

Appeal

Liberia

Assistance to IDPs and Refugees AFLR-31

Appeal Target: US\$ 2,099,170

Balance Requested from ACT Network: US\$ 1,884,170

Geneva, 29 January 2003

Dear Colleagues,

The escalation of fighting between the security forces of the government of Liberia and the LURD dissidents from the end of 2001 throughout 2002, in Lofa Gbarpolu, Bomi, Cape Mount and Bong Counties caused displacements of tens of thousands of people from northern and western Liberia. There are currently approximately 190,000 Liberians living in 14 internally displaced camps and almost as many more living in homes of relatives. It has been indicated that the majority of the IDP population is women and children. Continuous fighting during 2002 has resulted in fear of those displaced, that return to their homes will be dangerous and inadvisable. In any case, most communities of origin have been completely destroyed. It is also believed that until the presidential elections scheduled for late this year are resolved and result in a convincing and sustainable peace, displaced persons will opt to wait and see and allow themselves to languish in Displaced Camps until safe living conditions can be re-assured.

The fighting in Ivory Coast has also added to the humanitarian problem in Liberia as thousands of Liberians who had been living as refugees in Ivory Coast had to flee back into Liberia. In addition, a number of Ivorians fled into Liberia as refugees.

ACT members in Liberia have formed an ACT forum and together have made efforts to co-ordinate their response in assisting the IDPs and refugees. Currently, the following members are in the appeal, **Lutheran World federation / World Service (LWF/WS):** Camp management, Shelter, Water and Sanitation, Psycho-social, Non Food Items, and Social Services, **Lutheran Church in Liberia (LCL):** Food and Non Food Items distribution, Health services, and Trauma Counselling, **United Methodist Committee on Relief (UMCOR):** Health, Shelter, and Camp Management, **Liberia Council of Churches/United Methodist Church (LCC/UMC):** Education, Agriculture, and Health. Other LCC partners wishing to be part of this appeal are the **Young Men's Christian Association (YMCA)**, and **Concerned Christian Community (CCC)**. However, these two organisations are still in the process of finalising their proposals to form part of this appeal. The appeal is therefore, likely to be revised at a later stage to include the two proposals.

ACT

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Coordinating Office

ACT is a worldwide network of churches and related agencies meeting human need through coordinated emergency response.

The ACT Coordinating Office is based with the World Council of Churches (WCC) and the Lutheran World Federation (LWF) in Switzerland.

Project Completion Date:

LCL	-	31 December 2003
LCC/UMC	-	31 December 2003
LWF	-	31 December 2003
UMCOR	-	30 June 2003

Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested

	LCL	LWF	LCC / UMC	UMCOR	Total Target US\$
Total Appeal Targets	152,150	1,616,117	207,935	122,968	2,099,170
Less: Pledges/Contr. Recd	0	185,000	0	30,000	215,000
Balance Requested from ACT Network	152,150	1,431,117	207,935	92,968	1,884,170

Please kindly send your contributions to the following ACT bank account:

Account Number – 240-432629.60A (USD)
 Account Name: ACT - Action by Churches Together
 UBS SA
 PO Box 2600
 1211 Geneva 2
 SWITZERLAND

Please also inform the Finance Officer Jessie Kgoroadira (direct tel. +4122/791.60.38, e-mail address jkg@act-intl.org) of all pledges/contributions and transfers, including funds sent direct to the implementers, now that the Pledge Form is no longer attached to the Appeal.

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind co-operation.

For further information please contact:

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or

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GENERAL DESCRIPTION of the EMERGENCY SITUATION

There are approximately 190,000 Liberians living in 14 camps for internally displaced persons (IDPs) and almost as many more living in the homes of relatives. The escalation of fighting between security forces of the Government of Liberia and LURD dissidents from the end of 2001 throughout most of 2002, in Lofa, Gbarpolu, Bomi, Cape Mount and Bong Counties, caused the internal displacement of thousands of people from northern and western Liberia. Many of the IDP Camps are located in the western suburbs of the capital city of Monrovia, while other Camps are located in Totota, Bong County, Kakata, Margibi County; Buchanan, Grand Bassa County, and Ganta, Nimba County. Approximately 190,000 IDPs are living in 14 IDP Camps constructed in these areas over the past nine months.

Three rebel groups are now fighting against the government forces in the Ivory Coast. Presently the government says that there are approximately 43,000, mostly returning Liberians at the Liberian border villages waiting to be transported to their original homes and family locations. As the situation in the Ivory Coast continues to deteriorate, it is expected that tens of thousands of Ivorian refugees will cross into Liberia for safety from the fighting. The conflict developing in the Ivory Coast will exacerbate the displaced problems already in crisis in Liberia.

Continuous fighting in Liberia during 2002 has resulted in a fear of those displaced to return to their locations of origin. Most communities of origin have been completely demolished. It is also believed that until the presidential elections scheduled for late next year are resolved and result in a convincing and sustainable peace, displaced persons will opt to wait and see and allow themselves to languish in displacement camps until safe living conditions can be re-assured.

The Liberian Government launched an aggressive attack on the LURD forces that had been in control of Tubmanberg since May 2002. The LURD forces were driving back to their northern most stronghold in Voinjama. However, in October 2002 the LURD renewed fighting in the Voinjama area causing an influx of newly wounded Liberian soldiers seeking medical attention at the Phebe Hospital that LWS Administers.

Thousands of civilians are trapped into forced conscription, slavery, kidnapping, SGBV, sexual exploitation, disease, malnutrition and high infant mortality rate. Those who manage to escape the conflict nightmares are still trickling into the relatively safety of the IDP Camps. Presently, all life sustaining facilities and services are grossly inadequate for the large number of displaced persons, many of which have been displaced many times.

According to OCHA and WFP, there are approximately 190,000 IDPs in 14 camps that are in need of emergency life saving and capacity building assistance. The majority of the IDP population is women and children.

Impact on Human Lives

The crisis has caused the forced movement of approximately 190,000 persons comprising of more than 38-47,000 families. The gender distribution of this number is 30% women, 45% children and 25% men. Many of these victims of war have suffered multiple displacements in their efforts to escape the fighting. Additionally, another 100,000 persons are expected to arrive in Liberia fleeing the fighting in the Ivory Coast between November 2002 and March of 2003.

Presently, all life support assistance is grossly inadequate. Food is not of the “local basket” and is insufficient. Shelter, in most cases, is 4 by 5 meter and accommodates an average family of 5 persons (husband, wife and children); water, sanitation and medical care are clearly inadequate.

Disaster and Emergency Statistics

Reliable statistics concerning IDPs and refugees on the move and in camps are difficult to obtain, but it has recently been accepted that an estimated population of 190,000 IDPs (based on WFP's feeding statistics) are presently sheltering in the 14 IDP Camps.

Current Security Situation

Counter attacks by security forces of the Government of Liberia has changed the direction of the fighting back away from Monrovia area into territories formerly captured and held by the LURD rebel forces. Tubmanburg, Arthington (President Taylor's hometown), Bopolu and other strategic areas have been recaptured by Government security forces but are still thought to be relatively volatile. Fighting is continuing and more displaced people are still entering the IDP camps; many are not officially displaced but can not feed themselves as a result of the economic devastation of the war.

Additionally, tens of thousands of persons fleeing the Ivory Coast are expected to cross into Liberia during the next few months. The exodus has already begun with more than 43,000, reports the government, now on the Liberian border awaiting assistance.

> The ACT Liberia Network

The ACT Liberia Network was founded by the **Lutheran World Federation (LWF)**, the **Liberia Council of Churches (LCC)**, the **United Methodist Committee on Relief (UMCOR)** and the **Concerned Christian Community (CCC)** in June 2001. The purpose of the local network is to enable local ACT partners consult amongst themselves, avoid duplication of efforts and institute joint appeals where feasible to attend to the humanitarian emergency relief and rehabilitation program in Liberia, amongst others.

The present membership of ACT Liberia Network includes **LCC, LWF, UMCOR, CCC, Lutheran Church in Liberia (LCL), United Methodist Church (UMC), the Christian Health Association of Liberia (CHAL) and the Young Men's Christian Association (YMCA)**. Membership is open to all members and affiliates of WCC AND LWF working in Liberia.

I. REQUESTING ACT MEMBER INFORMATION

➤ United Methodist Committee on Relief (UMCOR)

II. IMPLEMENTING ACT MEMBER AND PARTNER INFORMATION

The United Methodist Committee on Relief (UMCOR) is the relief and development agency of the General Board of Global Ministries of the world-wide United Methodist Church. Its mandate is to advance the dignity of persons and provide humanitarian and development assistance without regard to religion, race, nationality, or gender. Established in 1940, UMCOR has provided emergency relief and short-term rehabilitation assistance in response to human suffering world-wide.

Over the last decades, the United Methodist Church in the United States and Europe has supported humanitarian and development activities in Liberia through monetary contributions and in-kind materials to the United Methodist Church Liberia Annual Conference. In response to the 1996 crisis, UMCOR opened an office and began serving as an implementing agent.

Following the April 1996 fighting in Monrovia, UMCOR/Liberia implemented a 3-year sanitation project in Monrovia under funding from the Dutch Government. The project rehabilitated and cleaned community latrines in IDP camps around Monrovia, reducing the risk of cholera and other waterborne diseases. UMCOR also operated a vocational training program in the White Plains area of Montserrado County with funding from ACT. UMCOR also has experience implementing seeds and tools distribution projects for returnees in Margibi County.

In March of 2002, UMCOR concluded the implementation of a Norwegian funded 3-year vocational training and accelerated learning program in Gbason Town, Sinoe County in Southeastern Liberia. The purpose of this project was to re-integrate child soldiers back into the community by giving them skills to earn a livelihood. The program also sought to provide children with intensive literacy and numeracy skills training in order to reintegrate them into the formal education sector. Currently, UMCOR is implementing a hospital revitalisation program at Ganta United Methodist Hospital, a large component of which consists of support to the Ganta Orthotics and Prosthetics center which is funded by USAID.

III. DESCRIPTION OF EMERGENCY SITUATION

The LURD rebels succeeded in May 2002 in attacking the town of Arthington, the home of President Taylor, situated just less than 15 kilometers from Monrovia. The central town of Gbarnga, the former stronghold of the rebel NPFL under Charles Taylor also came under attack in May 2002. This was the first time that large numbers of displaced fled to neighbouring Ganta, in Nimba County.

The displaced population in Ganta at the peak of the crisis stood at a little over 16,000, including pregnant women, children and the elderly who sought refuge in school buildings, churches, and abandoned structures, while at the same time facing the inhuman challenge of inadequate food, water, clothing and medicare. However, last July 2002, government forces succeeded in restoring calm to the central town of Gbarnga, thus paving the way for residents of the area to return home. However, to this day, there remains in Ganta a displaced population of 3,500 persons who were originally displaced from lower Lofa County before being driven out of Gbarnga. The Ganta United Methodist Mission station itself is hosting over 2,000 of the remaining displaced persons currently at Ganta. These displaced persons have vowed not to leave Ganta until peace and stability return to their home in lower Lofa County. Lofa County is still experiencing much insecurity.

In the wake of all the displacement, the Ganta United Methodist Hospital, the only referral health center in the area, has been overwhelmed with an excessive caseload among the displaced population. The

most common diseases among the group include malaria and water-borne diseases, and the need for child and maternal care is acute.

The medical services report from the Ganta United Methodist Hospital three months following the arrival of IDPs in Ganta is quite disturbing. The 65-bed hospital has over-stretched its services due to the IDP crisis. Much needed drugs and other medical supplies have run out, beds have become inadequate for admission, thus leaving patients to either share a single bed while others are required to lie on mats. The situation has become dire with all elective surgeries being put on-hold so as to enable the hospital to cope with extreme emergencies in the wake of inadequate beds and supplies.

Other agencies such as the International Committee of the Red Cross, Save the Children/United Kingdom, International Rescue Committee, Action Contre La Faim and the World Health Organisation continue to provide minimum assistance to buttress the efforts of UMCOR in addressing the health needs of the displaced people. However, this assistance is not enough.

In addition to the health concerns of the displaced persons, it has become clear that the population would like to engage in farming activities in order to give them some ability to secure food for themselves and their families while they await the restoration of peace in their original homes. Yet, they are confronted with the problem of lack of tools and planting materials as a means of restarting their farming life. Most had to leave behind these much needed tools as they fled from the renewed fighting.

UMCOR is therefore submitting this appeal for assistance to the over 3,500 displaced persons who have remained in Ganta as a consequence of the LURD attack on neighbouring Gbarnga, Bong County. The figure of 3,846 IDPs registered was verified by a joint NGO/donor assessment team headed by the World Food Program which visited Ganta during the month of August before food rations were distributed. The purpose of this verification exercise was to enable the WFP and the UN/OCHA to develop a more comprehensive emergency intervention for the IDPs situation in Ganta. WFP already has its standardized criteria that will be followed by UMCOR once final discussions involving UMCOR are concluded. The selection of IDPs is based primarily on those who leave from the area of conflict and seek refuge in designated areas. However, those who choose not to reside in displaced camps are not considered for humanitarian assistance, and therefore not eligible for registration.

The areas of concentration for this appeal are health, agriculture and shelter construction.

Central to this program will be the collaboration of UMCOR and UMC, as the hospital is part of the UMC. UMCOR's involvement with Ganta UMC Hospital is not new. UMCOR has been implementing a USAID funded prosthetics and orthopaedic workshop on the mission compound for over two years. A key component of the project is for the workshop to become integrated into the hospital. Thus, over the years, there has been opportunity for UMCOR to co-ordinate with the UMC mission at Ganta.

While UMCOR strives to work in co-ordination with its local counterpart the UMC-LAC (Liberia Annual Conference), it is worth noting that these two organisations, while they fall under the same umbrella, are independent entities. As a result, each have their own mandates, priority areas, areas of operation, and reporting/financial structures. And while it would be possible to submit a joint appeal, it was felt by those in the field that it made the most sense to submit separate appeals to ACT at this time.

UMCOR has been working in close co-ordination with LWF in the preparation of this appeal. Additionally, ACT partners in Liberia meet on a regular (usually monthly) basis to discuss programmatic and other issues. Members who attend these meetings include: LWF, LCL, CCC, YMCA, CHAL and UMCOR. However, to UMCOR's knowledge, there are no ACT partners operating in the Ganta area in response to the IDP crisis, and thus there will be little opportunity to co-ordinate

with ACT partners in the implementation of the project.

IV. GOAL & OBJECTIVES

The **goal** of this emergency program is to provide emergency humanitarian assistance in the form of medical, shelter and agricultural assistance to the IDPs who have fled fighting in and around the Gbarnga area and have sought refuge since May 2002 in Ganta, Nimba County.

Objectives

- To assist the Ganta United Methodist Hospital to effectively respond to the increase demand for health services from among the displaced people who are referred to the centre on a daily basis;
- To ensure adequate shelter for the IDPs;
- To provide additional means of livelihood to IDPs through agricultural production;
- As lead agency in Ganta, Nimba County, UMCOR will assist the LRRRC in the management of the camps;

Activities

- To procure emergency drugs and supplies for IDPs seeking medical services at the Ganta United Methodist Hospital;
- To provide suitable shelter for the displaced population;
- To distribute tools and planting materials to 400 family heads for the cultivation of 50 acres of swampland for vegetable and rice productions including the provision of technical assistance.
- To assist in the management of the IDPs Camp;

V. TARGET BENEFICIARIES

UMCOR proposes targeting 3,846 of the remaining, long term IDPs living in temporary shelters in various parts of Ganta, Nimba County. In dealing with an IDP situation, limited criteria are used in targeting. First off, those who have gone through the registration process, identifying them as IDPs, automatically qualify for assistance. Only those who fled the troubled area but were accommodated by family members or friends in dwellings in Ganta are exempted from the IDP non-food item (NFI) assistance package. The project intends to assist IDPs, regardless of age or gender, giving priority to single-headed households, pregnant women, the elderly and children, mainly for medical assistance and shelter. This will eventually bring the target beneficiaries to a little over seven thousand.

VI. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Description of Assistance

- To procure and deliver medical and operational supplies to the Ganta United Medical Hospital;
- To roof existing structures to accommodate the IDPs;
- To provide assorted seeds and tools to farmers and provide technical assistance for the production of vegetable and paddy rice.
- To assist the LRRRC in the management of the IDPs Camp;

Implementation Description per Activity

- ***To procure and deliver medical and operational supplies to the Ganta United Medical Hospital***
Updated health statistics received as at 17 August indicated a total of 140 safe deliveries of babies born to mothers among the displaced at the Ganta United Methodist Hospital. During the same period, the hospital admitted more than 147 displaced adults and 66 malnourished children. Additionally, the hospital also performed 71 emergency surgeries. The outpatient department of the hospital has also

provided services to more than 3,741 displaced persons. Hence, in the wake of the current rainy season and given the deplorable living environment where the displaced persons are residing, the hospital faces a very large challenge concerning patient caseload in the months to come.

In addition to the plight of the displaced persons in Ganta, other health-related cases are being referred to the Ganta United Methodist Hospital on a daily basis from other parts of Bong and Lofa Counties. Pheobe Hospital, located a few kilometres from Gbarnga, experienced systematic looting even though actual fighting did not occur there. The hospital has, however, resumed its services, though with a limited number of medical staff.

Drugs such as anti-malarials, antibiotics and anti-diarrhoeals will be procured by UMCOR to combat the alarming rate of cases related to them. More than 70% of the cases referred to the Ganta United Methodist Hospital fall within this category. In addition to these drugs, UMCOR will also procure surgical solutions, surgical-related medications and oxygen for emergency surgeries. As it relates to operational supplies and services, UMCOR will need to increase the fuel supply for additional running hours of the generators so as to provide uninterrupted water supply to the displaced population as well as allow ample power supply for emergency surgeries.

Currently, the Ganta United Methodist Hospital is providing free-of-charge medical services to all the IDPs. The IDPs are identified by the registration card issued to them by WFP upon their arrival at Ganta. Since 16 May to date, the GUMH has served nearly 4,200 IDPs, including outpatient and admissions, costing the hospital approximately USD11,000. UMCOR will be responsible for procuring the drugs and other medical supplies to cover medical services for the IDPs. The hospital administration will be required to submit a comprehensive report on a monthly basis to UMCOR on the use of those supplies, the number of IDPs served during the month, and the type of services and treatment provided each person. This report will be essential verifying inputs utilisation.

➤ ***To rehabilitate structures to accommodate the IDPs on the Ganta Methodist Mission Station***

All schools within the City of Ganta are due to open in mid-September but some of the schools are currently being used to accommodate the remaining 3,846 IDPs. Among the schools still playing host to the displaced persons are the Ganta United Methodist School, the Yeanay School and the Catholic Mission School. These schools provide the majority of education services to the children in the area.

Local school authorities have intensified their calls on the government to relocate the displaced persons so as to allow the re-opening of the various schools for the academic year 2002/2003. These appeals have not been answered as the government lacks the resources to relocate them. The government has instead requested that the IDPs return to Gbarnga, something which the IDPs have vehemently rejected and which is not possible given the outstanding security concerns in the area. Therefore, UMCOR is proposing to re-install roofing to provide proper, dry shelter for the IDPs in three alternative buildings, all of which are in some state of disrepair. One shelter identified by the Bishop of the United Methodist Church in Liberia is an abandoned cafeteria building belonging to the United Methodist Church. The cafeteria is located on the outskirts of the Ganta Methodist Mission Station. The other facilities are two unused warehouses belonging to the Liberia Produce Marketing Corporation (LPMC) located on the Ganta – Saclepea Highway. These three facilities, when completed, will be able to host the over 3,500 remaining IDPs, thereby allowing students to begin the academic year. The rehabilitated structures will provide comfortable, dry shelter for the displaced people.

The actual rehabilitation will be done by some of the IDPs who have technical skills in construction work. UMCOR and the Liberia Refugee Repatriation and Resettlement Commission (LRRRC), the government arm responsible for refugees, will play a supervisory role.

➤ ***Provision of assorted planting materials and tools to farmers along with technical assistance for the production of paddy rice and vegetables.***

In response to the return of refugees to Liberia in 1996 and 1997, UMCOR assisted farmers to re-activate their livelihoods. UMCOR re-activated the farmer groups, provided farmers with seeds and tools, and provided technical assistance to improve the yields on their crops.

The interested farmers will be targeted on the basis of each family head, taking into consideration a family size of six. A set of assorted tools and planting materials will be provided to each family head. The project will utilise the available lowlands to produce paddy rice and assorted vegetables, which will help in stabilising the IDP food security situation in the Ganta area. The quantities calculated are on the basis of 320 farm family heads, using the Bulk UN/EU Seeds & Tools Scale for IDPs in Liberia. UMCOR will procure the required inputs (seeds and tools) from local sources, in order to ensure local compatibility of inputs and seeds.

Based on previous experience working with IDPs, UMCOR is quite aware of the fact that not all IDPs are farmers or will be interested in farming activities. In this regard, during the registration process of IDPs, each family head was asked by the NGO/IDPs registration team as to his/her intention while in the displaced centres pending their return home. It was based on the responses from these family heads that a total of 320 family heads expressed an interest in taking up agricultural activities. The average family size is six. Thus, the activity will be providing assistance indirectly to nearly 1,920 persons. The criteria used for beneficiary selection, is the IDPs' admittance of their desire and ability to farm.

The land to be cultivated is owned by the Liberia Annual Conference of the United Methodist Church. The land covers an area of 400 acres. Currently, a significant portion of the land is lying idle and the church has expressed its willingness to have the IDPs cultivate the area while they reside in Ganta. The Bishop of the United Methodist Church endorses this decision by the church in allowing the IDPs to utilise the land.

Technical assistance to the IDPs will form an essential part of this objective. Due to past experience, UMCOR will provide close monitoring to the distribution of inputs. Past experience has shown that IDPs will often trade their seeds and tools away for other necessary household or medical items. In order to avoid this, monitoring of distributed inputs will be undertaken to ensure agricultural productivity does take place. Additionally, land distribution among the IDPs has to be co-ordinated so that no one person will claim an unequal amount of land to the disadvantage of others. The technical field staff will be able to effectively co-ordinate these activities.

The technical assistance will be directed towards ensuring that the farmers effectively utilise the inputs for the attainment of maximum productivity. The technicians will therefore be available at the project site on a daily basis so any issues may be timely and properly addressed.

➤ ***To assist the LRRRC in management of the IDPs Camp;***

Since the advent of the war in Gbarnga and the subsequent movement of the IDPs to Ganta, Nimba last May, UMCOR has been actively involved with the co-ordination of activities relative to the well-being of the IDPs. As the NGO with the predominance presence in Ganta, the LRRRC designated UMCOR as the lead agency for the co-ordination of assistance to IDPs.

This co-ordination includes the setting up and subsequent management of camps. In setting up the camps, land clearing, de-stumping and drainage construction will be carried out so as to have an improved and conducive environment for the IDPs.

Four staff persons will be required to provide daily supervision and co-ordination of other assistance directed to the IDPs from other agencies and institutions.

VII. ADMINISTRATION, FINANCE, MONITORING & REPORTING

Administration

The UMCOR management structure is program based. Overall management of the program is the responsibility of the UMCOR Executive Director based in Washington, DC. Program goals are established in Liberia through agreement with the Washington Office. This office in turn works cooperatively with the UMCOR/Liberia office and the Africa Program Officer to ensure effective program outcome.

The UMCOR/Liberia Head of Mission is responsible for general program implementation and in-country staff deployment and supervision. The Head of Mission is accountable to the Executive Director and through him the Africa Program Officer. Major decisions are proposed by the UMCOR/Liberia Head of Mission and reviewed by the Africa Program Officer.

The UMCOR Program Officer for Africa is responsible for backstopping all field operations, managing and organizing support required from the U.S. This includes arranging for shipments of in-kind donations. The Program Officer also co-ordinates and communicates with the ACT office in Geneva and performs other liaison requirements required directly to the project. In addition, the PO is responsible for recruiting expatriate staff and providing reports to ACT CO as requested.

The day-to-day management of the project will be the responsibility of the Assistant Project Manager. The Assistant Project Manager will be responsible for developing reports for the donors on programmatic issues through the UMCOR Home Office protocol channels. In addition, the Assistant Project Manager will be responsible for actual implementation and ensuring compliance with donor regulations. The Assistant Project Manager will answer directly to the Head of Mission who is directly accountable to the Executive Director in Washington, DC.

All financial and narrative reports will be forwarded to ACT CO by the UMCOR-DC Program and Finance Departments, respectively. These reports will, however, be generated in the field by the Finance Director and Head of Mission and forwarded to the UMCOR-DC Office for review and subsequent submission to the ACT CO. Unless otherwise, ACT CO should refer all communications and or inquiries relative to the project directly to the UMCOR-DC Office which will in turn forward them to the field, if there are issues directly related to the field operations.

Finance Management and Controls

UMCOR has a solid accounting system designed for multi-donor funding. Generally, UMCOR uses the state of art accounting software package, ACPACC/2000, which is a general ledger information system designed to account for expenses at the grant level to clearly show how expenses are allocated. The system also provides for a clear audit trail for any expenditure. Expenses are managed in the following way:

Salaries: All employees fill out monthly timesheets indicating hours worked and for which grants. Salaries and housing allowances are allocated among grants accordingly. Timesheets are signed by the appropriate supervisor.

Operating Expenses: Expenses under \$500 are approved by the Finance Director following a budget review. Expenses over \$500 must be approved jointly by the Head of Mission and Finance Director. Expenses are recorded and tracked with pre-numbered vouchers, allowing for a clear audit trail. Expenses are charged to the grant for which they are made. Expenses shared among grants are allocated according to budget ratios.

Capital Assets and Equipment: All purchases of equipment and capital assets valued over \$5,000 must be purchased in accordance with the project agreement. A fixed asset registry is maintained for all equipment and capital assets purchased with donor funds.

Travel: Travel must be approved by the Head of Mission and the donor if required.

Contracts: Contracts are required (a) for all employees, (b) office rent, (c) expat housing, (d) vehicle maintenance, (e) any temporary service provided to UMCOR.

Cash Management: Government and non-Governmental funds are stored in separate bank accounts. Petty cash expenses are reconciled daily, cash on hand is reconciled with the general ledger at the end of each month. Discrepancies are investigated immediately and corrected. Approval for expenditures, accounting and cash disbursements are performed by different individuals to assure separation of duties and improve internal control.

Compliance: UMCOR adheres to all regulations required by donors. All expenses must meet criteria for reasonableness, allocable and allowable. UMCOR financial records are kept for a minimum of three years after the close of a project.

Reporting Financial reporting to the donors is performed on a monthly, and/or quarterly basis as required by the donor. Internal financial reports for each project is developed monthly and submitted to the UMCOR/DC Finance Manager for review and reconciliation.

Auditing is done by an independent auditing firm, VOSCON, an associate of Deloitte & Touche Corresponding Firm. The internal control system receipts and expenditures are assessed and the internal accounting procedures tested to determine whether expenditures are in line with donor's policies. Thereafter, a management letter and an audit opinion is rendered on the overall accounting procedure adapted during the period covering the audit.

Procurement Procedure: Procurement requests for project-related inputs are made by the head of the project and submitted to the Head of Mission for review and approval. Once the approved, the request is forwarded to the Finance Department to verify fund availability on budget lines. Following the verification exercise by the finance department, the request is sent to the procurement officer who then proceeds with the acquisition of three separate proforma invoices for the single request. An analysis of the three invoices will be made by the procurement officer, thus leading to the selection of the pro forma with the least cost. A purchase order will be prepared by the procurement officer, with signatures of the requesting officer, the finance department and that of the head of mission before the items are delivered to the UMCOR warehouse by the vendor. Depending on the amount involved, the vendor could wait for a period of one week to a month before UMCOR makes the payment

UMCOR has had significant experience in inputs handling and distribution to targeted vulnerable beneficiaries. The distribution mechanism operates by using specialised designed distribution and inputs utilisation forms that enable field staff and supervisors to have knowledge on kinds and quantities of inputs received, utilised and remaining in stock. These forms are geared towards ensuring check and balances for inputs authorised by the head of the project, then released from the warehouse, later distributed by the field staff and through its final point to the beneficiaries.

Signatures on the inputs delivery forms reflect the authorisation of the head of the project, the warehouse officer, the field staff taking delivery from the warehouse and the leaders of the respective community based farming groups. This is done in order to confirm transparency in the entire exercise. At the end of the transaction, the forms will be returned to the head of the project for his/her acknowledgement and have them forwarded to the finance director and head of mission for verification before filing.

Monitoring

The monitoring of the program will be directed to ensure (1) the timely processing of medical supplies request, procurement of the medical supplies and the deliverance of these supplies to the hospital for use; (2) the completion of roofing of the buildings and the subsequent occupation by the displaced persons; (3) the effectiveness of targeting beneficiaries and the timeliness of food distribution to the displaced persons, and (4) the production of assorted vegetables and paddy rice by the IDP targeted population, thus contributing to the stabilisation of the food security situation in the Ganta area.

Monitoring of the activities will be done jointly by the NGO/IDPs Co-ordination Team, comprising of UMCOR, SCF/UK, IRC, Equip In't and the Government's representative, the LRRRC. The ACT-Liberia Network will also form part of the monitoring exercise so that the process itself can be more transparent. Periodic monitoring of activities of its members is one of the objectives of the ACT-Liberia Network.

Implementation Option

The project intends to assist all IDPs, regardless of age or sex. However, in the event that adequate funding is not received for the entire intervention, priority will be given to pregnant women, the elderly and children, mainly for medical assistance and shelter. This will eventually bring the target beneficiaries to a little over one thousand five hundred pregnant women, children and the elderly.

VIII. IMPLEMENTATION TIMETABLE

The duration of this project will be six months, beginning 1 January 2003 to 30 June 2003.

IX. UMCOR BUDGET

INCOME - Cash & In Kind Donations received directly

GBGM/United Methodist Committee on Relief Toyota High Lux Pick-up	24,000
GBGM/United Methodist Committee on Relief Isuzu Pick-up	<u>6,000</u>
TOTAL INCOME	30,000

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
DIRECT ASSISTANCE				
Agriculture Seeds and Tools				
Assorted vegetable seeds	Kg	500	5	2,500
Agro Filterlizer	Kg	2500	1	2,500
Seed rice	Kg	8000	1	4,000
Shovel	Units	640	8	5,120
cutlass-Class A	Units	640	5	3,200
Bucket	Units	320	5	1,600
Hoe	Units	640	4	2,560
File	Units	640	2	1,280
<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
Digger	Units	640	6	3,840
Pingalin	Units	320	4	1,280
Watering Cans	Units	320	8	2,560
Agriculture Technicians (3 persons)	Month	18	200	<u>3,600</u>

Total Agriculture Seeds and Tools				34,040
Shelter / Roofing				
Planks(Assorted)	pcs	1000	5	5,000
Zinc	bundles	40	125	5,000
Nails	boxes	25	25	625
Carpenters (2 persons)	Month	4	150	600
Sub Total				11,225
Medical Supplies				
Anti-malaria	Month	6	300	1,800
Anti-diahrrea	Month	6	300	1,800
Anti-biotics	Month	6	300	1,800
Surgical solutions	Month	6	400	2,400
Surgical drugs	Month	6	400	2,400
Oxygen Tanks	Month	6	30	180
Generator fuel hospital(12gals./day)x186days	Month	6	3	<u>7,031</u>
Sub Total				17,411
Camp Management Activity				
Land Clearing (2 sites)	Lumpsum	1	1,000	1,000
Land Destumping (2 sites)	Lumpsum	1	2,000	2,000
Drainage Construction (2 sites)	Lumpsum	1	2,500	2,500
Camp Supervisors (4)	Month	6	200	<u>1,200</u>
Total Camp Management Activity				6,700
TOTAL DIRECT ASSISTANCE				<u>69,376</u>
MATERIAL TRANSPORT, WAREHOUSE & HANDLING				
Warehouse Officer	Month	6	37	221
Warehouse Clerk	Month	6	100	600
Security guards (2 persons)	Month	6	100	<u>600</u>
Total Material Transport, Warehousing & Handling				1,421
CAPITAL EQUIPMENT				
Cost of Toyota Hilux Pickup				24,000
Cost of Isuzu Pickup				<u>6,000</u>
Total Capital Equipment				30,000
PERSONNEL, ADMINISTRATION, OPERATIONS AND SUPPORT				
Local Staff (based on 20% charged to appeal)				
Office Manager	Month	6	147	882
Finance Manager/Director	Month	6	147	882
Procurement Assistant	Month	6	53	316
Local Staff (based on 100% charged to appeal)				
Drivers (2 persons)	Month	6	300	1,800
Assistant Project Manager	Month	6	450	2,700
Local Staff (based on 50% charged to appeal)				
Mechanic	Month	6	79	474
Maintenance attendant	Month	6	66	393
Description	Type of Unit	No of Units	Unit Cost US\$	Budget US\$
Fringe Benefits				
Local staff at 15% of 13,067.40	Month	6		1,960
Travel				
Inland travel (2 persons)	Month	6	40	240
Transport				

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Vehicle maintenance and spare parts(2)	Month	6	500	3,000
Fuel for 2 vehicles	days	150	32	4,725
Vehicle Insurance (2)	units	2	400	800
Office Operations & Others (20%)				
Stationery & Supplies	Month	6	200	1,200
Bank Fees	Month	6	125	750
Communications				
Communications (tel, e-mail, postage & fax)	Month	6	75	450
Field office	Month	6	100	<u>600</u>
Total Personnel, Administration & Support				21,172
AUDIT & EVALUATION				
Audit		1	1,000	1,000
TOTAL ESTIMATED EXPENDITURE				122,968
Less Income				<u>30,000</u>
BALANCE REQUESTED FROM ACT NETWORK				<u>92,968</u>

I. REQUESTING ACT MEMBER INFORMATION

- **Lutheran World Federation/Department of World Service (LWF/DWS) Liberia Program**

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

The **LWF/DWS Liberia Program** started emergency assistance for the victims of the Liberian civil war in 1990. Over the last 12 years, LWF/DWS has carried out emergency and development assistance in 8 of Liberia's 15 counties.

LWF/DWS works in close collaboration with the **Lutheran Church in Liberia (LCL)**. The **Joint Consultative Committee (JCC)** with representation from LWF/DWS and LCL guides the overall LWF/DWS program in Liberia, including emergency assistance.

Other ACT Partners in Liberia are:

- Liberian Council of Churches (LCC)/ Concerned Christian Community (CCC)
- Lutheran Church in Liberia (LCL)
- United Methodist Committee on Relief (UMCOR)
- United Methodist Church

The ACT Partners in Liberia have established a network in the country to ensure co-ordination of emergency response, emergency planning and disaster preparedness. Members of the Network are committed to sharing information in order to avoid duplication of activities. The Liberia Council of Churches (LCC) is the present governor of the Network.

To co-ordinate ACT inputs, the agencies organised a one-day ACT Liberia Network workshop, facilitated by LWF/DWS, in preparation for an ACT Appeal revision. The present situation around IDPs was analysed and needs identified that were not sufficiently covered. The ACT Partners agreed to focus on the gaps in emergency assistance rendered to IDPs. All partners have been contacted for their input into a consolidated appeal.

III. LOCATION for PROPOSED RESPONSE

The 6 Brewerville IDP camps near Monrovia in Montserrado County, the 6 new ones in Totota and the two existing ones near Gbarnga (CARI 1 & 2) in Bong County were designated by the Liberian Government. ACT member LWF/DWS is managing the existing camp of Jahtondo in Brewerville and is also assisting IDPs in Siegbeh, Wilson, Blamasee and Maimu III with agricultural inputs, training, non-food items, BP5 nutritional food and shelter construction for vulnerable IDPs. LWF/DWS will continue assisting IDPs on the move fleeing Lofa, Gbarpolu, Bomi, and Cape Mount, Margibi and Bong Counties and those in IDP camps.

A special team, to provide NFI, BP5 Biscuits, and to construct temporary transit shelters, has been dispatched to the border towns of Complay, Toe-Town and Zwedru to assist the returning Liberians fleeing the Ivory Coast. There are presently three rebel groups fighting the government of Ivory Coast. Peace initiatives have not had any positive affect and the situation in West Africa in general continues to deteriorate.

Special Considerations

That this ACT Appeal commences 1 January – 31 December 2003 and runs concurrently with the existing ACT Appeal AFLR 21 (Revision 3). The circumstances in the Ivory Coast are very volatile and it is expected that tens of thousands of persons will flee IC to Liberia for safety.

IV. GOAL & OBJECTIVES

Goals

- To provide emergency life-saving assistance to 50,000 of the estimated 400,000 displaced persons (40% women, 28% men and 32% children) living in and outside of IDP Camps in Liberia
- To provide protection and special services to the vulnerable, i.e., aged persons, female heads of households, children heads of households, and handicapped
- To provide transitional relief in the form of development-type skills training programs (e.g. income generating opportunities) to empower specifically women in preparation for the eventual return to locations of origin.

Objectives

- Repair damaged shelters for 500 vulnerable IDPs
- Provide support for agricultural assistance for 2,000 farming families
- Provide Camp Management Services for 20,000 displaced persons
- WATSAN: Rehabilitation of existing safe drinking water points and Health & Hygiene Workshops
- Provide BP5 High Protein (ready-to-eat) Biscuits to malnourished children and lactating mothers
- Provide non-food items, including blankets, cooking utensils, clothing and footwear to 50,000 IDPs
- Implement a PROTECTION System for 20,000 IDPs
- Provide disaster management leadership training for IDP Camp Monitors and associated agencies & community leaders
- Create HIV/AIDS awareness and prevention
- Provide skills training to empower IDPs in preparation for their return.
- Create Environmental Friendly Awareness – LWS will support the production of 2,500 eco-stoves which require 40% of the energy normally needed to cook meals.
- Support local and overseas staff training in disaster management
- Empower 1,000 women with micro-credit small business loans
- Provide Adult literacy training for 500 IDPs
- Provide recreational training for 1,000 boys and girls
- Provide peace building culture and recreational events for 50,000 displaced
- Provide psycho-social counselling for 5,000 vulnerable IDPs
- Implement five (5) Micro-Projects for the IDP Camp and Host Community to improve infrastructure and community relationships.

V. TARGETED BENEFICIARIES

Internally displaced persons in IDP Camps – Provide life saving, empowerment, rehabilitation (transition from relief), and capacity building support for 10,000 - 50,000 IDPs – 30% women, 45% children and 25% men together with 10,000 host community residents as indirect beneficiaries.

VI. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Crisis Phase – It should be noted that the crisis phase (1-7 below) is anticipated to last through the whole of 2003 due to the very volatile situation in Liberia and the Ivory Coast and with the security situation in Liberia deteriorating due to the increasing war activities on both sides. Additionally, the civil conflict in the Ivory Coast is deteriorating day by day and will continue to cause many Liberians in the Ivory Coast to return to Liberia as displaced persons as well as many Ivorian Refugees.

Transition From Relief Phase - Those activities listed below (8-18) will be implemented in the existing IDP Camps also throughout the whole of next year in the established IDP camps of Liberia

1. **Repair damaged shelters for 500 vulnerable IDPs** – LWS will repair 300 vulnerable family shelters which will include re-dubbing walls and replacement of unserviceable plastic roof sheeting and 200m of the existing shelter drainage system in the Jahtondo IDP Camp and Annex.
2. **Provide agricultural assistance to 2,000 farm families**- LWF/WS will continue its support to IDP farmers to enable them produce food items to supplement that received from WFP;

LWF/WS intends to provide agricultural seeds and tools to farmers to support their farming activities thus increasing their productivity for self-reliance. When provided seeds and tools, the farmers will increase their productivity to sustain their families and commercialise some to acquire other needed items for their livelihood. The project is aimed at assisting 2,000 farm families to increase their agriculture production. Swamp development and vegetation production activities will be carried out during the period of the project implementation.

3. **Provide Camp Management services for 20,000 displaced persons:** LWF/WS is presently managing the Jahtondo Camp in Montserrado County. The camp management team co-ordinates the activities of all humanitarian actors in the camp to avoid duplication, thus optimising the use of meagre resources. The team serves as a conduit for information and disseminates information/regulations to the camp inhabitants. The team also helps with reception, prima facie registration, gathering and sharing of information on situations of the camp residents, etc. The team ensures that new arrivals get prompt access to food, accommodation, non-food items and other basic needs. As they are being registered, the team assesses and seeks to identify the most vulnerable cases and immediately address their specific needs.
4. **WATSAN: Rehabilitation of existing safe drinking water points and Health & Hygiene Workshops:** This project targets 10,000 IDPs who will benefit directly from the safe drinking water supply and provision of latrines and bathing facilities. LWS will repair 10 existing hand pumps that have been used continuously since March 2002. As there are not a sufficient number of wells, the existing ones undergo substantial wear and tear during normal usage.

The leadership at block levels as well as the selected IDPs will be trained as animators to disseminate health/hygiene messages and participate in the rehabilitation of the facilities. Planned activities include construction of 10 hand dug wells equipped with hand pumps, rehabilitation of 10 existing hand dug wells, and repair 20 hand pumps. Latrine rehabilitation of 20 five-access squat-holes communal latrines, de-slugging of 20 communal latrines in Jahtondo Camp, construction of 30 five-access room bathing houses;

Camp sanitation - train and equip camp-based WATSAN committees for water and sanitation quality control and monitoring, formation of WATSAN Committee, and support the organisation and operation of a gender sensitive WATSAN Committee and block-specific latrine caretakers/sanitation team.

Conduct health/hygiene workshops and create awareness at the household levels – LWS will train families on hygiene and sanitation practices, to include instruction on personal cleanliness and importance of washing hands before preparation and eating of food as well as after waste disposal. The leadership at block levels as well as the selected IDPs will be trained as animators to disseminate health/hygiene messages and participate in the rehabilitation of facilities.

5. **Provide BP5 High Protein (ready-to-eat) Biscuits to malnourished children and lactating mothers** LWS will continue to provide nutritional supplement to those females and children that arrive showing signs of severe hunger and malnutrition until medical attention can be obtained. BP5 High Protein Biscuits will be purchased and distributed to 20,000 targeted IDPs. Approximately 75% of

the displaced are women and children. Many women are pregnant and there are thousands of infants with signs of malnourishment arriving from far away places. Immediate onsite distribution of these biscuits will be carried out.

6. ***Provide non-food items, including blankets, cooking utensils, clothing and footwear to 50,000 IDPs.*** A total of 50,000 IDPs are targeted to benefit from pre-packaged consignments of non-food items that include blankets, sleeping mats, cooking utensils and plastic sheeting. The following activities will be carried out under this component:
 - Acquisition and distribution of clothing for 50,000 IDPs – clothing is the number one priority after food. Therefore clothing will be distributed to protect the IDPs against cold-related diseases.
 - Acquisition and distribution of footwear, sandals, sneakers and slippers in assorted sizes for targeted population of 20,000 IDP women and children in the camps.
7. ***Implementation of a PROTECTION System for 20,000 IDPs*** (similar to UNHCR Protection for Refugee camps) aimed at protecting the displaced from unjust practices and to assure rights of victims are upheld. Specific emphasis will be placed on the prevention of female child sexual exploitation, and prevention of SGBV & FGM. The Protection system will require the presence of a “Protection Monitor” who will collect and co-ordinate cases and reports to UN agencies and the government. IDP Protection staff will be assigned in each living block. Procedures for reporting infractions will be set-up.

The Protection Officer will prioritise protection of females from sexual exploitation. The same protection IDP staff will be used, however there will be one female representative designated from each living-block of 90 families. Monthly sessions will be held for all girls by block so that the confidence needed to allow discussion of the nature of exploitation can be built up and maintained. Awareness sessions to inform community leadership, IDP Camp leadership, humanitarian workers, governments workers in the camps, women and female children of the prevention strategy and violation reporting procedures. Female child protection will require sports, cultural, and other recreational programs. Furthermore, LWS will provide advocacy and psychosocial counselling training for teams of teenage girls for peer support, sharing and counselling. Efforts will be made to empower teenage girls and vulnerable women for self-reliance through skills and literacy training, along with provision of tools and materials for income generation.

8. ***Provide disaster management leadership training for IDP Camp Monitors and associated agencies & community leaders*** to better prepare them for carrying out their tasks during disasters with an emphasis and disaster prevention and management.
9. ***HIV/AIDS awareness and prevention*** through information dissemination for 50,000 IDPs. LWS will hold awareness sessions for all adults in the Jahtondo IDP camp. Information will be provided verbally and easy to read information sheets will be distributed along with free condoms. There will be one HIV/AIDS Monitor present daily in the camp to provide information and counselling for IDPs wishing to have more specific information. Efforts will be made to encourage testing and referrals will be made to clinics for testing.. Drama performances will be used on a monthly basis to creatively continue emphasis on prevention of the disease.
10. ***Skills training*** to empower IDPs in preparation for their return to locations of origin. Most suitable training for income generation include, shoe making and repair, soap making, baking, tailoring and sewing, bee keeping, furniture making and repair, blacksmithing and agriculture. The IDP Camps are just settling in from having completed about 90% of the present need for family shelters. The remaining challenge is what to do with the IDPs until the time comes for them to leave the camps. The communities from which they come have been decimated and without income generating skills, IDPs will not easily leave the hand-outs at the IDP camps for an uncertain future outside. The

occasion of having so many persons requiring skills and many that have skills that they can teach to others, provides an excellent opportunity to raise the skills level of Liberia as a whole. LWS expects that IDPs will remain in camps for all of 2003, well after the presidential elections planned for late 2003.

The construction and equipping of a skills training facility will be necessary to be used for skills training, women empowerment meetings, awareness sessions, workshops, female child meetings, adult literacy classes etc.

11. ***Environmental Friendly Awareness*** – LWS will support the production of 2,500 eco-stoves which require 40% of the energy normally needed to cook meals. Wood for cooking fuel is scarce in the forest surrounding the IDP Camps. LWS will provide for the planting of 2,500 trees and awareness education on environment and forest protection.
12. ***Support local and overseas staff training in disaster management*** and other areas to enhance the level of staff performance and disaster organisation and prevention.
13. ***Empower 1,000 women with micro-credit small business loans*** and conduct 3-day small business qualifying workshops. LWS will select women who are already involved in business activities and those that show a desire and capacity for conducting small table-top business. Loans of up to US\$100-150 will be provided to each woman in groups of five to eight, each subsidising the others loans, paying a small interest fee with full re-payment to be made within 4 months. Re-paid loans will then be provided to additional women groups. The generation of income empowers women and female children against exploitation.
14. ***Provide adult literacy training for 500 IDPs*** - to provide literacy training for young and older adults who have not attended a formal school. LWS will provide adult literacy classes three times per week in the Jahtondo Displaced Camp for those adults desiring to develop a functional literacy in reading, writing and problem solving. Many displaced young adults lose the desire to attend normal schooling but will enthusiastically participate in a training facility within the camp. Additionally, awareness in HIV/AIDS, SGBV, FGM and other essential topics will be worked into the agenda. .
15. ***Provision of recreational training for 1000 boys and girls*** - football training, culture & drama and storytelling competitions. Recreational activities are necessary as an alternative for teenagers and children in general to remaining idle and possibly getting into trouble in the camps. Monthly events are planned as an opportunity to listen to the children, allow them be children and allow for a temporary escape from the horrendous living conditions, while building hope, unity and peace.
16. ***Encourage a peace building culture and recreational events for 50,000 displaced*** – LWS believes that peace building is essential in the IDP Camps. Culture performances bring all people together and deliver a message that fosters peace and reconciliation. Each IDP camp hosts more than 15,000 displaced people with nothing to do after sunset day after day. Living conditions that keep hope alive must be nourished with recreational entertainment that fosters and motivates. Live culture and drama performances that carry a message of peace and reconciliation, HIV/AIDS prevention, prevention of SGBV & FGM, will serve both as ideal entertainment as well as a method to communicate and raise awareness about very important issues.
17. ***Psycho-social counseling for 5,000 vulnerable IDPs*** – There are many vulnerable people in the displaced camps which include, the elderly, female and child heads of households, sexually exploitable female children, abused women and children, the handicap, partially sighted, and infirm. The special needs of these people are often over and above the needs of the average IDP. Face to

face counselling and problem solving is found to increase longevity, decrease mental illness, and ease war stress.

18. ***Five (5) Micro-Projects for the IDP Camp and Host Community*** to improve infrastructure and community relationships. LWS will use the PRA method of prioritising community and IDP camp requirements with the leadership of the stakeholders. Projects costing up to \$5,000 each will be implemented and managed by the LWS staff.

VII. ADMINISTRATION, FINANCE, MONITORING & REPORTING

Administration

LWF/DWS emergency and development operations are conducted from the field office in Monrovia. With the support of the Program Co-ordination Unit and the Finance Office, the Representative directs the program activities throughout Liberia and reports to LWF/DWS Headquarters in Geneva. Emergency operations come under the direct responsibilities of the Representative and the Program Co-ordinator who supervises the day to day activities of the Emergency Officer and support staff. A team of 2 persons at the LWF/DWS office in Monrovia follows the day-to-day activities, attends the weekly IDP co-ordination meetings chaired by LRRRC, reviews and advises the Representative on the detailed work plans, field activities and reports of the emergency field staff.

Finance

LWF/DWS financial system and controls are consistent with internationally accepted accounting practices. The Finance Officer supervises all expenditures and co-ordinates financial reporting to the donors.

LWF/DWS accounts are subjected to internal audits and to an external end-of-year (or project) audit. Financial and narrative reports will be prepared as per ACT schedules. Funds for the ACT activities will be disbursed through the LWF/DWS office in Geneva.

The LWF/DWS Liberia audit firm is: **STEVMANSON, Certified Public Accountants, PO Box 10-3226, and 1000 Monrovia 10.**

Monitoring

LWF/DWS program unit will monitor the activities carried out under this ACT appeal, through regular field visits. Observations resulting from such visits will be fed back to the project to improve its efficiency and will as well be incorporated in the reports to ACT.

VIII. IMPLEMENTATION SCHEDULE

1 January 2003 to 31 December 2003.

IX. CO-ORDINATION

There will be close co-ordination with the EU, USAID, UNHCR, OCHA, UNICEF, UNDP, ICRC, CRS, MSF and AFRICARE. All present and proposed intervention activities are co-ordinated each week during meetings with the government, OCHA and EU on the status and the needs of the displaced. LWF/DWS is a senior member of these bodies.

All LWF/WS emergency assistance work is closely co-ordinated with the Liberia Refugee Repatriation and Resettlement Commission (LRRRC), a government agency mandated to deal with all aspects of assistance to IDPs and refugees.

LWF/DWS is an active member of the Management Steering Group (MSG), a consultative body of the INGO's in Liberia. The MSG meets fortnightly to discuss security issues, emergency needs, relations with government and program management issues.

X. LWF BUDGET

INCOME - Through ACT Network Donors

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
Lutheran World Relief				
Blankets	bales	100	150	15,000
Clothing for adults	sets	15,000	5	75,000
Clothing for children	sets	15,000	5	75,000
Norwegian Church Aid				
BP5 nutritional food	boxes	500	40	<u>20,000</u>
TOTAL INCOME				<u>185,000</u>

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
CRISIS PHASES				
Shelter Construction Crisis Phases				
Transit shelters	shelters	50	350	17,500
Family shelters for female households	shelters	600	5	3,000
Plastic sheeting	containers	2	15,000	30,000
Clearing containers & transportation	containers	2	1,000	2,000
Tools and materials for shelter repair	sets	3	1,500	<u>4,500</u>
Sub-total				57,000
Water and Sanitation Crisis Phases				
Materials & labor 10 hand dug wells	well	10	1,950	19,500
Construction of 30 bath houses	units	30	185	5,550
Chlorine for water treatment	bags	10	50	500
Water trucking	trips	105	500	<u>52,500</u>
Sub-total				<u>78,050</u>
Provision and Distribution of Food Items				
BP5 nutritional food	boxes	500	40	20,000
Provision and Distribution of Non-Food Items for 50,000 IDP's				
Blankets	bales	100	150	15,000
Jerry cans, buckets	sets	750	25	18,750
Sleeping mats	pcs	30,000	1	30,000
Cooking utensils	sets	3,000	15	45,000
Clothing for adults	sets	15,000	5	75,000
Description	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
Clothing for children	sets	15,000	5	75,000

Footwear	pairs	30,000	4	120,000
Clearing containers	containers	12	1,000	12,000
Truck rental (for distribution)	trips	150	150	22,500
Fuel for truck (20gals x 150 trips)	gals	3,000	2.90	8,700
Distribution staff x 8 (\$250/pers.) 100%	months	3	2,000	6,000
Local travel for distribution 8 staff x 5 Trips	months	3	480	1,440
Severance Benefit-8.33%	months	3	166.60	500
Social Security-4.75%	months	3	95.00	285
Staff Welfare-5USD/person/mth	months	3	40.00	120
Group Insurance Scheme-\$9,50USD/mth/staff	months	3	76.00	228
Transportation allowance-\$25USD	months	3	200.00	<u>600</u>
Sub-total				431,123

Logistics

Ford Ranger (1)	km	10,200	0.54	5,490
Toyota Hilux (1)	km	10,200	0.54	5,490
Driver x 2 (\$200/pers.) 100%	months	3	400	1,200
Severance Benefit-8.33%	months	3	33.32	100
Social Security-4.75%	months	3	19.00	57
Staff Welfare-5USD/person/mth	months	3	10.00	30
Group Insurance Scheme	months	3	19.00	57
Transportation allowance	months	3	50.00	<u>150</u>
Sub-total				12,573

Registration of new IDP's

Printing registration & distrib cards per family head	pcs	5,000	0.20	1,000
Assorted stationery	months	3	500	<u>1,500</u>
Sub-total				2,500

SUB-TOTAL CRISES PHASES**601,246****POST-CRISIS PHASE****Shelter Construction and Repairs - 300 Shelters**

Tools & materials shelter constr & repair	units	1,800	20	36,000
Transportation of materials 20 trips	trip	20	150	3,000
Technical supervisor x 2 (\$300/pers.) 100%	months	12	600	7,200
Assistant technician x 2 (\$220/pers.) 100%	months	12	440	5,280
Driver 100%	months	12	200	2,400
Casual labor (10 @ 2.00 per day x 20 days/mth)	months	12	00	4,800
Severance Benefit-8.33%	months	12	103.29	1,240
Social Security-4.75%	months	12	59	707
Staff Welfare-5USD/person/mth	months	12	25	300
Group Insurance Scheme-\$9,50USD/mth/staff	months	12	48	570
Transportation allowance-\$25USD	months	12	125	1,500
Land Rover Defender (1)	km	40,800	0.47	<u>19,323</u>
Sub-total				82,319

Agriculture Assistance - 2,000 Farm Families

Agricultural tools	kits	2,000	20	40,000
Agricultural tools for tools bank	kits	150	20	3,000
Seed rice	kg	2,500	0.50	1,250
Vegetable seeds	gram	3,500	1	3,500
Description	Type of Unit	No of Units	Unit Cost US\$	Budget US\$
Beans and peas seeds	kg	3,000	2.50	7,500
Root and tuber cutting	bundles	5,000	2.50	12,500

Local planting materials & improved seedlings	seedlings	160,000	0.0075	1,200
Senior agric supervisors x 3 (\$300/pers.)100%	months	12	900	10,800
Agricultural technicians x 6 (\$220/pers.)100%	months	12	1,320	15,840
Driver 100%	months	12	200	2,400
Casual agricultural workers (8 x 24days x \$2)	months	12	384	4,608
Severance Benefit-8.33%	months	12	202	2,419
Social Security-4.75%	months	12	115	1,379
Staff Welfare-5USD/person/mth	months	12	25	300
Group Insurance Scheme-\$9,50USD/mth/staff	months	12	48	570
Transportation allowance-\$25USD	months	12	125	1,500
On-site training for farmers	workshops	16	500	8,000
Manure	bags	2,000	5	10,000
Land Rover Defender (1)	km	40,800	0.48	19,710
Transportation of materials to various sides	trips	30	150.00	4,500
Environmental Friendly Awareness				
Eco-stove production	pcs	2,500	3	6,250
Training / awareness	workshop	6	250	1,500
Tree planting	trees	2,500	1	<u>1,250</u>
Sub-total				159,977

Water and Sanitation**Rehabilitation of Watsan Facilities**

Rehabilitation of existing wells	units	10	1,300	13,000
Repair of hand pumps	units	20	150	3,000
Purchase of hand pumps	sets	20	550	11,000
Submersible pump	units	1	3,500	3,500
De-watering pump	units	2	500	1,000
Tool kits for repair of systems	sets	10	50	500
Chlorination of wells	wells	40	20	800
Construction communal latrines	units	20	2,000	40,000
Disinfection of latrines	latrines	50	100	5,000
De-slugging latrines	latrines	50	150	7,500
Health/hygiene workshops - 500 participants	workshops	20	625	12,500
Health/hygiene awareness mtgs -10,000 part.	meetings	20	50	1,000
Watsan supervisor 100%	months	12	300	3,600
Assistant watsan supervisor 100%	months	12	220	2,640
Health/hygiene promoter 100%	months	12	220	2,640
Severance Benefit-8.33%	months	12	62	740
Social Security-4.75%	months	12	35	422
Staff Welfare-5USD/person/mth	months	12	15	180
Group Insurance Scheme-\$9,50USD/mth/staff	months	12	29	342
Transportation allowance-\$25USD	months	12	75	<u>900</u>
Sub-total				110,264

Implement a Protection system for 20,000 IDPs

Assessment trips to camps	trips	8	800	6,400
Prevention sexual exploitation and child protection				
workshops for leadership - 210 participants	workshops	6	437.50	2,625
workshops for girls - 750 participants	workshops	15	250	3,750
monthly follow-up meetings for girls – 750 participants,12 months	meetings	50	100	5,000

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
Skills Training				
skills training female children - 260 people	training	13	500	6,500
small business mgmt training - 260 people	workshops	13	80	1,040
tools & materials start-up small business - 260	tools	260	20	5,200
Women Empowerment - 1000 Women with Micro Credit				
leadership training - 100 people	training	5	450	2,250
skills training females - 300 participants	training	12	500	6,000
small business management trng - 300 part	workshops	12	80	960
tools & materials start-up small business - 300	tools	240	20	4,800
Adult Literacy				
adult literacy - 500 IDP's	courses	6	1,250	7,500
Advocacy and Psychosocial Counselling				
50 meetings - 5000 IDP's	meetings	128	10	1,280
HIV/AIDS Prevention - Awareness				
training for girls - 160 participants	training	4	500	2,000
awareness teenagers - 350 participants	workshops	10	262.50	2,625
awareness females - 300 participants	workshops	10	225	2,250
awareness males - 300 participants	workshops	10	225	2,250
purchasing and distribution of condoms	pcs	120,000	0.20	24,000
Recreational Training 1000 boys and girls				
games, drama and culture	months	12	500	6,000
Peacebuilding, culture and recreational events - 50000 IDP's				
organizing of games, drama and culture	months	12	500	6,000
Household/Health Education				
household/health education - 300 participants	workshops	10	375	3,750
Staff				
Protection officer- 100%	months	12	300	3,600
Protection Monitors/couns-2 (\$250/pers) 100%	months	12	500	6,000
HIV/AIDS couns/animator-2 (\$250/pers) 100%	months	12	500	6,000
Skill training officer 100%	months	12	250	3,000
Skill trainers (7)100%	months	12	1,750	21,000
Driver 100%	months	12	200	2,400
Severance Benefit-8.33%	months	12	292	3,499
Social Security-4.75%	months	12	180	2,161
Staff Welfare-5USD/person/mth	months	12	70	840
Group Insurance Scheme-\$9,50USD/mth/staff	months	12	133	1,596
Transportation allowance-\$25USD	months	12	350	4,200
Land Rover Defender (1)	km	40,800	0.48	19,527
Office Expenses, supplies and Equipment	lumpsum	12	300	3,600
Office furniture (desk & shelf)	sets	3	450	1,350
Office building	building	1	5,000	5,000
Sub-total				185,953
5 Micro-Projects for the IDP Camp Host Communities				
Support to IDP Camp Host Communities –				
5 Micro-Projects	Projects	5	5000	25,000
Disaster Management Training				
Trng materials & supplies for 500 IDP leaders	workshop	10	350	3,500
Trng facilitators for 6 persons @ 25.00 x				
5 days/wprkshop	workshop	10	750	7,500
Participants transport allowance	persons	500	5.00	2,500
Sub-total				13,500
<u>Description</u>	<u>Type of</u>	<u>No of</u>	<u>Unit Cost</u>	<u>Budget</u>

	<u>Unit</u>	<u>Units</u>	<u>US\$</u>	<u>US\$</u>
Camp Management - 20,000 IDP's				
Camp Manager	months	12	400	4,800
Assistant camp manager x 2 100%	months	12	600	7,200
Administrative assistant 100%	months	12	275	3,300
Animator x 10, 100%	months	12	2,500	30,000
Data processor 100%	months	12	300	3,600
Driver x 2 100%	months	12	400	4,800
Casual workers (18 x \$2 x 24days)	months	12	864	10,368
Severance Benefit-8.33%	months	12	373	4,473
Social Security-4.75%	months	12	213	2,551
Staff Welfare-5USD/person/mth	months	12	75	900
Group Insurance Scheme-\$9,50USD/mth/staff	months	12	143	1,710
Transportation allowance-\$25USD	months	12	375	4,500
Stationery and supplies	bulk	12	200	2,400
Telephone	months	12	250	3,000
Prom materials (T-shirts, caps, stickers, banners)	lumpsum			15,000
Labour clearing and de-stumping	acres	500	10	5,000
Toyota Land Cruiser (1)	km	46,080	0.58	26,706
Land Rover Defender (1)	km	40,800	0.41	16,891
Generator fuel (3gal/hx12h/day x 30days/mth)	gals	9,720	2.90	28,188
Generator maint (3gal oil, oil filter & fuel filter)	kits	12	150	1,800
Generator maint (spare parts 15% of new price)	lumpsum	1	2,250	<u>2,250</u>
Sub-total				179,437

SUB-TOTAL POST CRISES PHASE**756,449****Transportation, Warehousing & Distribution**

Warehouse rental	months	12	375	4,500
Salary warehouse manager	months	12	400	4,800
Salary guards 100%	months	12	450	5,400
Casual labor (5 x \$2,5day x 24days)	months	12	300	3,600
Severance Benefit-8.33%	months	12	33	396
Social Security-4.75%	months	12	19	228
Staff Welfare-5USD/person/mth	months	12	5	60
Group Insurance Scheme-\$9,50USD/mth/staff	months	12	10	120
Transportation allowance-\$25USD	months	12	25	<u>300</u>
SUB-TOTAL TRANSPORTATION, WAREHOUSING & DISTRIBUTION				19,404

Capital Equipment (over \$500)

Laptop computer	units	2	2,500	5,000
Printers	units	2	600	1,200
Furniture and supplies	sets	2	1,000	2,000
Codan HF base radio	sets	2	3,500	7,000
Solar pannel for base radio	sets	2	700	1,400
Mobile communication radios on vehicles	sets	2	3,500	<u>7,000</u>
SUB-TOTAL CAPITAL EQUIPMENT				23,600

PERSONNEL, ADMINISTRATION, OPERATIONAL SUPPORT**Staff Salaries and Benefits**

Resident Representative - 25%	months	12	2,100	25,200
Planning Assist/Desk Officer 100%	months	12	400	4,800
Intern. Finance Manager - 25%	months	12	1,750	21,000
Emergency Project Officer 100%	months	12	600	7,200
Assistant Project Officer 100%	months	12	450	5,400
Description	Type of Unit	No of Units	Unit Cost US\$	Budget US\$

Emergency Assistant 100%	months	12	300	3,600
Data processor 100%	months	12	300	3,600
Logistic Officer 100%	months	12	400	4,800
Project Monitoring Officer 100%	months	12	350	4,200
Accountant 100%	months	12	400	4,800
Secretary 100%	months	12	225	2,700
Casual workers (3 x \$2,5day x 24days)	months	12	180	2,160
Severance Benefit-8.33%	months	12	285	3,424
Social Security-4.75%	months	12	163	1,952
Staff Welfare-5USD/person/mth	months	12	45	540
Group Insurance Scheme-\$9,50USD/mth/staff	months	12	86	1,026
Transportation allowance-\$25USD	months	12	225	2,700
Operational Expenses				
Office rent headquarters 25%	months	12	375	4,500
Utilities - fuel for generator headquarters 25%	months	12	1,000	12,000
Bank fees 1,5%	lump sum			24,000
Office supplies, stationery and printing 25%	months	12	500	6,000
Repairs & maintenance - buildings & equip 25%	months	12	500	6,000
Security headquarters 25%	months	12	750	9,000
Insurance - buildings and equipment 25%	prem/annual	12	250	3,000
Computer/UPS/Printer set maintenance	months	12	250	3,000
UPS 500VA	units	3	250	750
Communications Expenses				
Telephone, fax, email head quarters 25%	months	12	700	8,400
Radio License	lump sum			3,000
Cell phone	sets	8	350	2,800
VHF handsets	sets	12	450	5,400
Spare batteries for VHF handsets	units	12	90	1,080
Batterie for solar pannel	sets	4	250	1,000
Communication sets maintenance	months	12	200	2,400
Vehicle Operations				
Gasoline (4 motorcycles x 24glns per month)	months	12	307.20	3,686
Insurance of 4 motorbikes, 3 vehicles	prem/annual	4	100.00	400
Motorbike repair & maint (4bikes x month/\$125)	months	12	500	<u>6,000</u>
SUB-TOTAL PERSONNEL, ADMINISTRATION, OPERATIONAL SUPPORT				201,518
Other Expenses				
Project monitoring	trips	12	200	2,400
Audit fees	lump sum			4,000
Assessment trips	trips	12	500	1,500
Evaluation expenses	lump sum			2,000
ACT travel expenses	lump sum			4,000
Sub-total				13,900
TOTAL EXPENDITURE				1,616,117
Less Income				<u>185,000</u>
BALANCE				<u>1,431,117</u>

I. REQUESTING ACT MEMBER INFORMATION

➤ Lutheran Church in Liberia (LCL)

II. IMPLEMENTING ACT MEMBERS & PARTNER INFORMATION

The Lutheran Church in Liberia (LCL) is a member of the Lutheran World Federation ecumenical body based in Geneva, Switzerland. The church operates over forty parishes with a membership of over 71,000. Since the 1800s to date, the church has impacted significantly the educational and health care delivery systems through its schools and medical institutions. These schools, clinics and hospitals are rated over 70% damaged due to the dissidents and government forces fighting since July 1999 to date.

III. BACKGROUND INFORMATION

The dehumanizing condition of about 130,000 IDPs in 14 camps lacking inadequate basic necessities for survival is of grave concern to the church and its partners. This is why the LCL and LWF/WS are jointly consolidating resources from supporting partners to provide the much needed assistance to the IDPs. The church will provide psycho-social and peace building counseling under its Trauma Healing and Reconciliation Program to the IDPs in addition to other services indicated in this project.

IV. GOAL & OBJECTIVES

Goal: to alleviate the sufferings of the internally displaced persons (IDPs).

Objectives:

- Secure and distribute food and non-food items for the internally displaced people in the various IDP camps.
- Provide some basic health services for the IDPs through the mobile clinic
- To assist the healing of the wounds of civil war through various peace-building activities – trauma healing and reconciliation seminars and workshops.
- Conduct family life education and HIV/AIDS awareness sessions and workshops for the IDPs.

V. TARGETED BENEFICIARIES

The targeted beneficiaries of this project are the internally displaced persons totaling over 130,000 people. Some assessments have been conducted in the various displacement camps through the LCL Relief Committee and the Trauma Healing and reconciliation Department to determine the needs of the affected people. The needs as determined through the assessment are those to be addressed in this proposal.

VI. PROPOSED ASSISTANCE & IMPLEMENTATION

Distribution of Food & Non-Food Items

The LCL also carries out supplementary food and non-food items distribution to camps where LWF/WS is not providing such services such as the Ricks Institute, Wilson Corner, Fendall and TV Tower camps. These services are also extended to other areas such as Bopolu, Sawmill, Klibae and gokala. The LCL provides rice, food supplements such as salt, vita cube etc as well as household utensils which include plastic buckets, plastic plates, plastic cups and spoons. Over the past 6 months, the LCL distributed about 1,000 bags of rice, over 2,500 plastic buckets, 4,200 plastic cups, 3,500 plastic plates and 5,300 spoons.

About 20% of the food and non-food items donated by LWR and other donors to the Lutheran World Federation and World Service Liberia program is allocated to the LCL for distribution to the needy. The

items received from LWS are adequate to respond to the needs of the affected population. It is on the basis of this that the LCL needs extra funding to purchase some food and non-food items locally to augment what is provided by LWS. The target population is about 50,000 people and the selection criteria are based on the standard of LRRRC (Liberia Repatriation Resettlement Reconstruction Committee). In most instances, the selection is based on the newly arrivals, the most vulnerable, pregnant women, malnourished children, lactating mothers and the elderly.

➤ ***Family Life Education and Hiv/Aids Awareness Program***

There are many problems that affect the African family and in Liberia these problems are further exacerbated by the civil war. These problems include teenage pregnancy, child abuse, sexual exploitation, domestic violence, infant mortality etc. These problems are compounded and made more complicated by the HIV/AIDS pandemic. In order address this global problem of HIV/AIDS the LCL has institutionalized the issue HIV/AIDs and has conducted training and awareness education programs. Pastors, Vicars, Evangelists and other church workers including medical practitioners are benefiting from the training. The LCL will work with the LWS in the expansion of the vigorous campaigns being carried out by both institutions. LCL will be reaching IDP and parish communities outside of LWF/WS operational areas. Funding is needed to carry on these various activities through HIV/AIDS awareness workshops, counseling and distribution of condoms. A total number of 35,000 people are targeted under this component. This number includes women - especially young girls, boys, and the elderly.

➤ ***Mobile Clinic (Curren Hospital)***

The Curran Hospital is not operating as a residential health center due to the civil crisis. But the hospital operates a mobile clinic that works in the various IDP camps. The records of the Mobile Clinic indicate the following statistics for the first half of this year:

- 8,480 children and women were immunized against measles, yellow fever, and tetanus toxic.
- Under the maternal and child (MCH) program, a total of 2,091 prenatal visits, 774 revisits, 150 deliveries and 48 transfers were made.
- TB record shows a total of 464 patients treated and 296 Leprosy patients were treated.
- It is anticipated that 45,000 people will benefit from the mobile clinic.

Funding is required to support the operation of vehicles, fuel, drug procurement and staff incentives as well as the operation of an ambulance service. The following activities will be implemented through the operation of the Mobile Clinic:

- Provide basic primary health care services using a mobile van
- Provide rural health promotion of expanded program of immunization, health awareness and maternal child health care.
- Provide ambulance services to critically ill IDPs patients to nearby hospitals.

➤ ***Psycho-Social Needs***

The Liberian civil crisis which began in December 1989, has caused and still causes untold suffering and hardship for thousands of ordinary Liberians, especially residents of northern, central and western regions (Lofa, Gbarpolu, Bomi and Bong Counties).

In the face of this nightmare, the LCL-LWF/WS Trauma Healing and Reconciliation Program seeks to carry out psycho-social intervention in ten of the displaced camps with a case load of particularly 1,900 participants. However, the indirect beneficiaries of this project are uncountable because the process is an on-going activity

The psychosocial intervention is intended to develop coping mechanisms and skills for the target groups through the methodology expressed below.

Goal: To address the psycho-social needs of vulnerable groups of the IDPs by working with them in discovering their trauma in order to develop coping mechanisms and skills for life continuity.

Objectives:

- To design and facilitate THR training workshops for critical groups;
- To promote peace and reconciliation within 10 IDPs camps through cultural displays;
- To train and assign 200 local counseling interveners in 10 IDPs camps in Bong and Montserrado counties
- To conduct psychological groups and individual counseling services for 1,550 vulnerable IDPs within 6 months
- To conduct periodic follow-up visits, monitor and evaluation of the activities during and at the end of the project
- To construct 3 locally made mediator and recreational peace building centres for 6 IDPs camps in Bong and Montserrado.

Target Groups:

- 250 caregivers will receive care giving knowledge and skills as well as conflict resolution and reconciliation training.
- 450 unaccompanied elders identified in the IDPS camps will be taught practical coping mechanism skills as a way of providing relief.
- 300 multiple-trauma victims will be encourage to tell their stories to assist in reducing their levels of trauma.
- 400 vulnerable single parents will be taught basic counseling as a means of empowering them to provide parental care for their child/children. Their child/children will be closely followed by field counselors.
- 200 mediators/interveners will receive capacity building training in conflict intervention and mediation as well as basic psycho-social counseling to help their follow IDPs in time of needs.
- 300 handicapped will be counseled to accept and deal with their present status. This support will strengthen the target groups to serve as useful citizens despite their current status both as displaced and handicapped.

Location

- Ricks Institute displaced Camp
- Wilson Corner
- Fendall
- CARI I & II
- Maimu I, II & III
- TV Tower
- Ganta

Implementation

- Participatory approach: all stakeholders (participants and facilitators) will be encouraged to participate in the process of free dialogue.
- Group conferences/meetings/discussions: The organizers/facilitators will arrange meetings and discussion groups to encourage free expression and group support. Brainstorming will be encouraged during these discussions.
- Individual and group counseling: the resource persons/facilitators will encourage those victims who cannot freely express their feelings in groups to seek individual counseling. Group counseling will be conducted for those who are willing and able to share their stories with others.
- Screening of video tapes: the experiences of other persons in difficult circumstances can serve as inspiration for others.
- Peace through culture: it has been proven that music heals and trained artists will provide musical

therapy including folk dances and drama for the war weary victims.

- The program will screen tapes that will help victims to discover their weakness as well as their strengths.

Main Activities

- Workshops/training
- Counseling
- Dialogue
- Construction of meeting/recreational centre
- Group/individual discussion
- Meetings
- Follow-up
- Monitoring and evaluation

Resources

- Training materials
- Resource persons/personnel
- Office supplies
- Vehicles (To be provided by THRP)
- Motor bikes (To be provided by THRP)
- Fuel/engine oil
- Construction materials

VII. ADMINISTRATION, FINANCE, MONITORING & REPORTING

Finance

The LCL submits to a revenue accounting and accounting system. Funds are accounted for when received and expended based upon the authorization of the Bishop or the appropriate person. Funds received are recorded revenue and debited to the specified project account. Those responsible for the implementation of this project will submit in writing, requests for funds to the General Secretary. The request will outline project activity and materials needed for which funding is requested. The General Secretary will raise the “Payment Request Voucher” and the Bishop or his designate will sign before payment is effected. There will be monthly and quarterly progress reports. At the end of the project, a final narrative and audited financial report will be produced.

Monitoring

The Office of the General Secretary and the Finance Department of the LCL have the responsibility for the monitoring of activities implemented under this project. The various departments responsible for the implementation of this project in conjunction with the Office of the General Secretary and Finance Department of the LCL will make regular field visits and evaluations and the results will be incorporated in the narrative reports that are submitted as per donor’s request.

Auditors will be: H Richards & Company CPA, P. O. Box 780, Cheeseman Avenue, AirField New Road, Monrovia.

VIII. CO-ORDINATION

The LCL is jointly implementing its relief activities with the Lutheran World Federation, World Service, Liberia Program in the distribution of relief items and the running of training sessions. Also, the LCL collaborates with the Christian Health Association of Liberia CHAL in the health care delivery area. LCL IS also working in collaboration with the World Food Program in their activities through the provision of warehouse and storage facilities.

IX. IMPEMENTATION TIME TABLE

February 2003 to 30 November 2003

X. LCL BUDGET

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
FOOD AND NON-FOOD ITEMS				
Rice for 6 months	bags/months	1260	19	23,940
Dish pans (plastic)	pieces	275	24	6,600
Buckets (plastic)	pieces	275	40	11,000
Cups (plastic)	pieces	570	2	1,140
Spoons (silver)	pieces	550	2	880
Vita Cube for 6 months	cubes/months	120	39	4,680
Salt for 6 months	kg/ months	180	7	<u>1,260</u>
Sub-Total				49,500
FAMILY LIFE AND HIV/AIDS AWARENESS				
Workshop	wshop/months	18	1,000	18,000
Training materials	wshop/months	18	150	2,700
Follow-up	lump sum	1	1,300	<u>1,300</u>
Sub-Total				22,000
MOBILE CLINIC				
Drugs/medical supplies	months	6	2,000	12,000
Transportation	lump sum			6,000
Stationery	lump sum			1,300
Perdiem	lump sum			<u>3,580</u>
Sub-Total				22,880
PSYCHO-SOCIAL INTERVENTIONS				
Assessment				
Assessment Team 3 per.@ 5.00/10 da.	teams/days	30	5	150
Fuel (40 gals)	gals/days	400	3	1,200
Gasoline(10 gals)	gas/days	100	3	300
Stationery				
Steno pads (pcs)	pieces	15	1	20
Catridges (pcs)	pieces	8	55	440
Papers (reams)	reams	5	6	30
Sub-total				2,140

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
Organizing and Training				
Care-givers Capacity Building Workshop		6	600	3,600
Mediators/Counseling Interveners' W/shop		6	600	3,600
Vulnerable Groups		12	600	<u>7,200</u>
Sub-total				14,400
Peace Building through Cultural Performances (Monrovia & Bong)				
Peace/cul. Grp Travel (Staff) Fuel (100 gals)	gals/mths	600	3	1,800
Rural Cultural Peace Group Transportation and Stipend (Bong)				
Transportation 50 pers.@ 6 days	person/days	300	5	1,500
Practices 50 persons@ 24 days	person/days	1200	2	2,400
Performances 50 pers.@ 6 days	person/days	1200	2	<u>2,400</u>
Sub-total				8,100
Training Materials				
Training Boards	pieces	2	250	500
Newsprints	pieces	10	15	150
Markers	pieces	15	10	150
Masking Tapes	pieces	10	3	25
Stationery				
Sheets	reams	10	6	60
Copybooks	dozens	20	6	120
Pens	pakets	5	10	<u>50</u>
Sub-total				1,055
Personnel/Resource Persons				
Trainers/Facilitators 3 pers.@ 6 mo.	person/months	18	80	1,440
Local Mediators/Interveners 20 per. @5 mo.	person/months	100	5	500
Resource Persons 2 @ 5 mo.	person/months	10	55	550
Peace Cultural Trainers 4 per.@ 4 mo	person/months	16	80	1,280
Consultant	months	6	110	<u>660</u>
Sub-total				3,770
Publicity and Documentation				
Video Taping		5	75	375
Photograhics		5	50	<u>250</u>
Sub-total				625
Construction of Recreational Peace Building Centers				
Shelter Maintenance		3	2,000	6,000
		6	75	450
Monitoring and Follow-ups				
Fuel	gals	100	3	300
Staff Travel Allowance	Lump sum			<u>300</u>
Sub-total				600
Total Psycho-Social Interventions				<u>37,800</u>
OPERATIONS/LOGISTICAL SUPPORT				
Vehicle Rental	nos/ months	18	200	3,600
Fuel (gals)	gals/months	1140	3	3,420
Vehicle Maintenance	nos/ months	18	150	2,700
Perdiem	persons/ months	42	125	<u>5,250</u>
Sub-Total				14,970
Description	Type of	No of	Unit Cost	Budget

	<u>Unit</u>	<u>Units</u>	<u>US\$</u>	<u>US\$</u>
AUDIT & EVALUATION				
Audit Fees		Lump sum		3,000
Evaluation and Documentation		Lump sum		<u>2,001</u>
				5,001
TOTAL ESTIMATED EXPENDITURE				<u>152,150</u>

I. REQUESTING ACT MEMBER INFORMATION

➤ Liberia Council of Churches (LCC) ACT LIBERIA NETWORK

II. IMPLEMENTING ACT MEMBER AND PARTNER INFORMATION

Description of ACT Member's Implementing Partners

The United Methodist Church is one of the oldest churches working in Liberia. The United Methodist Missionary enterprise was begun in Liberia in 1822 in response to the call of leaders of the American Colonization Society for their churches to co-operate with their movement by sending missionaries to Liberia.

In addition to traditional forms of ministry of evangelism, education, church growth and development, and health care delivery, the United Methodist Church has been involved in the provision of emergency relief assistance to Internally Displaced Persons (IDPs) since the inception of the Liberian civil war. The United Methodist Church is also involved in the implementation of a counseling program to purposely address the trauma inflicted upon the citizens and residents of Liberia as a result of the devastating civil conflict. The UMC is also involved in human rights promotion, monitoring of right violations, advocacy, education and peace promotion.

It is important to give brief overviews of the following ministries of the United Methodist Church:

Health Ministry: The Health Care Delivery Program of the United Methodist Church was started in 1926 with the establishment of the Ganta United Methodist Hospital, one of a few referral and leading hospitals in Liberia. The church also operates three (3) other health centers located in remote/isolated places, most especially in rural areas. The Health Care Delivery Program of the church has at its disposal scores of Medical Practitioners including Doctors, Physician Assistants (PA's), Practical nurses, etc. Also available are professional administrators, specifically trained in Hospital Administration.

General Education and Ministry (DGEM): The Educational Program of the United Methodist Church started in 1839 and is recognized to be the oldest academic program in Liberia. The United Methodist church school system now operates a total of 106 schools. Seventy-five (75) Elementary Schools, 21 Junior High Schools, 10 High Schools, with a student population of over 20,000 and one University (United Methodist University). The educational program is being operated by thousands of professional educators and qualified support staff supervised by a Department of Education with a staff of 14, headed by a director. The department also runs annual accelerated teacher training programs. Since 1998, this program has trained almost 400 teachers now assigned all over the country.

United Methodist Church Agriculture Program (UMCAP): UMCAP was established in the 1960s by a group of American Missionaries whose idea was to provide technical know-how and appropriate technologies to church members and community residents in food and tree crop productions, animal raising and fish farming. The strategy was to ensure that those benefiting could provide for themselves an alternative source of food and income for their respective households.

UMCAP has succeeded in establishing and consolidating six farm projects throughout Liberia. These include the farm projects in White Plains, Gbarnga, Ganta, Gbason Town, Decoursey and Camphor Mission. At each of these six (6) projects sites is an integrated set of agricultural activities including vegetable and food crop production, cattle, pig and poultry raising, fish farming and tree crop (rubber and oil palm) production.

UMCAP is currently composed of highly qualified and experience staff in the field of agriculture. The academic qualification range from an MSc degree to diploma in agriculture, while the length of practical

experience range from 5 to 15 years, all in agriculture production, management and extension.

III. DESCRIPTION of the EMERGENCY SITUATION.

At present, the war continues with its terrible effects on the people. Most people continue to move to cities or displacement camps primarily for security and humanitarian assistance. An estimated 100,000 uprooted people mainly from the northern parts of the country are now displaced in central Liberia (Bong and Nimba Counties). 50,000 of these IDPs are located at displaced camps in Totota and CARI; solely relying on humanitarian assistance.

The conditions at the displaced camps are deplorable, and the assistance being provided to support the people is totally inadequate. Shelters are made out of local materials mainly dirt and thatch, and as such are very insecure during the heavy rains.

Food commodities are insufficient and are not the people's staples. The Agriculture Extension training and technical support available is also not adequate to empower the IDPs to sustain themselves or simply to supplement food aid.

Only one health post being operated by MSF-France for 30,000 IDPs at three (3) camps in Totota is operational though not adequate to fully address the numerous health problems: malaria, diarrhea, related diseases, malnutrition among other prevalent are at those camps.

The educational enterprise is only a local imitative without any assistance from the outside. The IDPs have constructed schools out of local materials (sticks, dirt and thatches). There are no chairs and instructional materials. Empty oil cartons are substitutes for chalkboards. There are also no incentives for teachers. The total enrollment of the five (5) self-help schools in Totota and CARI is 9,886 students running from kindergarten up to 10th grade, and there are only 180 volunteer teachers. A large number of the children are still not in school because the requisite facilities are not available.

Disaster and Emergency Statistics

According to information obtained from an assessment conducted by the Human Rights Monitor of the United Methodist Church and other members of the ACT Liberia Network it is approximated that 165,000 persons (75% women and children) are currently displaced at centers in Brewerville and Central Liberia.

Current Security Situation

There are reported advances made by government forces and that they have overrun the positions of LURD dissident forces and regained a number of territories in the past months.

But there is still displacement of people due to sporadic attacks and counter attacks between government and the dissident forces. Hence, the security situation in the country remains unstable in the wake of increasing harassment, intimidation and other forms of human right abuses being inflicted by security personnel and/or armed men. This is responsible for the continuous influx of people at displacement centers and other places.

Location for Proposed Response

The intervention of this appeal is planned for Totota and CARI to buttress the efforts of humanitarian organizations working with the IDPs and to help fill the gaps, specifically in three (3) areas: Education, Agriculture and Health for a targeted population of 30,000 IDPs comprising 35% women, 40% children and 25% men. 20,000 of the IDPs are in Totota at camps Maimu 1 and 2 and 10,000 in CARI at camp CARI-2. The United Methodist Church will co-ordinate and collaborate with organizations responsible for various sectors at Totota and CARI. These include:

- Lutheran World Federation/World Service is implementing food distribution for World Food Program and Agriculture activities at one of the Maimu Camps in Totota.
- MSF-France is responsible for health and water supply
- Save the Children Fund is carrying out family tracing
- Concerned Christian Community is handling psycho-socio counseling
- ACF is providing therapeutic feeding for malnourished children.

IV. GOAL & OBJECTIVES

Goal: to improve the living conditions of 30,000 of the estimated 50,000 internally displaced persons (IDPs) comprising 35% women, 40% children and 25% men. 20,000 at Maimu Camps in Totota and 10,000 in CARI - all in Bong County where their access to education, agriculture inputs and medical services is extremely limited.

Objectives:

- Support educational initiatives of IDPs for 10,000 war affected children at Maimu 1, 2, & 3 and CARI 1 and 2.
- Provide Agriculture Training and inputs for 3,000 displaced families at Maimu 1 and 2.
- Establish a satellite medical center for the provision of basic health care services for 20,000 IDPs at Maimu Camps 1 and 2, in Totota.

V. TARGETED BENEFICIARIES

30,000 uprooted people including 40% children and 35% women and 5% men. 20,000 at Totota and 10,000 at CARI.

VI. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Support for IDP's Educational Initiatives:

Five IDPs schools opened in early September but lack basic instructional materials and have unfurnished and sub-standard structures. The school rehabilitation program will provide school opportunity for 10,000 IDP children. Classes will run from grade K to 9. The classroom rehabilitation program will involve providing furniture for students and teachers as well as textbooks and educational resource materials such as chalks, chalkboards, dusters, teachers' plan books and roll books; students' copy books, pencils, pens, rulers, geometry sets, maps, etc. The plans for the improvement of the system include:

- Covering the thatch roof of the five (5) buildings, which contain 58 classrooms with tarpaulins. Arrangements will be made with UNHCR for tarpaulins.
- Furnishing the schools with chalkboard, desks, chairs and tables, textbooks, plan books, chalks, and other instructional material. The furniture (chairs, desks, tables) will be made from local materials by skilled IDPs.
- Provide minimum cash incentive for 180 teachers in the IDPs School System in addition to food for work (FFW) being provided by WFP. Each teacher is receiving 25-kilo gram of burgur wheat. The cash incentive is essential for them to purchase other necessities.
- The United Methodist Church will provide supervision for the educational program. Volunteer teachers will be provided in-service training program to sharpen their output. Also, the church for the IDPs schools will provide supplementary Junior High School books.
- This educational support system will be supervised by an educational coordinator and supervised by the Department of General Education and Ministry of the LAC/UMC

➤ ***Agriculture Training and Production:***

Three thousand (3,000) families will benefit from the agriculture training and will be supplied inputs such as vegetable seeds, cassava cuttings, and potato vines, pair of chickens and ducks and simple farm tools.

The 3,000 farm families will be categorized based on their diverse interest level. As such, 200 families will be targeted as vegetable farmers and provided with 5 grams each of assorted vegetable seeds. Since rice is Liberia's staple, about 40% of the targeted farmer population (1,150 families) will participate in communal rice production and will utilize the 3,000 kgs of seed rice.

One thousand (1,000) families shall be targeted for cassava (second staple in Liberia) with 1 bundle of cassava cuttings per family. Two hundred fifty (250) families are targeted for sweet potatoe production and 2 bags of sweet potatoes will be provided per family.

These rations are relatively adequate to enable a farm family to cultivate at most 1 acre of land.

The strategy for animal production will target 400 families. As such a pair of local chickens and ducks will be provided to each family after training.

UMCAP Field Technicians and Extensionists will ensure that each farmer participant who receives inputs is ready and able to utilize them. To be effective, the field technicians will provide technical assistance and follow-up to participants relating to production and management.

➤ ***Establishment of a Satellite Medical Center:***

A temporary health center will be set up at Maimu Camp 1, Totota for the provision of basic health care and services and give health education messages to reduce the prevalence of preventable disease conditions.

VII. ADMINISTRATION, FINANCE, MONITORING & REPORTING

Administration

A Conference Interagency Management Team comprising Project Manager, Finance Manager, Secretary, Education, health & Agriculture Coordinators and teachers will implement the LAC/UMC emergency relief project.

The project activities will be co-ordinated from the United Methodist Interagency Emergency Relief Committee in collaboration with appropriate program agencies of the Church. The Project Manager will direct the implementation of project activities through out the targeted areas and will report to the Council on Ministries and ACT Int.

Finance

The LAC/UMC fiscal and finance policies are consistent with internationally accepted accounting principles. The Treasurer of the LAC/UMC accounts is subjected to internal and external audits. The end-of-project audits, financial and narrative reports will be prepared as per ACT schedules.

LAC/UMC internal and external Auditors are:

Mr. Timothy K. Kumeh, Internal Auditor LAC/UMC, Box 10-1010, 1000 Monrovia, Liberia

Mr. A. Nyuanfore Nimely, CPA, Nimley & Associates, INC, Luke Building – Suite 202, Broad Street Monrovia, Liberia

Monitoring

The LAC/UMC Council on Ministries, the program-co-ordinating unit of the Church will monitor the

activities carried out under the Emergency Relief program through regular field visits. Findings from such visits will be communicated to the project management team to improve its efficiency.

VIII. IMPLEMENTATION SCHEDULE:

- Recruitment of Management team and staff; January 20 – 31, 2003
- Initiate education assistance; February 3 – May 31, 2003
- Set up satellite medical center; February 17- March 31, 2003
- Registration of participating farmers February 18 – 28, 2003
- Distribute agriculture inputs; March 4 – May 10, 2003
- Conduct in-service teachers workshop; May 6 – 17, 2003
- 1st monitoring visit May 29,-31, 2003
- Continue monitoring visits and implementation of project activities June-December, 2003
- Conduct project evaluation December 15, - 20, 2003

IX. CO-ORDINATION

This appeal for emergency relief assistance is being prepared in collaboration with the LWF/WS and other Act-Liberia Network members, other UN Agencies and humanitarian organizations operating in Liberia. The LAC/UMC Emergency Relief will also be implemented in close coordination with LRRRC, Government Agency responsible to deal with all aspects of assistance to IDPs and refugees.

X. UMC BUDGET

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
DIRECT ASSISTANCE				
Agriculture Assistance for 3,000 families				
Farm tools	Kits	3,000	10	30,000
Vegetable seeds	Grams	1,000	1	1,000
Cassava cuttings	Bundle	1,000	1	1,000
Sweet potatoes	Bag	500	1	500
Seed rice	kg	3,000	1	3,000
Local chickens	Bird	300	3	900
Agriculture training	Bulk			1,500
Ducks	Bird	100	5	500
Project Officer	person/month	12	150	1,800
Field Coordinator	person/month	12	150	1,800
Field Technician	person/month	12	75	900
Casual Labor	person/month	12	50	600
Sub total				43,500
Support for Educational Initiatives				
Instructional materials	Bulk			5,000
Sport and recreational material	Bulk			5,000
Furniture	Bulk			15,000
Incentives for Teachers (180)	person/months	2,160	20	43,200
Project Officer	person/month	12	150	1,800
Description	Type of Unit	No of Units	Unit Cost US\$	Budget US\$
Field Coordinator	person/month	12	150	1,800
Field Technician	person/month	12	75	900
Casual Labor	person/month	12	50	600

Subtotal				73,300
Medical assistance				
Essential drugs and supplies	Bulk		30,000	30,000
Furniture (benches, chairs, tables)	Bulk		1,000	1,000
Project Officer	person/month	12	150	1,800
Field Coordinator	person/month	12	150	1,800
Field Technician	person/month	12	75	900
Casual Labor	person/month	12	50	600
Sub total				<u>36,100</u>
TOTAL DIRECT ASSISTANCE				152,900
CAPITAL EQUIPMENT				
4 W. drive pick-up	Unit	1	25,000	25,000
Computers and accessories	unit	1	4,000	<u>4,000</u>
TOTAL CAPITAL EQUIPMENT				29,000
PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT				
Staff Salaries & Benefits				
Program Manager	month	12	300	3,600
Assistant Program Manager	month	12	250	3,000
Conference Treasurer	Month	12	100	1,200
Accountant	Month	12	150	1,800
Secretary	Month	12	150	1,800
Driver (1)	Month	12	75	900
Staff travel				
Perdiem for local travel	Month	12	250	3,000
Office operations				
Stationery and supplies	Month	12	150	1,800
Fax, e-mail, tel	Month	12	150	1,800
Logistics				
Maintenance of one vehicle	month	12	100	1,200
Fuel, gas (one vehicle)	Gallons	960	4	3,360
Lubricants	Gallons	55	5	<u>275</u>
Sub total				23,735
AUDIT & EVALUATION				
Monitoring visits	Trip	12	150	1,800
Evaluation	Trip	1	500	<u>500</u>
Sub total				2,300
TOTAL ESTIMATED EXPENDITURE				<u>207,935</u>