



Rapid Response Fund

Approval

Project Code RRF No. 14/2025

Project Name Emergency Humanitarian Response for individuals affected by floods in Seberi Reg

The ACT Secretariat has approved the use of **USD 149,936** from its Global Rapid Response Fund (GRRF25) and would be grateful to receive contributions to wholly or partially replenish this payment.

Reporting Deadlines	
SitRep (<i>one month after approval</i>)	18.12.2025
Final Reports (narrative and financial)	28.04.2026
Audit Report (<i>for projects >USD50,000</i>)	28.03.2026

For further information please contact:

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ACT Humanitarian Coordinator- Caroline Njogu (Caroline.njogu@actalliance.org)



Rapid Response Fund

Project Proposal

Do you have an EPRP	Yes
When was the last update?	1 Jan 2024
Do you have a Needs Assessment for this	Yes

Please submit this form to the Humanitarian Coordinators in your region

Date submitted to ACT Secretariat

17.11.2025

Section 1 Project Data

Project Information

Project Name	Emergency Humanitarian Response Project for Individuals affected by Floods in Sebei Region, Eastern
Project Code	RRF No. 14/2025
Country Forum	Uganda
ACT Requesting Member	Church of Uganda
Name of person leading the project	Rev. Agaba Andrew
Job Title	Director- Household & Community Transformation
Email	hctdirector@churchofuganda.org
Location(s) of project (city / province)	Bukwo, Kween and Kapchorwa Districts, Eastern Region
Project start date (dd/mm/yyyy)	1 Dec 2025
Project end date (dd/mm/yyyy)	28 Feb 2026

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	Church of Uganda	
	Male	Female
Cash/ Vouchers		
Food	200	400
Health		
Household items	200	400
Livelihood		
Psychosocial	160	240
Shelter	2	3
WASH	200	600

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)

Between 29th October and 1st November 2025, the Sebei Sub-region in eastern Uganda, covering Bukwo, Kween, and Kapchorwa districts, experienced heavy and continuous rainfall that triggered severe flooding and landslides. The region's steep terrain and flood-prone valleys heightened the disaster's impact, resulting in the loss of 30 lives, with others still missing, alongside widespread destruction of homes, schools, health facilities, and critical road networks. The epicentres of the disaster are Kaptang Village in Taikut Subcounty, Kween District, and Chesimot Village in Cesower Subcounty, Bukwo District. As excavation and search efforts continue, the persistent rainfall poses an ongoing risk of secondary landslides and further displacement. The crisis is likely to evolve, with continued humanitarian needs for shelter, healthcare, food, and logistics support, calling for a coordinated, multi-sectoral emergency response and community resilience measures over the project period.

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?

Food and Water- Women have the responsibility to provide food for their households, and the destruction of farmland has increased their vulnerability, as their food sources (farmland) are now destroyed. With the destruction of farm crops, women have lost their livelihood sources due to the loss of income from the sale of milk from goats and the sale of sheep and goats for resilience. Protection risks- The destruction of homes and farmland has resulted in families being hosted temporarily within schools and churches, and this compromises their safety and increases their protection risks. Women are also responsible for securing water and firewood, and with fewer resources and destroyed water sources, women will be required to walk long distances to collect water and

firewood, posing a danger to them and creating a condition that may increase their exposure to harassment or other protection risks.

Water-The disaster's destruction of water systems further exposes families to conditions of poor hygiene and sanitation, lack of privacy, and increased vulnerability to exploitation due to insufficient latrines and insufficient household hygiene items.

Diseases- There is a likelihood of a breakout of water-borne diseases like diarrhoea, leaving children more vulnerable due to the diseases causing a weaker immunity. Additionally, the stressful environment created by displacement and uncertainty will affect children's emotional and mental well-being, increasing anxiety and fear. Similarly, child-headed households face even more severe impacts because they have limited support systems and fewer resources to cope."

Health and Nutrition-Pregnant/ lactating women and children under five are exposed to additional health and nutrition risks due to inadequate food, nutrition, and poor hygiene and sanitation facilities. They are also constrained by and experience limited access to the health care services that they require. Children under five have also been significantly affected as they face heightened risks of malnutrition, as the farmland initially provided appropriate conditions for food suitable for their growth, and are likely to suffer from malnutrition and other related illnesses.

Most children are facing psychological stress due to the disaster and the drastic changes in their environment (leaving their homes and living in overcrowded settings).

Education-The destruction of roads and bridges has disrupted school-going activities, and there is a concern that the break from school-going may result in increased school dropouts. There is a special concern that those who will miss their exams may not return to school.

Mental Health risks: The situation has caused a significant mental health and psychosocial concerns because it has disrupted people's lives causing loss, fear, and uncertainty. Many are experiencing stress, anxiety, and emotional shock. Children may struggle with fear,

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

The Church of Uganda has issued an urgent appeal to all churches and Christians to contribute both in kind and in cash to support the affected population. However, the Church is already mobilizing resources for its ongoing local appeal for refugees, which may place additional strain on congregations and create uncertainty about how much can realistically be raised. Given the urgency of providing lifesaving assistance, the Church of Uganda, on behalf of the ACT Uganda Forum, is prioritizing fundraising through external partners. This is why an alert on the landslides and mudslides was submitted to ACT Alliance to seek broader support.

2.2 Activity Summary

1. CHS Commitment 1, 2, 4. Explain your proposed project and why you have selected this particular response to the crisis 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 a result of the initial assessment conducted by the Church of Uganda, the project support will meet the identified gaps/needs of the most affected persons, with a strong focus on supporting women and children for a period of three months. The assessment identified humanitarian gaps in food security, household items, psycho- social support and shelter. The lack of these needs may affect the survival, dignity, and protection of the affected population.

The project aims to reach 800 households, each having household with 7 persons, with the following items:

1. Food (Maize flour, beans, cooking oil, salt, and soya porridge flour)
2. Non-Food Items (Water storage tanks, Basins, jerry cans, saucepans, cups, plates, solar lights, blankets)
3. Shelter component that will prioritize 5 families that have lost their homes, especially the elderly, women-headed and child-headed households.
4. Distribution of water tanks for the storage of safe water for 800 persons for the collection of water.
5. Provision of water purification tablets for 800 Households
6. Provision of need based psycho-social support to 400 affected persons
7. Conduct 2 Psycho social mobile clinics in 2 most affected villages. (Bukwo & Kween).
8. Provide family-based counselling for 400 affected families by priests and clergy.

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.*

most affected households. Church of Uganda, as a national member and on behalf of the ACT Uganda forum, will lead the implementation of the rapid response through its Diocesan local structures in the Districts of Kween and Bukwo.

1. Church of Uganda will attend coordination meetings with the local district government and other stakeholders to establish a joint selection criterion for the beneficiaries, mapping, and identification of 800 most vulnerable households in the districts of Kween and Bukwo. A more detailed needs assessment will be conducted by the Church of Uganda to verify the most vulnerable persons and households, identify their needs, and register beneficiaries according to age, gender, and disability.

2. At the same time, the procurement process will begin and will be conducted within 1 month.

3. Church of Uganda will conduct orientation activities, including CHS and spheres for its field office staff and volunteers before the distribution exercise. Considering that CoU has not had a response in this area before, this session will be critical to ensure the

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*

1. The Church of Uganda staff at the diocese level will coordinate with local District government structures for the entire project process.
2. The Church of Uganda will work with the Uganda Red Cross Society to identify volunteers to support the distribution process.
3. The Church of Uganda will also work with the office of the Prime Minister in Uganda to acquire clearance to distribute food and other items.
4. The ACT Forum Uganda members who also participate with the INGOs forum in Uganda will support the Church of Uganda with technical support, especially with M&E and PSS activities this will be coordinated through the Forum Coordinator when referrals are necessary.

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 businesses.*

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

The Church of Uganda follows a formal procurement policy managed by an eight-member Procurement Committee, with each member representing a key sector of the Church's operations. All procurement transactions exceeding USD 1,400 are reviewed and approved by this committee to ensure adherence to established standards of transparency, accountability, effectiveness, and efficiency.

The procurement process considers both prequalified and non-prequalified service providers, evaluating them based on their capacity to deliver on time, their previous experience in providing similar goods or services, and the competitiveness of their costs in relation to the available budget. The Church prioritizes local procurement as the first option, aiming to support local markets and shorten delivery timeframes. Identification of suitable local suppliers will be incorporated into the initial assessment.

In cases where competent local suppliers cannot be identified or where required items are unavailable locally, the procurement will be expanded to national-level suppliers to ensure the timely delivery of quality goods and services. This flexible approach ensures that the procurement process remains responsive to market conditions while upholding the integrity and efficiency required for emergency response.

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.*

Food and household items will be given to 800 families, and 1 family = 7 beneficiaries. In Uganda, an average household is between 6-7 members. Each household will receive 25 kg of maize flour and 10 kg of beans. This has been determined by the government food ratios that were previously given to the beneficiaries.

150 malnourished children will receive additional nutritional food supplements (150*1kg of soya porridge), and these will be identified during registration time.

5 shelters for elderly and children-headed households shall be reconstructed. Each beneficiary for the shelter will be given 10 iron sheets, 2 windows with frames, 2 doors with frames, 50 poles, 25 timber, and 10kgs of nails (See Sheet 1 for detailed breakdown).

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?

Overall project cycle to ensure that the intervention addresses their needs, strengthens community ownership, and their feedback is considered. Feedback provided will guide the selection of the most vulnerable beneficiaries and the preferred support provided, and this process will be led by community leaders, facilitated by staff from the Church of Uganda. Community members will be involved during detailed information collection at the assessment stage to collect quantitative and qualitative information.

2. During distribution, Uganda Red Cross volunteers will be involved together with selected community members. For shelter construction, skilled labourers, especially youth and will contribute by providing labor through supervised community-based work.

3. Monitoring- Communities will be involved in the monitoring process by requesting their feedback and collecting responses through suggestion boxes and during community meetings. At the end of the project, the Church of Uganda shall engage community members to review the project and provide lessons learned sessions to evaluate what worked well and what needs improvement.

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.*

structures. The project's success will occur when the most vulnerable persons who would not have been able to restore their lives and livelihoods will be the ones who will be targeted and, through the project initiatives, be supported to meet their basic immediate needs.

During project implementation, success will occur when project right holders understand the project, engage in the project, provide feedback, and begin to restore normalcy as they seek access to education and health, as they benefit from the support.

The project's success will also occur if the project aims to support the emergency phase of their recovery and begin rebuilding and

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

1. Road accessibility due to damaged Infrastructure, which may lead to difficulty in reaching affected households during the second assessment, distribution, and shelter reconstruction. To mitigate this, the project will, at an early stage, establish alternative routes and coordinate with local authorities to prioritize road clearance. Prepositioning relief items closer to affected communities will also reduce travel delays and any other road inconveniences.
2. Delays in procurement or supply of relief Items may slow the distribution of relief items. This will be managed by engaging multiple suppliers to supply different items, and also engaging local suppliers and closely monitoring procurement timelines through the procurement committee.
3. Insufficient community engagement or resistance resulting in misunderstandings, disputes, or exclusion of vulnerable households from assistance. This will be managed through engaging community leaders from the planning stage to the end of the project. To prevent this, CoU staff will engage communities in the identification and selection of beneficiaries, establish feedback mechanisms, and hold regular community meetings to ensure transparency and participation.
4. Budget overruns and funding shortfalls will reduce the scale of the assistance or incomplete project implementation. Once funding is secured, the project will prioritize critical activities and continue exploring local fundraising for both in-kind and monetary support from local and external partners.

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 Church of Uganda provincial secretariat, under the monitoring and evaluation unit in collaboration with the existing structures in Church, will conduct monitoring of activities. The activities will be designed and integrated in a monitoring plan that is aligned with the existing Church of Uganda monitoring and evaluation framework. For forum collaboration purposes, the forum coordinator will support and identify an international member who will give input in the monitoring plan. All monitoring reports will be shared with the forum through the forum coordinator.

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 Church of Uganda is currently in the process of developing a code of conduct for its staff and volunteers, for now the Church of Uganda human resource policy guides the staff, volunteers and interns on the code of conduct while executing duties on behalf of the Church of Uganda. It has also trained some staff on code of conduct. However, Church of Uganda will use the ACT code of conduct and have all staff involved in this activity sign the Code of Conduct.

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

There shall be an inception meeting involving key stakeholders at the start of the project. The involvement of District local governments, faith leaders, ACT National members, and Prime Ministers is the first step for accountability. Reports will be shared with all the relevant stakeholders. We shall use social media, Twitter, and the Church of Uganda communication channels to update the progress of activities and share the successes registered. Information will be shared through field reports, progress reports, pictures and short videos. In liaison with the Forum Coordinator, the ACT communications will support with documentation of processes and achievements in line with ACT communication guidelines. In terms of feedback, we will ask the beneficiaries after the distribution exercise what they think about the process, items, and targeted people, if it met their expectations, and upheld the principle of fairness and equity. Feedback forms will also be shared with the district leadership to advise the church of Uganda accordingly. Complaint boxes will be set up at districts and church offices in the different locations where the distribution will take place. These will be picked during monitoring and assessed during monitoring.



Rapid Response Fund

Financial Budget and Report

Project Code

RRF14/2025

Project Name in Sebei Region, Eastern Region, L

Emergency Humanitarian Response project for individuals affected by Floods in Sebei Region, Eastern region, Uganda.

Budget Exchange rate (1 USD to local currency)

Exchange rate source in this site:

http://www.floatrates.com/historical-exchange-rates.html?currency_date=2023-01-13&base_currency_code=PHP&format_type=html

Description		Type of Unit	No. of Units	Unit Cost	Budget	
				local currency	UGX	USD
DIRECT COSTS						
1 PROJECT STAFF						
1.2.1.	Programme Officer	Month	3	3,660,200	10,980,600	3,076
1.2.2.	Project Assistant	Month	3	1,000,000	3,000,000	840
1.2.3.	M&E (15%)	Month	3	549,038	1,647,113	461
1.2.4.	Community translators	Monthly	3	400,000	1,200,000	336
1.2.5.					-	-
TOTAL PROJECT STAFF					16,827,713	4,714
2 PROJECT ACTIVITIES						
2.1.	Cash/Vouchers				-	-
2.1.1.					-	-
2.1.2.					-	-
2.1.3.					-	-
2.1.4.					-	-
2.1.5.					-	-
2.2.	Camp Management				-	-
2.2.1.					-	-
2.2.2.					-	-
2.2.3.					-	-
2.2.4.					-	-
2.2.5.					-	-
2.3.	Education				-	-
2.3.1.					-	-
2.3.2.					-	-
2.3.3.					-	-
2.3.4.					-	-
2.3.5.					-	-
2.4.	Food/Nutrition				86,650,000	24,272
2.4.1.	25kgs of Maize flour to 800 Households	Kgs	20,000	2,000	40,000,000	11,204
2.4.2.	10kgs of beans to 800 Households	Kgs	8,000	4,000	32,000,000	8,964
2.4.3.	Iodized salt for 800 Households	Kgs	1,600	1,000	1,600,000	448
2.4.4.	Cooking Oil to 800 Households	Litres	800	15,000	12,000,000	3,361
2.4.5.	Soya Porridge for 150 malnourished Children	Kgs	150	7,000	1,050,000	294
2.5.	Health/PSS				28,000,000	7,843
2.5.1.	Provision of need-based PSS for affected individuals	persons	400	50,000	20,000,000	5,602
2.5.2.	Conduct pyscho social mobile clinic in the 2 most affected villages	Persons	2	2,000,000	4,000,000	1,120

2.5.3.	Church to conduct family counselling sessions for affected Households	persons	400	10,000	4,000,000	1,120
2.5.4.					-	-
2.5.5.					-	-
2.6.	Household items				202,400,000	56,695
2.6.1.	Mattresses to 800 HH	Pieces	800	80,000	64,000,000	17,927
2.6.2.	Jerrycans to 800 HH	Pieces	800	8,000	6,400,000	1,793
2.6.3.	Basins to 800 HH	Pieces	800	10,000	8,000,000	2,241
2.6.4.	Saucepans to 800 HH	Pieces	1,600	20,000	32,000,000	8,964
2.6.5.	One Dozen of plates to 800 HH	Pieces	800	30,000	24,000,000	6,723
2.6.6.	One dozen cups to 800 HH	Pieces	800	20,000	16,000,000	4,482
2.6.6.	Blankets to 800 HH	Pieces	800	30,000	24,000,000	6,723
2.6.7.	One Dozen solar lights to 800 HH	Pieces	800	35,000	28,000,000	7,843
2.7.	Livelihood				-	-
2.7.1.					-	-
2.7.2.					-	-
2.7.3.					-	-
2.7.4.					-	-
2.7.5.					-	-
2.8.	DRR				-	-
2.8.1.					-	-
2.8.2.					-	-
2.8.3.					-	-
2.8.4.					-	-
2.8.5.					-	-
2.8.	Shelter				13,975,000	3,915
2.9.1.	Iron sheets for 5 HH	Pieces	50	35,000	1,750,000	490
2.9.2.	Nails for 5 HH	Kgs	50	7,000	350,000	98
2.9.3.	Poles for 5 HH	Pieces	250	5,000	1,250,000	350
2.9.4.	Doors & Window frames for 5 HH	Pieces	80	50,000	4,000,000	1,120
2.9.5.	2 Windows for 5 HH	Pieces	20	100,000	2,000,000	560
2.9.6.	Timber for 5 HH	Pieces	125	5,000	625,000	175
2.9.7.	Labour for 5 (elderly & Child-headed HH)	Persons	10	400,000	4,000,000	1,120
2.10	WASH				96,000,000	26,891
2.10.1	Water storage tanks (small drums) 100 Litres	Pieces	800	90,000	72,000,000	20,168
2.10.2	Water purification tablets (1 pack with 30 tablets) per Household	Pieces	800	30,000	24,000,000	6,723
2.10.3					-	-
2.10.4					-	-
2.10.5					-	-
TOTAL PROJECT ACTIVITIES					427,025,000	119,615
						-
3 PROJECT IMPLEMENTATION						-
3.1	Forum Coordination				20,400,000	5,714
3.1.1	Coordination meetings (including Inception)	Meetings	3	2,000,000	6,000,000	1,681
3.1.2						-
3.1.3	Travel & Accommodation	Persons	36	400,000	14,400,000	4,034
3.2	Capacity Development				3,000,000	840
3.2.1	Review & learning meetings	Persons	30	100,000	3,000,000	840
3.2.2						-
3.2.3					-	-
3.2.4					-	-
TOTAL PROJECT IMPLEMENTATION					23,400,000	6,555
						-
4 QUALITY AND ACCOUNTABILITY						-
4.1	Project Audit	Fees	1	8,000,000	8,000,000	2,241
4.2	Orientation on spheres Standards & CHS	Persons	30	50,000	1,500,000	420
4.3	Pre and Post Monitoring	Persons	2	8,000,000	16,000,000	4,482
4.4	Communication & Visibility	Assorted	3	2,000,000	6,000,000	1,681
4.5					-	-
4.6					-	-
TOTAL QUALITY AND ACCOUNTABILITY					31,500,000	8,824

							-
5 LOGISTICS							
5.1.2	Vehicle Rental	Monthly	3	2,500,000	7,500,000		2,101
5.1.3	Fuel	Monthly	3	2,000,000	6,000,000		1,681
5.2.1	Warehouse rental	Monthly	2	200,000	400,000		112
5.2.2	Packaging	Monthly	1	3,000,000	3,000,000		840
5.3.1	Loading and off loading (refreshments for volunteers)	Monthly	3	500,000	1,500,000		420
5.3.2	Wages	Monthly	10	250,000	2,500,000		700
							-
TOTAL LOGISTICS					20,900,000		5,854
							-
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					519,652,713		145,561
							-
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT							
							-
	Salaries for accountant and other admin or secretarial staff				-		-
	Salaries- Director- HCT (10%)	Monthly	3	512,435	1,537,305		431
	Salaries - Accountant (10)	Monthly	3	493,658	1,480,973		415
	Staff Insurance				-		-
	Bank cost				-		-
	Translations				-		-
	Staff salaries - Cost shared				3,018,278		845
	Contribution to office rent	Monthly	3	1,000,000	3,000,000		840
	Office Utilities	Monthly	3	1,000,000	3,000,000		840
	Office stationery	Monthly	3	1,000,000	3,000,000		840
	Office Insurance				-		-
	Phone and internet charges	Monthly	3	1,000,000	3,000,000		840
	Bank fees - Bank transfer charges	Monthly	3	200,000	600,000		168
	Office Operations				12,600,000		3,529
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT					15,618,278		4,375
Percentage of Indirect Costs against Total Budget					3%		0
							-
Total Budget					535,270,990		149,936