



Rapid Response Fund

Approval

Project Code 10/2025

Project Name Humanitarian Assistance to the vulnerable people affected by floods and Cloudburst in Punjab and Uttarakhand States, India

The ACT Secretariat has approved the use of **USD150,000** from its Global Rapid Response Fund (GRRF25), divided equally to the three requesting members based on the approved budget, and would be grateful to receive contributions to wholly or partially replenish this payment.

Reporting Deadlines	
SitRep (<i>one month after approval</i>)	31 Oct 2025
Final Reports (narrative and financial)	28 Feb 2026
Audit Report (<i>for projects >USD50,000</i>)	31 Mar 2026

For further information please contact:

National Forum Convenor: Kishore Kumar Nag
ACT Regional Representative
ACT Humanitarian Programme Officer

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Cyra Michelle Bullecer
Humanitarian Programme Coordinator
ACT Secretariat



Rapid Response Fund Project Proposal

Do you have an EPRP	Yes
When was the last update?	2020 (further update in process)
Assessment for this response?	Yes

Please submit this form to the Humanitarian Coordinators in your region

Date submitted to ACT Secretariat

25 Sept 2025

Section 1 Project Data

Project Information	
Project Name	Humanitarian Assistance to the vulnerable people affected by Floods and Cloudburst in Punjab, Delhi and Uttarakhand States, India
Project Code	10/2025
Country Forum	ACT India Forum
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	1. Lutheran World Service India Trust (LWSIT) 2. Church of North India Synodical Board of Social Service (CNI SBSS) 3. Christian Agency for Rural Development (CARD)
Name of person leading the project	Bibekananda Biswal
Job Title	Lead of Program
Email	bnb@lwsit.org
Location(s) of project (city / province)	Dehradun District (Uttarakhand State), Delhi MCD, Amritsar and Gurudaspur Districts of Punjab State
Project start date (dd/mm/yyyy)	01-10-2025
Project end date (dd/mm/yyyy)	31-12-2025

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	Member 1 <i>LWSIT</i>		Member 2 <i>CNI SBSS</i>		Member 3 <i>CARD</i>	
	Male	Female	Male	Female	Male	Female
Cash/ Vouchers	1280	1220	1522	1522	1130	1050
Food	1780	1720				
Health						
Household items					1050	850
Livelihood						
Psychosocial						
Shelter					1050	850
WASH					1050	850

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 (extend rows 43, 44 and 45 if more space is needed)

Punjab is reeling under one of the worst flood disasters in its recent history, with all 23 districts impacted. Extreme monsoon rainfall in Punjab and importantly in upstream catchment areas (Himachal Pradesh, Jammu & Kashmir) that feed the Sutlej, Beas and Ravi rivers. Large/rapid releases from reservoirs (Bhakra, Pong/Ranjit Sagar and other dams) to protect upstream infrastructure, which increased downstream flows. Saturated soils and limited drainage in low-lying agricultural plains, which increased inundation and slowed recession. Nearly 2 million people across 2,050 villages have been affected, and 3,87,898 individuals displaced from their homes. The official death toll has reached 48, while three persons remain missing. The agricultural sector has suffered massive losses, with more than 1,76,000 hectares of farmland submerged. Alongside crop damage, livestock has been badly hit, with over 2,52,000 animals and 5,88,000 poultry birds affected due to waterlogging, fodder shortages, and lack of shelter. Housing damage has also been significant, with 97 homes fully damaged and 363 partially damaged, forcing many families to depend on relief camps for shelter. 'The recent floods in Punjab have devastated many communities, with particular impact on marginalized Dalit families who are primarily daily wage laborers. Besides, between 15 and 17 September 2025, Uttarakhand experienced a catastrophic weather event marked by severe cloudbursts, moderate to heavy rainfall, and intense thunderstorms accompanied by lightning. The disaster primarily affected eight districts with Dehradun and Champawat experiencing high severity, while Haridwar, Pauri Garhwal, Bageshwar, Pithoragarh, Nainital, and Udham Singh Nagar were impacted at a moderate level. In Dehradun, areas such as Sahastradhara, Maldevta, Tapkeshwar Mahadev Temple, DIT College area, and Bhagat Singh Colony were severely affected. Sahastradhara recorded 192 mm of rainfall, followed by Maldevta with 141.5 mm, Hathi Barkala and Jolly Grant with 92.5 mm each, and Kalsi with 83.5 mm. The most devastating cloudburst occurred on 15 September in Dehradun, particularly impacting the Sahastradhara, Mussoorie, and Prem Nagar areas. At least 15 people have lost their lives, and 16 are reported missing following cloudbursts that triggered landslides and caused rivers to swell in Dehradun and surrounding districts. The Disaster Management Authority confirmed that 13 bodies were retrieved in Dehradun, while one body each was recovered in Pithoragarh and Nainital. In the last week of August and first week of September-2025, due to continuous heavy rains and rising water levels of the Yamuna River, several low-lying areas of Delhi were severely affected by floods. Families residing along riverbanks, slum clusters, and congested colonies faced displacement, damage to shelters, and loss of livelihoods. Vulnerable groups such as women, children, elderly, and persons with disabilities were among the worst hit.

2. CHS Commitment 1,2,3,4. Explain the impact of the crisis specific to the people you want to help. Why did you choose to give aid to them and what makes them vulnerable?

- The floods in Punjab and cloudburst in Dehradun (Uttarakhand) has severely damaged the crops and stored foodgrains as well other livelihood means such as livestock (Cattle, Buffaloes)
- The Dalit community, primarily consisting of daily wage laborers, is severely impacted by the floods. These families are already marginalized by their social and economic status, and they rely on seasonal work that has now been interrupted. The flood has destroyed their homes, agricultural land, and livelihood assets, leading to immediate and long-term economic losses.
- Economic insecurity: Being daily wage laborers, they have no safety net to fall back on after such a disaster.
- The immediate needs as identified by the Forum: 1) Cash transfer for multipurpose use 2) food assistance for survival, 3) provision of NFIs to improve better living condition,
- ACT India Forum Members (LWSIT, CNI SBSS and CARD) have done the assessment in their respective areas of support in the target districts, where they intend to respond through provision of Unconditional Cash Transfer, Food Materials, Non-Food Items and WASH Kit, to the vulnerable groups namely the elderly, persons with disability, chronically ill persons, women headed families and the poor families.
- By providing unconditional cash transfers, which will be directly deposited into the bank accounts of these households, we are giving these families the means to address their immediate needs while also enabling them to make decisions that best suit their unique circumstances. This support ensures they can begin rebuilding their lives while retaining their dignity and wisdom.

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

- Through RRF mechanism, the ACT India forum members will respond to the flood affected families in Punjab and cloudburst affected families in Uttarakhand with the requested budget USD 150,000.
- The resources will be effectively used by procuring the relief materials relevant to the needs of the people.
- Resources will be efficiently and ethically used for the cause for which it is meant by the experienced staff of the members as they uphold and committed towards good stewardship and value for money.

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 and the length of time needed to respond. *If multiple members are responding, please explain the role of each member in the coordinated response as indicated in your EPRP Contingency Plan.*

As the flood situation devastated all the 23 districts in Punjab, Delhi MCD areas due to floods and cloudburst devastated in Uttarakhand, it will take some time for the disaster affected families to come back to normalcy. It is also observed that, the people in the disaster affected districts are becoming more vulnerable. This situation is going on since August till now. as the people have lost their livelihood and are not able to cope with the impacts of the floods and cloudburst. The planned locations for assistance were selected based on two key criteria: (1) the severity of impact caused by flooding and related hazards; and (2) operational presence and prior experience of each organization in the locations.

The participating organization is focusing on areas where there is an established community relationships and infrastructure to ensure efficient delivery of assistance. LWSIT will be in Dehradun district (Uttarakhand) and Delhi MCD areas, CNI SBSS will focus on Amritsar district (Punjab) and CARD will be in Gurudaspur district (Punjab).

The following activities will be carried out for this proposed project;

- Unconditional Cash Transfer to 1592 families
- Distribution of Food Items to 700 families
- Distribution of Non-Food Items and Tarpaulin Sheets to 350 families which will be used for daily life
- Distribution of WASH/Hygiene kits to 350 flood affected women and adolescent girls which will protect them from health hazards and continue to use the materials as good hygienic practices in day-today life.

The proposed transfer value of INR 6,000 was originally adapted from ACT Alliance's COVID-19 response guidance. If there are updated recommendations for cash transfer amounts under the RRF, we are open to aligning the proposed amount accordingly. Besides, an "unconditional cash transfer of Rs 6,000" refers to programs, such as the former PM-KISAN scheme, that provide a cash payment without requiring the recipient to meet specific conditions, allowing them to use the money for their needs. The specific context for Rs 6000 transfer can vary, with it being a national program for farmers. This amount will be directly transfer in the bank account of concerned beneficiary allowing them to make their own decisions about how to spend it.

- ACT India Forum Members responding to the flood and cloudburst situation will have frequent meetings to get necessary update on the ground, the context and the strategy. Members are also associated with the coordination mechanism at the national level and the state level to ensure duplication is avoided. LWSIT is actively involved with the coordination process of Sphere India and IAG Uttarakhand and this could be of good use for the members.

- Within the ACT India Forum, the members have discussed and ensured that there will be no duplication occurs in the program implementation in selected districts. The project will be completed within 3 months period, as this is the critical

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 three organizations have a well-established presence, existing networks, and operational capacity in the affected states. Their presence ensures rapid mobilization, community acceptance, and effective coordination. Engaging the three organizations is essential to ensure timely, efficient, and context-specific response.

- The implementing members of ACT India Forum will discuss with the government officials on the response and ensuring the support from them.

Orientation to the teams on the response and the process of the response, role of the forum and the significance of the response.

- Recruitment of staffs.
- Cloudburst and Flood situation assessment report will be done by the project staffs by making liaison with government and local authorities.
- Selection of the right holders shall be done with the help of Local authority
- Linkage building will be developed with them before and after the distribution of various materials to the families affected by floods and cloudburst
- Preparation of rights holder list involving the disaster affected families
- Undertake staff capacity building measures on Code of Conduct, Code of Good Practices, prevention of sexual exploitation and abuse, abuse of power, corruption, etc.
- Sensitization on Core Humanitarian Standard and Sphere Standard.
- Ensure transparency and accountability by putting of banner and sensitizing right holders before distribution of materials under this flood recovery project.
- Establishment of complaints and response mechanism at the distribution site.
- 'Do No Harm' approach will be followed during distribution of relief materials.
- Identification of potential suppliers and procurement of materials following procurement policy of the members.
- Procurement and distribution of food items, WASH materials, NFI and shelter materials
- Transportation of procured materials to the target villages for distribution to the beneficiaries

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*

- Coordination will take place from local level to national level. ACT members will coordinate within themselves namely LWSIT, CNI SBSS and CARD. Apart from this, the forum will also take efforts to coordinate with the members of ACT who are not responding through the RRF. This will help to avoid overlapping and duplication of programs to be implemented in the identified communities in Dehradun District (Uttarakhand State) and Amritsar, Tarn Taran, Gurudaspur and Firozpur Districts of Punjab State where the members are responding.
- The members will coordinate with the government official at the district level, block level and panchayat level to ensure transparency and accountability with the government actors and also to enable support and rapport from the government mechanism. The response done by the respective members will be informed to the government officials in the respective districts the members work.
- The members will coordinate with the Inter Agency Group in Uttarakhand. The response program and places of response will be shared to the IAG Uttarakhand. The members will ensure to represent the coordination meetings organised by the IAG at the state level and Sphere India at the national level.
- At the Forum level, there will be frequent discussions to understand the progress, challenges and the impacts of the program from the office level to the field level. The field teams of respective members would be connected to each other as and when required.

4. CHS Commitment 3, 9. Where are you planning to procure your goods or services? Please tick boxes that apply. *Goods and services procured locally supports and revitalises economic activity either as livelihood for people or income for small*

Locally or within the affected areas	<input checked="" type="checkbox"/>	Nationally	<input type="checkbox"/>	Regionally or neighbouring countries	<input type="checkbox"/>	Internationally	<input type="checkbox"/>
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Do you have a procurement policy? What factors did you consider when you made this decision?

Yes, ACT India Forum members have procurement policy and the basis of the policy is ensuring procurement of quality product with competitive prices ensuring transparency and accountability. Another aspect which would be in place is the delivery time, since this is an emergency response, timely delivery is important and it is a must for the suppliers to adhere to this aspect. The process of the procurement starts with a procurement team which would engage in collection of a minimum of three quotations which will be compared and analysed to the procurement procedure based on quality with competitive price. Normally the members have a minimum of 3 people in the procurement team. Transparency and accountability will be maintained in the process.

2.3 Description of Target Population

1. CHS Commitment 1, 9. How do you calculate the participants of this project? *For example, food and hygiene kits given to 2500 families, and 1 family = x beneficiaries.*

One family in an average would be having 4.4 to 5 members as per different states and hence the calculation is done based on that. The project aims to 4400 HHs which totals to 22,000 beneficiaries which can be detailed as follow:

- LWSIT: 700 HH (3500 beneficiaries) in Dehradun district (Uttarakhand) and Delhi MCD areas
- CNI SBSS: 692 HH (3,044 beneficiaries) in Amrisar and Tarn Taran Districts in Punjab
- CARD: 750 HH (4080 beneficiaries) in Gurudaspur and Firozpur districts in Punjab

3. CHS Commitment 4. Explain how the target population is involved in the planning of your proposed intervention? How will they be involved in the implementation and the rest of the project cycle?

- The initial interaction with the target population was during assessment where they involved assessment process to identify what are the problems they are facing due to high floods and cloudburst to address the immediate needs.
- Discussions with the communities and the CBOs on their needs and inputs which were taken into consideration into the project design.
- The target communities establish village committee which consist of community representatives and volunteers to select the target beneficiaries based on agreed criteria set by them. The committees/local volunteers are oriented on the criteria and beneficiaries are shortlisted and validated.
- Involvement of target population during procurement process to ensure quality of relief materials at the time of procurement of relief materials
- The communities will be involved in the relief distribution program, making the disaster affected population understand the need for preparedness to face such disasters in future.

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 period planned for the response is two to three months. Since there will be some procurement process, the timeline has set accordingly.

- 1592 disaster (floods and cloudburst) affected families will be able to meet their multidimensional needs through unconditional cash transfer.
- 700 cloudburst/ floods affected families will be able to meet their basis needs of food for at least 2 weeks period.
- 700 cloudburst/floods affected families would be able to meet their immediate food needs with the support of dry ration.
- 350 flood affected families will be able to meet their most urgent need like tarpaulin to be used for temporary shelter.
- 350 flood affected families will be able to meet their need of NFI which would enable them to have a decent life.
- 350 flood affected women and female adolescent will be able to meet hygiene needs and ensure their health security.

2. What are the factors that may stop you from achieving the targets of this project? How will you manage them?

- Access to transportation of relief materials: liaison with local government to repair and to restore the function of transportation system for smooth delivery of relief materials at the distribution site.
- Availability of relief materials in the local market: procurement of relief materials to be done from outside the local market in case of non-availability in the local areas.
- Law and order situation during distribution of relief materials when the need increases and the support is less, considering the wide spread impact and also political interference.
- Ensure procurement of all relief materials on time, proper storage and initiate action for immediate distribution and tracking of beneficiaries.
- Regular meetings with the government officials to ensure transparency in the process and also pave way for their support in case of emergencies.
- Banking system delays: Issues such as delays in bank account activation or processing could delay cash transfers. We will address this by working closely with financial institutions to ensure that all beneficiaries' bank accounts are set up and functional before initiating transfers.
- Identification issues: In some cases, beneficiaries may lack formal identification. We will address this by working with local leaders to verify identities and ensure that no household is left out.
- Health risks (e.g., disease outbreaks) that limit gatherings or movement of staff and volunteers.

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 ACT India Forum Members those will be implementing this project will be having a staff who would be coordinating the program and they would report to their line supervisor for monitoring, Concerned Project Coordinators and designated staffs will be responsible for carrying out monitoring the activities at the field level.
- The designated person will visit distribution sites, be part of the process, oversee the distribution process of emergency response relief materials and report to higher authority.
- Monitoring visits will be conducted at regular intervals from the national office/head office of concerned implementing organization to ascertain all the processes involved in the distribution are carried out.
- Financial monitoring is a crucial area and it will also be a part of the monitoring to ensure effective and timely utility of resources.
- The national offices will send all necessary reports (statistics, narrative and financial) to ACT Alliance on time. The PC in the field will collect and collate reports from the staffs who involve in this project and send the compiled reports along with his observation and comments to the national office on a monthly basis.
- A copy of the same will be retained at the project office for sharing with other stakeholders locally.
- It will be ensured that the documents related for the distribution would be collected and checked as a process of internal monitoring.
- The procurement committee will assess the availability of the materials and collection of quotations
- Case study will be done to monitor the success and benefit of the project.
- Photography, documentation and reporting will be done highlighting the entire distribution process.
- Feedback from the community will be collected after the distribution

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.

Yes, all the implementing organizations have their Code of Conduct and all the staff have signed. Besides, anybody engaged at the project site will sign the Code of Conduct and will abide by it. The new staff if recruited for this particular project, will be oriented on it and made to sign.

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

- Each of the ACT India Forum Member those will implement the project have their own systems of accountability which also alligns with the Forum's understanding on accountability.
- The State Government authorities of respective states of Punjab and Uttarakhand will be kept in the loop of response from the time of identification of response areas, where the government authorities will also be informed about the completion of the response.
- Meetings will be conducted with the communities on the response plans, beneficiary identification, distribution and post-distribution feedback from the beneficiaries will be obtained.
- The details of the relief materials will be shared to the beneficiaries by conducting meetings at the project site
- Visibility materials such as posters/banners will be displayed, where the details of cost of relief materials and the total cost will be mentioned as part of accountability and transparency.
- There will be horizontal and vertical accountability ensured during this project period. Complaint box will be put up at relief distribution site and inform about it in details for dropping complaints, suggestions or feedback about this project intervention.
- There will be proper records of distribution muster rolls by obtaining the signatures from the concerned beneficiary for record and future reference.
- The financial and narrative reports will be submitted to the ACT Alliance Secretariat based on the agreed reporting timeline.
- Complaints box will be put up at relief distribution site and sensitize the beneficiaries through meeting and informing them about the purpose of complaints box. Project team will encourage the beneficiaries to give their feedback or complaints. Based on the feedback or complaints received through the complaint box, it will be analysed for learning and future improvement of the program.

Consolidated Financial Report

Project Code 10/2025

Project Name Humanitarian Assistance to the vulnerable people affected by Floods and Cloudburst in Punjab and Uttarakhand S

Budget Exchange rate (local currency to 1 USD) 0.0113636

Please use exchange rate from this site:

<https://www.xe.com/currencyconverter/>

		Total Budget	Total Expenses	Burn Rate	Budget		
					LWSIT	CNI SBSS	CARD
1	Total Project Staff Costs	5,261	-	-	3,239	523	1,500
2	Project Activities	130,414	-	-	39,614	47,182	43,619
2.1	Cash/Vouchers	108,545	-	-	34,091	47,182	27,273
2.2	Camp Management	-	-	-	-	-	-
2.3	Education	-	-	-	-	-	-
2.4	Food/Nutrition	5,523	-	-	5,523	-	-
2.5	Health	-	-	-	-	-	-
2.6	Household items	7,955	-	-	-	-	7,955
2.7	Livelihood	-	-	-	-	-	-
2.8	Psychosocial	-	-	-	-	-	-
2.9	Shelter	5,210	-	-	-	-	5,210
2.10	WASH	3,182	-	-	-	-	3,182
3	Project Implementation	1,080	-	-	909	170	-
3.1	Forum Coordination	682	-	-	682	-	-
3.2	Capacity Development	398	-	-	227	170	-
4	Quality and Accountability	4,818	2,716	1	2,102	1,080	1,636
5	Logistics	2,381	744	0	1,636	-	744
6	Assets and Equipment	-	-	-	-	-	-
Direct Costs		143,954	3,460	0	47,500	48,954	47,500
Staff Salaries		4,068	-	-	1,534	591	1,943
Office Operations		1,977	-	-	966	455	557
Indirect Costs		6,045	-	-	2,500	1,045	2,500
Total Budget		150,000	3,460	0	50,000	50,000	50,000