Rapid Response Fund

Approval

Project Code **RRF 31/2026**
Project Name **Humanitarian Assistance to the most vulnerable people affected by Cyclone 'Arnab' in Odisha & Andhra Pradesh states, India**

The ACT Secretariat has approved the use of **USD 120,000** from its Global Rapid Response Fund (GRRF26).

Reporting Deadlines	
SitRep *(one month after approval)*	9 Dec 2026
Final Reports (narrative and financial)	8 Apr 2027
Audit Report *(for projects >USD50,000)*	N/A

For further information please contact:

National Forum Convenor: Kishore Kumar N edkishore@lwsit.org
ACT Regional Representative alwynn.javier@actalliance.org
ACT Humanitarian Programme Coordinator waqas@actalliance.org

Approved By the RRF review Panel
On 6 November 2026

Rapid Response Fund

Project Proposal

Do you have an EPRP	Yes
When was the last update?	29th July 2026
Do you have a Needs Assessment for this response?	Yes

Please submit this form to the Humanitarian Coordinators in your region	Date submitted to ACT Secretariat
	4th November 2026

Section 1 Project Data

Project Information

Project Name	Humanitarian Assistance to the most vulnerable people affected by Cyclone 'Arnab' in Odisha & Andhra Pradesh states, India
Project Code	**RRF 31/2026**
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 Services (CNI SBSS) 3. Christian Agency for Rural Development (CARD)
Name of person leading the project	Bibekananda Biswal
Job Title	Lead of Program & ACT India Forum Coordinator
Email	bnb@lwsit.org
Location(s) of project (city / province)	Ganjam & Gajapati districts of Odisha and West Godavari district of Andhra Pradesh
Project start date (dd/mm/yyyy)	09-11-2026
Project end date (dd/mm/yyyy)	08-02-2027

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 *LWSIT*		Member 2 *CNI SBSS*		Member 3 *CARD*	
	Male	Female	Male	Female	Male	Female
Cash/ Vouchers	1’375	1’375	1’635	1’635	620	710
Food						
Health						
Household items					850	980
Livelihood						
Psychosocial						
Shelter					850	980
WASH	1’375	1’375				

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)*

A Very Severe Cyclonic Storm 'Arnab' was the powerful tropical cyclone that affected South and East India. It was the eighth depression and the first cyclone of the 2026 North Indian Ocean cyclone season, and the strongest post-monsoon cyclone of the Bay of Bengal since 2014. The system originated as a low-pressure area on 24 October in eastern Bay of Bengal, where it was meandering before strengthening into the Cyclonic Storm 'Arnab' on 26 October. Undergoing rapid intensification, Cyclone 'Arnab' quickly strengthened into a Very Severe Cyclonic storm while moving west towards the eastern coast of the Indian peninsula on 27 October. In response, Indian statess of Andhra Pradesh and Odisha & Andhra Pradesh braced for impact by evacuating 180,000 people from coastal areas, ordered schools and colleges closed, suspended trains and flights in high-risk areas, and mobilised the National Disaster Response Force (NDRF) and the Indian Coast Guard. Fed by its interaction with a nearby tropical disturbance, 'Arnab' made a stalled landfall on 28 October between Bapatla and Vishakapatnam districts of Andhra Pradesh without losing its intensity. It brought heavy rainfall in its area of influence while traveling northwards and weakenening into a depression on 29 October over Chhattisgarh.

The Cyclone 'Arnab' caused extensive environmental, infrastructural and agricultural damage, including disruption of transportation, cellular communication and power grids across Coastal Andhra and southern Odisha & Andhra Pradesh. Andhra Pradesh suffered nine fatalities and a property loss of ₹4,600 crores (US$483.14 million), with 325,000 hectares of crops inundated, 12,500 trees uprooted, and over 180 residences damaged in West Godavari, Konaseema and Kakinada districts. The incessant rainfall and the swelling of rivers Nagavali, Vansadhara, Cheyyeru and Rushikulya flooded Srikakulam district as well as Odisha & Andhra Pradesh's Ganjam, Gajapati and Kandhamal districts, where over 1000 villages were marooned, 1,672 houses destroyed, over 75,000 hectares of crops inundated, and five died from a deluge-induced landslide with 12 missing. Effects of storm surge extended till Chennai, Tamil Nadu. Mitigation efforts were expedited by deploying special police units.

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 Cyclone 'Arnab' in Odisha & Andhra Pradesh statess has severely damaged the houses, infrastructure, uprooted trees, household items, standing agriculture crops, livestock (Cattle, Goats, Poultry, etc), shops and other livelihood

▪The socially and economically backward communities such as high concentration of Adivasi (ST), Dalits and Other Backward Caste people particularly the daily wage laborers are severely impacted by the Cyclone 'Arnab'. These families are already marginalized by their social and economic status, and they rely on seasonal work that has now been interrupted. The Cyclone 'Arnab'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. There is no guarantee about any support to be received from government in near future. Besides, the Cyclone 'Arnab'affected families don't have the capacity to recover by themselves without external help.

▪ The immediate needs as identified by the Forum: (1) Emergency Cash Assistance through bank transfer for multipurpose use

(2) Provision of Hygiene Kits/ Dignity Kits to ensure personal hygiene, better sanitation practices and protect from infected diseases (3)Temporary shelter materials and (4) Household Items consisting of sleeping materials

▪ ACT India Forum Members (LWSIT, CNI SBSS and CARD) have done the assessment in their respective areas of support in the targeted districts, where they intend to respond through provision of Emergency Cash Assistance through DBT (Direct Bank Transfer), Dignity/Hygiene Kits, Temporary Shelter Materials and Household Items to the most vulnerbale families such as elderly persons, persons with disability, chronically ill persons, women headed families and the poor families.

▪ By providing emergency cash assistance which will be directly deposited into the bank accounts of these households, the Forum Members are giving these families the means to meet their immediate needs and enabling them to make decisions that best suit their unique circumstances. This support ensures that, they can purchase the materials as per their needs. Marker survey and analysis is done at local level and found that, the goods/commodities are available to buy with the cash assistance to be given to the beneficiaries. Most importantly, due to loss of standing crops, the concerned beneficiary families needs to purchase the agricultural seeds and organic fertilizer after the monsoon is over. These materials are available in the local market to buy as per requirement. Now a days, most of the families have their bank accounts, mobile phone through which they can easily pay by usinig UPI transaction.

▪ The selected households to whom ACT India Forum Members would like to provide relief assistance are vulnerable as they are the ultra poor, socially and economically at the lower strata in the society, and unable to recover as they don't have any saving or security to meet the loss and damage they incurred due to Cyclone 'Arnab'

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

▪ Through this ACT RRF Mechanism, three of the ACT India Forum Members will respond to the Cyclone 'Arnab'affected families in Odisha & Andhra Pradesh states with the requested budget US$ 120,000. There was an online meeting conducted among the three members CNI-SBSS, LWSIT CARD on 3rd November 2026 and further follow up discussion held among the members to respond the crisis to meet the needs of most vulnerable families affected by Cyclone 'Arnab' in Ganjam & Gajapati districts of Odisha and West Godavari district of Andhra Pradesh.

▪ For the relief assistance, there are comprehensive beneficiaries selection criteria has been developed to select the most vunerable households to receive the support.

▪ The resources will be effectively used by procuring the relief materials as soon as possible from the local markets to support the local economy and also it will reduce the transportation cost.

▪ Resources will be efficiently and ethically used for the cause for which it is meant by the experienced staff of the member organizations as they uphold and committed towards good stewardship and value for money. ▪ The cost related to Monitoring and Evaluation consists of to & fro travel, trasport, logistics, accommodation, etc. for monitoring visit by the head quarter staff to the project sites, field visit, meeting with govt. officials, meeting with staff and beneficiaries, etc.

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.*

Since there are 9 districts of Odisha & Andhra Pradesh are badly affected by recent Cyclone 'Arnab', 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 as these districts are affected by Cyclone 'Arnab' recurrently with multiple spells this year. As a result of Cyclone 'Arnab', poor and vulnerable people have lost their livelihood and are not able to cope with the impacts of the Cyclone 'Arnab'. The planned locations for assistance were selected based on three key criteria: (1) the severity of impact caused by cyclone and related hazards; (2) operational presence of ACT India Forum Members and (3) prior experience of each organization currently working in the selected geographic locations.

The ACT India Forum members are focusing on areas where there is an established community relationships and infrastructure to ensure efficient delivery of assistance. LWSIT will provide relief assistance to the people in Ganjam district while CNI SBSS will provide support in Gajapati district of Odisha. CARD will focus in West Godavari district of Andhra Pradesh as these districts

are worst affected in both the state. Three of the ACT India Forum members have their presence to respond to the emergency needs quickly. All these districts are located in the Coastal Odisha & Andhra Pradesh region.

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

Emergency Cash Assistance to 1,504 Households

• Distribution of Temporary Shelter Materials to 350 Households which will help the families to put up temporary shelter

• Distribution of Hygiene Kits/Dignity Kits to 550 households with special emphasis to address the gender needs among 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 • Distribution of Tarpaulin Sheets to 600 Households which will help the cyclone affected families to put up the temporary shelter till they rebuild their houses

• Distribution of Household Materials to 300 Households which will help the families to use to ease their comfort living and ensure diginified living condition.

• Rs 5,000 per households has planned to support as there are huge damage and loss incurred by the families those are selected for cash assistance. All the three members planned to support Rs 5,000 per Household as this amount will be sufficient to meet the unment needs. The beneficiary households will be able to purchase the agriculture inputs to grow Rabi Cultivation and they will buy some household materials with this assisted amount. Staff in the ground conducted the meeting with people affected by cyclone and gathered the information as shared by them to ascertain the emergency cash assistance to meet the needs of the cyclone affected families. • Market assessment and analysis has done by both LWSIT, CNI SBSS and CARD based on which the cash assistance has been planned. The market analysis examined the availability and prices of essential food items, household items, tarpaulin sheets and hygiene materials as well as market accessibility, transportation and the capacity of local vendors. During the time of cyclone, all the shops were closed as the intensity of wind was so strong and it is not advisable to open the shops for selling of any commodities. But, now the shops are opened and materials are readily available in the market. Initially, the stocks reserved by the shops was sold out and took some time to re-stock the materials those were exhausted. But, now it was observed that, all the shops have adequate stocks by the retail shopkeepers for sale.

• ACT India Forum Members responding to the Cyclone 'Arnab'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 states level to ensure duplication is avoided. LWSIT is actviely involved with the coordinaiton process of Sphere India and IAG Odisha & Andhra Pradesh states 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 overlapping or duplication occurs in the program implementation in selected districts as LWSIT will implement the program in Ganjam district while CNI SBSS will respond in Gajapati district of Odisha. CARD will implement the program in West Godavari district of Andhra Pradesh.

The project will be completed within three months period, as this is the critical window for these families to begin recovery. During this time, we will ensure that all the cash transfers, Hygiene Kits, Tarpaulin Sheets and Household Items are distributed to the disaster affected families.

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.*

Three of the ACT India Forum Members viz., LWSIT, CNI SBSS and CARD have a well-established strong presence with experienced human resources, existing networks, and operational capacity in Odisha & Andhra Pradesh. Their presence ensures rapid mobilization, community acceptance, and effective coordination. As each of the member organization are engaged in different districts, it is ensured that, there will be timely, efficient, and context-specific response in both the targeted districts in Odisha & Andhra Pradesh.

• The implementing members of ACT India Forum will discuss with district authorities and Panchayati Raj Instituttions on the response and ensuring the support from them.
• Re-orientation to the project team on the response and the process of the response, role of the forum and the significane of the response.
• Staffs are identified by the respective members to deploy in the Cyclone 'Arnab'affected district to respond the crisis immediately
• Linkage building will be developed with them before and after the distribution of various materials to the families affected by Cyclone 'Arnab'
• Preparation of beneficiaries list involving Cyclone 'Arnab'affected families, Village Development Committee, CBO and SHGs
• Collection of bank account details from the selected household for cash transfer through Bank
• 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.
• Identification of potential suppliers and procurement of materials following procurement policy of the members.
• Procurement and distribution of Hygiene/Dignity Kits, Temporary Shelter Materials and Household Items such as sleeping materials to the selected families
• Transportation of procured materials to the target villages for distribution to the beneficiaries.
• Documentation of good practices, photography and other records at the time of distribution of materials and highlight them with the ACT Secretariat.
• Sharing of information/ reports with govt. agencies and others.
• Sharing of lesson learning/ good practices at international platforms viz. ACT Alliance.

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 India Forum who are not responding through the RRF, but they would respond through their own resources. This will help to avoid overlapping and duplication of programs to be implemented in the identified communities in two different districts where the members are responding to Cyclone 'Arnab'disaster.

• The members will coordinate with the governmanet official at the district level, block level and CBO 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 ACT India Forum Members those are part of Sphere India Network, will coordinate and share information

• The members will coordinate with the the Inter Agency Group in Odisha & Andhra Pradesh. The response program and places of response will be shared with the IAG Odisha & Andhra Pradesh. The members will ensure to represent the coordination meetings organised by the IAG at the states 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 porgram from the office level to the field level. The field teams of respective members would be connected to each other as and when required.
• Local level coordination will be done with NGOs to avoid any overlapping of program.

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	

Do you have a procurement policy? What factors did you consider when you made this decision?

Yes, three of the implementing members of ACT India Forum such as; LWSIT, CNI SBSS and CARD have their respective procurement policy. This procurement policy is the guiding document for procurement of materials and services whcih encompasses all details about the procurement procedure which is very much alligned with the international procurement policy and standard. Maintaining the transparency and accountability related to any procurement is ensured by using this procurement policy. 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.

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 5 members (approx) as per Odisha & Andhra Pradesh states census and hence the calculation is done based on that. The project aimes to support 2,245 Housholds totaling to 11,225 beneficiaries which can be detailed as follow:

- LWSIT: 550 HH (2,750 beneficiaries) in Ganjam district, Odisha. Out of this, 550 Households (2,750 beneficiaries), all of these households and benficiaries will receive Emergency Cash Assistance through DBT and Hygiene Kits/Dignity Kits
- CNI SBSS: 654 HH (3,270 beneficiaries) in Gajapati district of Odisha These many households will receive emergency cash assistance through bank transfer (DBT) - CARD: 1,000 HH (3,160 beneficiaries) in West Godavari district of Andhra Pradesh. Out of this 1,000 Households, 300 Households will receive Cash Assistance, 700 Households will receive Tarpaulin Sheets (out of this 700 Households, 350 Households will receive Household Items also)

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?

• In the past, LWSIT implemented the DRR Project in Ganjam district and earned very good reputation at the local level. The damange and needs assessment have been conducted by LWSIT involving the community people, CBO representatives, Women Self-Help Group Membera and Village Development Committee members at the village level. At the aftermath of Cyclone 'Arnab', LWSIT Team get in touch with these people, conducted meetings with them at different locations to assess the situation by discussion with them in regard to loos and damage due to cyclone. • CNI SBSS has their presence through their local churches in Gajapati district of Odisha. So, they have involved their local churches in the planning process.
• CARD have their presence in West Godavari district of Andhra Pradesh through their local parters working in the state.
• Discussions with the general members of community, members of community based organizations, members of Women Self-Help Groups and members of community based disaster management task force, etc held on the needs by the Cyclone 'Arnab'affected population which were taken into consideration during the time of project design.
• The target communities established Village Devleopment Committee which consist of community representatives and volunteers to select the target beneficiaries based on agreed criteria. 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 different 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 • The beneficiaries will be selected based on the set criteria such as; socially and economically backward and difficult to cope with the Cyclone 'Arnab'disaster situation. These includes Tribal/Adivasi, Dalits, OBC, poorest of the poor those have lost most of their household materials, assets, properties, belongings, landless famileis, marginal and small farmers, women headed families, Person with Disability, families with expected mothers, lactating mothers and small children. Whereve the Transgender persons affected, they will be assisted with relief materials.

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.*

This projet will be implemented within three months time period. Within this time frame, all the program activities as planned will be completed.

• 1,504 Cyclone 'Arnab'disaster affected households will be able to meet their multidimensional needs through unconditional cash transfer. Only rice is provided by Govt. but other food materials such as Dal (pulses), vegetables, cooking oil, etc are not provided by them. Hence, families will meet the food needs by using this cash. Besides, the families will buy agricultural seeds as they loss their standing crops (rice, pulses and vegeables due to Cyclone 'Arnab') to start the Rabi crop after the monsoon season is over. Also, they will buy other livelihood means like livestock to generate income in future. They will also spend cash for family health. Families will also purchase the cattle feeds as it is highly necessary for rearing the cattle.

• 700 Cyclone 'Arnab'affected families will be able to meet their most urgent need like tarpaulin to be used for temporary shelter and out of this 700 families, 350 families will be able to use household itesm in the form of sleeping materials.

• 550 Cyclone 'Arnab'affected families including women and adolescent girld will be able to meet the 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 governmet 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 politcial 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 offcials to ensure transprency 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.support in case of emergencies.

• Health risks (e.g., disease outbreaks) that limit gatherings or movement of staff and volunteers.

Management / Mitigation Measures

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 i.e., LWSIT, CNI SBSS and CARD will be implementing this project. Each of the Member Organization will be having their own organization structure and hierarchy for program implementation and monitoring. In this context, each Organization engaged in this project, they will depute their own staff who would be coordinating the program and they will report to their Line Manager for monitoring the program, finance, logistics, procurement, etc. Concerned Project Coordinators, Accounts Officer (Project Associate) and other designated staffs viz. Community Workers and Community Facilitators 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 ad timely utility of resources.
• The Head Office/ 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.
• National Office level Management cum Procurement Committee will assess the availability of the materials and collection of quotations
• Case Story 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 during the time of relief distribution and after the distribution • Post Distribution Monitoring (PDM) will be conducted on sample basis to understand the impact of program and collect the information related to feeling of the beneficiaries to capture the real changes happend because of relief distribution.
• All the three implementing members will follow the mentioned points throughout the project period document lessons learned, and make necessary improvements throughout the project

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, LWSIT, CNI SBSS and CARD has the Code of Conduct and all the staff and volunteers have signed. Besides, anybody engaged at the project site will sign the Code of Conduct and will abide by it. The new staff or volunteers if recruited for this particular project, theyt will be oriented on it and ensure that, they have signed the Code of Conduct before involve in the project implementation.

3. How will you ensure you and all stakeholders will be accountable to the affected populatio? How will you share information? How will you collect and use feedback and complaints? CHS 4 and 5

• The ACT India Forum Members - LWSIT, CNI SBSS and CARD have their own systems of accountability those are alligned with the ACT India Forum's accountability.
• The District Collector, Addl District Magistrate and District Emergency Officer of Ganjam & Gajapati districts of Odisha & West Godavari district of Andhra Pradesh 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.
• Several meetings will be conducted by the Forum Members with respective communities in their own areas of response in regard to program implementation plan, beneficiary identification and emergency assistance provided to the beneficiaries. Feedback will be received from them particularly during the time of Post-Distribution Monitoring
• The details of the relief materials will be shared to the beneficiaires by conducting meetings at the project site
• Various 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.
• Prior to the distribution of relief materials, details related to complaints response mechanism will be discussed with the communities for their understanding and importance. In this context, there will be horizontal and vertical accountability which will be ensured during the project period. Complaints 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. Complaints related to quality and quantity of relief materials and its usefulness, behaviour of the staff those are involved in relief distribution process, etc. can be raised by the people which needs to be addressed. If the complaints found sensitive, it will be dealt with very carefully maintaining the strict confidentiality. If it is releated to quality and quantity of relief materials, then this will help for the Forum Members to learn from this project and plan in a better way during future program as part of learning and continual improvement.
• Written complaints can be given using local language by the beneficiaries and drop in the complaints box to address. Besides, complaints can be givne through e-mail (LWSIT has the Internal Complaints Committee which dealt with complaints.
• There will be proper records of distribution muster rolls by obtaining the signatures from the concerned beneficiaries for office record and future reference.
• The financial and narrative reports will be submitted to the ACT Alliance Secretariat based on the agreed reporting timeline.

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Rapid Response Fund

Consolidated Budget and Financial Report

Project Code RRF 31/2026
Project Name: Humanitarian Assistance to the most vulnerable people affected by Cyclone 'Arna

Budget Exchange rate (local currency to 1 USD) 0.010551500
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				Reported Expenses				Unspent Amount	Burn Rate
		LWSIT	CNI SBSS	CARD	Total Budget	LWSIT	CNI SBSS	CARD	Total Expenditure		
1	**Total Project Staff Costs**	**1'266**	**348**	**3'355**	**4'970**	**-**	**-**	**-**	-	4'970	0%
2	**Project Activities**	**32'499**	**34'503**	**29'824**	**96'826**	**-**	**-**	**-**	-	96'826	0%
2.1	Cash/Vouchers	29'017	34'503	15'827	**79'347**	-	-	-	-	79'347	0%
2.2	Food/Nutrition	-	-	-	**-**	-	-	-	-	-	0%
2.3	Household items	-	-	4'542	**4'542**	-	-	-	-	4'542	0%
2.4	Water, Sanitation, and Hygiene (WASH)	3'482	-	-	**3'482**	-	-	-	-	3'482	0%
2.5	Shelter	-	-	9'454	**9'454**	-	-	-	-	9'454	0%
2.6	Disaster Risk Reduction (Max 10% of the budget)	-	-	-	**-**	-	-	-	-	-	0%
2.7	Mental Health and Psychosocial Support	-	-	-	**-**	-	-	-	-	-	0%
2.8		-	-	-	**-**	-	-	-	-	-	0%
2.9		-	-	-	**-**	-	-	-	-	-	0%
2.10		-	-	-	**-**	-	-	-	-	-	0%
3	**Project Implementation**	**950**	**739**	**886**	**2'575**	**-**	**-**	**-**	-	2'575	0%
4	**Quality and Accountability**	**932**	**773**	**1'182**	**2'887**	**-**	**-**	**-**	-	2'887	0%
5	**Logistics**	**718**	**-**	**1'116**	**1'834**	**-**	**-**	**-**	-	1'834	0%
6	**Assets and Equipment**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	-	-	0%
Direct Costs		**36'364**	**36'364**	**36'364**	**109'091**	**-**	**-**	**-**	**-**	**109'091**	0%
Overhead Costs		**3'636**	**3'636**	**3'636**	**10'909**	**-**	**-**	**-**	-	10'909	0%
Total Budget		**40'000**	**40'000**	**40'000**	**120'000**	**-**	**-**	**-**	**-**	**120'000**	0%

Requesting Member Bank Details	
ACT member organisation name	Lutheran World Service India Trust
Office Address*	84, Dr. Suresh Sarkar Road, Kolkata - 700014, West Bengal, India
Finance Contact 1 - name and email	Ms Ritu Shrimali; rs@lwsit.org
Finance Contact 2 - name and email	
Primary contact name and email	Mr Kishore Kumar Nag; edkishore@lwsit.org
Bank details	
Registered name of the organisation (as registered in the bank account)	Lutheran World Service India Trust
Office Address (as registered in the bank account)	84, Dr. Suresh Sarkar Road, Kolkata – 700 014, West Bengal, India
Bank Name	State Bank of India
Bank address*	State Bank of India, New Delhi Main Branch, FCRA Cell, 4th Floor, 11 Sansad Marg, New Delhi-110001
Account number or IBAN	40106662004
Account name	Lutheran World Service India Trust
Account currency	Indian Rupee
Bank BIC/Swift Code	SBININBB104
Intermediary bank (if you have it)	Not Applicable
Correspondent Bank (if you have it)	Not Applicable
Please explain if the organisation name registered in the bank is not the same as the name of your organisation	*It is the same name of the Organization registered in the Bank*
Please note : Office Address* and Bank address*, including: Street, Name Building, Number	

Requesting Member Bank Details

ACT member organisation name	CNI SBSS
Office Address*	CNI Bhavan, 16 Pandit Pant Marg, New Delhi - 110001
Finance Contact 1 - name and email	Rohan Diarsa, finance@cnisbss.org
Finance Contact 2 - name and email	Arun Dass, arundass@cnisbss.org
Primary contact name and email	Mayank Thomas, mayankthomas@cnisbss.org
Bank details	
Registered name of the organisation (as registered in the bank account)	The Synodical Board of Social Services of the Church of North India
Office Address (as registered in the bank account)	CNI Bhavan, 16 Pandit Pant Marg, New Delhi - 110001
Bank Name	State Bank of India
Bank address*	New Delhi Main Branch, FCRA Division, 11 Parliament Street, New Delhi - 110001, India
Account number or IBAN	40044045884
Account name	The Synodical Board of Social Services of the Church of North India
Account currency	Indian Rupee
Bank BIC/Swift Code	SBININBB104
Intermediary bank (if you have it)	Not Applicable
Correspondent Bank (if you have it)	Not Applicable
Please explain if the organisation name registered in the bank is not the same as the name of your organisation	*CNI SBSS is the acronym for the registered name.*

Please note : Office Address* and Bank address*, including: Street, Name Building, Number District/Area, City, State/ Province (if applicable), Postal Code/ZIP Code and Country

Requesting Member Bank Details

ACT member organisation name	Christian Agency for Rural Development - CARD
Office Address*	CARD -Christian Agency for Rural Development, Mar Thoma Sabha Office, Thiruvalla, Kerala - 689101
Finance Contact 1 - name and email	Rev. Shibu Samuel , card.dir@marthoma.in
Finance Contact 2 - name and email	Rebu Thomas Mathew, cardknh@gmail.com
Primary contact name and email	Rev Shibu Samuel , Director ,card.dir@marthoma.in
Bank details	
Registered name of the organisation (as registered in the bank account)	Christian Agency for Rural Development - CARD
Office Address (as registered in the bank account)	Director,CARD,Mar Thoma Sabha Office ,Thiruvalla . Kerala. PIN - 689101, India
Bank Name	State Bank of India
Bank address*	FCRA cell, 4th floor , State Bank of India New Delhi Main Branch, Sansad Marg, New Delhi110001
Account number or IBAN	40196406010
Account name	Christian Agency for Rural Development - CARD
Account currency	Rupee
Bank BIC/Swift Code	SBININBB104
Intermediary bank (if you have it)	Not Applicable
Correspondent Bank (if you have it)	Not Applicable
Please explain if the organisation name registered in the bank is not the same as the name of your organisation	*Same name registered in the Bank*
Please note : Office Address* and Bank address*, including: Street, Name Building, Number District/Area, City, State/Province (if applicable), Postal Code/ZIP Code and Country	