



Rapid Response Fund

ACT Secretariat Approval

Project Code RRF 13/2024

Project Name Response to climate induced floods in Kambia, Northern Sierra Leone

The ACT Secretariat has approved the use of **USD 80,000** from its Global Rapid Response Fund (GRRF2024) and would be grateful to receive contributions to wholly or partially replenish this payment.

For further information please contact:

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Project Proposal

Emergency Prepared and Response Plan	
EPRP last updated	Jun-24
Do you have a Contingency Plan for this response?	No
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
	5-Nov-24

Section 1 Project Data

Project Information	
Project Name	Response to Climate-Induced Flooding in Kambia, Northern Sierra Leone.
Project Code	15/2024
Country Forum	ACT Sierra Leone
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	Council of Churches in Sierra Leone (CCSL)
Name of person leading the project	Keziah Kargbo
Job Title	General Secretary, CCSL
Email	councilofchurchesinl@gmail.com / kezikargbo@ccslaction.org
Tel no./WhatsApp/Skype	23279871009/ 23278871009
Location(s) of project (city / province)	Mambolo Samu and Magbema Chiefdoms, Kambia District, North-West
Project start date (dd/mm/yyyy)	11/Nov/24
Project end date (dd/mm/yyyy)	11/Feb/25

Which sectors your response activities most relate to (please indicate number of planned beneficiaries per organization in each sector where you plan to give assistance)

Sectors	Council of Churches in Sierra Leone	
	Male	Female
Cash/ Vouchers	170	265
DDD		
Education		
Food/Nutrition		
Health		
Household items		
Livelihood		
Psychosocial		
Shelter		
Wash		

Section 2 Project Description

2.1 Context

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

Sierra Leone has faced severe flooding caused by sudden, unusual, unprecedented heavy and prolonged rainfall as of 8th October 2024 (Relief Web 16th October 2024).

According to the International Federation of Red Cross and Red Crescent Societies (IFRC), the rainfall is expected to continue up to the end of October 2024.

The floods were exacerbated by the overflow of Bumbuna Dam in Tonkolili in Sierra Leone, which overflowed beyond its capacity due to excessive rainfall leading to flooding downstream, displacing 50 communities and causing significant property loss (NDMA SL).

Sierra Leone has also received flood waters originating from heavy rains experienced in the Futa Jallon highlands in Guinea overflowing and emptying into the Atlantic Ocean through Sierra Leone, leading to severe flooding. Floods in Sierra Leone have affected 11 out of 16 districts in Sierra Leone according to the National Disaster Agency (NDMA).

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 floods have caused the displacement of 1,500 households and the collapse of 167 buildings including critical infrastructures like schools, hospitals, and places of worship (<https://reliefweb.int/disaster/fl-2024-000182-sle>).

Affected households have caused emotional and psychological stress, particularly for children and families who have lost homes, essential household items and livelihoods requiring urgent psychosocial support, particularly in low income communities.

At least 7,324 hectares of farmland have been inundated, disrupting food production and local economies. Thousands of people require basic needs (food, safe water and shelter). Many affected families are facing shortage of food affecting, seriously affecting children, pregnant women and the elderly.

Sanitation services have been disrupted leading to poor access to safe water caused by contamination of water sources and poor sanitation, which may significantly increase the risk of water borne diseases and malaria.

Vulnerable groups, such as the elderly and persons with disabilities, face significant challenges in accessing emergency aid, healthcare, and basic necessities due to displacement and the overwhelming demand on limited services.

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

1. Our organization has limited internal funds earmarked for emergency responses, which can be quickly mobilized to provide immediate relief to affected communities during the initial stages of the crisis.

2. We are in discussions with key international partners, including ACT Alliance and other humanitarian networks, to access additional funding through existing emergency response mechanisms, such as the Rapid Response Fund.

3. We are actively pursuing external funding opportunities, including emergency grants from institutions like the Commonwealth Foundation and other donors, to supplement our resources and expand the scale of our intervention.

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.

The proposed project will span three months, providing immediate and lifesaving relief support to flood-affected individuals in three chiefdoms of Kambia district through multi-purpose cash transfer to support food, personal hygiene and household items.

1. Direct Cash Transfer for Food

Amount: USD 78 per household

Beneficiaries: 435 households

Purpose: To meet basic food needs.

Cost Breakdown:

- 1 bag of rice (50kg) – USD 42
- Beans – USD 12
- Vegetable oil (10 liters) – USD 12
- Other condiments (onions, salt, fish, Maggi, pepper, etc.) – USD 12

The cash amount will ensure households can adequately meet their essential food requirements.

2. Provision of Personal Hygiene Items

- Beneficiaries: 435 individuals

Items Includes Bathing and laundry soap, veronica buckets, water purification tablets and disinfectants.

This initiative adheres to recognized humanitarian standards to meet sanitation needs, reduce disease risk, and promote dignity. Beneficiaries will receive cash of USD 27 to purchase these items based on local market values, tailored to their individual needs.

3. Cash-Based Support for Basic Household Items Swept by the flooding

Beneficiaries will receive cash transfers of USD 33 to purchase essential household items in accordance with UNICEF/Government/SPHERE guidelines. This cash-based support will allow beneficiaries to acquire basic cooking pots, plates and spoons, jerry cans, beddings.

Therefore a total of USD 138 will be given to each household.

4. Community Building and Resilience through Disaster Preparedness and Risk Reduction

This component will focus on training and planning to enhance community resilience against future disasters.

Community members will participate in identifying risks, developing response plans, and implementing strategies to mitigate disaster impacts

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 a prompt start of activities within two weeks, the following measures will be implemented:

The Council of Churches in Sierra Leone (CCSL) has existing staff, local partners, and volunteers on the ground who are ready to be deployed immediately. A more detailed needs assessment will be conducted by CCSL to identify the most vulnerable populations and obtain segregated data of the target beneficiaries, ensuring that the response aligns with the most urgent pressing needs.

Additionally, we have an existing MOU with the Orange Money Mobile Company and the Sierra Leone Commercial Bank. In addition, community banks located in rural areas used to pay teachers those that cannot access urban centers. An Memorandum of Understanding (Moues) for cash transfer mechanisms, facilitating efficient and transparent distribution of funds will be signed with the three option registered modes. We will also start sourcing pre-approved suppliers for the educational items needed for the response, ensuring that procurement aligns with our programmatic goals.

Planning for inception meetings will commence to outline objectives, roles, and responsibilities among stakeholders

3. CHS Commitment 6. How are you coordinating and with whom? Coordination ensures complementarity of interventions within forum members and other humanitarian actors to maximize the use of our resources and will address all unmet needs

To ensure effective coordination and maximize the use of resources, we are working closely with both forum members and other humanitarian actors in Sierra Leone. Coordination efforts will focus on avoiding duplication, addressing unmet needs, and ensuring complementarity of interventions.

Key Coordination Mechanisms:

1. ACT Sierra Leone Forum: CCSL as an active member of the forum, will hold regular meetings to align strategies, share updates, and ensure that interventions are effective, streamlining resources to areas with the greatest need.
2. Government response effort is yet at slow phase. However, will continue to engage with the Sierra Leone National Disaster Management Agency (NDMA) and local authorities to ensure that the response aligns with government priorities, avoids duplication, and targets urgent needs.
3. Engagement with humanitarian actors like UN agencies and NGOs through Humanitarian Coordination Clusters (e.g., WASH, health, and food security) ensures alignment with the broader response and addresses gaps in services such as shelter, health, and sanitation.
4. Local churches, community leaders, and volunteers play a key role in identifying vulnerable populations and ensuring interventions reach the most affected, particularly marginalized groups such as women, children, and people with disabilities.
5. Coordination with Local Authorities and Humanitarian Partners: CCSL will collaborate closely with local government, ACT Alliance, and other humanitarian actors to ensure efficient coordination and avoid duplication of efforts. Pre-established communication channels will allow for the immediate mobilization of resources and information sharing.
6. Activation of Existing Networks: CCSL's local networks, including churches, community-based organizations, humanitarian staff and trained volunteers, will be activated immediately to support beneficiary identification, distribution logistics, and community engagement. This will ensure a seamless start to activities, focusing on delivering aid to the most vulnerable populations quickly.

Through these coordinated efforts, the response will be comprehensive, resource-efficient, and focused on the most pressing humanitarian needs.

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

Locally or within the affected areas	x	Nationally	x	Regionally or neighboring countries		Internationally	
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Do you have a procurement policy? What factors did you consider when you made this decision?

1. Cash Transfer Methodologies: We will implement cash transfers to beneficiaries, allowing them to meet their immediate needs through local markets. This approach enhances dignity, flexibility, and stimulates economic activity within the affected communities. Cash transfers will be monitored to ensure accountability and that funds are used effectively by recipients. We will develop MoU with the local community banks and Mobile Telecommunication Companies (Orange Mobile Company)
2. Service Contracts with Local Providers: For services such as transportation, logistics, and WASH facilities, we will contract local service providers, boosting employment and income generation for local businesses.

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.

A total number of targeted beneficiaries approximately from out of 435 households in the affected areas.

To calculate the number of beneficiaries for this project, we use a standard multiplier based on the average family size in Sierra Leone which is 10. This method helps ensure accurate estimation of the total number of people reached through our interventions.

Calculation Process:

1. Average Household Size: 10
2. Number of Household Supported: 435.
3. Total beneficiaries=Number of Households (435) × Average Household size (10)= (Total beneficiaries)
- a. Cash Transfer: $435 \times 10 = 4,350$
- b. Purchase and distribution of Hygiene kits $435 \text{ HH} \times 10 = 435$.
- e. Household items $435 \times 10 = 435$ persons

The total target number for community training is 150 community leaders from among the three chiefdoms. The total number of project beneficiaries will be 4,500

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

Among the most affected—those who have lost property, houses, crops, and livelihoods—we will specifically target people living with disabilities, the elderly, women, children, and highly affected youth. Our focus will be on households that have been destroyed, providing them with direct Multi-Purpose Cash Transfers to support recovery.

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

To ensure that the target population's needs and perspectives are reflected in the design of the proposed intervention, the following steps were taken to actively involve them:

Steps Involving the Target Population:

1. Needs Assessment: We conducted a rapid assessments that included focused group discussions with affected community members (e.g., women, children, persons with disabilities), During the needs assessment, we identified urgent needs requiring urgent attention. This outcome of the assessment has led to the selection of the areas we have prioritized for this intervention (WASH, shelter, food assistance).
2. Engagement with Local Leaders: We engaged local authorities (local chiefs, religious leaders, and community organizations) during the assessment and will continue to engage with them during the response interventions to ensure cultural appropriateness and community acceptance. Their insights helped identify vulnerable groups and prioritize areas needing immediate support.
3. Participatory Planning (Online Engagement): Affected community representatives, including women's groups and youth leaders, were engaged during the design, through phone calls and WhatsApp to co-create elements like cash transfer methods and WASH facilities, ensuring interventions are tailored to local conditions.
4. Establishment of WhatsApp as Community Feedback Mechanisms: An ongoing feedback system allows beneficiaries to share concerns and suggestions during project implementation, enabling real-time adjustments to meet evolving needs.

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 three-month project will be measured by achieving key milestones that directly address the urgent humanitarian needs caused by the flooding:

1. Project Design and Planning (Month 1):

1.1 Identify and register beneficiaries.

1.2 Success will be measured by completing the assessment report and fully mobilizing the target population.

2. Multi-Purpose Cash Transfer (Months 1-3):

2.1) Emergency Food Support and Household Recovery: Multi-purpose cash transfers will provide food security and help affected households recover basic items.

2.2 Success will be measured by 100% of targeted households receiving cash assistance to cover food and essential household needs.

2.3) Ensure access to clean water, sanitation, and hygiene services.

2.4 Success will be measured by at least 80% of displaced families accessing safe shelter, clean water, and sanitation facilities.

2.5) Service Delivery: Establish MOUs with service providers for efficient service delivery.

3. Community Disaster Preparedness and Risk Reduction (Ongoing):

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

Several risks could impact the success of the project, and the following strategies will be employed to mitigate them:

1. Continued heavy rains or further flooding could disrupt the delivery of essential services like shelter construction or food distribution. To manage this, we will pre-position supplies in accessible locations and develop contingency plans for alternative routes or temporary storage.
2. Poor road infrastructure, especially in remote areas, may hinder access to affected populations. We will coordinate closely with local authorities and use community-based networks to ensure we reach the most vulnerable, employing mobile teams or local partners where needed.
3. Overcrowded shelters may increase the risk of disease outbreaks. To manage this, we will prioritize hygiene promotion, increase WASH facilities, and monitor health conditions closely, ready to intervene quickly if outbreaks occur.
4. Tensions within displaced communities could arise due to resource scarcity. We will work closely with local leaders to ensure fair distribution of aid and deploy conflict-sensitive approaches to reduce tensions.
5. Insufficient funds or supply shortages could impede response efforts. We will maintain close coordination with partners and donors to ensure timely resource allocation and explore local procurement to minimize delays.

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?

To effectively monitor the project addressing the needs of those affected by flooding in Sierra Leone, we will employ a comprehensive monitoring approach using various tools and processes. This will ensure we track progress, assess outcomes, and gather valuable lessons for future interventions. Below is a detailed description of our monitoring strategy.

Project staff and volunteers will conduct continuous monitoring using tools designed to capture key indicators and outputs. They will also engage with beneficiaries to gather feedback on project management and satisfaction. Weekly follow-ups with stakeholders will ensure ongoing input on the intervention's management. Leadership will conduct weekly site visits to monitor progress, assess the project's effectiveness, and engage with beneficiaries and stakeholders. Monthly progress reports will summarize activities, challenges, and necessary adjustments, and will be shared with stakeholders to maintain transparency. Feedback mechanisms, such as suggestion boxes and community meetings, will allow beneficiaries to voice their experiences and provide input for ongoing improvements.

Lessons from the project will be gathered continuously through community feedback, enabling strategy adaptations for maximum impact. An end-of-project evaluation will be conducted to measure the project's overall impact and sustainability.

Learning sessions will be held with staff, beneficiaries, and stakeholders to discuss findings and document lessons learned, which will be included in a final report. Best practices will be shared through community meetings, newsletters, and reports to inform future interventions and facilitate knowledge transfer among stakeholders.

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

Yes, our organization has a Code of Conduct and a Safeguarding Policy that outlines the expected behaviors and ethical standards for all staff and volunteers. This document is essential for promoting integrity, accountability, and respect in all our activities, especially in humanitarian responses.

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

Ensuring accountability to the affected population is a cornerstone of our project approach. We are committed to transparent communication, active engagement with stakeholders, and robust mechanisms for collecting and addressing feedback and complaints.

We will create multiple platforms for sharing information about the project, including community meetings, flyers, and local radio announcements. This will ensure that all stakeholders, especially the affected population, are well-informed about the project's objectives, activities, and available services.

Regular community meetings will be held to engage with the affected population, allowing them to voice their concerns, share suggestions, and participate in project discussions. These meetings will serve as a forum for two-way communication, fostering trust and collaboration.

TOTAL PROJECT ACTIVITIES				1,632,225	68,009	-	-	1,632,225	-	-
3 PROJECT IMPLEMENTATION										
3.1 Forum Coordination				45,000		1,875				0.00
3.1.1	Inception meetings	Bulk	1	15,000	15,000	625		15,000		
3.1.2	Coordination meetings	Monthly	3	5,000	15,000	625		15,000		
3.1.3	Evaluation meeting	Bulk	1	15,000	15,000	625		15,000		
3.2 Capacity Development				-	-	-		-		-
3.2.1				-	-	-		-		-
3.2.2				-	-	-		-		-
3.2.3				-	-	-		-		-
3.2.4				-	-	-		-		-
TOTAL PROJECT IMPLEMENTATION				45,000	1,875	-	-	45,000	-	-
4 QUALITY AND ACCOUNTABILITY										
4.1 Audit		Project period	1	30,000	30,000	1,250		30,000		
4.2	Monitoring (4 trips * 2 Person)	bulk	1	24,000	24,000	1,000		24,000		
4.3				-	-	-		-		-
4.4				-	-	-		-		-
4.5				-	-	-		-		-
4.6				-	-	-		-		-
TOTAL QUALITY AND ACCOUNTABILITY				54,000	2,250	-	-	54,000	-	-
5 LOGISTICS										
5.1.2 Vehicle Maintenance		Vehicles	2	14,000	28,000	1,167		28,000		0.00
5.1.3	Fuel	liters	600	28	16,800	700		16,800		
5.2.1	Daily Subsistence Allowance/Per diem	Months	3	22,320	66,960	2,790		66,960		
5.2.2				-	-	-		-		-
5.3.1				-	-	-		-		-
5.3.2				-	-	-		-		-
TOTAL LOGISTICS				111,760	4,657	-	-	111,760	-	-
6 PROJECT ASSETS & EQUIPMENT										
5.1 Computers and accessories				-	-	-		-		
5.2 Printers				-	-	-		-		
5.3 Office Furniture				-	-	-		-		
5.4 Communications equipment e.g. camera, sat phone, etc.				-	-	-		-		
TOTAL PROJECT ASSETS & EQUIPMENT				-	-	-		-		
TOTAL DIRECT COST				1,902,985	79,291			1,902,985		
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT										
General Secretary salary 25%		Persons	1	8,000	8,000	333		8,000		
Finance & Admin manager salary 25%		Persons	1	5,000	5,000	208		5,000		
				-	-	-		-		-
				-	-	-		-		-
				-	-	-		-		-
				-	-	-		-		-
Staff salaries - Cost shared				13,000		542		13,000		
Office rent				-	-	-		-		-
Office Utilities				-	-	-		-		-
Office stationery				-	-	-		-		-
Office Insurance				-	-	-		-		-
Phone and internet charges				-	-	-		-		-
Bank fees - Bank transfer charges			2	2,000	4,000	167		4,000		
Office Operations				4,000		167		4,000		
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT				17,000	708			17,000		
Percentage of Indirect Costs against Total Budget				1%	1%					0.05
Total Budget				1,919,985	79,999			1,919,985		0%