, mobilization of volunteers from the local churches, youth groups and community members. Preparations will also include community mobilization for the construction of water systems (deep well or water pumps) in the target area.
7. The NCCP, through its partner RECs, plan to implement the actual relief distribution in the first four months of the project. During the actual distribution, the NCCP will ensure transparency and accountability by sensitizing rights holders on their entitlements, the complaints response mechanism, and Code of Conduct expected of all the staff and volunteers implementing the project.
8. The conduct of the psychosocial support activities will be conducted through the help of the local church volunteer, which will be mentored by the NCCP and its ecumenical partners trained on MHPSS. CBPS principle 'Do no harm' will be mainstreamed throughout the project implementation
9. The water systems (deep well or water pumps) will be constructed with the help of community members as volunteers. Though community mobilization will be utilized as a mode of participation and foster empowerment, involved volunteers will be compensated in-kind for their work. This will be monitored by local church partners.

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*

Currently, the NCCP is the only national member of the ACT Philippines Forum present in the affected areas. Primarily, the Council's Program Unit on Faith, Witness and Service (FWS), where the humanitarian response program is lodged, will lead the implementation.

The NCCP has been in coordination with its member churches, regional ecumenical councils, other faith-based organization and sectoral groups since the typhoon's aftermath. The Council has been monitoring the reports of the rapid needs assessments and the initial responses of the churches and ecumenical partners to the affected communities. Some of the local church conferences have started provision of food packs and conduct of community kitchens. The NCCP Secretariat, as an ecumenical disaster coordinating body of its members, will ensure a systematic and coordinated response and promote collaborative work as well.

Externally, local government units are part of the essential actors within the coordination mechanism of the NCCP. The LGUs help in the assessment and prioritization of communities since they also manage the responses being made by other stakeholders. The Council will also coordinate with the Philippine FBO Forum members – Caritas Philippines and PCEC-PHILRADS, to share areas of focus and response efforts, while general information about the response will also be communicated with the humanitarian community.

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?

The NCCP has a Finance Manual and Procurement Policy which guides the financial management and procurement of goods and services in the course of project implementation. Local partners participate in the canvassing process that prioritizes local suppliers in the affected areas. A procurement committee will approve the supplier that can provide quality and most cost-effective tender. The NCCP considered the capacity of the partner RECs, as well as, the availability and access to local markets in the decision to procure locally within the target areas.

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 NCCP will target about 2700 HH severely affected by drought. Each household has about 5 members thus, the emergency response will serve a total of approximately 13,500 people for both food packs and cash assistance. The response will also include construction of two (2) deep wells/water pumps for source of clean and safe water for domestic use for lowland farming communities. There will also be planned psychosocial support activities to be conducted in six (6) communities.

Below is the projected breakdown of the target beneficiaries per area:

Region III – 500 HH (Food Packs)

- Nueva Ecija
- Tarlac
- Pampanga

Region IV-B – 900 HH (Food Packs) and 300 (Multi-purpose Cash Assistance), 2 water systems

- Oriental Mindoro
- Occidental Mindoro
- Romblon

Region VI – 400 HH (Food Packs)

- Negros Oriental

Region VII - 600 HH (Food Packs)

- Negros Occidental

Psychosocial Support Activity – 4 communities (to be determined)

TOTAL: 2400 HH (Food Packs) and 300 (Multi-purpose Cash Assistance), 2 deep wells/water pumps, and 4 Psychosocial Support Activities

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

The extensive drought currently affecting the Philippines is widely impacting communities. Priority in our response efforts will be given to vulnerable groups such as farmers, fisherfolk, and indigenous peoples. These communities have been severely affected by the prolonged drought, resulting in significant damage to their livelihoods, which are crucial for ensuring food security. Due to their socioeconomic vulnerabilities, they are at a higher risk of experiencing food insecurity in the coming months and are less equipped to recover from economic losses.

In addition to addressing their immediate needs, it is essential to provide psychosocial support activities for affected individuals, particularly children, to help them cope with their circumstances. These activities will focus on acknowledging and validating their experiences while also integrating educational elements about climate change and its associated risks. Particular attention will be given to households with vulnerable family members like elder persons, pregnant or lactating women, persons with disabilities, and children.

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

- The NCCP and its ecumenical partners in the target communities ensures that mechanisms are in place to encourage maximum participation of communities throughout the response. NCCP started the call for needs assessment last March 2024, and to date continuous assessments are being carried out by the regional ecumenical councils (RECs), mobilizing local church workers at the community-level for close coordination and regular community consultations.
- RECs and NCCP ecumenical partners are also coordinating with sectoral groups, farmers and indigenous people's groups in particular, for a specialized assessment of their needs and capacities.
- The NCCP and its local partners will engage target beneficiaries as volunteers during the preparation of food packs, logistical arrangements, actual distribution and in post-activity monitoring activities. The project will also aim to share knowledge and skills with the local churches and community

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 is planned to be completed in six months. The first three months (May-July) will focus on the preparation including coordination meetings, orientations, procurements, and actual distribution of food packs and cash assistance including psychosocial activities.

The next two months (August -September) of the project will be designated for follow-up visits, monitoring, and evaluation of the response. The same period will be spent for building or strengthening the linkages between the communities and the local government officials to ensure continuous delivery of basic services from primary duty-bearers.

The last month of the project (October) will be for the end-of-project learning session in which we will determine good practices in the response, as well as challenges encountered that can be considered from future responses. This month will also be used in preparation for final reporting.

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

- Extreme weather events due to La Niña; (Medium-risk) – As El Niño is projected to come to a close on May, there is 60% chance that it would prompt the start of La Niña. It is possible for regions and communities who were affected by the severe drought to also be affected by extreme rains because of their susceptibility to such hazards. This will be mitigated by maintaining the timeliness and appropriateness of response, and by mobilizing RECs and local ecumenical partners for a more efficient implementation.
- Delays in fundraising (Medium-risk) – Although delay's in ACT Alliance's timely and sufficient support could be unlikely to possible, it could have impacts on the timeliness of NCCP's response. This could be mitigated with the use of institutional emergency response funds, local fundraising; and through close coordination with local partners and target communities.
- Red-tagging (Low-risk) - The continuous red-tagging or malicious labeling of individuals, faith-based and service-oriented groups and institutions as terrorists is still rampant in the country. This situation led to a heightened security risk faced by humanitarian workers and church leaders. A humanitarian organization in the country was recently accused of being a terrorist organization or of being funded by communists, which resulted in the freezing of their bank accounts and caused interruption of their humanitarian response activities. The NCCP Program Unit on Faith, Witness, and Service has been documenting cases of red-tagging, threats, harassment, and human rights violations against churches and church workers, including those involved in humanitarian operations.
- Threats to local peace and order (low-risk) - The NCCP humanitarian response typically targets remote areas that are not frequently reached or served by government services and other humanitarian organizations. In this case, increased military troop deployment in remote and rural communities as a result of development projects and armed conflict in the countryside increases the risk of humanitarian aiders. Given this risk, continuous coordination with local government agencies, reaching out to local church leaders who may be located in isolated places, and monitoring local political

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?

The NCCP Humanitarian Response Team of the Program Unit on Faith, Witness, and Service will monitor the emergency response project for Severe Drought (El Niño). This will be done through the humanitarian coordination mechanism established with the Ecumenical Disaster Response and Management Committees (ECUDREAMCs) of the local ecumenical formations in the affected and targeted areas of response.

Monitoring starts with the assessment of needs and capacities in the communities through the ECUDREAMCs and local churches and is continued as needed. Assessment reports are collated and analyzed by the NCCP. Regular meetings and close communication are maintained with local partners for relevant updates, information sharing, and decision-making. The NCCP also holds field visits for continuing assessment, data verification, and community beneficiary and partner consultations. Implementation strategies, timelines, and responsibilities are discussed during these meetings with local partners.

The NCCP Finance Department oversees the project implementation through its close monitoring of the disbursement of funds, procurement processes, and periodic financial reports.

Toward the end of the response project, project assessment and learning sessions are conducted by the implementing ACT Philippines Forum member with its respective implementing partners, including ECUDREAMCs, local churches, community organizations, and beneficiaries.

The NCCP Humanitarian Response Team produces ACT Alliance project reports and audited financial reports in compliance with the ACT Humanitarian Policy, activity reports as part of its institutional monitoring process, and situational reports to be shared with its wider constituency.

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.*

Staff and personnel of the member organizations of the ACT Philippines Forum are oriented and have signed the ACT Alliance Code of Conduct. ACT members also ensure that volunteers, project staff, and implementing partners are also briefed about the ACT Code of Conduct and other institutional safeguarding policies at the inception of the Project or through their onboarding process.

Salient points of the ACT Code of Conduct are also shared with the community leaders, partners, and beneficiaries as part of their orientation on the Complaints Response Mechanism. Adherence to the code of conduct and other policies are monitored through the established CRM, assessment meetings, and learning sessions.

Institutional safeguarding policies include NCCP Personnel Policy, NCCP Policy Against Sexual Harassment, NCCP Child Protection Policy, and NCCP Procurement Policy.

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

Throughout the entirety of the execution of the project, there will be a grievance committee and a complaint response mechanism in place to provide participants with the opportunity to voice their concerns and share their suggestions. An appropriate complaints response mechanism is established in each target area at the start of the project. Methods of collection of feedback and complaints include appropriate IEC materials (flyers distributed in the community and/or tarpaulins posted in the community halls), group discussions, interviews, and hotlines, whichever are culturally appropriate, effective, and decided upon with the community and local partners. All materials are communicated in a local language that the communities are accustomed to.

An assigned NCCP staff monitors feedback and complaints and collates them into a report. All complaints, especially sexual harassment or abuse or breach of the Child Protection Policy, will be seriously investigated and addressed in accordance with appropriate NCCP Policies and the ACT Alliance Code of Conduct.

In addition, there will be learning, and evaluation sessions included in the project in order to assess the effects, both positive and negative, regarding the assistance to the community and collaboration with our local partners. Appropriate information and feedback will be shared with the local partners and communities through reports and popular IEC materials.

Rapid Response Fund

Financial Budget and Report

Project Code
Project Name
Project period

From 6th May 2024 to 6th November 2024

3-May ref. rate

57 0.01754386

Budget Exchange rate (1 USD to local currency) 0.017544

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	USD	local currency	USD
DIRECT COSTS						
1 PROJECT STAFF						
1.2.1. Program Manager	month	6	38,030		228,180	4,003
1.2.2. Emergency Response Assistant	month	6	34,321		205,925	3,613
1.2.3. Community Facilitator 1	month	3	15,000		45,000	789
1.2.4. Program Assistant	month	6	31,190		187,140	3,283
1.2.5. Salary of procurement officer	month	6	33,057		198,344	3,480
TOTAL PROJECT STAFF					864,589	15,168
2 PROJECT ACTIVITIES						
2.1 Cash/Vouchers						
2.1.1. Provision of multipurpose cash ass	household	300	4,000		1,200,000	21,053
2.3.5.					-	-
2.4 Food/Nutrition						
2.4.1. Distribution of food packs	set	2,400	2,000		4,800,000	84,211
2.4.2.					-	-
2.8 Psychosocial						
2.8.1. Conduct of psychosocial support a	session	4	20,000		80,000	1,404
2.8.2.					-	-
2.10 WASH						
2.10.1. Distribution of hygiene & sanitation	set	-	-		-	-
2.10.2. Construction of Water System	unit	2	50,000		100,000	1,754
TOTAL PROJECT ACTIVITIES					6,180,000	108,421
3 PROJECT IMPLEMENTATION						
3.1 Forum Coordination						
3.1.1. Coordination meetings (including ie	MEETINGS	4	30,000		120,000	2,105
3.1.2. Travel and Accommodation	TRIP	4	60,000		240,000	4,211
3.1.3. External coordination	LUMPSUM	-	-		-	-
3.2 Capacity Development						
3.2.1. Trainings		4	20,000		80,000	1,404
3.2.2. Local partners/national members	LUMPSUM	4	10,000		40,000	702
3.2.3. Target beneficiaries					-	-
3.2.4. Faith communities					-	-
TOTAL PROJECT IMPLEMENTATION					480,000	8,421
4 QUALITY AND ACCOUNTABILITY						
4.1. Assessments	lumpsum	4	25,000		100,000	1,754
4.2. Complaints and Response Mechan	lumpsum	1	10,000		10,000	175
4.3. Safeguarding	lumpsum	1	5,000		5,000	88
4.4. Communication and visibility	lumpsum	4	7,500		30,000	526
4.5. Monitoring & evaluation	lumpsum	1	80,000		80,000	1,404
4.6. Audit	lumpsum	1	100,000		100,000	1,754
TOTAL QUALITY AND ACCOUNTABILITY					325,000	5,702
5 LOGISTICS						
5.1.2. Vehicle Rental	trip	4	50,000		200,000	3,509
5.1.3. Fuel	monthly	4	25,000		100,000	1,754
5.2.1. Warehouse rental	monthly	3	10,000		30,000	526
5.2.2. Wages for Security/ Guards	monthly	3	10,000		30,000	526

5.3.1	Salaries / wages for labourers	monthly	3	10,000	30,000	526
5.3.2	Salaries / wages for drivers	monthly	6	10,000	60,000	1,053
5.3.3	Purchase of packaging materials	lumpsum	1	50,000	50,000	877
TOTAL LOGISTICS					500,000	8,772
6 PROJECT ASSETS & EQUIPMENT						
5.1.	Computers and accessories				-	-
5.2.	Printers				-	-
5.3.	Office Furniture				-	-
5.4.	Purchase of camera for documentation	unit	1	50,000	50,000	877
TOTAL PROJECT ASSETS & EQUIPMENT					50,000	877
TOTAL DIRECT COST					8,399,589	147,361
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT						
	Salaries for accountant and other	monthly	6	12,000	72,000	1,263
	Salaries (please indicate job title)				-	-
	Salaries (please indicate job title)				-	-
	Staff Insurance				-	-
	Bank cost				-	-
	Translations				-	-
	Staff salaries - Cost shared				72,000	1,263
	Office rent	monthly	6	5,000	30,000	526
	Office Utilities	monthly	6	2,500	15,000	263
	Office stationery	monthly	6	2,500	15,000	263
	Office Insurance				-	-
	Phone and internet charges	monthly	6	2,700	16,200	284
	Bank fees - Bank transfer charges	lumpsum	1	2,211	2,211	39
	Office Operations				78,411	1,376
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT					150,411	2,639
Percentage of Indirect Costs against Total Budget					2%	2%
Total Budget					8,550,000	150,000