



Rapid Response Fund

ACT Secretariat Approval

Project Code 16/2024

Project Name Emergency Response to the Combined Impact of Tropical Cyclones Trami and Kongrey in the Philippines

The ACT Secretariat has approved the use of **USD 150,000** 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:

National Forum Convenor

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ACT Regional Representative

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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	16-Aug-24
Do you have a Contingency Plan for this response?	
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
	14-Nov-24

Section 1 Project Data

Project Information

Project Name	Emergency Response to the Combined Impact of Tropical Cyclones Trami and Kong-rey in the Philippines
Project Code	16/2024
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	Assistant Program Secretary
Email	pmungcal@nccphilippines.org
Tel no./Whatsapp/Skype	+639694599539
Location(s) of project (city / province)	Cagayan Valley (Region 2): Cagayan (Baggao, Claveria, Gonzaga, Aparri, Sta Ana, Allacapan), Isabela (Angadanan, Jones, Dinapigue, Cordon, Alicia, San Agustin, Salay) Bicol (Region 5): Camarines Sur (Pamplona, Ragay, Minalabac, Bula, Buhi, Bato), Albay (Pioduran, Guinobatan, Ligao) CAR: Apayao (Flora, Filomena)
Project start date (dd/mm/yyyy)	25/Nov/24
Project end date (dd/mm/yyyy)	25/Mar/24

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 (please write the name of your organisation)	
	Male	Female
Cash/ Vouchers	1890	1860
Food/Nutrition	5795	5705

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)

- Severe Tropical Storm Trami (locally named Kristine) was the 20th named storm of the annual typhoon season, STS Trami originated from a tropical depression on October 19 and developed into a low-pressure area as it entered into the Philippine Area of Responsibility (PAR) the following day, amassing maximum sustained winds of 95km/h and gustiness up to 105 km/h. While STS Trami was still active, a second storm, Super Typhoon Kong-rey (locally named Leon), swept the Philippines, reaching the Category 4-equivalent super typhoon level with its maximum sustained winds of 185 km/h (115 mph).
- The combination of STS Trami and TY Kong-rey making landfall in close succession resulted in torrential rains that caused widespread flooding and landslides in several parts of the country, particularly in Bicol, Southern Tagalog, and Cagayan Valley regions. STS Trami and STY Leon are two of a series of six tropical storms to hit the country in late 2024. As of submission of this proposal four more tropical cyclones - TC Yinxing/Marce (3-12 Nov), TC Toraji/Nika (Nov 9-13), Typhoon Usagi/Ofel (11-16 Nov), and ST Man-yi/Pepito, hit the same areas affected by STA Trami/Kristine and Kong-rey/Leon.
- According to the National Disaster Risk Reduction and Management Council (NDRRMC), the combined effects of Typhoon Kong-rey and Trami had displaced 617,168 individuals from their houses, affecting 9,626,456 people, as of November 12, 2024. The largest number of impacted individuals—3,200,842—was in the Bicol Region, followed by Southern Tagalog (1,351,515) and Central Luzon (1,092,915). There is a severe lack of evacuation centers according to situational reports from the NDRRMC.
- Major roads and seaports were closed down or damaged, making affected communities in far-flung areas more isolated and their access to food and aid difficult.

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)

- Urgent needs identified among the affected communities include drinking water, hygiene kits, non-food items (sleeping, kitchen, and emergency shelter kits), as well as protection support such as gender-based violence services and psychosocial interventions. Major gaps were also identified in terms of education, health, and emergency shelter.
- According to the NDRRMC, the weather disturbances caused 1.5 million USD in agricultural damage, affecting 111,411 farmers and fishermen and 92,892 hectares of crops. At 49.3 million USD, the Bicol Region was estimated to have suffered the most damage, followed by the islands of Mindoro, Marinduque, Romblon, and Palawan (MIMAROPA) at USD 12.7 million, and Cagayan Valley at USD 10.5 million.
- Deterioration of produce and damage of farmlands brought about by STS Trami, coupled with delays in delivery have caused the price of produce to raise significantly. Coming from severe drought and typhoons earlier in the year, farmers are already deep into debt. Those who are farming for subsistence have lost their food. While farm workers and tenant farmers have lost their livelihoods and investments for the cropping season.
- Data from the Department of Agriculture (DA) show price increases by Php5 to Php40 per kilogram between October 18 to October 25. These price hikes also pose an effect on fisheries, cattle, poultry, rice, corn, and cassava, as well as thousands of farmers in several regions, were ascribed by DA to storm-related damages.
- Local fishing communities' food and livelihood continue to be in a crisis. For nearly a month, the worsening weather conditions have continually disrupted the livelihood of fisherfolk. With the anticipation of the coming tropical typhoons, these coastal communities will continue to be at risk. Local transportation in the province is also unavailable or costly due to which 70% of the response is in food assistance to address this urgent need in the

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

- The Council has launched local fundraising initiatives through the NCCP Operation Paglingap, aimed at mobilizing both in-kind and financial donations from local partners and the general public to support the ongoing response and relief efforts of its regional ecumenical councils.
- In addition, the NCCP will continue to explore partnership opportunities with local faith-based and non-government organizations. Potential collaborators include members of the Philippine FBO Forum, such as Caritas Philippines and Philippine Relief and Development Services (PHILRADS, humanitarian arm of the Philippine Council of Evangelical Churches).
- NCCP is requesting the ACT Alliance RRF mechanism so support the affected communities/population with immediate urgent attention.

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 massive and overlapping damages from SITS Trami and typhoons that succeeded, the government is requesting additional support from the humanitarian community in responding to the life-saving and recovery needs of the affected communities. Initial findings from the NCCP's rapid needs assessment (RNA) highlight the gaps on provision of essential items such as food, non-food items (such as sleeping mats, cleaning materials, and hygiene kits), shelter repair kits, and psychosocial support. Restoring livelihoods, particularly in agriculture and fisheries, remains a critical priority to support food needs and income of affected communities once the relief phase concludes.

Farming communities, already reeling from the impacts of a severe drought and typhoons earlier this year, have been devastated again by back-to-back tropical cyclones as the harvest season approaches. Severe impacts include destroyed crops, inundated farms, and exacerbated agricultural losses, leaving families burdened with layers of debt. In response, the NCCP aims to assist 3,000 households affected by the massive flooding in Cagayan Valley and Bicol regions. In collaboration with local ecumenical formations, churches, and community-based organizations in the affected areas, the following interventions will be implemented:

Proposed Activities (to be implemented over the next six months):

- **Food Assistance: Distribution of food packs (25 kg rice and other food items) to 2,300 households whose livelihoods are severely affected by the typhoons**
 - **Multi-Purpose Cash Assistance: Provision of multi-purpose cash assistance (amount at around 68 USD per HH based on the food basket computation) to 750 households to support their basic and immediate recovery needs**
- Based on initial coordination meetings with affected Regional Ecumenical Councils (RECs) and ecumenical partners, the priority provinces for intervention are:
- **Cagayan Valley Region: Cagayan and Isabela provinces**
 - **Bicol Region: Camarines Sur and Albay provinces**
 - **CAR: Apayao (target municipality is near Cagayan)**

Specific villages will be determined based on the continuing assessment. Prioritization will be based on the extent of damage, the accessibility to basic services and aid, and the capacity of the communities to recover. These targeted interventions will help alleviate the immediate suffering of impacted families and begin the process of recovery in the hardest-hit and vulnerable communities. Food assistance will be provided in areas with limited access to markets, while cash assistance will be provided to underserved communities whose livelihoods were

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.*

The project will start in the **4th week of November 2024 and will span in 16 weeks**, during which the following actions will be undertaken:

Weeks 1 and 2: Planning and Preparation

The NCCP have started conducting coordination meetings with its member churches' humanitarian focal persons, affected RECs, and other ecumenical partners, in the last week of October and 1st week of November to share relevant on-the-ground assessments, map out church responses and set priorities for the project. Market assessment in the affected provinces will also be conducted. The NCCP Humanitarian Team have conducted rapid assessment in Bicol and will do the same in Cagayan Valley once the upcoming super typhoons, affecting the Northern part of the country, have exited. Targeting of specific communities will be done based on the continuing assessment and set prioritization criteria

Weeks 3 to 12: Procurement and Implementation of Planned Interventions

While the selection of beneficiaries from the targeted communities is ongoing, the Procurement Officer and REC coordinators will begin the procurement of in-kind assistance from the local suppliers. With a directory of suppliers in place, this initial stage of procurement takes four to six days. Memorandum of Agreement (MoA) for cash assistance with local partners will also be prepared prior to the actual distribution. The RECs will coordinate the humanitarian response with relevant local government units to ensure complementation and support. The NCCP and its partner RECs will implement the relief distribution in the first three months of the project. During the actual distribution, the NCCP will ensure transparency and accountability through sensitization of rights holders on their entitlements, the complaints response mechanism, and the Code of Conduct expected of all project implementers. Information sharing and community preparation activities will be done with the beneficiaries prior to actual distributions. Volunteers from the local churches and community members will be mobilized to participate in the project implementation. Brief assessment meetings with partners will be done after every humanitarian activity. Community feedback and recovery needs will be referred to the LGUs concerned for continuing services.

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, NCCP is the only active national member of the ACT Alliance in the Philippines. The Council's Program Unit on Faith, Witness, and Service (FWS), which oversees the humanitarian response program, will lead the implementation efforts. The NCCP Humanitarian Team leads the coordination among its member churches, ecumenical networks, other faith-based organizations, and people's organizations in the region to ensure a more effective and efficient response. The NCCP will prioritize a systematic and coordinated approach with government bodies and humanitarian actors to deliver relevant and appropriate humanitarian intervention. Externally, the NCCP collaborates with local government units to gather critical damage and needs assessment data, identifying priority areas and gaps. In addition, the NCCP will coordinate with the Philippine FBO Forum (FBO PH), which includes Caritas Philippines and the Philippine Relief and Development Services (PHILRADS) of the Philippine Council of Evangelical Churches, to enhance collaboration and avoid duplication of efforts. As a member of the United Nations Humanitarian Country Team, Caritas Philippines coordinates with the UN Office for the Coordination of Humanitarian Affairs (OCHA) on behalf of the FBO PH. NCCP will ensure that its response is accurately reflected in the 3Ws (Who, What, Where) reporting system of UN OCHA.

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*

Locally or within the affected areas	x	Nationally	x	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 ensures transparent and efficient financial management throughout project implementation. These guidelines require competitive bidding, with at least three bids solicited for each procurement. Bids are evaluated based on product quality, delivery timelines, and supplier reputation, with a focus on cost-effectiveness.

Local partners, especially those in affected areas, are briefed on the procurement policies and actively participate in the canvassing process when local suppliers are available. The NCCP Procurement Officer makes the final supplier selection, prioritizing the best balance of quality, cost, and delivery efficiency. The decision to procure locally is primarily guided by the availability and accessibility of local markets in 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 target beneficiaries for the assistance are calculated based on the assumption that the average family size in the affected areas is five members per family. According to the Philippine Statistics Authority, a household consists of a group of persons who sleep in the same dwelling unit and have common arrangements for the preparation and consumption of food; a person living alone constitutes one separate household (5). Therefore, this Project aims to reach:

- ~~Food~~ Assistance: 2,300 households x 5 members/HH = 11,500 persons
- ~~Multi-Purpose Cash Assistance~~: 750 households x 5 members/HH = 3,500 persons

The final report will reflect the actual number of households and individuals reached based on the list of beneficiaries with sex, age, and disability disaggregated data acquired during the selection and prioritization process.

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

The project aims to target communities that have received less attention and insufficient assistance, specifically the farmers, fisherfolk, and indigenous people in geographically isolated and disadvantaged areas. Special attention will be given to families with members from vulnerable groups such as elderly, persons with disabilities, pregnant or lactating women, and children. As these groups are more likely to become food insecure and have limited means to recover economically from losses due to their longstanding socio-economic vulnerabilities.

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

- By engaging in regular consultations and coordination during the needs assessment stage of the project design and planning phase. This will be maintained through implementation, monitoring, and evaluation, with the facilitation of local ecumenical networks
- Local partners will play a crucial role in the beneficiary selection process. Ecumenical workers and village leaders are mobilized in this process, guided by a selection criteria created by the NCCP Humanitarian Response team, which is based on the assessed needs of the affected communities. Feedback and inputs from community leaders and stakeholders who are directly impacted by the project will be actively incorporated in the project design.
- Target beneficiaries will be encouraged to participate as volunteers during relief operations, join the local grievance committee, and contribute to monitoring project impact. Local churches and other community-based organizations in the target regions will actively support advocacy initiatives for issues of concern.
- The response will be evaluated in collaboration with the recipients and local partners. This evaluation will be carried out through a satisfaction and cash assistance survey, as well as other methods, to assess the effectiveness and impact of the assistance provided.

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.*

Success for this six-month or 24-week project will be measured when these key milestones are achieved on each phase.

- **Weeks 1 and 2: Planning and Preparation.** All project areas in Bicol and Cagayan Valley are identified, assessed, and coordinated. RECs are mobilized to consult affected populations of their needs and actions taken.
- **Weeks 3 to 12: Procurement and Implementation of Planned Interventions.** Procurement standards are met, based on the guidelines of the NCCP Finance Manual and Procurement Policy, leading to an efficient and cost-effective implementation. Success will be measured when 100% of the targeted households received intended multi-purpose cash assistance and food relief packs. Multi-purpose cash assistance is able to augment food, shelter, livelihood, or other basic needs of the affected population, as measured from the distribution survey. Food packs are able to secure target families' food needs for two weeks. Community and church leaders are also able to participate in decision-making and mobilized in the preparatory and response activities. All volunteers and implementing partners gained knowledge and skills in quality and accountable humanitarian response through their participation in NCCP humanitarian activities.

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

Considering the massive damages that the typhoons left in the country, and that multiple typhoons are still predicted to hit the project areas, it is anticipated that the number of communities needing immediate assistance will increase. The availability and timeliness of sufficient support from ACT Alliance are critical for achieving the objectives of the proposed emergency interventions. To mitigate the risk of inadequate resources, efforts will include generating local resources from various sources. This involves leveraging internal assets, engaging church constituents and ecumenical partners to enhance the response, and potentially readjusting or prioritizing targets. Recently, there has been an observed heightened security risk for humanitarian workers and church leaders related to shrinking civic spaces, local political conflicts, and context of terror-tagging or the malicious labeling of individuals, faith-based groups, and service-oriented organizations as terrorists or enemies of the state. It is expected for this risk to increase in 2025 as the campaign for national and local elections begins. This is mitigated by diligent coordination and protocol visits to government units and officials in project areas. The NCCP Program Unit on Faith, Witness, and Service has been actively documenting incidents of red-tagging, threats, harassment, and human rights violations against churches and their workers, including those involved in humanitarian efforts. The NCCP will always weigh risks to its personnel, volunteers and communities guided by the NCCP Security Policy.

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 will closely monitor its emergency response project. In coordination with its local ecumenical partners, Emergency Response Officers will hold regular meetings, ongoing needs and capacity assessments with beneficiaries, assessment and learning sessions, and community field visits. Impacts of humanitarian interventions will also be recorded through on-site surveys and key interviews.

The Project Manager will monitor the project planning and implementation through regular meetings with the Humanitarian Response Team and ecumenical partners. Progress made will also be documented in activity reports and other reporting and accountability documents.

Towards the end of the project, the NCCP will conduct learning sessions with local ecumenical partners, community representatives, and other relevant stakeholders involved in the project's implementation. Key lessons from the response will be disseminated widely to project stakeholders.

Feedback and complaints will be collected and, if applicable, investigated and addressed. Survey reports

2. CHS Commitment 8. Does your organisation have a Code of Conduct? Have all staff and volunteers signed the Code of Conduct? *We may ask you to submit copies of the signed Code of Conduct. You can use ACT Alliance's Code of Conduct if your organisation does not have one.*

The ACT Code of Conduct plays a vital role in ensuring accountability to all involved stakeholders in the entire implementation of the project. NCCP will ensure that all staff, volunteers, and other partners fully understand and adhere to the policy/code by providing project orientations. A signed acknowledgement from all involved parties will be mandatory at the inception of the project.

The Code of Conduct is shared with partner communities to inform them about the responsibilities and accountability of NCCP personnel and volunteers during task execution. Adherence to the Code of Conduct is monitored through the established complaints response mechanism outlined by the NCCP.

Institutional safeguarding policies include NCCP Personnel Policy, NCCP Policy Against Sexual Harassment, NCCP Child Protection Policy, and NCCP Procurement Policy will be strictly observed in the entire implementation.

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

The NCCP holds firmly on the accountability principles outlined in the Core Humanitarian Standards. This will serve as basis to ensure dignified response to the communities. The CHS will be promoted to local partners and target beneficiaries even on the initial stages of the project.

A brief orientation program will also be conducted prior to the relief distribution activities to inform the target communities about important details of the project. This information will cover aspects such as the sources of funding, the implementing organizations and partners involved, the selection criteria, the types and components of assistance provided, the process of distribution, and the available channels for submitting complaints and feedback.

Feedbacks and complaints will be gathered through a designated hotline number that is promoted using visual materials. Local grievance committees will also be established during distributions to handle complaints and concerns that may arise.

The NCCP has a Complaint Response Mechanism (CRM) in place which includes accountability tarpaulins displayed in the communities, listing the focal person or hotline number for raising complaints and feedback. Area coordinators will have the responsibility to address these concerns, and information can also be escalated to the NCCP headquarters if necessary.



Rapid Response Fund

Financial Budget and Report

Project Code

Project Name

Emergency Response to the Combined Impact of Tropical Cyclones Trami

Budget Exchange rate (1 USD to local currency)

0.017027

58.730453

0.017026942

Please use exchange rate from this site:

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

0.017027

Description	Type of Unit	No. of Units	Unit Cost	Budget		
			local currency	local currency	USD	
DIRECT COSTS						
1 PROJECT STAFF						
1.2.1. Program Manager	month	4	17,269	69,077	1,176	
1.2.2. Emergency Response Assistant	month	4	31,457	125,829	2,142	
1.2.3. Community Facilitator 1	month	4	10,000	40,000	681	
1.2.4. Community Facilitator 2	month	4	10,000	40,000	681	
1.2.5. Salary of procurement officer	month	4	30,133	120,532	2,052	
1.2.6. Salary of program asst.	monthly	4	30,613	122,452	2,085	
TOTAL PROJECT STAFF				517,889	8,818	
2 PROJECT ACTIVITIES						
2.1. Cash/Vouchers				3,000,000	51,081	
2.1.1. Provision of multipurpose cash assistance	household	750	4,000	3,000,000	51,081	
2.1.2.				-	-	
2.1.3.				-	-	
2.1.4.				-	-	
2.1.5.				-	-	
2.4. Food/Nutrition				4,370,000	74,408	
2.4.1. Distribution of food packs	set	2,300	1,900	4,370,000	74,408	
2.4.2.				-	-	
2.4.3.				-	-	
2.4.4.				-	-	
2.4.5.				-	-	
TOTAL PROJECT ACTIVITIES				7,370,000	125,489	
3 PROJECT IMPLEMENTATION						
3.1 Forum Coordination				80,000	1,362	
3.1.1. Coordination meetings (including inception, e	RECs	2	5,000	10,000	170	
3.1.2. Travel and Accommodation	regions	2	35,000	70,000	1,192	
3.1.3. External coordination				-	-	
3.2 Capacity Development				40,000	681	
3.2.1. Trainings				-	-	
3.2.2. Local partners/national members	monthly	2	20,000	40,000	681	
3.2.3. Target beneficiaries				-	-	
3.2.4. Faith communities				-	-	
TOTAL PROJECT IMPLEMENTATION				120,000	2,043	
4 QUALITY AND ACCOUNTABILITY						

4.1	Assessments	lumpsum	2	25,000	50,000	851
4.2	Complaints and Response Mechanisms	lumpsum	1	5,000	5,000	85
4.3	Safeguarding	lumpsum	1	5,000	5,000	85
4.4	Communication and visibility	lumpsum	1	40,000	40,000	681
4.5	Monitoring & evaluation	lumpsum	1	80,000	80,000	1,362
4.6	Audit	lumpsum	1	100,000	100,000	1,703
TOTAL QUALITY AND ACCOUNTABILITY					280,000	4,768
5 LOGISTICS						
5.1.2	Vehicle Rental	trip	4	40,000	160,000	2,724
5.1.3	Fuel	monthly	4	20,000	80,000	1,362
5.2.1	Warehouse rental	monthly	4	8,000	32,000	545
5.2.2	Wages for Security/ Guards	monthly	4	8,000	32,000	545
5.3.1	Salaries / wages for labourers	monthly	4	5,000	20,000	341
5.3.2	Salaries / wages for drivers	monthly	4	5,000	20,000	341
5.3.3					-	-
TOTAL LOGISTICS					344,000	5,857
6 PROJECT ASSETS & EQUIPMENT						
5.1.	Computers and accessories				-	-
5.2.	Printers	lumpsum	1	10,000	10,000	170
5.3.	Office Furniture				-	-
5.4.	Communications equipment e.g. camera, sat phone, etc				-	-
TOTAL PROJECT ASSETS & EQUIPMENT					10,000	170
TOTAL DIRECT COST					8,641,889	147,145
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT						
	Salaries for accountant and other admin or se	monthly	4	10,000	40,000	681
	Salaries for Humanitarian Response Project C	monthly	4	20,000	80,000	1,362
	Salaries (please indicate job title)				-	-
	Staff Insurance				-	-
	Bank cost				-	-
	Translations				-	-
	Staff salaries - Cost shared				120,000	2,043
	Office rent	monthly	4	5,000	20,000	341
	Office Utilities	monthly	4	2,000	8,000	136
	Office stationery	monthly	4	2,000	8,000	136
	Office Insurance				-	-
	Phone and internet charges	monthly	4	2,500	10,000	170
	Bank fees - Bank transfer charges	lumpsum	1	1,700	1,700	29
	Office Operations				47,700	812
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT					167,700	2,855
Percentage of Indirect Costs against Total Budget					2%	2%
Total Budget					8,809,589	150,000