



## Rapid Response Fund

### Approval

Project Code	RRF No. 08/2026
Project Name	Emergency Response to Floods in Malawi

The ACT Secretariat has approved the use of **USD 90,000** from its Global Rapid Response Fund (GRRF26).

Reporting Deadlines	
SitRep ( <i>one month after approval</i> )	15th May 2026
Final Reports (narrative and financial)	13th September 2026
Audit Report ( <i>for projects &gt;USD50,000</i> )	N/A

**For further information please contact:**

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Approved By the RRF review Panel  
on April 10th 2026.

# actalliance

## Rapid Response Fund

### Project Proposal

Do you have an EPRP	Yes
When was the last update?	15th September, 2025
Assessment for this response?	Yes

Please submit this form to the Humanitarian Coordinators in your region

Date submitted to ACT Secretariat
09.04.2026

#### Project Information

Project Name	Emergency Response to Floods in Malawi
Project Code	08/2026
Country Forum	Malawi
ACT Requesting Member <i>(if there are more than one member, please use ALT+&lt;Enter&gt; to add another member)</i>	Churches Action in Relief and Development (CARD) Evangelical Lutheran Development Service (ELDS) Blantyre Synod Health and Development Commission (BSHDC)
Name of person leading the project	Felix Minjale
Job Title	Malawi Act Forum Coordinator
Email	felixminjale@gmail.com
Location(s) of project (city / province)	Machinga, Zomba and Chikwawa districts
Project start date (dd/mm/yyyy)	15th April, 2026
Project end date (dd/mm/yyyy)	15th July, 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	CARD		ELDS		BSHDC	
	Male	Female	Male	Female	Male	Female
Cash/ Vouchers	80	120	80	120	80	120
Food						
Health						
Household items						
Livelihood						
Psychosocial						
Shelter						

## 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)*

Malawi experienced continuous rains in several parts of the country from 15 March 2026 to 19 March 2026, and the rains continued to fall the following days, further worsening the situation in the Chikwawa, Zomba, and Machinga districts. Sustained heavy rainfall across central and southern Malawi is expected to continue, and ongoing rainfall and climate variability may exacerbate flooding. During the needs assessment, the affected households exercise their rights and participated in the needs assessment by responding to the questions during the preliminary assessments to make sure that the actions that would be taken by the RRF would not affect them.

**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?**

According to the Department of Disaster Management Affairs (DODMA) report, 14 districts in Malawi have been affected out of 28 districts. So far, 5 districts of Chikwawa, Phalombe, Zomba, Machinga, and Mangochi have been severely affected. This is according to the preliminary quantitative data and reports of the displaced households as reported by the local structures from the affected districts. The country is still experiencing heavy rains currently, and the figures are likely to increase as these figures are coming from preliminary assessments. The impact of the floods is likely to increase the death toll, and the number of people affected has also increased. According to DODMA as of 24 March 2026, 29 people have died, 84 have been injured, almost 140,000 people have been affected, and 1,164

households have been sheltered in 31 camps while other households are staying with relatives whose houses have not been affected in nearby communities and others within their communities. The affected people participated in the needs assessments, and they were also part of the decisions on how they could be assisted during this emergency, and that they require urgent and immediate food assistance, non-food items like kitchen items, and also inputs as part of recovery, as they responded during interviews conducted during the needs assessment. The response is needed in a timely and this will be effective as it addresses the specific needs and priorities of the affected people through the cash transfers since these are multipurpose cash assistance. Efforts through other projects by other agencies and the government will help the affected communities to be resilient after this rapid assistance and all measures will be put in place to make sure that assistance through this RRF does not harm the affected people through establishment of robust complaint and feedback mechanisms to be set by the 3 ACT Forum members.

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

Currently, all the 3 ACT National Forum Members have not secured any funding to support the affected households in the three districts but all the 3 members will use the RRF funding for the intended purpose of assisting the affected people in the affected districts to benefit the people in crisis. The 3 ACT forum members will make sure that briefing meetings are done to the district and community level structures to demonstrate accountability and transparency through achieving the targets of the people to receive the cash transfers and this will demonstrate that the resources are managed ethically and responsibly. The Forum coordinator and the head of programmes from the three member organisations were already trained on CHS and they will be on the ground monitoring the whole process to make sure

**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.*

The three Malawi ACT forum members will conduct cash transfers(multipurpose cash assistance) of approximately \$60 (K105,000) to 600 households reaching out to 3300 people affected in the 3 targeted districts of Chikwawa, Zomba and Machinga. This is according to the needs assessment that was conducted by the Malawi ACT Forum members where affected people mentioned of the immediate food requirements as most of the food items were either swept away or damaged by the flooding water. The assistance is required as soon as possible to make sure that the people in crisis are assisted timely and effectively. Each requesting member will target 200 HH making a total of 600 HHs for the Malawi ACT forum. The amount of \$60 (K105,000) to be distributed per household per month follows recommendations from the Joint Emergency Food Aid Program (JEFAP) and UN Humanitarian Agencies and INGOs.

The justification for providing Multi-Purpose Cash is:

1. According to the market survey, food is still available in the market.
2. Since the roads have been destroyed by the floods, food distribution may not be logistically possible.
3. The amount provided will be sufficient to meet the daily calorific requirement for 2 months of 50kg of Maize, 10 kg packet of beans, and 2 litres of cooking oil per household.

The Cash Transfer Assistance will not harm the affected people as staff from the 3 CAT Forum members and the ACT Forum Coordinator are already well trained in CHS and will be monitoring the process and also following the code of conduct for ACT Alliance. The safeguarding and protection messages will be put across to the meetings to be held in the communities so that affected people are not subjected to any harm. The cash distribution points will be set and placed within the 5 km radius to ensure that the affected people do not travel long distances to get the cash and awareness on issues of exploitation and abuse by staff and community structures will be put across to the affected people during every meeting that will be made in the community to avoid harming the people in crisis. In case some of the project participants would want to start small businesses, any business that will not be environmentally friendly, this will also not be allowed and project participants will also be sensitised against this. We will also provide toll free cellophone numbers to report any incident of abuse or exploitation.

**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.*

CARD, BSHDC and ELDS have field offices in the districts they have targeted and they have a good working relationships with District Councils and other humanitarian agencies. The 3 Malawi ACT Forum members will be able to start their activities promptly and initiate the activities within two weeks following discussions with the Councils' Disaster Risk Management Committees and other community leadership groups and thus be in a position to start activities promptly.

Immediately after receiving the funds, CARD, BSHDC and ELDS will brief the district councils and agree on which localities (Traditional Authorities) should be targeted or which affected communities should be targeted to avoid duplication of efforts in the areas by other actors, and to avoid agencies and organizations concentrating in one area. CARD, BSHDC and ELDS will, within a week, establish contacts with Disaster Risk Management Committees both at the district and community levels so that the proposed project starts promptly by conducting project start-up and targeting the project participants quickly.

CARD, BSHDC and ELDS will use cash in an envelope under the police escort due to budget constraints, and allow more cash to go into the community, and the finance personnel from the 3 forum members will to support the cash distribution exercise. This cash transfer arrangement was also done during the previous response where police escort was successful.

To ensure a smooth initiation of the project, the members will deploy their Field officer to start the preparatory work of coordination at the 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 Directors (including CARD, BSHDC and ELDS) have been and will continue to attend meetings with the UN, Government, and other INGOs involved in disaster response activities to ensure coordinated efforts in the implementation of activities, and also report the work ACT Alliance is doing in the three districts. CARD, BSHDC and ELDS will share progress in the implementation of the RRF with ACT Malawi Forum members during forum meetings to share updates on the response.

The three members will work closely with the ACT Malawi forum coordinator and the Humanitarian Program Officer Africa for coordination outside Malawi.

Malawi ACT Forum Coordinator will work closely with the Malawi government at the national level through DODMA while CARD, BSHDC and ELDS will coordinate all the activities at district levels through the office of the Department of Disaster Management Affairs (DODMA) as well, which coordinates emergency response programmes at the national and district levels within the country.

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

Yes, CARD, BSHDC and ELDS have a procurement policies. And this RRF will not have the component of food distribution and only cash transfers will be done and therefore these procurement policies will not be used. However, CARD, ELDS and BSHDC will make sure that the cash transfers reach out to the intended project participants making sure that each beneficiary sign for the cash received to ensure that the resources are managed ethically and responsibly, since this is not a restricted cash transfer, some other project participants will be able to buy inputs for recovery which can make them more resilient to potential future crises.

**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.*

The target population will comprise of the people in the flood crisis. The population of people in the flood crisis is estimated at: 200 households for ELDS representing 1,100 individuals, 200 households for CARD representing 1,100 individuals, and 200 households for BSHDC representing 1,100 individuals, making a total of 600 households representing 3,300 individuals. Among the affected households are 360 female-headed households and 240 male-headed households. A total of 5.5 individuals constitute a Malawian Household (Government of Malawi population Reports). The selection of these beneficiaries will be made on an open fora meetings so that the affected people exercise their rights and participate fully in the cash transfer programme. All affected community members will be made aware of the target of the people to receive the cash transfer and other communities affected so that the total is 200 for each ACT Forum in the district they re targeting so that resources are managed ethically and responsibly.

**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 was involved in the design of the proposed action through the participatory rapid assessment exercises conducted in the three districts by the three ACT Forum Members before the submission of the alert. The affected will be involved in the implementation of the RRF through the cash transfers and they will also be involved in the post distribution monitoring.

For the affected people to exercise their rights and participate in the RRF, a needs assessment was conducted in the three districts by the 3 ACT Forum members so that the people's needs and challenges are put into consideration. During the assessment, the affected communities through the Village Disaster Risk Management Committees were able to assess the extent of the damage that had been caused by the floods. These committees were able to identify the most affected groups, come up with emergency needs required, and propose days in which they felt their needs could be addressed. The assistance given to the affected people will focus on the needs of the assessment report. The safeguarding and protection messages will be put across to the meetings held in the communities so that affected people are not subjected to any harm. The cash distribution points will be set and placed within the 5 km radius to ensure that the affected people do not travel long distances to get the cash and awareness on issues of exploitation and abuse by staff and community structures will put across to the affected people during every meeting that will be made in the community to avoid harming the people in crisis. In case some of the project participants would want to start small businesses, any business that will not be environmentally friendly, this will also not be allowed and project participants will also be sensitised against this. ☒

## 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 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. It is also anticipated that since this is not restricted cash transfer, the affected households will also be able to buy their seeds for recovery and this will ensure continued food security to the affected households.

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

The major factor that may stop or hinder us from achieving the targets is ghost or fake beneficiary project participants where the local leaders or local disaster risk management committees and also forced sharing being done by the very same people and to mitigate against this, robust complaint and feedback mechanisms will be put in place so that the targeted households are able to channel their feedback and complaints timely to relevant authorities within CARD, BSHDC and ELDS to make sure that they are safe after reporting.

## 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, BSHDC and CARD as ACT FORUM requesting members will report to the Malawi ACT Forum Secretariat in Malawi and the Forum Coordination desk will report to ACT Regional Office in Nairobi. The three implementing members 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 CARD, BSHDC and ELDS will be done for better learning and will also be shared on websites of the three organisations and ACT Alliance website.

All the 3 ACT Forum Members will also conduct post distribution monitoring which will also provide feedback in terms of how the cash transfers have been conducted and other lessons that can be drawn from the cash distribution exercise. Complaints/suggestion boxes, use of toll free line for CARD will be used to allow right holders to provide feedback. A complaint desk will also be set up during 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. This will ensure that access support is continually adapted and improved based on feedback and learning.

**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.*

CARD, BSHDC and 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. And this will ensure that community members interact with staff and volunteers that are respectful, competent and well-managed.

**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**

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The design of this project proposal has used the findings of the needs assessment report, the project activities to be implemented with the affected people have been decided upon by the affected households themselves. 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. The targets will be presented at all these levels so that CARD, BSHDC and ELDS will be held accountable to all what will be spelt out in the plans for the RRF. During cash distribution, 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 are met. Continued coordination with other humanitarian actors as lessons learnt from previous response 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 organizations are indicating their assistance to the affected areas.

Feedback from the people in need will be through post distribution monitoring, suggestion boxes, use of toll free line, and complaint desk, sensitive issues will be investigated by a special committees and feedback mechanisms will be put in place by the 3 Forum members to ensure that women and girls are not abused by the cash transfer programme neither the beneficiary project participants are forced to share the cash with the local chiefs and disaster risk management committees. An this will ensure that access support that does not cause harm to people or environment and also that the programme can safely report concerns and complaints and get them addressed.



## Rapid Response Fund

### Consolidated Budget and Financial Report

Project Code 08/2026 Malawi Floods

Project Name Malawi Floods

Budget Exchange rate (local currency to 1 USD) 1.00000000

Exchange rate for revised budget (local currency to 1 USD)

Please use exchange rate from this site:

<http://www.floatrates.com/historical-exchange->

		Approved Budget			
		BSHDC	CARD	ELDS	Total Budget
<b>1</b>	<b>Total Project Staff Costs</b>	779	899	884	2,562
<b>2</b>	<b>Project Activities</b>	24,229	24,229	24,919	73,377
2.1	Cash/Vouchers	24,229	24,229	24,379	72,838
2.2	Food/Nutrition	-	-	-	-
2.3	Household items	-	-	-	-
2.4	Water, Sanitation, and Hygiene (WASH)	-	-	-	-
2.5	District awareness	-	-	539	539
2.6	Disaster Risk Reduction (Max 10% of the budget)	-	-	-	-
2.7	Mental Health and Psychosocial Support	-	-	-	-
2.8		-	-	-	-
2.9		-	-	-	-
2.10		-	-	-	-
<b>3</b>	<b>Project Implementation</b>	1,575	1,560	-	3,135
<b>4</b>	<b>Quality and Accountability</b>	689	586	586	1,860
<b>5</b>	<b>Logistics</b>	-	-	-	-
<b>6</b>	<b>Assets and Equipment</b>	-	-	-	-
<b>Direct Costs</b>		<b>27,272</b>	<b>27,273</b>	<b>27,272</b>	<b>81,818</b>
<b>Overhead Costs</b>		<b>2,727</b>	<b>2,727</b>	<b>2,727</b>	<b>8,182</b>
<b>Total Budget</b>		<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>90,000</b>