



Rapid Response Fund

ACT Secretariat Approval

Project Code RRF 04/2025
Project Name Karonga Flash Floods Response

The ACT Secretariat has approved the use of **USD 30,000** from its Global Rapid Response Fund (GRRFxx) and would be grateful to receive contributions to wholly or partially replenish this payment.

For further information please contact:

National Forum Convenor	Felix Minjale (felixminjale@gmail.com)
ACT Regional Representative	Elizabeth Zimba Kisiigha (Elizabeth.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

Project Proposal

Emergency Prepared and Response Plan	
EPRP last updated	Yes
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
	28-Apr-25

Section 1 Project Data

Project Information	
Project Name	Karonga Flash Floods Response
Project Code	04/2025
Country Forum	Malawi
ACT Requesting Member	Evangelical Lutheran Development Service (ELDS)
Name of person leading the project	Felix Minjale (ACT Malawi Forum Coordinator)
Job Title	ACT Malawi Forum Coordinator
Email	felixminjale@gmail.com
Tel no./Whatsapp/Skype	+265999858947
Location(s) of project (city / province)	Karonga
Project start date (dd/mm/yyyy)	6 May 2025
Project end date (dd/mm/yyyy)	5 Jul 2025

Which sectors your response activities most relate to		
Sectors	Evangelical Lutheran Development Service	
	Male	Female
Cash/ Vouchers	78	118
Camp Management		
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.

Karonga District in the Northern Region of Malawi received heavy rains in the month of March 2025 which led to flash floods. Most rivers in the district burst their banks, damaging crops and destroying infrastructure (homes and sanitary facilities).

Unfortunately, majority of the damaged crops were at their maturity stage and this puts affected households at risk to loss of harvest resulting to poor access to food and income sources.

The displaced persons are living in camps (schools and public structures) while others have integrated within host communities.

The situation is likely to worsen due to heavy rains which have continued within the district.

2. CHS Commitment 1,2,3,4. Explain the impact of the crisis specific to the people you want to help

A total of 7,740 persons are affected (3,110M 4,320F) people were affected.

The number of persons displaced are 2,138 (927M, 1,211F) people displaced and the rains have damaged their homesteads and farmlands.

The pressing needs of the affected households include the need for food, non food items , safe water and sanitation facilities. The lack of safe water and sanitation facilities may pose a risk to a Cholera or other water born disease outbreak.

Most of the affected households are finding it difficult to find food and currently relying on remittances from well wishers and relatives.

3. CHS Commitment 9. Explain the availability of funding each of your organisation can access for this crisis.

ELDS has not secured any pledge or funding for the response at the moment.

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.

The proposed project will support the people in crisis with one intervention. The selection of this intervention is based on the outcomes of the needs assessment conducted in April 2025 which found that cash transfer is viable as markets are functioning and there is access to food and non food items at nearby markets and the cash may be used to buy food which is urgently required. The cash distribution will be for 2 months.

1. **Cash transfers**-Cash equivalent to purchase food that would meet their daily energy intake of 2,100 KCal per person will be distributed. This type of response has been chosen because the cash will be sufficient to buy food items. On the daily food intake, according to the "Joint Emergency Food Aid Programme (JEFAP) guidelines in Malawi (Developed by UN Humanitarian Agencies, Malawi Government and INGOs) the food basket include a 50 kg white maize grain which provides an equivalent of daily energy intake of 2,100 kraal per person per day to an average of 5.5 persons in a household, 2 litre cooking oil and 10 kg of beans and the cash transfer value will be able to buy these items in the food basket with the cash amount provided. 2.

Awareness : ELDS will conduct Awareness sessions with the District Disaster Committes (DDC) and the AREA and Village Disaster Committees. This will help to share their roles and responsibilities in the whole process of cash transfers. The committees help to identify the right beneficiaries as well as they help in the transparency and acountability of the programme.

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

ELDS has field office and staff in Karonga district and will work with other stakeholders also responding in the same district for example SOLDEV (Synod of Livingstonia Development Department) of the Church of Central Africa Presbyteriam (CCAP), and the Karonga District Council among other actors.

This pre existing collaboration will enable ELDS to start their activities within two weeks after they have discussed with the Councils' Disaster Risk Management Committees and other community leadership groups in Karonga District.

Immediately after the approval of the RRF, ELDS and SOLDEV will brief the Kar onga District Council and agree on which Traditional Authority should be targeted or which affected communities should be targeted to avoid duplication of efforts in the areas by other actors.

Within a week, ELDS and SOLDEV will establish contacts with Disaster Risk Management Committees both at district and community levels so that the proposed project starts promptly by conducting project start up meetings with affected community members and targeting /registering the project participants immediately. ELDS will begin MoU signing with cash transfer service providers to ensure that the cash distribution is conducted in a timely manner, ELDS will source the services from already pre-qualified suppliers and quotations will be requested.

To ensure a smooth initiation of the project, ELDS and SOLDEV will deploy their Field officers to start the preparatory work of coordination at district and community levels.

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*

The Malawi Forum Member Director of ELDS will attend meetings with the UN, Government and other INGOs involved in disaster response activities to ensure coordinated efforts in the implementation of activities. ELDS will directly work with SOLDEV (Malawi ACT Forum member) and coordinate with other ACT Malawi forum members during forum meetings to share updates on the response. ELDS and SOLDEV will work closely with the ACT Malawi forum coordinator and the Humanitarian Program Officer Africa for coordination outside Malawi.

ELDS will work closely with Malawi government at national and district level through the office of the Department of Disaster Management Affairs (DODMA) which coordinates at national and district levels all the humanitarian efforts within the country.

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

Yes, ELDS has a procurement policy.

To save on time for advertising and request for quotations, ELDS has already prequalified suppliers.

Procuring through already prequalified suppliers will reduce preparatory time and allow the project to start within two weeks.

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 population will comprise of the people in crisis. The population of people in crisis is estimated at: 196 households for ELDS representing 1,078 individuals. Among the affected households are 431 males; 647 females.

CASH RESPONSE

ELDS=196 HH X 5.5 persons per HH= 1,078 (431 M/647F)

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

The people in crisis which the project will target will include female headed households, children headed households, households with people with disabilities, the elderly and chronically ill. What make these people in crisis more vulnerable is that they lost their farm crops and do not have alternative sources of income / and are poor. From the assessment report, these are the people in crisis who are the most vulnerable and may find it difficult to restore their food and livelihood sources.

3. CHS Commitment 4. Explain how the target population has been/is involved in the design of the proposed intervention.

The target population was involved in the designing of the proposed action through the participatory rapid assessment exercises conducted before the submission of the alert. During the assessment the Village Disaster Management committee and community leaders conducted an joint assessment to assess the damage caused by the flash floods. During the assessment, beneficiaries were able to prioritize and identify needs, identify most affected groups; and establish possible responses to meet these needs. The assistance given to the affected people will focus on the results of the assessment report.

2.4 Expected Results

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

The expected results of the project will include contribution to better health and nutrition due to improved access to various food sources through the cash transfers that people in crisis will be receiving within one month into the project.

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

The main identified risks for the project include:
Political interference as Malawi will be getting into elections this year, 2025 and political rallies may distract targeted people in crisis who may not be available during cash distributions.
This will be mitigated by making sure that the project field staff work with the Political Liaison Committee to get first hand information on the dates of political rallies so that the activities can be planned on the dates when there will be no political meetings

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?

ELDS as ACT requesting member will report to the ACT Secretariat, with support from the Forum Coordination desk. ELDS will facilitate documentation and sharing evidence based lessons that reflect the project experience. The team will also provide achievement of outcomes including relevant analysis of project efficiency using Monitoring and Evaluation tools. Monitoring, learning and sharing of best practices between ELDS together with SOLDEV and other ACT Malawi Forum members will be done for better learning. Monitoring & Evaluation staff for the ELDS will regularly review progress of the project through field visits to project sites to measure level of achievement of the project. Monthly progress reports from the project visits will be done to provide a summary of key issues and way forward for the project planned activities for the month, progress to date and plans for the upcoming month. Standardised monitoring tools will be developed and used to collect key data of the project which will guide the project staff in tracking the project activities and outputs. Complaints box will be placed at strategic places during distribution of cash and during meetings to allow right holders to provide feedback. A complaint desk will also set up during cash distribution to provide feedback and receive and resolve issues and complaints. Complaints will be responded to and feedback provided to the community gatherings by the Field Officers.

2. CHS Commitment 8. Does your organisation have a Code of Conduct? Have all staff and volunteers signed the Code of Conduct?

ELDS use ACT Alliance's code of conduct by virtue of them being Act Alliance members, and every member of staff including new staff to be employed for this project will sign the code of conduct. Any new staff recruited will also be oriented on Code of Conduct after signing for it

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 design of this project proposal has used the findings of the assessment report, the project intervention to be provided to the affected people has been decided upon by the affected households. And to ensure transparency and accountability, all the activities and budget will be presented to the District Disaster Risk Management Committee members, Area Development Committees and Area Disasters Risk Management Committees and Village Development Committees and Village Disaster risk Management Committees and finally to the affected households in local language they know in vernacular. The targets will be presented at all these levels so that ELDS will be held accountable to all what will be spelt out in the plans for the RRF. During distribution of cash, the district council representatives and local leadership will be key players to demonstrate the level of accountability to the people in crisis. The project will start with briefing meetings at district and then to the communities so that expectations of the people in crisis is met. Continued coordination with other humanitarian actors as lessons learnt from previous responses will help in making sure the assistance reaches out to the real affected people. Currently coordination meetings are being attended on Food security cluster and during these meeting organisations are indicating their assistance to the affected areas.

Feedback from the beneficiaries will be through post distribution monitoring, suggestion boxes, complaint desk, sensitive issues will be investigated.

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Rapid Response Fund

Financial Budget and Report

Project Code

04/2025

Project Name

ACT Malawi Forum Karonga Flash Floods Response

Budget Exchange rate (1 USD to local currency)

0.000580

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 (20%)	Months	2	1,850,000	740,000	429	
1.2.2. Field Monitor (50%)	Months	2	1,550,000	1,550,000	899	
1.2.3.				-	-	
1.2.4.				-	-	
1.2.5.				-	-	
1.2.6.				-	-	
TOTAL PROJECT STAFF				2,290,000	1,328	
2 PROJECT ACTIVITIES						
2.1. Cash/Vouchers				38,280,000	22,202	
2.1.1. Cash Transfer Distribution (2 months)	HH	196	180,000	35,280,000	20,462	
2.1.2. Service fee for the service providers	lumpsum	1	3,000,000	3,000,000	1,740	
2.1.3.				-	-	
2.1.4.				-	-	
2.1.5.				-	-	
2.8. District awareness meetings				1,200,000	696	
2.8.1. Lunch allowances and refreshments	Lumpsum	1	600,000	600,000	348	
2.8.2. One Session with District Disaster Committee	Persons	25	8,000	200,000	116	
2.8.3. Refreshments including support staff	Persons	30	2,500	75,000	44	
2.8.4. One session with both Area and Village Disaster Committee	Persons	30	8,000	240,000	139	
2.8.5. Refreshment including support staff	Persons	34	2,500	85,000	49	
TOTAL PROJECT ACTIVITIES				38,280,000	22,202	
3 PROJECT IMPLEMENTATION						
3.1 Forum Coordination				2,000,000	1,160	
3.1.1. Monitoring, coordination				-	-	
3.1.2. Travel and Accommodation for forum members and other related costs for RRF launch	Days	2	1,000,000	2,000,000	1,160	
3.1.3. External coordination				-	-	
3.2 Capacity Development				-	-	

3.2.1	Trainings				-	-
3.2.2	Local partners/national members				-	-
3.2.3	Target beneficiaries				-	-
3.2.4	Faith communities				-	-
TOTAL PROJECT IMPLEMENTATION					2,000,000	1,160
4 QUALITY AND ACCOUNTABILITY						
4.1	Assessments				-	-
4.2	Complaints and Response Mechanisms	Session	1	712,138	712,138	413
4.3	Safeguarding				-	-
4.4	Communication and visibility				-	-
4.5	Monitoring & evaluation including post-distribution monitoring	Monthly	2	1,346,560	2,693,120	1,562
4.6	Audit (contribution)	Once off	1	1,368,976	1,368,976	794
TOTAL QUALITY AND ACCOUNTABILITY					4,774,234	2,769
5 LOGISTICS						
5.1.2	Vehicle Rental	Months	2	400,000	800,000	464
5.1.3	Fuel	Litres	300	2,734	820,200	476
5.2.1	Warehouse rental				-	-
5.2.2	Wages for Security/ Guards	Months	2	250,000	500,000	290
5.3.1	Salaries for Logistician (50%)				-	-
5.3.2	Salaries / wages for labourers				-	-
5.3.3	Salaries / wages for drivers				-	-
TOTAL LOGISTICS					2,120,200	1,230
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					49,464,434	28,689
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT						
	Programme Manager (10%)	Months	2	2,500,000	500,000	290
	Monitoring and Evaluation Officer (40%)	Months	2	1,500,000	1,200,000	696
	Staff salaries - Cost shared				1,700,000	986
	Office rent				-	-
	Office Utilities	Months	2	100,000	200,000	116
	Office stationery	Months	2	100,000	200,000	116
	Office Insurance				-	-
	Phone and internet charges	Months	2	80,000	160,000	93
	Office Operations				560,000	325
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT					2,260,000	1,311
Percentage of Indirect Costs against Total Budget					4%	4%
Total Budget					51,724,434	30,000