



Rapid Response Fund

Approval

Project Code 17/2-25
Emergency Relief Assistance for Families Affected by Severe
Project Name Floods & Landslides in Sri Lanka 2025

The ACT Secretariat has approved the use of **USD 30,000** 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>)	20 Jan 2026
Final Reports (narrative and financial)	30 Apr 2026
Audit Report (<i>for projects >USD50,000</i>)	N/A

For further information please contact:

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Approved By
Niall O'Rourke
Head of Humanitarian Affairs
ACT Secretariat

actalliance

Rapid Response Fund

Project Proposal

Do you have an EPRP	Yes
When was the last update?	31 Aug 2022
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

11 Dec 2025

Section 1 Project Data

Project Information

Project Name	Emergency Relief Assistance for Families Affected by Severe Floods & Landslides in Sri Lanka 2025
Project Code	17/2025
Country Forum	Sri Lanka
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	National Christian Council of Sri Lanka
Name of person leading the project	Rev. Sujithar Sivanayagam
Job Title	General Secretary
Email	gs@nccsl.org
Location(s) of project (city / province)	Eastern Province, Central Province, Uva Province
Project start date (dd/mm/yyyy)	20 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	Member 1 National Christian Council of Sri Lanka		Member 2 (please write the name of your organisation)		Member 3 (please write the name of your organisation)	
	Male	Female	Male	Female	Male	Female
Cash/ Vouchers	400	400				
Food						
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 (extend rows 43, 44 and 45 if more space is needed)

Sri Lanka is experiencing a severe multi-hazard weather emergency driven by an unusually strong low-pressure system over the Bay of Bengal. The system has produced continuous heavy rainfall, strong winds, widespread flooding, and frequent landslides, affecting both the central highlands and low-lying districts across the country. Experts note that this weather pattern is extremely rare, with some indicating it is the most severe such event in more than a century. With soils already saturated from earlier rains, even moderate wind or additional rainfall continues to trigger landslides, flash floods, blocked roads, and damage to homes.

As of the latest reports, 1.5 million people have been directly affected, with deaths, missing persons, displacement, and extensive damage to houses, farmland, and transportation networks. Markets in many areas are not fully functioning due to road closures and waterlogging, causing food shortages and rising prices. Many families have lost their daily income sources due to the inability to travel or work.

Over the duration of the project, the weather system is expected to remain unpredictable, with forecasts of further rainfall in several provinces. Given this uncertainty, the project anticipates a continued high level of humanitarian need, especially for food, safe shelter, essential non-food items, and support for vulnerable households. Immediate relief, such as dry ration packs or cash vouchers, will remain critical to help families maintain basic safety and dignity while conditions stabilize.

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 recent cyclone-driven floods and landslides, intensified by Cyclone Ditwah, have severely affected millions across Sri Lanka, with over 1.5 million people impacted and hundreds of deaths reported in early December. Continuous rainfall has destroyed homes, flooded roads, caused landslides in hill-country districts, and displaced thousands of families who are now living in overcrowded temporary shelters with limited access to clean water, healthcare, and sanitation. According to UNICEF, more than 275,000 children are among the affected population, facing heightened risks of malnutrition, illness, and psychosocial distress, while daily-wage earners, small-scale farmers, and informal workers have lost their income sources as farmland, shops, and transport systems remain damaged. Recent reports from IFRC and Reuters highlight widespread market disruption, rising food prices, and growing health risks in shelters, making food security, protection, and shelter support the most urgent priorities. Within this crisis, the people we have chosen to support, displaced households, families with damaged or destroyed homes, women-headed families, elderly persons, people with disabilities, and families with children, are those facing the highest levels of vulnerability and the least capacity to cope. These groups were selected because they are directly exposed to ongoing hazards, have lost essential livelihoods, and cannot meet basic needs without humanitarian support. Providing assistance to them aligns with CHS Commitments 1–4 by ensuring the response is appropriate, people-centred, inclusive, and informed by real vulnerabilities. By prioritizing those who are displaced, food-insecure, or cut off from essential services, the project aims to safeguard life, dignity, and wellbeing during this prolonged multi-hazard emergency, while strengthening community-led coping mechanisms and ensuring accountability throughout the response.

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

At present, our organisation has very limited internal funding available to respond to this crisis. The scale of the flooding and cyclone impacts has stretched all existing emergency reserves, and no significant earmarked funds remain for immediate relief work. As a result, we are not in a position to self-finance a substantial emergency intervention, and external donor support is essential for us to provide dry ration packs, transportation for distribution, and basic operational coordination. Without additional funding, our ability to deliver timely and meaningful humanitarian assistance will remain extremely constrained.

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.*

Our proposed project will provide urgent Cash assistance to the most affected families by the recent floods, landslides, and cyclone impacts. We selected this response because rapid assessments show that food insecurity and loss of income are the most immediate problems, with many markets disrupted and thousands of families unable to meet daily needs. The intervention focuses on displaced households, low-income families, elderly persons, women-headed households, and families with children, as these groups are the most vulnerable and least able to recover without external support. The project will run for 4-6 weeks, covering the critical emergency phase while communities stabilise. The Programme of Disaster Risk Reduction & Climate Resilience will lead the overall coordination, procurement, and reporting, while Regional Disaster Management Committees will support beneficiary identification, field implementation, and feedback collection. This coordinated approach ensures the response is needs-based, people-centred, and accountable throughout the emergency period.

To ensure compliance and accountability, the beneficiary list will be obtained through the Grama Niladhari

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.*

We will begin activities immediately by using member churches and organizations. Beneficiary lists will be verified within the first few days, and procurement will be done through our pre-identified local suppliers, allowing us to start distributions within two weeks. All activities, including procurement, packing, distribution, and monitoring, will follow a rapid timeline and will be completed well within the maximum 6-month project period, with most relief delivered in the first 4-6 weeks of implementation.

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*

We are coordinating closely with our member churches, partner organisations, and local authorities to ensure that assistance is delivered where it is most needed and without duplication. Regular information sharing with government disaster management units, local clergy networks, and other humanitarian actors allows us to align our activities, avoid overlaps, and identify unmet needs. Through this coordinated approach, we ensure that resources are used efficiently and that our response complements the efforts of other agencies working in the affected areas.

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*

Locally or within the affected areas	X	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?

Yes, we follow an established procurement policy that ensures transparency, quality, and value for money. In deciding our procurement approach for this response, we considered several key factors: the urgency of the emergency, the need for reliable local suppliers, the availability of essential items, and the importance of supporting local markets affected by the disaster. We also prioritised cost-effectiveness, timely delivery, and adherence to humanitarian standards to ensure that all items reach beneficiaries quickly and safely.

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.*

We calculate the total number of participants by using the standard formula by the ministry of population and demographics that one family represents an average of 4–5 individuals. For this project each cash assistance is provided to one household, and the number of household beneficiaries is multiplied by the average family size to determine the total participants. For example, assisting 800 families would benefit approximately 3,200–4,000 people.

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 target population is involved from the beginning through direct community feedback, discussions with local leaders, and information gathered during rapid needs assessments. Their immediate priorities, such as food, basic relief items, and support for vulnerable households, are what shaped the design of this intervention. During implementation, affected families will help verify beneficiary lists, provide feedback on distribution processes, and report any gaps or concerns.

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.*

Project success will be achieved when all targeted families receive timely cash assistance, depending on accessibility and market availability in each area. In the first week, we will coordinate with member churches and local authorities, verify beneficiary lists, and begin both procurement and voucher-vendor arrangements. By the second week, dry-ration items will be packed, and cash-voucher distribution mechanisms finalised through selected vendors. During weeks three and four, distributions of both ration packs and vouchers will take place, ensuring each household receives support in the most suitable form without duplication. In the final two weeks, we will conduct follow-up monitoring, gather feedback from communities, and complete narrative and financial reporting. Completing these steps within a 4-6 week period will confirm the successful implementation of the emergency response.

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

The main factors that could affect achieving the project targets include continued bad weather, such as heavy rainfall or landslides that may delay transportation and access issues, especially in remote or flooded communities. We will also plan flexible delivery schedules, coordinate closely with local authorities and member churches for real-time updates to avoid delays. This adaptive approach will help ensure the project continues even if conditions change.

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?

We will monitor the project through regular field visits, beneficiary verification, and simple distribution tracking tools such as attendance sheets, voucher redemption records, and photo documentation. Member churches and local partners will provide brief weekly updates on progress, challenges, and any needed adjustments. Feedback from beneficiaries will be collected during and after distributions through short conversations or phone follow-ups to ensure the support was appropriate and reached the right people. At the end of the project, we will review these reports, feedback, and monitoring findings to identify lessons learned, which will be documented and used to strengthen future emergency responses.

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 Code of Ethics of the NCCSL has been subscribed to and signed by the members. additionally the ACT Code of conduct will be shared and signed by all the staff and volunteers engaged in the project

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

We will ensure accountability to the affected population by sharing clear information about the project, such as selection criteria, distribution dates, and available support, through local church announcements, community leaders, and simple notice displays at distribution points. Beneficiaries will be informed about their entitlements, including how to use cash vouchers where applicable. Feedback and complaints will be collected directly during visits, through phone calls to designated staff, and through community leaders who can relay concerns confidentially. All feedback will be reviewed promptly, and necessary adjustments, such as correcting beneficiary lists or improving distribution processes, will be made to ensure fairness, transparency, and respect for the needs and dignity of the affected communities, in line with CHS Commitments 4 and 5.



Rapid Response Fund

Financial Budget and Report

Project Code

17/2025

Project Name

Emergency Relief Assistance for Families Affected by Severe
Floods & Landslides in Sri Lanka 2025

Budget Exchange rate (1 USD to local currency)

0.0032

Exchange rate source in this site:

https://www.exchangerates.com/market-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	PHP	USD	
DIRECT COSTS						
1 PROJECT STAFF						
1.2.1.				-	-	
1.2.2.				-	-	
1.2.3.				-	-	
1.2.4.				-	-	
1.2.5.				-	-	
TOTAL PROJECT STAFF				-	-	
2 PROJECT ACTIVITIES						
2.1.	Cash/Vouchers			8,600,000	27,830	
2.1.1.	Provision of Cash Vouchers	families	800	10,000	8,000,000	25,888
2.1.2.	Transportation	lunteers in 8 di	8	75,000	600,000	1,942
2.1.3.						
2.1.4.	Contingency (5%)				-	-
2.1.5.					-	-
TOTAL PROJECT ACTIVITIES				8,600,000	27,830	
3 PROJECT IMPLEMENTATION						
3.1	Forum Coordination			50,000	162	
3.1.1		Meeting	1	50,000	50,000	162
3.1.2	Coordination meeting with the volunteers and church network				-	-
3.1.3					-	-

TOTAL PROJECT IMPLEMENTATION				50,000	162
4 QUALITY AND ACCOUNTABILITY					
4.1	Monitoring - Post distribution monitoring	Lumsum	3	20,000	60,000 194
4.2	Transportation and accommodation for n	trip	3	30,000	90,000 291
4.3				-	-
4.4				-	-
4.5				-	-
4.6				-	-
TOTAL QUALITY AND ACCOUNTABILITY				150,000	485
5 LOGISTICS					
5.1.2	Travel and accommodation - field visit at	for 8 districts	8	50,000	400,000 1,294
5.1.3	Refreshment during field	numbers	10	3,000	30,000 97
5.2.1				-	-
5.2.2				-	-
5.3.1				-	-
5.3.2				-	-
TOTAL LOGISTICS				430,000	1,391
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				9,230,000	29,868
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT					
	Salaries for accountant and other admin or secretarial staff			-	-
	Salaries (please indicate job title)			-	-
	Salaries (please indicate job title)			-	-
	Staff Insurance			-	-
	Bank cost			-	-
	Translations			-	-
	Staff salaries - Cost shared			-	-
	Office rent			-	-
	Office Utilities			-	-
	Office stationery	Monthly	2	15,000	30,000 97
	Office Insurance			-	-
	Phone and internet charges	Monthly	2	5,400	10,800 35
	Bank fees - Bank transfer charges			-	-

Office Operations		40,800	132
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT		40,800	132
Percentage of Indirect Costs against Total Budget		0%	0%
Total Budget		9,270,800	30,000