



Action by Churches Together

150 route de Ferney, P.O. Box 2100
1211 Geneva 2, Switzerland

Tel: 41 22 791 6033 Fax: 41 22 791 6506
e-mail: act@act-intl.org

Coordinating Office

Appeal

Sierra Leone

Relief & Rehabilitation - AFSL01

Appeal Target : US\$ 5,481,738

Balance Requested from ACT Network US\$ 5,465,503

Geneva, 13 March 2000

Dear Colleagues,

For 9 years since 1991, Sierra Leone experienced a very severe and brutal civil war targeted against the innocent population by the rebel groups opposed to the government in power. In March, 1998, President Kabbah returned to power after 9 months of misrule by the AFRC and RUF that had taken over power through a coup in May, 1997 sending the democratically elected government fleeing into exile. The AFRC/ RUF regime was characterized by human rights abuses, violence and looting. With the help of the ECOMOG, power was wrestled back from the AFRC/RUF regime to the democratic government of President Kabbah. However, the security situation remained fragile especially in the rural areas that lay beyond ECOMOG's immediate control. Rebel forces embarked on a campaign to terrorize the local population and to destabilize the country through the indiscriminate slaughter and mutilation of civilians. In addition, the deliberate targeting of community infrastructures and private property greatly compounded the humanitarian crisis.

In January, 1999 the RUF rebels entered Freetown and after some of the fiercest fighting seen in the conflict, the rebels were ejected from the city leaving behind large numbers of civilian casualties and widespread destruction of property. The subsequent return to power of the Kabbah government marked the beginning of the peace process. In July 1999, the Lome Peace Accord was signed by both government and rebel leaders and, as part of the agreement, a programme of Disarmament, Demobilization and Reintegration was initiated. The people of Sierra Leone are embracing this peace dearly and are looking forward to rebuilding their lives. But the naked truth is that the country needs the assistance of the International community to provide even for the most basic humanitarian needs.

The ACT members in Sierra Leone, the Christian Council of Sierra Leone working together with Christian Aid, and four member churches wishes to respond to the emergency situation as shown below.

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.

	LWF	CCSL/C A	BCSL	WCSL	UMC	MCSL
Camp Management		v				
Trauma Healing/Peace & Reconciliation	v	v				
Education/Training	v		v	v	v	
Agriculture	v	v	v	v		v
Infrastructure/Rehabilitation	v	v			v	v
Health			v	v		v
Food for Work			v			
Income Generation		v				
Water & Sanitation					v	
Food/non-food		v				

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

	LWF	CCSL/CA	WCSL	BCSL	UMC	MCSL	Total
Appeal Targets	1,056,430	3,606,343	250,643	246,390	147,898	174,034	5,481,738
Less: Pledges/Contr. Recd				16,235			16,235
Balance Requested of ACT Network	1,056,430	3,606,343	250,643	230,155	147,898	174,034	5,465,503

Please kindly send your contributions to the ACT bank account and inform this office of all pledges/contributions and transfers, including funds sent direct to the implementers. Please note the Pledge Form is no longer attached with the Appeal.

Account Number - 102539/0.01.061 (USD)
Account Name: ACT - Action by Churches Together
Banque Edouard Constant
Cours de Rive 11
Case postale 3754
1211 Genève 3
SWITZERLAND

We would appreciate being informed of any intent to submit applications for EU and/or USAID funding and the subsequent results. We thank you in advance for your kind cooperation.

For further information, please contact:

ACT Co-ordinator, Miriam Lutz (phone 41 22 791 6033 or mobile phone ++ 41 79 203 6055)

or

ACT Appeals Officer, John Nduna (phone +41 22 791 6040 or mobile phone ++41 79 433 0592)

ACT Web Site address: <http://www.act-intl.org>

Ms. Geneviève Jacques
Director
WCC/Cluster on Relations

Thor-Arne Prois
ACT Coordinator

Rev. Rudolf Hinz
Director
LWF/World Service

DESCRIPTION Of The EMERGENCY SITUATION

Background

Since 1991, the Republic of Sierra Leone has experienced one of Africa's most brutal civil wars. A coup which overthrew the elected Government in May 1997 when coup leaders invited rebels into the capital city of Freetown further contributed to loss of human lives and the destruction of physical infrastructure. The country's already ailing economy was left in shambles by the war.

In response to the civil crisis and the humanitarian needs, ACT Implementing partners including the Christian Council of Sierra Leone (CCSL), Christian Aid, the Evangelical Lutheran Church in Sierra Leone (ELCSL) and others, have submitted two appeals, with revisions: AFSL81 and AFSL91, the latter in two parts: a relief program and a rehabilitation phase. The contribution of ACT donors to these appeals have been crucial in undertaking the activities so far achieved by the partners.

Current Situation

Following many previous attempts, a peace agreement was finally signed in July 1999, bringing to an end over eight years of fighting. All parties to the conflict the Government troops, the Armed Forces Ruling Council (AFRC), the Revolutionary United Front (RUF) and the Citizens Defence Force (CDF) have accepted the terms of the agreement. As part of the peace agreement an estimated 45,000 combatants are to be disarmed and demobilized. This exercise is planned for the coming three to four months, when the ex combatants are expected to be reintegrated into communities and most of them back into civilian life. Disarmament of the fighters was officially launched in the country on 4 November 1999. The expected success in the disarmament and demobilization process is bound to trigger a wave of returnees from exile as well as the return of internally displaced persons (IDPs) to their original homes. In the capital city alone, there are an estimated 150,000 IDPs who are expected to return home.

The prevailing security situation in the southern region as a whole and some parts of the eastern region proposed to be targeted for this project can be said to be relatively stable. There is an appreciable presence of ECOMOG peace keeping troops in Bo and Kenema towns - the headquarters for the Southern and Eastern regions respectively. In addition, a number of humanitarian agencies, both international and local, are now restarting programs in the region. In the final analysis however, real confidence in the security situation in the area, as much as in the country as a whole, remains dependent on how effectively the disarmament and demobilization process is successfully concluded.

Impact On Human Lives

Over 150,000 lives have been lost so far, while an estimated 500,000 have become refugees mainly in the neighbouring countries of Liberia and Guinea. Over 1.5 million have become internally displaced. A particular feature of the civil crisis in Sierra Leone is the estimated 1,000 people who have had limbs amputated by rebel fighters, some losing both hands, including elderly, women and children as young as 4 months; these are only those amputees who have been able to reach registration centers. Humanitarian agencies manage one amputees' camp in the capital city Freetown where the UN High Commissioner for Human Rights visiting this camp is reported to have openly wept.

Following a successful completion of the disarmament and demobilization of fighters, the reintegration

of fighters, returnees and IDPs will be the major challenge for consolidating the peace process in

Sierra Leone.

Description of Damages

While there was destruction in all parts of the country, in the villages it was worse than in the major cities and towns. This led to over crowding of the towns and cities, who played host to the hundreds of thousands of displaced people from the countryside.

Koinadugu, Kailahun and Kono in the north and eastern parts of the country are some of the worst affected among the 12 districts. The siege and take over of the capital city by rebel forces in January 1999 was the most intense, so that within a three week period, it was estimated that over 5,000 lives were lost and 6,000 houses were burnt in the capital city and surroundings. The subsequent attempt to dislodge the rebels by the peacekeepers and the fighting between the two groups also contributed to the physical destruction.

All major roads in the country were destroyed and left abandoned for most of the past 8 years. Other social facilities including health centers, schools, community buildings were not spared the destruction or looting and those not destroyed were left non operational and not maintained for a number of years. Rural water supply pumps in most cases became inoperable and in some cases vandalized, leaving the population to drink contaminated water. Consequently, the reconstruction efforts will entail total re building for some communities. Most areas have been totally destroyed and in many cases people returning to these communities will go through a period of shock and disbelief at the level of physical destruction they will meet.

A great majority of Sierra Leone's 4.5 million people are rural dwellers who make their livelihood from subsistence farming, cultivating on average 1 hectare a year of rice, cassava, other roots, tuber crops and some vegetables. Most of this population has been dislodged during the civil crisis, leading to a loss of between 2 - 5 harvests depending on the location and the severity of the fighting. Thousands of metric tons of food commodities were lost per year and hectares of farmland laid to waste.

LUTHERAN WORLD FEDERATION/DEPARTMENT FOR WORLD SERVICE (LWF/DWS)

I. REQUESTING ACT MEMBER INFORMATION

- ◆ **Lutheran World Federation/Departement for World Service /LWF/DWS), Sierra Leone program, in collaboration with the Evangelical Lutheran Church in Sierra Leone (ELCSL)**

II. IMPLEMENTING ACT MEMBER And PARTNER INFORMATION

The Lutheran World Federation, Department for World Service (LWF/DWS) started activities in support of Liberia's war victims by late 1990, in the Republic of Sierra Leone, where Liberian refugees had fled. LWF/DWS carried out a WFP and UNHCR supported food distribution to some 30,000 Liberian refugees in Kailahun District of Sierra Leone until early 1991 when the organization established itself in Liberia. The emergency programs have included food and non food distribution, care and management of Sierra Leonean refugees and assistance to internally displaced persons in Liberia. An estimated 500,000 Liberians and over 100,000 Sierra Leone refugees have been assisted by LWF/DWS over the last seven years.

Based on the invitation of the ELCSL, the LWF/DWS fielded a number of separate assessment missions in early 1999, including three missions from LWF/DWS office in Monrovia and one from LWF/DWS international headquarters in Geneva. During these missions, extensive consultations were carried out with other ACT partners who were informed that LWF/DWS in collaboration with the ELCSL plan to carry out a program of assistance in Sierra Leone. Subsequently and based on the need in early 1999, LWF/DWS submitted a logistic support appeal, for supporting the relief activities of ACT partners in Sierra Leone. This appeal is still necessary to provide logistical backup for activities under this appeal. A follow up planning mission was fielded in early November, 1999 comprising three persons: one from Geneva and two from Monrovia, to discuss with and develop an emergency/rehabilitation plan for a LWF/DWS program in Sierra Leone, beginning with an intervention under ACT funding. Thus the basis for this ACT Appeal.

Description of Implementing Partners

ELCSL was established in 1988. It currently has a membership of about 2,300 in 15 congregations in parts of all four administrative regions of the country. It is an active member of the Council of Churches in Sierra Leone (CCSL), the umbrella organization which comprises 18 churches and 26 para - church bodies. The ELCSL was also admitted as a member of the Lutheran World Federation (LWF) in 1990 and is an ACT implementing partner in Sierra Leone.

Inspite of the loss and devastation incurred during the civil war, the ELCSL has been steadfast in its response to the civil crisis and the humanitarian needs stemming from it. In collaboration with the CCSL and with the support of its multilateral partnes, the church has successfully organized and implemented in the country, three emergency relief assistance programmes during the crisis period.

Through these programmes, the ELCSL has acquired valuable experience with as well as a proven track record for ecumenical collaboration and cooperation.

Member churches of the CCSL have in the past been involved in distribution of relief items channelled through the ELCSL. It is hoped that this collaboration will continue during the

implementation of this project.

III. LOCATIONS FOR PROPOSED RESPONSE

Based on the assessment missions undertaken by LWF/DWS and especially the mission in November, 1999 which had the opportunity to visit both Bo and Kenema Districts. Findings of the missions were confirmed by government and NGO sources as to the areas most in need and the potential for LWF/DWS program. The summary below represents these findings:

Bo District	generally stable, security wise; 3 years of emergency intervention has created possibilities for rehabilitation and development work. This district is at present host to over 50 international and local humanitarian agencies, who have contributed to a stabilization of the situation.
Kenema District	except for the southern part, the northern section has been inaccessible to humanitarian work for years. This seems to be the home base of the hard core fighters; a few humanitarian agencies have recently started to move in. An inter agency assessment mission was mounted in late September - early October, '99. The peace keeping force (ECOMOG) runs a DDR site in Daru. There are over 50,000 internally displaced persons based in and around Kenema town, who will be returning to the area. This is an area suggested for LWF/DWS intervention.
Kailahun	this district, lying next to the most disputed northern districts of Kono and others has witnessed some of the worst fighting, starting as far back as 1990. Most parts are at present considered inaccessible to humanitarian agencies and will only be accessible, following the disarmament and demobilization. The inter agency assessment mission referred to above, reached some parts of this district. Again this is a potential LWF/DWS area, since it represents a returning area for most fighters and the internally displaced.

LWF/DWS activities will therefore be carried out in the three Districts - Bo, Kenema and Kailahun. As explained above, by November '99 (when this appeal is written) the northern part of Kenema and almost the entire Kailahun districts are still not safe for humanitarian work; it is hoped that the disarmament will make these places accessible to the demobilized fighters and thousands of displaced people in the southern part of Kenema area and to the humanitarian agencies. Details of the specific chiefdoms in each of the three districts in which the LWF/DWS will operate, will be determined, following on going consultations among the existing donors, UN agencies and NGOs in the country.

Disaster and Emergency Statistics

Most of the statistics quoted above are derived from UN, other INGOs working in Sierra Leone and

Government sources such as the DDR Commission. A summary of statistics from many sources is as follows:

- ◆ There are an estimated 40 - 45,000 combatants awaiting disarmament and demobilization.
- ◆ Around 500,000 refugees mainly in neighbouring Liberia and Guinea
- ◆ 1.5 million are internally displaced persons (IDPs)
- ◆ Fighting in the capital city in Freetown led to the death of more than 5,000; destruction of 6,000 houses; 150,000 displaced persons in Freetown alone.
- ◆ There are about 1,000 men, women and children as young as 4 months who have lost either a lower or upper limb or for some people, both.

- ◆ While the death toll is not yet fully established, it is estimated to be between 150 - 200,000.
- ◆ Over 3,000 villages are reportedly completely destroyed.
- ◆ 400 health posts vandalised.
- ◆ 3,000 water wells are either polluted or completely damaged.
- ◆ 1,700 educational facilities were destroyed.

Current Security Situation

There have been and continue to be isolated incidents of cease fire violations by rebel factions. The districts of Kono and Kailahun are still to a large extent under rebel control. On 4 November 1999, in keeping with the July 7, 1999 Peace Accord, disarmament of fighters officially started in Sierra Leone. However, this has been over shadowed by reports of renewed rebel threats to disrupt the peace process, this being further exacerbated by the internal fight between the members of the RUF and AFRC alliance. Reports in Freetown speak of a possible second attack on the city, although this has been denied publicly by rebel leader Foday Sankor. The UN Representative in Freetown in early November issued a press release strongly warning rebel groups that the international community will not accept any disruption to the on going but fragile peace process. While there are these reports of possible insecurity, there is also a high optimism among Sierra Leoneans that in spite of minor hitches the disarmament will succeed. Against this background, humanitarian agencies including LWF/DWS are planning programs in a cautious manner; yet there must be the preparedness to meet the challenge of the great task to resettle and reintegrate IDPs and ex combatants, once the disarmament succeeds.

IV. GOAL & OBJECTIVES

Goal

To support the reintegration of ex combatants, IDPs and returning refugees to begin the process of rebuilding of their lives and communities and thereby help to consolidate the on going peace process in Sierra Leone.

Objectives

- Carry out a program of trauma healing, local peace building and reconciliation.
- Undertake the distribution of donated relief commodities.
- Conduct skills training and provide functional adult education.
- Provide agricultural support for re starting of farming activities leading to sustainable community life.
- Initiate and support rehabilitation of basic infrastructure.

V. TARGETED BENEFICIARIES

A total beneficiary population of this project is 63,500. These include IDPs, refugees and ex-combatants. The beneficiaries can also be categorised as farmers, comprising both male and female members of farm families, community opinion leaders including the elders, religious leaders, all in rural parts of Sierra Leone.

Criteria for selection of beneficiaries will vary from one activity to the other. In the case of the healing, reconciliation and peace building, selection of workshop participants will be based on the potential of participants to further transfer the knowledge gained from the workshops and therefore contribute to local conflict resolution and peace building for the entire community. In the area of non food items, the most vulnerable section of society will be targeted, including the aged, the amputees, the single mothers and children. Likewise in the case of farming inputs, selection will be based on vulnerability: these include farmers who have very little chance of obtaining farm inputs to re start their farming activities, including but not limited to demobilised ex combatants, returning IDPs and refugees. Other beneficiaries will include farmers who have grouped themselves to undertake activities such as swamp (paddy) rice production, and other group farming activities. In the case of community projects for infrastructure improvement beneficiaries will be selected on the basis of proven willingness and practical demonstration to make local contribution to the projects selected, in addition to local labour.

Number of Targeted Beneficiaries

The project will globally benefit a target population of 63,500 in the districts of Bo, Kenema and Kailahun. These beneficiaries will also be assisted under the other four objectives. Based on specific types of assistance, breakdown of the beneficiary population is as follows:

- ◆ Carry out a program of trauma healing, local peace building and reconciliation: 600 local animators.
- ◆ Undertake the distribution of donated relief items: 10,000 beneficiaries.
- ◆ Conduct skills training and provide functional adult education for youths, benefiting 180 youths.
- ◆ Provide agricultural support for re starting of farming activities: 10,500 farmers or 63,500 farm family members. Initially the plan is to begin with 2,600 farmers, then as areas become accessible more beneficiaries will be assisted.
- ◆ Support rehabilitation of basic infrastructure: 2,500 beneficiaries participants in work groups.

VI. EMERGENCY ASSISTANCE & IMPLEMENTATION

ELCSL Activities

Trauma healing, local peace building and reconciliation.

The ELCSL will organize a training team which will undergo a month long training of trainers workshop in Liberia. The team comprising of five (5) members (3 males and 2 females) will upon completion of their training undertake training workshops at district and chiefdom levels, working with local community animators. These animators will be given the skills to undertake conflict resolution, healing and reconciliation programs at the community levels.

The Training Team will provide the technical and supervisory back up for the local animators. Local groups, schools, churches and mosques and other institutions of repute will be encouraged to take part in this program. The five-person Training Team comprises the supervisor and four (4) trainers/counsellors. There will be two groups of trainers, each group conducting on average one workshop every month for the first 6 months, making a total of 6 workshops per group or 12 workshops in a year. An estimated 600 participants or local animators will benefit from the workshops, thereby creating the awareness of and the potential for local peace building at the districts, chiefdom and section levels. Thereafter, the teams will continue to do follow up with local animators and communities which have benefited from the workshops. Where considered necessary, the workshops will be re enforced; a number of refresher workshops will be held; however, the number and content of these refresher workshops will be determined, based on the results of the

monitoring and follow up visits.

Distribution of relief commodities

ACT Partners have benefited and hopefully will continue to benefit from non food relief commodities for which we seek provision, coming mainly from the Lutheran World Relief (LWR) of Baltimore, USA . With the supply of these commodities, it is the understanding that LWF/DWS will seek its own funding to cover the cost of handling, storage, inland staffing and transport related to the donated commodities. In addition, funding is required to purchase other non food items not provided by LWR. This section of the appeal is intended to cover these costs. An estimated 10,000 beneficiaries will receive non food commodities during this project period. Special attention will be given to the displaced populations who will be returning home, once the disarmament and demobilization of fighters have been concluded.

The needs of the returning population and the ex combatants are very many. However, the project will assist the groups with clothes, laundry soap, school kits and items provided by the Lutheran World Relief (LWR) in U. S. A.

LWF/DWS Activities

Skills training and functional adult education, especially for ex combatants.

Prior to the war, most of the ex combatants were engaged in agriculture and related activities which led to self employment and food production. A good number of them were in school. During the war, school was stopped; and one means of making a living was by the use of their military superiority over the civil population. With the coming of peace and their reintegration into civilian life, they will need to be provided with options for making a living by learning skills that can help them and their families. LWF/DWS plans to undertake three skills training and basic adult education programs, one each in Koribundu or Jimmy Bagbo in Bo District, one in Kenema and a

third one in Kailahun. Based on a recent DDR statistics of what ex-combatants desire to learn, vocational training will try to meet their demands, including but not limited to: mechanical aspects, woodworks, tailoring, agricultural training. In addition, all students attending the skills training will be given basic adult education courses, to enable them read and write. If there are requests for courses which LWF/DWS is not offering, the candidates will be referred to existing training courses or institutions in the project area. Each center will target 60 students, making a total of 180 students.

Agricultural support for restarting farming activities.

The objective is to assist 10,000 farmers to re start their farming activities and begin the process of providing food for themselves and the communities. Activities under this project will include a detailed farmers assessment and registration, which will take place immediately following the disarmament and demobilization process, and depending on the timely approval and funding of this appeal. This will allow for ex combatants and returnees to be registered. An assortment of farm inputs, primarily seed rice and farm tools will be provided to registered farmers.

- ◆ LWF/DWS will seek in kind contribution from donors to provide seeds and tools for farmers (a farmer represents a farm family). Pending responses from other donors, funding is being sought under this activity to provide inputs to an initial 2,600 beneficiaries with the hope that in-kind contributions will be forthcoming, as more beneficiaries will be targeted.
- ◆ Inputs to be provided will include on average 25 kg of seed rice per farmer plus a set of tools.
- ◆ An allocation of seed rice for lowland planting, vegetable seeds and cuttings for roots and tuber

crops will be provided for groups, while specialized tools for such activities will also be made available. Seeds distributed to farmers will be done on a one-time basis, since most of these farmers will be returnees who need these inputs for restarting their farms.

- ◆ Support in form of inputs will be given to farmers groups or associations who would like to work together through the system of local work teams. Through this system, farmers in a particular town or village work in teams either on a group farm or on their individual farms on a rotational basis. Women’s community farming groups will be especially encouraged and supported.
- ◆ Supporting agricultural inputs supply and distribution will be a farmers training program. Teams of farmers with potential for training other farmers will be nominated by residents from the various chiefdoms. These volunteer farmers will be trained by the project staff who have obtained knowledge from the Liberia program and deployed to train beneficiaries of farm inputs in low cost but improved methods of sustainable farming practices. The training will be community based, with more practical and less theoretical training.
- ◆ Ten (10) paddy development groups and ten (10) groups undertaking vegetables, root and tuber crops will be supported. Groups or communities producing seedlings will be encouraged to loan out seeds to other farmers, who will be required to return seeds after harvest.

Support rehabilitation of basic infrastructure.

Following such a devastating civil crisis, as described above, one of the effects is the destruction of basic infrastructure essential for restoring basic services for the population. With the road network, educational facilities, rural water points mostly out of function, there is an urgency to undertake some basic infrastructure. Under this project, community groups will be mobilized to undertake civil works starting with repair of schools and rehabilitation of drinking water wells and family

latrines as well as other micro community development projects. Selection of the facilities to be repaired will mainly be based on the level of community response to and taking of initiative for such infrastructure repairs. Communities which will respond to group work on these projects will be given priority in the selection of projects.

VII. IMPLEMENTATION DESCRIPTION PER ACTIVITY

The implementation items described in this section are aimed at reflecting the total requirement; however, the budgeting may allocate for certain percentage in the case of certain inputs (e. g. farm inputs):

<u>Description of implementation</u>	<u>Quantities</u>
<u>Support for all activities</u>	
Project management staffing	17 including one expat. Project Coordinator; 1 Fin. & Admin. Officer, & 15 admin/ office helpers in Freetown, Bo, and Kenema
Offices required rental/repairs	3 - F/town; Bo, Kenema
Office equipment	4 computers, (3 desk tops; 1 lab top; photocopiers; fax machines, 6 cabinets, others)
Vehicles required	1 small car in F/town;

Motorcycles	1 unit with helmet in Freetown;
Generator	1 (1 12KVA, 50h F/town)
Communication equipment	1 set (fax, email, tel. radios)
Operations and maintenance of transport equipment	1 vehicle; 1 motorcycle
<u>Under Objective 1:</u>	
Healing and reconciliation training of trainers workshops	4 workshops
Chieftdom level workshops	12 workshops
Follow up visits	6 visits; once every 2 months
Number of staff required	6 1 suprv., 4 counselors; 1 driver..
Number of vehicle	1 double cabin 4WD p/up
Number of motorcycle	1 motorcycle
Conferences/seminars in other parts of Africa	2 staff; one each
<u>Under Objective 2:</u>	
Clearance of non food items by containers	8 containers
Storage of non food items by months	3 months storage fees
Trucking requirement for 90 tons of donated items	truck rental
Staffing required	9 1 suprv., 8 distrib. clerks
Casual staff	20 x 4 months
Transport for monitoring of distribution	1 motorcycle
Operations and maintenance of transport	1 motorcycle x 12 months.
<u>Under Objective 3:</u>	
Training Materials for skills training	180 sets
Training equipment & supplies	3 sets
Teachers stipend (5 teachers x 3 centers)	15 teachers x 10 months
Training admin. Staff	9 staff, (3 at each site)
Casual staff	4 at 6 months
Rehabilitation of training facilities	3 community centers used as facilities for training.
Transport for skills training	1 vehicle; 3 motorbikes
<u>Under Objective 4:</u>	
Training of trainers workshops for 60 local farmers	3 workshops
Local level farmers training workshops for 1500 farmers	30 workshops,
Metric tons of seed rice for 10,000 farm families	250 metric tons
Tool kits for farm families	10,000 sets
Lowland seed rice for farming groups	5 metric tons
Local vegetable seeds	1 metric ton
Root and tuber cuttings	2600 Bundles
Specialized tools for lowland cultivation	10 units, one per group
Trucking requirement for seeds, tools & other inputs	90 tons initial requirements
Transport for ag supervision	1 vehicle
Motorcycles for extension work	2 units, 1 per district
Operations and maintenance of motorcycles	2 units x 12 mons

Under Objective 5

Schools to be rehabilitated	5 schools
Water wells constructed/repared	20 wells
Family latrines constructed with project support	50 latrines
Other micro projects to be identified by residents	5 other micro projects

As funding becomes available, procurement procedures will time limited. Most inputs, especially the agricultural inputs and infrastructure are required during the dry months of the year which is also the major farming season (between October, 1999 - March, 2000). As far as possible, procurement will be done locally. Some donors require certain level of their funds to include importation from their home countries; this will be adhered to. A system of placing orders in writing, obtaining of ideally three quotations when possible and reviewing quotations, approving the most cost effective and quality products will be utilized. The present LWF/DWS system of financial accountability as in the Liberia Program will be utilized, with necessary modifications for the conditions pertaining to regulations of the Republic of Sierra Leone.

Transition from Emergency

The project is planned with a focus on handing over to local partners. In the agriculture sector for example, it is planned that the initial phase of inputs distribution will be an emergency intervention. During this period, the foundation will be laid for rehabilitation or developmental activities. Utilizing lowland cultivation of rice, with increased and better yield will ensure that seeds are available for future planting. Farming groups will also multiply seeds, which will ensure increased cultivation of farmland in the next season. Seeds and tools distribution in the first year will be replaced by local seed multiplication, thus avoiding the need for continuous seed importation and distribution. All activities will build upon the availability of, or encourage local structures and organizations to get involved from the detailed assessments, planning and implementation. Training will feature prominently in the activities, thereby ensuring capacity building of project beneficiaries. This training will pay off in the coming rehabilitation and development phase.

VIII. PROJECT ADMINISTRATION, FINANCE, MONITORING, REPORTING**Project Administration**

The project will be directly administered by the Program Coordinator, who will be accountable to the Resident Representative of LWF/DWS based in Monrovia. For the purpose of training and capacity building, the Program Coordinator will have a Sierra Leonean Counterpart. Assisting the Program Coordinator will be a Finance and Administrative Officer, assisted by a seconded expatriate Logistic Advisor. Only two international staff positions are planned for, the rest will be recruited locally.

The project will have five sector or operational teams: trauma healing, distribution of donated non food commodities, agriculture, infrastructure and vocational training teams. Each team will have a supervisor and the five supervisors will be based either in Bo or Kenema, directly accountable to the Project Management Team.

A project coordination office will be located in Freetown. However, the field operations will be initially directed from a base station in Bo and a sub office in Kenema. As security improves in the Kenema north and Kailahun districts, the Kenema office will be strengthened.

Finance Management and Controls

LWF/DWS has a financial system consistent with that based at LWF/DWS in Geneva; an internal financial report is made on a monthly basis and is forwarded to Geneva.

At the end of each financial year, an external audit is made of all programs or projects, which copies are made available to all donors and stake holders. ACT funding under this system will be controlled using the established LWF/DWS system. An interim report comprising both narrative/statistical and financial will be made in the middle of this appeal period and one made at the end. The only additional system is that all funds under this Appeal, will be channelled through and approved by the Office of the Resident Representative of LWF/DWS, based in Monrovia, Liberia.

Project Monitoring Procedures

Monitoring activities under this project will take place at two levels: the first level will comprise the internal monitoring done by the Project Management Team, based in Freetown or Bo, at least once a month. This will involve field visits and the monthly progress reports by the project teams. On a quarterly basis, Monitoring involving the Project Management Team and representative of the LWF/DWS Programming Unit based in Liberia will be carried out. Report of these monitoring visits will guide the project implementation.

IMPLEMENTATION TIMETABLE

January 2000 to 31 December 2000

IX. CO-ORDINATION

Coordination of activities under this appeal will be carried out firstly with the other ACT Implementing partners in Sierra Leone: Christian Aid, Christian Council of Sierra Leone (CCSL) and her member churches; CCSL/Relief and Rehabilitation Department. In Freetown and at the regional headquarters in Bo and Kenema, the project will be coordinated through participation in existing sector sub committees and inter agency coordination meetings.

These meetings involve donor representatives, UN Agencies, other international NGOs, local NGOs, the Government's National Commission For Reconstruction, Resettlement and Rehabilitation (NCRRR), the latter being the body responsible for co-ordinating relief and development assistance; sector Government agencies are also involved in the co-ordination meetings. The overall aim of these co-ordination efforts is to ensure that resources from humanitarian agencies will be maximized avoiding duplication of efforts.

X. LWS BUDGET**ESTIMATED EXPENDITURE**

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
DIRECT ASSISTANCE				
Infrastructure Rehabilitation:				
Rehabilitation of schools	each	5	8,000	40,000
Water wells - construction and repairs	each	5	2,500	12,500
Latrines	each	50	75	3,750
Agriculture:				
Seed rice for 2,600 farmers	metric tonnes	65	1,500	97,500
Lowland seed rice for farming groups	metric tonnes	5	1,500	7,500
Vegetable seeds	metric tonnes	0.5	1,500	750
Root and tuber cuttings	bundles	2,600	5	13,000
Special tools-shovels, pick axe, wheelbarrow	sets	10	90	900
Tool kits for farmers	sets	2,600	35	91,000
Training 1,500 farmers at local level	workshop	30	1,500	45,000
Training of trainers - 60 per workshop	workshop	3	2,000	6,000
Sub Total				261,650
Vocational Skills Training Centres:				
Repairs to training centres	each	3	5,000	15,000
Training materials	sets	180	50	9,000
Training equipment and supplies	centres	3	10,000	30,000
Sub Total				54,000
Trauma Healing:				
Training of trainers (20)	10 day workshops	4	4,000	16,000
Chieftdom workshops - 50 participants	5 day workshops	12	1,000	12,000
Equipment (tape recorders, cameras)	sets	3	500	1,500
Locally made portable training boards	each	2	500	1,000
Training materials	month	12	500	6,000
Conferences and seminars in Africa	lump sum			6,000
Sub Total				42,500
Total Direct Assistance				414,400
TRANSPORT, STORAGE, WAREHOUSING, HANDLING				
Transportation of construction materials	month	2	5,000	10,000
Transportation of seeds, tools, cuttings	month	3	10,000	30,000
Donated commodities - clearance costs	40 ft container	6	1,000	6,000
Warehousing of non food items	month	3	1,500	4,500
Hire of trucks for donated commodities (3)	month	2	5,000	30,000
sub total				80,500
CAPITAL EQUIPMENT				
Motor cycles with helmets	each	10	3,500	35,000
Vehicle - single cabin 4WD	each	1	19,000	19,000
Vehicle - double cabin 4WD	each	2	23,000	46,000
Vehicle - small car for Freetown	each	1	10,000	10,000
Codan radios - 3 base stations, 8 mobiles, cables, etc.	lump sum			29,870
Computers - 3 desk tops, 1 laptop, 3 printers	unit	4	3,000	12,000

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
Photocopiers	unit	3	3,700	11,100
Generator - 12 KVA	unit	1	9,000	9,000
Office furniture and equipment	lump sum			<u>5,000</u>
sub total				176,970

PERSONNEL, OPERATIONAL COSTS , ADMINISTRATION**Salaries and Benefits:**

International project coordinator	month	12	4,500	54,000
International finance manager	month	12	3,000	36,000
National project coordinator	month	12	500	6,000
National accountant	month	12	225	2,700
Supervisor - infrastructure	month	12	300	3,600
Project monitors - infrastructure (2)	month	12	225	5,400
Supervisor - agriculture	month	12	300	3,600
Extension staff - agriculture (4)	month	12	225	10,800
Supervisor - vocational training centres	month	12	300	3,600
Teachers - vocational training centres (15)	month	10	175	26,250
Admin staff - vocational training centres (6)	month	12	125	9,000
Casual workers - voc training centres (4)	month	6	30	720
Supervisor - trauma healing	month	12	300	3,600
Trainers, counsellors	month	12	275	13,200
Supervisor - donated commodities	month	12	300	3,600
Distrib clerks - donated commodities (8)	month	12	125	12,000
Administrative assistants (3)	month	12	275	9,900
Office staff - clerks, guards, cleaners (9)	month	12	90	9,720
Drivers (4)	month	12	125	6,000
End of contract benefits	lump sum			7,800

Travel Expenses:

Local travel allowances - all staff	month	12	500	6,000
International travel and accommodation	trip	1	4,350	4,350
Monitoring trips Monrovia-Freetown	trip	6	500	3,000

Communications:

0

Administrative Costs:

Office rent & repairs in Freetown, Bo, Kenema	month	12	2,000	72,000
Office stationery and supplies	month	12	500	6,000
Maintenance of equipment	month	12	500	6,000

Vehicle Expenses:

Fuel and lubricants	gallons	7,530	2	15,060
Maintenance - motorcycles	month	12	40	480
Maintenance - vehicles	month	12	1,060	<u>12,720</u>
sub total				353,100

Other Expenses:

Audit fees	lump sum			6,000
Evaluation	lump sum			<u>15,000</u>
sub total				21,000

ESTIMATED EXPENDITURE**1,045,970****Add 1% for ACT Appeal EMT 2000****10,460****BALANCE REQUESTED FROM ACT NETWORK****1,056,430**

CHRISTIAN AID

I. REQUESTING ACT MEMBER

◆ Christian Aid, Sierra Leone program.

II. IMPLEMENTING ACT MEMBER And PARTNER INFORMATION

Christian Aid was established in the mid 1940s and is the official agency of 40 Churches representing most of the denominations in the UK and Ireland. Its humanitarian work began in response to the needs of refugees in Europe and it fulfilled a representational role amongst churches in Europe recovering from the aftermath of the 2nd World War. It currently works in over 60 countries in partnership with local churches and other organisations.

In Sierra Leone, Christian Aid is the lead agency for ACT. The agency maintains a Liaison Office in Freetown staffed by two expatriate personnel (Programme Accountant and Programme Support Officer) whose tasks are to liaise with and support a body of national partners located in different parts of the country. Principal amongst these is the Christian Council of Sierra Leone (CCSL). For the past three years, Christian Aid has had direct management responsibility for CCSL's Relief and Rehabilitation (R&R) Department to which an expatriate Director is assigned.

Description of ACT Member's Implementing Partners

The Council of Churches in Sierra Leone (CCSL), in partnership with Christian Aid, has extensive experience in running emergency programmes for victims of the war in Sierra Leone. This experience includes supporting internally displaced people (IDPs), returnee farm families re-establishing their traditional livelihoods and rebuilding their communities. Addressing the needs of especially vulnerable individuals and groups whose support mechanisms have either disappeared or their physical and mental health has broken down (including unaccompanied children (UAC), widows and the disabled). For the past three years, CCSL has received funding through the ACT Appeal, as well as from governments (through the help of ecumenical partners) and the EU.

During the January 1999 crisis in Sierra Leone, when all international NGOs withdrew due to the high state of insecurity, CCSL was the only agency that continued humanitarian operations. Using their accumulated experience and skills, staff in the R&R Department quickly responded to the emergency by setting up IDP camps and distributing food and non-food items.

All the activities detailed in this new emergency proposal will be implemented by CCSL's R&R Department. Historically, CCSL became involved in relief operations in 1990 following the influx of Liberian refugees into the country. As military conflict spilled into Sierra Leone, CCSL then refocused its resources to work with internally displaced Sierra Leoneans.

III. LOCATIONS FOR PROPOSED RESPONSE

CCSL R&R Department's current areas of operations include three chiefdoms in Moyamba district, three in Kenema district and four in Bo North. As the population is becoming more settled in Bo North, the distribution of inputs will be phased out and the focus will shift to the promotion of income-generating activities. This should assist the population to move towards greater self-reliance. In the areas of Kenema and Moyamba, where the situation remains precarious and where the R&R department has been operating since 1999, the Department will implement all components of the programme (Food

Security, Infrastructure, Trauma, and Vulnerable Groups).

If security permits, the Department intends to resume its operations in the 4 sections of the Tonkolili District where they were working in 1998. Operations will also commence in Gorama Mende in Kenema District where activities were not possible in 1999 because of poor security. These two areas were until recently held by the rebels and completely cut off from the rest of the country. The population is facing severe food shortages and a lack of all basic amenities.

Thus the programme will be implemented in the following areas:

<u>District:</u>	<u>Chiefdom:</u>
Kenema	- Wandor - Kandu Leppiama - Simbaru - Gorama Mende
Moyamba:	- Lower Banta - Upper Banta
Bo North:	- Gbo - Selenga - Valunia - Badjia
Tonkolili:	- Gbonkolenken - Kafesiminia - Kalansogoia - Yoni

All NGO operations are coordinated by the National Commission for Relief, Rehabilitation and Reconstruction (NCRRR). Districts are allocated between the operational NGOs to avoid duplication.

IV. GOAL & OBJECTIVES

Goal: To help war victims in CAID/CCSL operational areas rebuild their communities and move towards self-reliance.

Objectives:

- ◆ to respond appropriately and effectively to the emergency situations on needs and issues of our communities;
- ◆ to assist war affected victims to return to normal levels of food crop production by providing them with the necessary resources;
- ◆ to improve the capacity of the communities to respond to the needs of new returnees;
- ◆ to increase the independence of the most vulnerable people in their communities;
- ◆ to facilitate income generation and diversification of food production;
- ◆ to improve accessibility and communication in our operational areas;
- ◆ to increase community participation in decisions about their own development;
- ◆ to encourage unity in the communities and a peaceful reintegration of ex-combatants;

V. TARGETED BENEFICIARIES

The whole programme covers about 20,000 beneficiaries. Interventions will be targeted at IDPs,

farmers that have returned to their villages and who need support to restart their food security activities and vulnerable people (including orphans, unaccompanied children, widows, female headed households and village communities as a whole). The targeted population will vary according to the activities they are involved with. (See below).

Criteria for beneficiary selection

Staff in the R&R Department have recently received intensive support in needs assessment and targeting. A specialist trainer from the UK spent six weeks working in both workshop and field environments. A needs assessment will be carried out in each of the operational areas at the beginning of the year to determine the number of beneficiaries and to target the most vulnerable people. A registration process for beneficiaries will follow for each activity. The criteria for selection will depend on the nature of the activity. Priority will be given to families who have lost their homes and/or become displaced by the fighting, with a special emphasis on the most vulnerable such as women and children, pregnant women, older people and people who have been injured.

For the vulnerable groups programme, the R&R Department has adopted the criteria agreed by the NGO community. This includes orphans, UACs, widows, female-headed households, the elderly and disabled people.

Number of targeted beneficiaries according to proposed assistance

Crisis assistance

In terms of relief assistance, 12,000 IDPs living in the Splendid and the Kendeyella camps in Bo will receive support. In Tonkolili, Makeni town and Gorama Mende, a total of 8,000 people will be targeted for distribution of non-food items. 125 vulnerable families in Tonkolili will also receive support with temporary shelter. In addition, 2,500 vulnerable people in the operational areas of Moyamba and Kenema will be targeted for distribution of non-food items. A needs assessment is planned to determine the exact numbers of people requiring assistance.

Post-crisis assistance

Agriculture

The agricultural programme will benefit a total of 10,200 farm families (2,500 farm families in Moyamba, 2,500 in Kenema, and 5,200 in Tonkolili) for food crop production and 500 farm families for cash crop rehabilitation. In addition, the 8,400 farm families in Moyamba and Kenema and the farmers and women's groups in Bo North that received support in the previous year will continue benefiting from the programme in terms of agricultural extension services.

Infrastructure

Through the infrastructure programme, 2,000 families will be assisted in house construction and 2,000 artisans will be provided with tools. The rehabilitation of roads, culverts and bridges will benefit the whole population of the targeted area. For example, road and bridge repair will provide better access for all to neighbouring areas opening up scope for social interaction, trade and communications. The construction of court buildings in seven villages, stores and drying floors in six villages, and schools in two villages will benefit the whole community and neighbouring villages.

Vulnerable Persons

Vulnerable people, constituted into groups of 10 to 20 people, will benefit from support given by the Vulnerables Team in various activities. These will include vegetable gardening, poultry farming and other income-generating projects according to the specific needs and capacities of the groups' members. A total of 130 groups will be supported benefiting between 1,300 and 2,600 people. The Vulnerables Team will also identify and provide support to orphans and UAC.

Trauma

The trauma counselling workshops will target those CCSL member churches with interests in the operational areas. A total of 100 church and community leaders will participate in the training. The trainees will then put their new skills into practice in their own communities by organising workshops for the local population. The trauma programme also involves other activities that will take place at village level on behalf of the communities. In total, an estimated 4,000 people will benefit from the trauma programme.

VI. PROPOSED EMERGENCY ASSISTANCE AND IMPLEMENTATION**Crisis assistance:****Camp management:**

With the crisis in 1999, the R&R Department of CCSL responded to the emergency by embarking on the establishment of camps and the distribution of relief food and non-food items to the displaced population. During that year, the R&R Department managed the Stadium camp in Freetown until it was closed. Currently the Department is in charge of the management of 2 camps for IDPs in Bo (the Splendid camp with a current caseload of 8,526 IDPs and the Kendeyella camp with a caseload of 3,102 IDPs) ensuring the distribution of food and non-food items to the camp residents. It is also responsible for coordinating the action of other NGOs, including Oxfam (water and sanitation), ACF (nutrition) and MSF (medical care).

In 2000, the R&R Department will pursue this activity and will require support to cover the running costs of the administration of the camps as well as the costs of non-food items. The department will also continue to be the implementing agency for WFP and CARE in the distribution of food.

Providing the peace holds and the eastern and northern parts of the country, which are still under rebel control, become accessible and safe, the IDPs and refugees will start going back to their villages. To assist them in returning home and restarting their lives amidst total destruction and loss, they will receive a repatriation package that includes basic non-food items. Also, to facilitate their repatriation, the R&R Department will make trucks available for transporting themselves and their few possessions.

Emergency distribution

In the Tonkolili district and Gorama Mende chiefdom in Kenema, which have only recently become accessible, the impact of the war is extremely severe. People lack even the most basic necessities. Therefore it is planned to carry out a distribution of non-food items to a total of 8,000 of the most vulnerable families in these areas.

In Kenema and Moyamba, also, a total of 2,500 vulnerable people who lack the basic amenities will be assisted with non-food items by the Vulnerables Team. Each family head will receive a package including two plates, two cups, two spoons and two blankets, and a knife, a pot and a bucket. A total of 100 orphans will be provided with used clothes.

Since many villages have been burnt down, a proportion of the population have no shelter. To address the problem, plastic sheeting will be provided to 125 people in the Tonkolili district to enable them to build temporary shelters. Again, this work will be implemented by the Vulnerables Team, with cooperation from the Infrastructure Team.

Many of the aforementioned vulnerable people have no sources of income and no relatives to support them, hence they are not able to meet their food needs. The Vulnerable Team will assist in the distribution of food to these people. As the R&R Department is not a food pipeline, the implementation

of this activity will depend on the availability of food from the food donor agencies.

Post-crisis assistance

Agricultural programme

In order to enable farmers who return to their villages to rebuild their livelihoods they will be provided with the necessary inputs to restart their agricultural activities.

- ◆ Farm families who have returned to their communities and have had their resources depleted through the effects of war, will receive seeds and tools on a loan basis.
- ◆ Each farm family will be provided with 2 bushels (50 kg) of rice and 1 bushel (18 kg) of groundnut as well as a tool kit comprising two large or small hoes, two curved or straight cutlasses, one felling axe and one bucket. Depending on demands (to be determined in a needs assessment), the farmers will also be provided with cassava sticks, potato vines and vegetable seeds, to diversify their food production.
- ◆ The rice and groundnut seeds will be distributed on a cost recovery basis. Communities will be encouraged to create community managed seed banks to be able to respond to their own needs in future planting seasons. In Moyamba, given the seeds recovered from last year's programme will be redistributed to new beneficiaries, no additional seeds will be required. However, for Gorama Mende chiefdom and Tonkolili district, seeds will have to be purchased as it is the first year of programme implementation. As for Kenema, loan recovery was very low last year because the farmers did not receive any food for agriculture. Therefore, additional seeds will be required for the new farmers. Also, as the distribution of groundnut to 4,400 farm families in Kenema could not take place in 1999 as planned, this will be undertaken this year.
- ◆ Food for agriculture will be provided to the most vulnerable groups in order to support food production activities in the first season. A recent needs assessment in Gorama Mende highlighted particularly severe food shortages in that region. The R&R Department therefore intends to provide food rations to the most vulnerable groups in the population. The food will need to be provided by WFP and CARE with quantities depending on availability.
- ◆ The R&R Department will facilitate the constitution of community farming groups to promote the re-establishment of traditional community group activities. These represent a safety net for the communities to weather such threats as unexpected bad harvests and loss of family members as well as providing a means of support to the most vulnerable members of their communities. Training will be given in managing seed banks so the producers can themselves decide on the use of seeds recovered from their farms.
- ◆ In order to help farmers fight pests, 500 hunting nets will be distributed at section or village level and be used for the benefit of the whole community.
- ◆ Besides food production, communities also need to generate income to improve their self-reliance and to be in a position to cover non-food costs. Communities over the past year have strongly expressed the need to embark on income-generating activities. The R&R Department will look at ways to promote income generation and diversification of food production. This will require some preliminary work in terms of identification of needs, definition of the schemes and the management arrangements. Training community groups in micro-credit practices will also be a necessity. The following activities are planned:
 - ◆ farm produce processing: 28 income-generating groups will be formed and provided with cassava graters to enable them to process cassava into gari, which can be safely stored and used as a cereal.
 - ◆ rehabilitation of tree crop farming: small plantation farmers will be assisted in the rehabilitation of their cash crop plantations (such as coffee, cocoa and oil palm). This intervention will happen mainly in the Eastern part of the country where this activity is most prevalent. A total of 500 farmers will be targeted, each receiving one felling axe and two curved cutlasses).

- ◆ fish ponds: in areas with few rivers, the R&R Department will assist the population with the construction of fish ponds. Last year, 3 fish ponds were created. This year, it is planned to expand the project with a further 10 fish ponds in villages that show interest and capacity to manage the fish production. A needs assessment is currently underway to identify the appropriate sites for these ponds.
- ◆ fishing: in view of the needs expressed by communities, the Department will assist identified groups to embark on fishing activities. A total of 150 fishing groups will be provided with fishing tackle to weave the nets themselves. The conditions of repayment are still to be worked out in consultation with the groups.
- ◆ The neem tree project will be continued: 3 plantations have already been planted, and farmers will be given support to take care of these. The neem trees, which come to maturity in five years, will be of use for a whole range of purposes including medicine, pesticides, fuel wood, and compost/soil fertility.
- ◆ The Field Extension Workers (FEWs) will continue giving support and technical advice to the beneficiaries, organising field days and demonstration plots, and working closely with the chieftdom committees in the recovery of seed loans and the repayment of the equipment for income-generating activities.

Community infrastructure programme

Given the level of sustained destruction of buildings and services by the rebels over the past 8 years, the task of rehabilitation and reconstruction is immense.

As villages were attacked by, roads, bridges, community buildings, as well as individual houses were looted, stripped of durable materials and burnt down. Most communities now lack even the resources to reconstruct and their local artisans are without the tools to begin to undertake this vital work.

In an effort to encourage self-development, the communities will be expected to take ownership of the rehabilitation of their own villages. As part of this process, the Infrastructure Team will undertake sensitisation and awareness raising work. The Team will also encourage ex-combatants to participate as a way of facilitating their reintegration into local society.

- ◆ 2000 tool kits (including 2 shovels, 2 head pans, 2 buckets and 2 pickaxes) will be provided to house builders on the basis that they are shared amongst 3 families. This will enable the village communities to rehabilitate 6000 individual houses.
- ◆ Once the buildings have reached roof level, it is proposed to assist 100 most vulnerable families to complete their construction by providing CI sheets, nails, binding wires, hinges and doors.
- ◆ 200 tool kits will be distributed to artisans, such as blacksmiths, carpenters and masons, to enable them to restart their trades. They will then, in turn, be able to produce tools for the other members of the community. Blacksmiths (and other artisans) will be offered skills training to improve the quality of their products.
- ◆ 20 community groups will be equipped with tool kits for the rehabilitation of feeder roads.

In addition, the R&R department will also facilitate:

- ◆ rehabilitation of ten court buildings and two schools in the operational chiefdoms;
- ◆ rehabilitation of six difficult roads;
- ◆ rehabilitation of twenty-six culvert and sixteen bridges;
- ◆ rehabilitation of 30 temporary seed stores;
- ◆ construction of six stores and drying floors in Bo North;

For this work, involving more technical inputs, the Team will use competent external contractors

selected through an open tendering process.

The rehabilitation of the roads, culverts and bridges is done in close cooperation with the Sierra Leonean Road Authorities (SLRA) who are involved in defining the technical specifications for the rehabilitation work. They also ensure that contractors bidding for tenders are companies registered with the SLRA.

Vulnerable groups' programme

While the war affects the whole population, its consequences have a varying impact on people according to their situation. People with few or no resources, or means of livelihood, are more adversely affected by the conflict and suffer more. Often they are alone without the support of relatives. These groups of people (e.g. orphans, UAC, widows, elderly and disabled people) deserve specific attention through programmes that will be carefully tailored to respond to their specific needs. Food and non-food items will be distributed to those who lack the basic necessities (See section on relief assistance above).

In addition, the Team will assist vulnerable groups to launch income-generating activities as a means of reducing their dependency on external support. Last year, 195 groups of women and vulnerable people in Bo North were supported with appropriate inputs for rice and groundnut production, and backyard gardening. In 2000, the Team plans to reassess the progress of the groups and, with them, to discuss ways forward. Consultation will take place with the Bo North groups, as well as with new groups in Moyamba, Kenema and Tonkolili, to identify new activities of work and assess the support required. Skills training, provision of inputs, technical guidance and on-going monitoring will be provided to help groups successfully implement these projects.

The nature of the activities to be undertaken and the number of groups participating will depend on the outcome of the consultation but the Team envisages the following:

- ◆ 10 new groups in Bo North to undertake rice and groundnut production. Each group will receive a set of 10 cutlasses and 10 hoes; the seeds will be supplied from previously constituted groups.
- ◆ 50 vulnerable people to engage in poultry production. Priority will be given to the aged and disabled who are not able to carry out farming activities. The rearing of chickens will have a multiplier effect with the number of beneficiaries expanding as the offspring are distributed to new groups.
- ◆ 75 groups across the operational areas to be engaged in vegetable production (25 groups in each district Moyamba, Kenema and Tonkolili). For this, they will receive a package of seeds and tools.

In addition, it is planned to identify and support 10 other innovative income-generation projects for vulnerable groups to be implemented on a pilot basis. A lot of preparatory work will be required before implementation, in terms of research, surveys, consultation with the communities and feasibility studies. This will ensure the income-generating activities respond to felt needs, are feasible, culturally and socially adapted, marketable, profitable and sustainable.

The team will also liaise with relevant agencies, such as medical NGOs, to provide other means of support to UAC. The team also intends to help in the reunification of families: all unaccompanied children will be registered and the list forwarded to the CCSL main office who will work in cooperation with other agencies involved in this work, hopefully for onward re-unification of these children with their families.

Trauma counselling programme

Crucial to the successful implementation of the peace process and the reintegration of the ex-combatants into society is the whole process of reconciliation and promotion of peace and understanding among the population. In the past three years, the Trauma Team has run trauma counselling and peace and reconciliation workshops for church leaders and opinion leaders of the communities in which R&R is

operating. The workshop participants are then able to disseminate messages in their communities promoting peace and reconciliation, and use their skills in conflict resolution and trauma counselling to solve disputes that arise locally.

In 2000, the Team intends to continue its efforts in promoting peace and unity at community level, and provide support to the people that have been deeply traumatised through their experiences during the war.

The Team plans to carry out 10 other workshops for CCSL member churches in Moyamba (4 workshops) and Tonkolili (6 workshops) to build their skills in trauma counselling and conflict resolution. The member churches will also be encouraged to conduct their own workshops in their respective communities. Support will be provided for the organisation of 8 workshops in Kenema, 4 in Moyamba and 8 in Tonkolili districts.

These workshops will entail both information dissemination on the Lome Peace agreement and the DDR programme, and social activities such as sport and cultural events involving different parts of the community, to promote peace and understanding.

In addition, sensitisation workshops will be conducted by the Trauma Team for the communities in the operational areas, on topics covering trauma healing, the Lome peace accord and the DDR process. 3 workshops are planned in Moyamba (Gbangbatok, Mokelleh and Mokarijie chiefdoms), 4 in Tonkolili (in Massengbeh, Kalansogoya, Mabontor and Gbonkelenken chiefdoms), and 4 in Kenema (in Kandu Leppiama, Simbaru, Wandor and Gorama Mende chiefdoms).

As a follow-up to the sensitization workshops, it is planned to promote peace and reconciliation also through practical activities, such as sport and cultural events. This will give members of the communities the opportunity to get together and to participate in a social event, which will help them to get to know each other, and will give them a sense of achievement. 7 football galas are to be organised between ex-combatants (CDF) and civilians to promote unity and reconciliation in Moyamba and Tonkolili districts (same chiefdoms as above).

Also, given that music and songs play an important part in community life and constitute an effective means of getting messages across to communities, musical performances can go a long way in building community spirit and promoting peace and reconciliation. The CCSL gospel band is already well reputed in Sierra Leone for its repertoire, focussing particularly on peace and reconciliation messages. The Team plans to organise tours of the band to various chiefdoms in the operational areas. 4 tours are planned in Moyamba, 4 in Tonkolili, and 4 in Kenema district. In addition, cultural dances and peace and reunion dance will be organised for communities in 8 different locations across the operational areas.

Many people have been traumatised by the terrible experiences they went through in the past few years. One way of helping them overcome the trauma is to give them the opportunity to talk it through, and to share their problems with others who have had similar experiences. Thus the Trauma Team will conduct experience-sharing sessions through story telling in 8 big towns in the districts.

Finally, one crucial issue facing Sierra Leone and endangering the peaceful rebuilding of the society is the lack of employment opportunities, especially for youth. Disaffected youth find no place in society, have no means of sustaining themselves, and are therefore tempted to join rebel forces. The R&R Department intends to address this problem by assisting youth groups in acquiring professional skills through vocational training.

Transition from Emergency

The state of emergency varies according to the region. While the Department will maintain its relief activities, such as camp management and distribution of food and non-items, it will also develop programme activities geared towards rehabilitation and development.

Areas like Tonkolili, and Gorama Mende, which have been until recently held by the rebels, are still in a situation of crisis, with a high level of destruction, shortage of food, malnutrition and severe destitution. These areas, “new operational areas”, will require some relief aid, such as distribution of food and non-food items, in addition to the rehabilitation work.

As the population starts to resettle, the support provided can shift from emergency support to rehabilitation and development. Areas such as Bo North, and to a lesser extent Moyamba and Kenema, where the R&R Department has been working for respectively three years and one year, are moving in this direction. Some categories of the population remain extremely vulnerable and lack basic resources and will still require relief support. But the emphasis of the programme activities will start shifting towards the rehabilitation of the infrastructure and on giving the population the means to rebuild their livelihoods and move towards greater self-reliance. In Bo North, no additional inputs will be distributed this year as seed banks have been constituted and people can rely on the fruits of their own labour. Support, here, will focus on the promotion of income-generating activities.

VII. PROJECT ADMINISTRATION, FINANCE, MONITORING, REPORTING

Given the location of the operational areas, the office of the R&R Department is situated in Bo. The various activities of the Department are implemented through four programme teams: agriculture, trauma counselling, vulnerable, and infrastructure. In addition, the Distribution Team is in charge of the distribution of items for all the programmes. Each team is managed by a Team Leader, under the coordination of two Programme Coordinators (one for the South, one for the East).

The Department is managed by an expatriate Director, who is responsible for the overall management of the programmes.

The financial and administration sections are managed by the programme administrator who ensures appropriate financial accounting and adequate support to all the activities of the Department. Christian Aid’s Accountant monitors the financial system and records, advises on any possible improvements and produces the financial reports and financial accounts. CCSL accounts are audited each year by Parnell, Kerr and Foster in Freetown.

Assuming it will be possible to resume activities in the Tonkolili district, the Department plans to reopen its office in Makeni. The Makeni team, which has until now been relocated to other positions within the Department, will return to Makeni and additional staff will be recruited to replace them. There are also plans to recruit an additional coordinator, for the Northern region.

A logistics officer, based in Freetown, is responsible for all procurements and administrative procedures carried out in the capital city. Also based in Freetown is a finance officer, who maintains financial records of all expenditures incurred in that region. He also provides support to the logistician, ensuring the adequate financial systems and records are kept in line with the Department’s financial policies and guidelines.

Each Programme team provides a monthly report to the Programme Coordinator, the Administrative and Programme Coordinators provide a monthly report to the Director, who in turn provides a monthly

report to CCSL's General Secretary and Christian Aid.

A Monitoring Team monitors the implementation of the activities. In addition to output monitoring, specific efforts will be made this year to develop systems to monitor the impact of the programme, which will feed back into the planning process.

Christian Aid's Programme Support Officer, based in Sierra Leone, will provide support to the Monitoring Team. Several Christian Aid staff (Programme Manager, Programme Funding Officer and Capacity Building Officer) will also make monitoring visits and provide technical support to the Department throughout the implementation of the programmes, according to their specific area of expertise.

This year will involve a lot of staff training in community development, needs assessment, impact assessment, in order to build the capacity of the R&R Department.

Provision is made in the budget for an external consultant to carry out an evaluation at the end of the programme year.

VIII. IMPLEMENTATION TIMETABLE

The programme is to run from January to December 2000.

IX. COORDINATION

The Sierra Leone Government, through the National Commission for Relief, Rehabilitation and Reconstruction (NCRRR) is the key coordinator of all NGO activities. Districts and sectors of intervention are allocated to NGOs, to avoid duplication. CCSL's activities are part of this coordinated effort. CCSL are working in cooperation with other NGOs operating in the area. They also collaborate with UN agencies, especially with the World Food Programme, for which they are an implementing agency.

X. CAID BUDGET**ESTIMATED EXPENSES**

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
DIRECT ASSISTANCE					
CRISIS PHASE					
Camps					
repatriation package for IDPs (blankets, plates, spoons, etc)	sets	2,000	45,000	90,000,000	45,662
Non Food items(Tonkolili, Makeni, Gorama Mende , Kenema & Moyamba)					
Non-food items for vulnerables	packages	10,500	45,000	472,500,000	239,726
Plastic sheeting for shelter (Tonkolili, Makeni & Gorama Mende)	pieces	500	450,000	225,000,000	114,155
Total Crisis Phase				787,500,000	399,543
POST CRISIS PHASE					
REHABILITATION OF AGRICULTURE					
Kenema					
Seed Rice	bushels	5,000	40,000	200,000,000	101,471
Groundnuts	bushels	6,900	40,000	276,000,000	140,030
Cassava Sticks	bundles	2,500	3,000	7,500,000	3,805
Potato Vines	bags	2,500	2,500	6,250,000	3,171
Curved Cutlasses	pieces	2,500	4,500	11,250,000	5,708
Straight Cutlasses	pieces	2,500	4,000	10,000,000	5,074
Small Hoes	pieces	2,500	1,800	4,500,000	2,283
Large Hoes	pieces	2,500	3,500	8,750,000	4,439
Felling Axe (Imported)	pieces	2,500	15,000	37,500,000	19,026
36 CM Buckets	pieces	2,500	12,000	30,000,000	15,221
Hunting Net	rolls	125	100,000	12,500,000	6,342
Empty Bags	pieces	16,000	1,500	24,000,000	12,177
Vegetable Seeds	kg	2,500	19,600	49,000,000	24,860
Tonkolili					
Seed Rice	bushels	10,400	40,000	416,000,000	211,060
Groundnuts	bushels	5,200	40,000	208,000,000	105,530
Cassava Sticks	bundles	5,200	3,000	15,600,000	7,915
Sweet Potato Vines	bags	5,200	2,500	13,000,000	6,596
Vegetable Seeds	50gms	5,200	19,600	101,920,000	51,710
Curved Cutlasses	pieces	5,200	4,500	23,400,000	11,872
Straight Cutlasses	pieces	5,200	4,000	20,800,000	10,553
Small Hoes	pieces	5,200	1,800	9,360,000	4,749
Large Hoes	pieces	5,200	3,500	18,200,000	9,234
Felling Axe (Imported)	pieces	5,200	15,000	78,000,000	39,574
36 cm Buckets	pieces	5,200	12,000	62,400,000	31,659
Hunting Net	rolls	125	64,000	8,000,000	4,059
Empty bags	pieces	10,400	1,500	15,600,000	7,915
Moyamba District					
Curved Cutlasses	pieces	2,500	4,500	11,250,000	5,708
Straight Cutlasses	pieces	2,500	4,000	10,000,000	5,074
Small hoes	pieces	2,500	1,800	4,500,000	2,283
Large Hoes	pieces	2,500	3,500	8,750,000	4,439
Felling Axe (Imported)	pieces	2,500	15,000	37,500,000	19,026

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
Sweet Potato Vines	bags	2,500	2,500	6,250,000	3,171
Cassava Sticks	bundles	2,500	3,000	7,500,000	3,805
36 CM Buckets	pieces	2,500	12,000	30,000,000	15,221
Hunting Net	rolls	125	64,000	8,000,000	4,059
<u>Other Agricultural Inputs</u>					
Fish Pond Construction	ponds	10	1,250,000	12,500,000	6,342
Fishing tackle	packs	150	525,000	78,750,000	39,954
Tree Crop Rehabilitation (Kenema, Moyamba & Tonkolili):					
Felling Axe - Pieces	pieces	500	15,000	7,500,000	3,805
Cutlasses - Pieces	pieces	1,000	4,500	4,500,000	2,283
Farm Produce processing Machine - Pieces (Gari/Cassava Processing Machine)	pieces	28	780,000	21,840,000	11,081
Measuring tapes - Rolls	rolls	40	40,000	1,600,000	812
Watering Cans - Pieces	pieces	40	7,000	280,000	142
Garden Lines - Yards	yards	400	5,000	2,000,000	1,015
Moisture Metre		10	250,000	<u>2,500,000</u>	<u>1,268</u>
TOTAL AGRICULTURE				1,922,750,000	975,520

REHABILITATION OF INFRASTRUCTURE

Construction of Court Barries	nos	10	45,000,000	450,000,000	228,311
Construction & Rehab of Schools	nos	2	67,656,038	135,312,076	68,651
Construction of Road Culverts	nos	26	14,347,400	373,032,400	189,260
Construction of Bridges	nos	16	22,447,900	359,166,400	182,225
Tools for Road Groups	kits	20	991,000	19,820,000	10,056
Road Rehabilitation Tenders	?????	6	50,000,000	300,000,000	152,207
Support to Individual House Builders	nos	2,000	110,000	220,000,000	111,618
Rehabilitation of Temporal Stores	nos	30	650,000	19,500,000	9,893
Tools for Community Artisans	kits	200	500,000	<u>100,000,000</u>	<u>50,736</u>
TOTAL INFRASTRUCTURE				1,976,830,876	1,002,958

ASSISTANCE TO VULNERABLE**Bo North**

Support to 20 vegetable gardening groups:

Cutlasses (10 per group)	pieces	200	4,500	900,000	457
Hoes (10 per group)	pieces	200	1,800	360,000	183
Support for 50 Poultry					
Farming projects	pair/project	50	10,000	500,000	254
Support for 10 income gen projects	project	10	500,000	5,000,000	2,537

Kenema

Support for 25 backyard gardening groups					
Cutlasses (10 per group)	pieces	200	93,300	2,332,500	1,183
Hoes (10 per group)	pieces	200	4,500	900,000	457
vegetable seeds (40 packs p/group)	packs	200	1,800	360,000	183
		1,000	5,600	5,600,000	2,841

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
<u>Moyamba</u>					
Support for 25 backyard gardening groups		160	135,800	21,728,000	11,024
Cutlasses (10 per group)	pieces	200	4,500	900,000	457
Hoes (10 per group)	pieces	200	1,800	360,000	183
vegetable seeds (40 packs p/group)	packs	1,000	5,600	5,600,000	2,841
Special Assistance for Orphans & UACs	lump sum			<u>30,000,000</u>	<u>15,221</u>
TOTAL VULNERABLE				74,540,500	37,819
TRAUMA HEALING					
<u>Moyamba</u>					
Trauma counselling skills building for CCSL Member Churches	workshop	4	3,500,000	14,000,000	7,103
Sensitisation of Communities in Trauma Healing, Lome Peace Accord, DDR, Peace & Reconciliation.	workshop	3	2,000,000	6,000,000	3,044
Football Gala for Ex-Combatants & Civilians.	gala	3	1,000,000	3,000,000	1,522
Band Show Tours with the Chiefdoms (CCSL Gospel Band, Freetown)	performance	4	2,000,000	8,000,000	4,059
Support to Member Churches Own Workshop.	workshop	4	2,000,000	8,000,000	4,059
<u>TONKOLILI</u>					
Band Show Tours (4 Chiefdoms)	performamce	4	2,000,000	8,000,000	4,059
Football Gala between Ex-Combatants & Civilians in 4 chiefdoms.	gala	4	1,000,000	4,000,000	2,029
Sensitisation of Communities in Trauma Healing, Lome Peace Accord, DDR, Peace & Reconciliation (4 chiefdoms).	workshop	4	2,000,000	8,000,000	4,059
Trauma counselling skills building for Member Churches (Makeni)	workshop	6	3,500,000	21,000,000	10,654
Support to Member Churches Own Workshops.	workshop	8	2,000,000	16,000,000	8,118
<u>Kenema District</u>					
Support to CCSL member Churches Own Workshops.	workshop	8	2,000,000	16,000,000	8,118
Sensitisation od Communities in Trauma Healing, Lome Peace Accord, DDR, Peace & Reconciliation (4 chiefdoms).	workshop	4	2,000,000	8,000,000	4,059
Ban Show Tours (4 Chiefdoms)	performamce	4	2,000,000	8,000,000	4,059
Cultural Dance Operational Areas	event	8	2,000,000	16,000,000	8,118
Lome Piece Accord Manuals	copies	200	5,000	1,000,000	507
Footballs	gala	8	40,000	<u>320,000</u>	<u>162</u>
TOTAL TRAUMA				145,320,000	73,729
TOTAL POST CRISIS ASSISTANCE				4,119,441,376	2,090,026

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
CAPITAL EQUIPMENT					
Vehicles (transport)					
Pick-up vans					
(Toyota Hilux 4 x 4 double Cab)	nos	1	35,478,000	35,478,000	18,000
Land Rover Defender (pref 110)	nos	2	55,600,000	111,200,000	56,418
Small Car (Used)	nos	1	9,800,000	9,800,000	4,972
Trucks (Toyota) 10 MT (Used)	nos	2	40,000,000	80,000,000	40,589
Bicycles	nos	10	250,000	2,500,000	1,268
Motor bikes (XL 125)	nos	15	8,260,000	123,900,000	62,861
Motor Bikes (Honda trail 110)	nos	4	6,160,000	24,640,000	12,501
Other Equipment					
Lister Generator (25 KVA)		1	37,950,000	37,950,000	19,254
Generator 5 KV (Makeni Office)		1	3,500,000	3,500,000	1,776
Office Equipment					
1 Computer & 2 Printers (high speed printers)		1	11,200,000	11,200,000	5,682
Photocopy machine					
1 UPS Unit		2	2,240,000	4,480,000	2,273
Communication Equipment					
HF Base Radio for Vehicles		1	5,168,800	5,168,800	2,622
HF Base Radio for Base Office		1	5,028,800	5,028,800	2,551
Freight					
Estimated freight & Insurance		1	1,500,000	1,500,000	761
license Fee for HF Radios for 1 year (serrated)		1	1,000,000	<u>1,000,000</u>	<u>507</u>
TOTAL CAPITAL EQUIPMENT				457,345,600	232,037
PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT					
Salaries & Benefits					
Director		1	102,025,267	102,025,267	51,763
Co-ordinators		4	5,905,000	23,620,000	11,984
Team Leaders		10	5,267,000	52,670,000	26,722
Supervisors		18	4,739,000	85,302,000	43,279
Team Members		111	4,049,000	449,439,000	228,026
Project/Technical Staff		3	2,737,000	8,211,000	4,166
Drivers		12	3,419,000	41,028,000	20,816
Casual labour		12	4,200,000	50,400,000	25,571
Staff Medical Scheme		12	1,320,000	15,840,000	8,037
End of Contract Benefit		12	11,850,000	142,200,000	72,146
Relief & Rehabilitation Board Meetings ⁴		2,500,000	10,000,000	5,074	
Training/Exchange				30,000,000	15,221
Programme support costs	months	3	8,502,105	25,506,315	12,941
Programme Consultants costs		2	3,000,000	6,000,000	3,044
Staff Training		1	30,000,000	30,000,000	15,221
Needs Assessment		1	8,000,000	8,000,000	4,059
Planning Workshops		1	5,000,000	5,000,000	2,537
Staff Travel					
International travel for director	trips	2	3,153,600	6,307,200	3,200
Local/Regiona Travel - (Inland & Local Air Travel)					
4 trip/month/4 staff.		12	1,250,000	15,000,000	7,610
Out of Station Allowances		12	1,850,000	22,200,000	11,263

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
Office Operations					
Printing, Stationery, Computer & Photocopies & other stationery items.		12	4,500,000	54,000,000	27,397
Utilities (Freetown, Bo, Moyamba Kenema & Tonkolili)		12	750,000	9,000,000	4,566
Electricity & water		12	350,000	4,200,000	2,131
Office Upgrade (Bo, Moyamba & Kenema)		1	6,000,000	6,000,000	3,044
Repairs & Maintenance – Office & Guest House Premises.		12	500,000	6,000,000	3,044
R & M - Office Equip – Generators, Computers, Photocopy Machines.	month	12	500,000	6,000,000	3,044
Rent for office premises:					
Bo - BTVI Stores & Garage / Damballa Road Store		1	7,440,000	7,440,000	3,775
Makeni Office Rehabilitation & Setup		1	1,000,000	1,000,000	507
Makeni Office		1	9,450,000	9,450,000	4,795
Makeni Guest house		1	1,800,000	1,800,000	913
Bo Guest house - C'Aid Rent & Other Expenses		1	7,400,000	7,400,000	3,754
Kenema Guest house		1	3,500,000	3,500,000	1,776
Moyamba Sub-office/store		1	2,000,000	2,000,000	1,015
Rent for repeater		1	1,800,000	1,800,000	913
Kenema Sub-Office		3 yrs	3,000,000	9,000,000	4,566
Kenema Store		1	1,500,000	1,500,000	761
Vehicle Operations					
Fuel - Freetown, Moyamba, Kenema, Bo & Tonkolili	month	12	9,500,000	114,000,000	57,839
Repairs and Maintenance - Vehicles	month	12	7,000,000	84,000,000	42,618
Truck Hire & Other Vehicle Hire	month	12	7,500,000	90,000,000	45,662
Clearing/Insurance ovehicles & other items		4	2,000,000	8,000,000	4,059
Communication Operations					
Publicity		12	250,000	3,000,000	1,522
Tele/Fax/DHL		12	250,000	3,000,000	1,522
Radio Communication Equipment Maintenance		4	1,000,000	4,000,000	2,029
Sat Phone bill (\$2.70 per min. / 45 min. per day)		12	7,300,000	<u>87,600,000</u>	<u>44,444</u>
Total personnel, administration etc				1,652,438,782	838,376
AUDIT & EVALUATION					
Audit of ACT Funds	lump sum			6,000,000	3,044
Evaluation	lump sum	1	15,000,000	<u>15,000,000</u>	<u>7,610</u>
Sub total				21,000,000	10,654
TOTAL EXPENDITURE ON APPEAL				3,570,637	
Add 1% for ACT EMT Appeal 2000					<u>35,706</u>
BALANCE REQUESTED FROM ACT NETWORK					<u>3,606,343</u>

Exchange Rate: - Le: 1USD = 1,971.00

BAPTIST CONVENTION OF SIERRA LEONE (BCSL)

I. IMPLEMENTING MEMBER INFORMATION

The Baptist Convention of Sierra Leone (BCSL) was founded in 1974 as an indigenous religious NGO serving the people in the following areas:

- ◆ Education
- ◆ Medical
- ◆ Relief and Community - based Rehabilitation
- ◆ Agriculture and Rural Development
- ◆ Special Women's Programmes
- ◆ Peace Education
- ◆ Community Development Initiatives

BCSL effectively started relief activities in early April 1991 when the diamond - rich eastern district of Kono was hit by the rebel war and there was a massive influx of displaced people in Lunsar - Northern Province. The relief section of BCSL immediately started registering the displaced people in Lunsar. Immediately thereafter BCSL contacted relief agencies for the Lunsar displaced people. This activity extends to the Provincial headquarter town of Makeni, displaced camps in the northern and western areas of Sierra Leone including hospitals and camps for the amputees.

Since 1991 BCSL has implemented over 10 emergency relief programmes for both national and international organisations at the regional and national levels. The relief activities normally cover food, basic medicine, household items and farming inputs.

BCSL has a Development and Rehabilitation Department with a Relief and Rehabilitation Division. The Division is headed by a Relief Coordinator with over 8 years of working experience in planning and implementing/managing emergency relief programmes in health, food and non-food especially in war situations.

The Coordinator is however answerable to the Director of the Department who has 24 years of working experience and several years of national and international field experience in emergency relief during war and national disasters. He provides technical leadership to the Relief Coordinator with respect to planning, implementing and reporting of relief programmes. The Relief and Rehabilitation Division also has 4 other permanent staff members and a Bookkeeper/Typist and a variable number of casual labourers.

Implementing Partners

- ◆ **Catholic Mission** – has over 30 years of implementing emergency relief programmes in health, agriculture, etc.
- ◆ **Children's Aid Direct (CAD)** – has about four years experience of operations in Sierra Leone and is a key player in relief and rehabilitation work in the health and agricultural sectors.
- ◆ **Adventist Development and Relief Agency (ADRA)** – about 5 years experience in Sierra Leone and one of the most effective implementers of emergency relief in the medical sector, including food and non-food items and shelter. Operates nationwide but mainly in the west, south and north of the country.

Location for the Proposed Response

Lunsar town is the major location for the proposed response. This is the most central location to serve the affected people in and around Lunsar in the 3 chiefdoms under Port Loko District, Northern Province. Freetown is a branch location for other affected people in the Greater Freetown Areas.

Lunsar town is about 76 miles (123 km) from Freetown on the highway to Makeni which is about 117 miles (189km) from Freetown. From Lunsar town, one could access all the affected villages by motor vehicles. Lunsar is ideally the headquarter town of the Baptist Convention.

Other organisations assisting on emergency relief in Lunsar are Adventist Development and Relief Agency (ADRA), the Roman Catholic and Children’s Aid Direct (CAD) each of which operates in different villages.

Current Security Situation

Nearly 50% of the fighters have been encamped and the UN and ECOMOG troops deployed in all big towns in the North including Lunsar, Makeni and Port Loko. The disarmament is in rapid progress.

All villages in the 3 chiefdoms surrounding Lunsar are now accessible. Some of the inhabitants of these villages have returned while others are in desperate preparation to return, indicating the safety of the area.

II. PROJECT GOAL AND OBJECTIVES

To Rehabilitate 3,000 Returned Farm Families in the 3 chiefdoms around Lunsar and others in the Greater Freetown Areas within a period of 12 months.

OBJECTIVE	TARGETED BENEFICIARIES	CRITERIA FOR SELECTION	SELECTION PROCESS
<u>A. Agriculture</u> 1) To provide basic agricultural inputs (planting materials, tools, etc.) for 3,000 farm families for 6 months	2,000 male heads and 1,000 female heads of households	<ul style="list-style-type: none"> ▪ Farm families with a piece of land ▪ Farm families with at least 5 years of farming experience 	<ul style="list-style-type: none"> ▪ Needs assessment and registration ▪ Community leaders ▪ Survey ▪ Information from other sources (Gov’t, NGO etc.)
2. Provide food for Agriculture for 3,000 farm families within 3 months	7,000 men, 8,000 women and 3,000 youths	<ul style="list-style-type: none"> ▪ Currently undertaking Farm work ▪ Family labour force and/or Accessibility to Labour 	<ul style="list-style-type: none"> ▪ Field and family visits ▪ Information from other sources
3. To reduce post-harvest losses by providing drying floors to 50 village communities	(9,000 inhabitants)	<ul style="list-style-type: none"> ▪ Non-existence of general drying floor ever ▪ Existing floors need rehabilitation from scratch 	<ul style="list-style-type: none"> ▪ Field visits

<p><u>B. Health Medical Services</u></p> <p>1) Provide drugs For treatment of minor ailments</p>	24,000 people	<ul style="list-style-type: none"> ▪ Registered patients 	<ul style="list-style-type: none"> ▪ Diagnosis
<p>2) Construct 15 VIP latrines 10 simple water wells equipped with a pulley frame and a bucket and rehabilitate ten others in 50 villages</p>	“	<ul style="list-style-type: none"> ▪ Absence of community Latrines and wells ▪ Degree of scarcity of water especially during the rainy season. 	<ul style="list-style-type: none"> ▪ Village visits and discussions
<p><u>C. Livestock</u></p> <p>1) Provide 1,000 women in the four areas with 2 pairs of chickens each and a pair of goats to at least 100 men and youths each in the same area within one year</p>	1,000 women 700 men and youths	<ul style="list-style-type: none"> ▪ Membership and Contribution/ participation to a CBO (Community Based Association) Membership to local association 	<ul style="list-style-type: none"> ▪ Records of CBOs and youth associations ▪ Visitations
<p><u>D. Training Workshops/Seminars</u></p> <p>1. Conduct 2 farmers training on basic farming techniques in each of the 3 chiefdoms around Lunsar and Greater Freetown Areas within the farming period</p> <p>2. Conduct at least 2 training Workshops within the year on Extension communication skills and Reporting for extension workers</p> <p>3. Conduct 2 workshops on Health Education, Peace and Reconciliation in each of the 3 chiefdoms and the Greater Freetown Areas within 12 Months</p>	<p>200 farmers (men, women and youths)</p> <p>4 project extension workers and 26 others</p> <p>200 women and 300 men</p>	<ul style="list-style-type: none"> ▪ Farming experience ▪ Currently undertaking Farming work ▪ Extension workers in Development activities ▪ Most war-hit village Communities ▪ Most vulnerable public Disease communities 	<ul style="list-style-type: none"> ▪ Registration and verification records ▪ Field visits ▪ Field visits ▪ Correspond. ▪ Visitations and Discussions ▪ Needs assessment

III. DESCRIPTION OF TARGET ASSISTANCE

DESCRIPTION	TYPE OF UNIT	NO. OF UNITS/QUANTITY
1. Food Items		
i) Cereals - rice	Metric ton	90
ii) Vegetable oil	“	11.25
2. Agricultural Inputs		
i) Seed rice	Metric ton	87.5
ii) Cassava cuttings	Bundles	2,000
iii) Sweet potato vines	Bundles	2,000
iv) Farming tools	Set	3,000
v) Drying floors	No.	50
3. Health and Medical Services		
i) Drugs	Kits	158
ii) VIP latrines	No.	15
iii) Water wells (New)	“	10
iv) “ “ (Rehab.)	“	10
4. Livestock		
i) Chicken	Pair	1,000
ii) Goats	Pair	100
5. Training Workshops/Seminars		
i) Important basic farming techniques	No. of farmers	2,000
ii) Extension communication skills and reporting	No. of extension workers	2,000
iii) Peace and Reconciliation	No. of participants	2,000
iv) Health Education	No. of participants	2,000

IV. IMPLEMENTATION

The provision of this assistance is implemented by the Baptist Convention Relief Programme Personnel. Seven personnel will be required - a Project Director, a Coordinator, Field Officers and a driver. Baptist Convention will provide one 4-wheel drive vehicle. The funding partner is to provide funds for 3 motor cycles for field work and office communication equipments. Trucks will be rented to transport planting materials to the sites. Relief food items can be shipped by funding partner or purchased locally. Food items will be purchased locally through tender procedures. The standard food ration of 6kg cereal, 0.75kg. vegetable oil will be supplied to each person per month for 3 months.

During the planting season (May-October) 3,000 families will be supported with basic agricultural tools and seeds. Crops to be cultivated include rice, cassava and sweet potato. In the dry season, fifty (50) drying floors will be constructed. The project will also provide or offer basic health services to the returned persons for one year.

Plans for Transition from Emergency Assistance

The Baptist Convention of Sierra Leone wishes to resettle and rehabilitate 5,000 displaced persons in 45 war-affected infrastructures (i.e. schools, health centres/clinics, market centres, toilets and water wells) and to empower the people especially the women, for food production and income generating

activities as well as building their human resource capacity. The project will need external funding for the first year effective February 2000. At the end of the external funding period the project would have empowered the people to achieve 60% food-self-sufficiency, construct 30 toilets, 40 wells and 50 drying floors.

Baptist Convention of Sierra Leone will also continue its usual development activities in the areas of education, health, agricultural and capacity building with support from its partners, the European Baptist Mission (EBM), Southern Baptist Convention (SBC). Diakonisches Werk, Tear Fund Holland, Christoffel Blinden Mission (CBM) and Bread for the World.

V. PROJECT ADMINISTRATION, FINANCE, MONITORING AND REPORTING

Project Administration

The project is implemented under the Development and Rehabilitation Department of BCSL. The Development Director of the Department provides technical leadership to the Relief Coordinator in planning, implementation and reporting.

The Relief Coordinator is responsible for the overall implementation of the project involving planning, management, procurement, disbursement coordination, especially at the field level. The 3 field workers work together with the CBOs to ensure proper delivery at the village level. They (Supervisors) pay regular visits to project villages and report accordingly to the Coordinator.

The Relief Division has a standing committee to make urgent and important decisions on behalf of the Development Board which is the policy making body of the Department for ratification by the Executive Committee of the BCSL.

The Coordinator reports to the Development Director who reports to the Board at Board meetings (quarterly) and then to the Executive Committee on behalf of the Board (Department). Reports to the relief agency (e.g. ACT) are prepared by the Relief Coordinator in consultation with the Director and the General Secretary of the BCSL.

Project Finance Management and Control

The existing financial management structure of BCSL development and rehabilitation will be used to enhance the financial management of this project. The structure comprises accounts with a reputable bank in Sierra Leone (Rokel Commercial Bank Ltd.) where funds for relief are kept in a separate account; BCSL has a Finance/Accounts Office with a Book-keeper, an Accountant, a Treasurer, an Internal Auditor and an External Chartered Accountants firm.

At the end of every programme activity all receipts for expenditures and a summary report of the activity are submitted to the Accounts Office through the Development Director with copies to the General Secretary.

Project Monitoring Procedures

The project will be monitored at 3 levels - at the village emergency response central location and at headquarter (Dev. Dept. Office) levels.

At the village level, Executives of the CBOs and beneficiaries hold regular meetings to discuss their progress. Each of the 4 field workers pay regular field visits to beneficiaries of a specified number of villages. He holds meetings with executive members of the CBOs and also visits individuals beneficiaries on a weekly basis. Each field worker reports on a fortnightly basis to the Relief Coordinator. At the location level, the Coordinator pays frequent visits to the villages to verify the reports of the field workers. The Coordinator reports to the Development Director on a monthly

basis.

The third level of monitoring involves the Development Director paying periodic field visits to the central location and a random number of beneficiary villages. The Development Director in consultation with the General Secretary reports to the Board on a quarterly basis. All narrative reports must include descriptive statistics with gender aspects.

VI. IMPLEMENTATION TIMETABLE

January 2000 to December 2000

COORDINATION

The Baptist Convention is an active member church of CCSL with a very cordial working relationship. In implementing this project BCSL will closely coordinate with other member churches of the CCSL.

BCSL is also an associate member and key player of the Inter-Religious Council of Sierra Leone and is therefore fully informed of current national emergency issues.

VII. BCSL BUDGET**Income through ACT Network**

US\$

In kind

Baptist Convention of Sierra Leone

16,235**TOTAL INCOME****16,235****EXPENDITURE**

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
DIRECT ASSISTANCE					
<u>Food for Agriculture</u>					
Cereal- rice	MT	90	900,000	81,000,000	41,096
Vegetable oil	MT	11	2,500,000	<u>28,125,000</u>	<u>14,269</u>
sub total				109,125,000	55,365
<u>Agricultural Inputs</u>					
Rice seed	MT	88	1,200,000	105,000,000	53,272
Cassava cuttings	Bundles	2,000	5,000	10,000,000	5,074
Sweet potato vines	Bundles	2,000	8,000	16,000,000	8,118
Farming tools	Set	3,000	10,000	30,000,000	15,221
Drying floors	nos	50	350,000	<u>17,500,000</u>	<u>8,879</u>
sub total				178,500,000	90,563
<u>Health & Medical Services</u>					
Assorted drugs	lump sum			8,000,000	4,059
VIP Latrines	nos	15	1,500,000	22,500,000	11,416
New water wells	nos	10	6,000,000	60,000,000	30,441
Rehabilitated wells	nos	10	300,000	<u>3,000,000</u>	<u>1,522</u>
sub total				93,500,000	47,438
<u>Farming/Livestock</u>					
Chickens	pair	1,000	12,000	12,000,000	6,088
Goats	pair	100	80,000	<u>8,000,000</u>	<u>4,059</u>
sub total				20,000,000	10,147
<u>Training Workshops</u>					
Basic farming techniques	farmers	2,000	4,000	8,000,000	4,059
Communic & reporting skills	ext workers	200	6,000	1,200,000	609
Peace & reconciliation w/shops	participants	2,000	4,000	8,000,000	4,059
Health education w/shops	participants	2,000	4,000	<u>8,000,000</u>	<u>4,059</u>
sub total				25,200,000	12,785
CAPITAL EQUIPMENT					
Motor cycles	units	3	7,500,000	22,500,000	11,416
PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT					
<u>Staff salaries & benefits</u>					
Salaries		7	500,000	3,500,000	1,776
Staff housing				4,000,000	2,029
Per diems				2,000,000	1,015
<u>Office utilities</u>					
- stationery & supplies	lump sum			1,500,000	761

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
Vehicle operations					
- Hiring of trucks	trips	15	1,000,000	15,000,000	7,610
- fuel, lubricants	lump sum			<u>6,000,000</u>	<u>3,044</u>
sub total				32,000,000	16,235
ESTIMATED EXPENDITURE					243,950
Add 1% for ACT Appeal EMT 2000					2,440
TOTAL ESTIMATED EXPENDITURE					<u>246,390</u>
BALANCE REQUESTED FROM ACT NETWORK					<u>230,155</u>

WESLEYAN CHURCH OF SIERRA LEONE

I. IMPMEMENTING MEMBER INFORMATION

- ◆ **The Wesleyan Church of Sierra Leone** was established in 1889 by the American Wesleyan Missionaries. It has a membership of twenty-five thousand people in two hundred local church congregations concentrated mainly in the Northern Province and western are of Sierra Leone as well as in the capital city of Freetown. The Church is involved in Relief and Development, Health, Education, Agriculture, Women’s empowerment etc.

II. LOCATIONS FOR PROPOSED RESPONSE

The Wesleyan Church wishes to rehabilitate one hospital, five health centres 10 primary schools, and support one thousand farmers. These are concentrated mainly in the Bombali District. Few are located in the Kambia District and Freetown.

The Wesleyan Church has a very strong presence in the areas mentioned above. At present there are five full time development workers in these areas.

AGRICULTURAL REHABILITATION

1,000 farmers in four chiefdoms in the Bombali District :

- a) Bombali Sebor
- b) Makarie Gbanti
- c) Gbendembu Ngowahun
- d) Safroko Limba

III. GOAL AND OBJECTIVES

Goal:

The goal is to rehabilitate twelve school buildings, one hospital, five health centres and to provide seeds and tools to 1000 farmers.

Objectives:

Education

- ◆ To repair 12 damaged buildings in 10 primary schools in the Northern Province
- ◆ To provide 1,000 sets of desk and bench combination for 3,000 pupils
- ◆ To Provide 200 sets of tables and chairs for 200 teachers
- ◆ To Provide essential school supplies to service 3,000 pupils and 200 teachers

Health and Medical Inputs

- ◆ To repair and renovate one hospital and five health centres
- ◆ To provide affordable and accessible basic curative medical services for 50,000 people in our operational areas
- ◆ To provide basic furniture and medical equipment to one hospital and five health centres

Agriculture

- ◆ Provide seed rice, groundnut and farming tools to 1000 farmers in five chiefdoms in the Bombali District.

IV. TARGETED BENEFICIARIES

Number and type of Beneficiaries

Education: 3,000 school children and 200 teachers.

Health: A total of 50,000 people in operational areas distributed as follows:

Women	15,000
Children	25,000
Men	10,000

Agriculture: The programme targets 1000 farmers, 600 of whom are women and 400 men.

Criteria in Beneficiary Selection

Most vulnerable families amongst the war affected.

- ◆ **Education:** This assistance is targeted to schools most severely vandalised by rebels.
- ◆ **Health:** Target beneficiaries will be drawn from vulnerable persons in WCSL areas of operation especially children under five years of age, lactating mothers, pregnant women, the aged and war wounded.
- ◆ **Agriculture:** The target will be 600 women and 400 men who have farmlands in live villages most affected by the war.

V. PROPOSED EMERGENCY ASSISTANCE AND IMPLEMENTATION

Description of assistance

Education

- ◆ 12 school buildings to be repaired and renovated
- ◆ desk and bench combination to be provided to 3000 pupils
- ◆ sets of tables and chairs to be provided to 200 teachers
- ◆ school supplies: exercise Books, chalk, registers, report cards, pens, pencils

Medical

- ◆ one hospital and five health centres to be repaired and renovated
- ◆ drugs, and medical supplies to service 50,000 people
- ◆ provision of furniture to one hospital and five health centres

Agriculture

- ◆ provide 1,000 bushels of seed rice, 1,000 bushels of groundnuts and
- ◆ 1,000 sets of farming tools for 1,000 farmers.

Implementation Description Per Activity

It is intended that the following personnel will be hired to implement the project:

- Project Co-ordinator (1)
- Field Supervisors (3)
- Accountant (1)
- Logistics Officer (1)

Taking into consideration the geographical spread of the targeted response locations, three centres will be established outside the capital city of Freetown. These are: Makeni, Kamakwie and Kambia. Regional offices will be utilised and field supervisors will be stationed in these centres.

There will be need to hire a truck for the delivery of materials, three motorcycles for field supervisors and one four wheel drive vehicle for the project coordinator and for logistics.

Education: Three contractors will be hired to repair and renovate the 12 school buildings. After renovation, school furniture and supplies will be supplied to each of the targeted schools.

Health: Three contractors will also be hired to repair and renovate the hospital and health centres. Medicines and medical supplies and equipment will be procured and distributed to the hospital and health centres.

Agricultural Rehabilitation: 1,000 farmers will be identified and registered in four chiefdoms. They will each be supplied with one bushel of rice, bushel of groundnuts and one set of farming tools.

Transition from Emergency

Medical: The drugs will be sold at cost recovery prices. These will help in restocking the hospital and health centres with drugs after the ACT response.

Agriculture: A seed bank will be opened and farmers will be requested to pay back one bushel of rice and one bushel of groundnuts to the seed bank. These will be used to assist new farmers thereby increasing the case load.

VI. PROJECT ADMINISTRATION, FINANCE, MONITORING, REPORTING

The project will be headed by a project coordinator who will be responsible for coordinating all these areas of intervention. He will be assisted by three field supervisors who will be based in the three regional centres: Makeni, Kamakwie and Kambia. These supervisors will be responsible to implement the proposed assistance and will report to the project coordinator.

The project coordinator will be assisted by a logistics officer who will be in charge of procurement and distribution of materials and supplies. The project coordinator will be answerable to the Head of Church and officers of the council of Churches in Sierra Leone. The Head of Church will have general oversight of the project.

Project Finance, Management and Controls

A bank account will be opened at one of the commercial banks in Freetown for ACT Appeal funds. The signatories to the account will be the project coordinator to sign with the Head of Church.

The accounts will be subjected to audit, a report of which will be sent to ACT and the Council of Churches in Sierra Leone.

VII. IMPLEMENTATION TIME TABLE

January to December, 2000

VIII. COORDINATION

Co-ordination with ACT members like the Baptist Convention, Methodist Church, United Methodist Church and the Council of Churches in Sierra Leone.

To avoid duplication target beneficiary location will be different from other ACT members and will be focusing more in the Bombali and Kambia District of the Northern province of Sierra Leone.

The Wesleyan Church will be relating with the National Commission for Rehabilitation, Resettlement and Reconstruction (NCRRR). This commission coordinates all humanitarian assistance in each emergency area.

IX. WCSL BUDGET

EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
DIRECT ASSISTANCE					
Educational Inputs					
Rehabilitation of schools	nos	12	8,895,000	106,740,000	54,155
Desks and benches	sets	1,000	50,000	50,000,000	25,368
Tables and chairs	sets	200	80,000	16,000,000	8,118
School supplies (pencils etc)	lump sum			<u>13,845,000</u>	<u>7,024</u>
Sub total				186,585,000	94,665
Agricultural Inputs					
Rice seed	bu.	1,000	35,000	35,000,000	17,757
Groundnuts	bu	1,000	40,000	40,000,000	20,294
Farming tools	Set	1,000	14,000	<u>14,000,000</u>	<u>7,103</u>
sub total				89,000,000	45,155
Health and Medical inputs					
Rehab of medical institutions	lump sum			63,211,000	32,071
Drugs and medical supplies	lump sum			<u>105,980,000</u>	<u>53,770</u>
sub total				169,191,000	85,840
TOTAL DIRECT ASSISTANCE				444,776,000	225,660
TRANSPORT, STORAGE & HANDLING					
Storage & handling				4,000,000	2,029

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT					
Staff salaries & benefits					
Project co-ordinator	month	12	500,000	6,000,000	3,044
Field supervisors x 3	month	12	1,050,000	12,600,000	6,393
Accountant	month	12	400,000	4,800,000	2,435
Logistics officer	month	12	350,000	4,200,000	2,131
Office utilities					
- stationery & supplies	lump sum			1,000,000	507
Vehicle operations					
- Vehicle hire, etc	lump sum			10,000,000	5,074
Communications	lump sum			<u>1,000,000</u>	<u>507</u>
sub total				39,600,000	20,091
AUDIT & EVALUATION					
Audit of ACT Funds	lump sum			<u>750,000</u>	<u>381</u>
sub total				750,000	381
ESTIMATED EXPENDITURE				489,126,000	248,161
Add 1% for ACT Appeal EMT 2000					<u>2,482</u>
BALANCE REQUESTED FROM ACT NETWORK					<u>250,643</u>

UNITED METHODIST CHURCH (UMC)

I. IMPLEMENTING ACT MEMBER AND PARTNER INFORMATION

- ◆ **The United Methodist Annual Conference (UMC)** has for over the past forty years either contributing to the spiritual, social and economic development of Sierra Leone. Through UMC schools, health centres, vocational training centres and Integrated Community Development efforts they have established and maintained a network of both human and social infrastructure that covers the entire country – from grassroots level in remote areas to the capital, Freetown.

II. LOCATIONS FOR PROPOSED RESPONSE

Eight communities in the Moyamba District are identified to be addressed in Central Moyamba, Salina, June Hartranft (Moyamba) Yoyeima, Kwellu, Mokorewa, Taiama and Mokonde.

III. GOALS AND OBJECTIVES

Goal: To rehabilitate 8 Educational institutions in the Moyamba District.

Objectives:

- ◆ to rehabilitate 8 school buildings in eight operational communities in the Moyamba District .
- ◆ to provide seating accommodation for a total of 2,959 pupils.
- ◆ to provide toilet and potable water facilities for both teachers and pupils.

Activities

The project will involve itself in the following activities:

- ◆ Improve upon the building capacity of the school by building eight (8) structures to house five classrooms, head teachers, offices, pit toilets and
- ◆ Dug-out water wells to also improve on water and sanitation conditions of the school communities.

IV. TARGETED BENEFICIARIES

The project is aimed at addressing the deteriorating educational facilities in school communities in the Moyamba District of the Southern province for 3,500 pupils.

V. PROPOSED EMERGENCY ASSISTANCE AND IMPLEMENTATION

Description of Assistance

UMC Activities

Even though there are needs all the operational areas of the United Methodist Church, this project aims at addressing the basic school needs in the Moyamba district. The major areas of concern are the rehabilitation of the already dilapidated school buildings, the provision of basic health and sanitation facilities - toilets and water wells for eight primary schools.

For the smooth, effective and timely implantation of the project a building committee shall be appointed by the community. The community will include an individual with good knowledge in

accounting and shall be required to record all financial activities including the purchase of building materials from Freetown.

The Head Teachers will be directly responsible for the Supervision of the project on the ground.

A qualified building contractor will undertake the construction according to the Ministry of Education building specification. The Community will be involved in the implementation process and will be required to provide skilled labour in some cases partially paid. This will ensure that the local community will benefit also by being employed.

The community at a low cost will provide the local material such as sand and stones.

VI. PROJECT ADMINISTRATION FINANCE MONITORING and REPORTING

The UMC Development Office will be responsible for the facilitation of the project and the community building committee will be the co-ordinating body on the spot comprising of the community elders.

The CCSL Development Office will also be the monitoring body and the Ministry of Education Office will attest the suitability of the structure based on their approved standard.

Finance

A separate bank account will be opened into which the bulk account will be deposited for accurate reporting. A qualified accountant will be hired to supervise the payment and purchases, ensuring proper recording/documentation, receipting and vouching for every expenditure.

An accredited Auditing Firm will be hired to Audit the account for accurate Accounting purposes.

Monitoring Procedure

While the Head teachers are held responsible for the day to day administration of the project, the appropriateness of each structure will be kept on course by the UMC Development Officer, the Chairman of the Community Development Committee together with the Ministry of Education Office. Every stage of the construction will be checked to attest its suitability and conformity to the Ministry of Education's set standard of 50 pupils to a standardised classroom space. To ensure this is done correctly the following personnel will be involved:

- ◆ A qualified building Contractor
- ◆ A qualified accountant with proper accounting discipline
- ◆ An Auditor to attest the correctness of accounting/expenditure
- ◆ Ministry of Education Officer to attest the building suitability

VII. IMPLEMENTATIONAL TIME TABLE

Twelve months January to 31 December 2000

VIII. CO-ORDINATION

There will be co-ordination with local authorities and other CCSL member churches.

IX. UMC BUDGET**EXPENDITURE**

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
DIRECT ASSISTANCE					
School Rehabilitation					
Building materials	schools	8	20,000,000	160,000,000	81,177
VIP toilets	schools	8	2,500,000	20,000,000	10,147
Wells	nos	8	3,000,000	24,000,000	12,177
Labour	schools	8	7,000,000	56,000,000	28,412
Transportation of materials	job	8	1,000,000	<u>8,000,000</u>	<u>4,059</u>
Sub total				268,000,000	135,972
PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT					
Staff salaries & benefits					
Project co-ordinator	month	12	450,000	5,400,000	2,740
Administrative cost				12,220,200	6,200
Sub total				17,620,200	8,940
AUDIT & EVALUATION					
Audit of ACT Funds	lump sum			<u>3,000,000</u>	<u>1,522</u>
sub total				3,000,000	1,522
ESTIMATED EXPENDITURE				288,620,200	146,434
Add 1% for ACT Appeal EMT 2000					<u>1,464</u>
BALANCE REQUESTED FROM ACT NETWORK					<u>147,898</u>

METHODIST CHURCH SIERRA LEONE

I. IMPLEMENTING ACT MEMBER AND PARTNER INFORMATION

Description of ACT Member

The Methodist Church Sierra Leone (MCSL) is one of the member Churches of the Council of Churches in Sierra Leone (CCSL) directly involved in humanitarian and development work in the country. With a membership of about 30,000 the church has established itself since 1792 in various parts of the Sierra Leone community.

The Church started its community development work since 1930 through the setting up of a clinic to take care of sick women and children. In the late 80's five community Development Programme Centres were set-up in various parts of the country within which the Church carries out its mission and evangelistic work.

In 1993, the Development Desk was set-up with the mandate to articulate the Churches humanitarian and community development effort in addressing the needs of the people.

Since the onset of the war, MCSL continues to provide, through the collaborative effort of partners both within and outside the country, emergency relief and rehabilitation services to war affected communities in the east, south and western areas of Sierra Leone.

In order to effectively plan, implement and monitor programme activities, the Development Department was decentralized through the opening of functional regional coordinating offices in Bo, South and Kenema, east of the country. These two offices are manned by competent and qualified personnel who are in direct contact with our target beneficiaries.

Locations for Proposed Response

Propose emergency response project is to be implemented in the following locations:

i. Seven Chiefdoms in the Kailahun District:

Njaluahun, Jawie, Upper Bambara, Luawa, Malema, Peje West and Peje Bongre

ii. Two Chiefdoms in the Bo District:

Tikonko and Lugbu

iii. One Chiefdom and Bonthe Township in the Bonthe District:

Bum Chiefdom and Bonthe Township

iv. Ribbi area

All selected locations are MCSL areas where the relevant capacity for effective implementation of proposed project exists. In addition to the Planning and Co-ordinating Desk at national level, MCSL has a well organised structure at field level including personnel and basic logistics that will facilitate a successful project implementation.

II. PROJECT GOAL AND OBJECTIVES

Goal

The overall goal of proposed project is to help war affected persons within four project locations rebuild their livelihood thereby enabling them embark upon sustainable development in their respective communities.

In order to achieve the above goal, the following objectives are to be met:

- ◆ to provide basic input and extension services to 5000 farm families in project locations thereby helping them resuscitate the agricultural production in resettled areas;
- ◆ to provide basic health care services including construction of toilets in 15 villages within project location;
- ◆ to rehabilitate one vocational secondary school and four primary school buildings within project locations; providing school accommodation for over 2000 primary and secondary school-going children;
- ◆ to provide crucial logistical support thereby improving the management capacity of MCSL Programme implementation.

III. TARGETED BENEFICIARIES

The activities of MCSL target practically all residents within its operational areas.

Those targetted are the poor and vulnerable groups (youth women and the disadvantaged). There is no religious or ethnic consideration for selection of target groups.

The following shows types of target beneficiaries according to proposed type of assistance of proposed project:

Location	Target Beneficiaries (Families)				Total
	Agriculture	Community Church/Manse Rehabilitation	Rehabilitation of School	Health,	Total
Kailahun	2,500	500	1,100	2,000	6,600
Tikonko & Lugbu	800	200	500	1,000	2,700
Bum & Bonthe Town	400	100	400	-	1,000
Ribbi Area	300	50	-	-	550
TOTAL	4,000	850	2,000	3,000	10,850

NOTE: Average Family size is 6

The organisational structure of groups depends on the type of assistance rendered. Assistance is channeled through family heads; the food-for- agric and agricultural input and extension services assistance targets either farming families or community-based farming groups. Our school rehabilitation activities targets entire communities involving, church youths and persons in displaced/refugee camps. Our medical assistance is directed to individuals, institutions, townships and specific communities adversely affected by the war.

Beneficiary Selection Criteria

Agriculture and food production - selection will be based on following criteria:

- Newly resettling/returning families
- i. Female headed households
- ii. Organised village community groups
- iii. Vulnerable groups such as the aged, disabled and single women

School rehabilitation

- i. Communities with large number of school going children.
- ii. Primary school children
- iii Returning Teachers

Health

Beneficiaries will include women, children and other vulnerable groups such as the disabled, aged and amputees within the project areas.

IV. PROPOSED EMERGENCY ASSISTANCE AND IMPLEMENTATION

Description of Assistance

Assistance required through proposed projects are in four categories as outlined below.

Food Production

It involves mainly the procurement and distribution of needed farm inputs to selected farming families and groups of families. Items required are

i. Seeds and planting Materials

	<u>Qty/Family</u>	<u>Total N0/Family</u>	<u>Total Quantity</u>
Rice	1 bushels	1,500	1,500 bushels
Cassava cuttings	20 bundles	500	10,000 bundles
Groundnut	1 bushel	500	500 bushels
Assorted Vegetable Seeds	10 kg	200	2,000 kg

ii. Tools

	<u>Qty/Family</u>	<u>Total/FH</u>	<u>Quantity</u>
Cutlass	1	4,000	4,000
Small hoe (upland)	1	3,000	3,000
Large hoe (swamp land)	1	1,000	1,000
Watering Cans	200 Pool	Pool	200

iii. Livestock

	N0. Per Group	N0. of Groups	Quantity
Goats	3 Goat Heads	30	90
Sheep	3 " "	20	60
Pigglets	3	15	45

Food for Agriculture

During the period of land preparation and planting farmers will be provided with some food items - mainly cereal and oil to bridge them over the hungry season. This will be requested from WFP.

Required personnel for implementation of agricultural programme are available. In each of the project locations there are three qualified and experienced agricultural extension personnel working

within communities.

Community participation in all phases of proposed project will be encouraged.

After community sensitisation, beneficiary identification and selection, materials and inputs will be distributed with the full participation of beneficiary representatives.

Communities will be encouraged to return same quantum of distributed seeds especially seed rice and groundnut which will be used to set-up seed banks. These will be given to other groups for planting in subsequent planting season.

School rehabilitation

An initial target of 5 schools will be rehabilitated. Four of these are primary schools in the Kailahun district. In each location, one standard school building with 3 classrooms, Head Teacher's Office and a Staff Room will be built. In the township of Kenema, one Vocational Secondary School will be rehabilitated to accommodate over 800 pupils. Furniture will be provided for Pupils and Teachers.

The rehabilitation work will be contracted to local personnel within the community. Such contracts will be awarded through a competitive bidding process.

Health, Water and Sanitation

Health: This will preliminarily be limited to provision of drugs and other medical supplies, replacement of essential equipment and materials; provision of personnel cost for Nurses and other essential staff.

A village health education campaign will be 10 village latrines will be constructed to prevent uncontrolled deposit of human waste. This is particularly so in congested settlements.

Required materials, drugs and other medical supplies will be purchase and/or distributed to selected project sites. Implementation of this aspect of proposed project will be done directly by an assigned Water and Sanitation Field Supervisor. Required Health personnel are already at hand.

Logistics Support

In order to facilitate effective programme implementation and with a view of building up the capacity of MCSL management, proposed project will provide additional logistical support. This will be in the form of transportation, office equipment communication equipment and training possibilities.

The Development Secretariat will directly implement this aspect of the programme. Although MCSL currently has some logistics, additional transport and communication facilities as well as data processing units are required for effective implementation of proposed project.

4 (four) Honda Motorcycles for agricultural extension services, 15 (fifteen) bicycles for health and village extension workers will be required. One unit VHF comprising 3 (three) mobile units repeaters and 4 (four) hand sets for coordinating personnel.

V. PROJECT ADMINISTRATION, FINANCE MONITORING, REPORTING

Project Administration

The activities that address the needs of the target population generally emanate from baseline surveys conducted by technical personnel. A number of activities this programme plans to respond to have their origin from the expressed wishes of the already identified target beneficiaries.

Description of the working methods

The implementation of proposed project will be co-ordinated by the Development Department; headed by the Development Secretary. The DS works very closely with the already established Conference Committee on Development and Rehabilitation. Through this Committee, the DS is responsible to the Methodist Conference. Major Decisions and review taken by this Committee to which the President and Vice President and Secretary of Conference, Conference Treasurer, Lay Secretary, the three Chairmen of Districts as well as Community representatives are members. The DS is in attendance as serves as secretary.

Supporting staff at National and Coordinating level includes programme Officer (Asst. Development Secretary) and Evaluation Officer, Micro-Credit Officer, Secretary, Driver. The Women's Desk and Youth Desk Secretaries are also part of the national co-ordinating team.

From the general conference administration, the services of the whole accounting staff; Accountant, 2 Accounting Assistants and Internal Auditor are all at hand to render their support.

All staff members are trained and fully qualified in their respective professions and are with considerable experiences.

Project Finance, Management and Control

The following rules are in full practice within the MCSL programme management structure:

- a. The President of Conference has the overall authority at policy level.
- b. The Secretary of Conference who is the administrative head of Conference works very closely with the Development Secretary on matters relating to Conference Development and Rehabilitation Programmes. The Secretary of Conference authorizes disbursement of funds only after following procedure is carried through:
 - ◆ expenditure initiated by the Development Secretary according to approved budget item(s)
 - ◆ examined and verified by the Internal Auditor
 - ◆ request ascertained by the Chief Accountant the availability of funds in the various accounts is also confined
 - ◆ all requests for disbursement are accompanied by supporting documents.
- c. There are monthly management meetings both at National and Regional levels to assess various project performances during previous month and map out activities in coming month. Constraints encountered are also discussed and solutions deliberated.
- d. There are monthly reports which are to be submitted to the DS by Regional Coordinators.
- e. Quarterly report is to be prepared by the DS for circulation to all Development and Rehabilitation Committee members 7 days before the usual quarterly meeting. This report includes both narrative and budget performances. This also applies to project proposals for which funds are solicited from donors.
- f. Half yearly reports are sent to donors 14 days after close of reporting period.

- g. Monitoring of programme activities is continuous and a monthly monitoring report is submitted directed to both the DS and Secretary of Conference.

Project Monitoring and Procedures

There are two levels of monitoring within MCSL programme management.

The first is monitoring at field (Regional) level. The Monitoring and Evaluation unit within the Development Department works directly with field implementation staff. There is often bi-weekly report from this unit for the attention of management through the Development Secretary. At field level, the beneficiary communities are also encouraged to set-up Monitoring Committee who meets from time to time to review progress of work.

The second level is the monitoring of MCSL programme activities by the Secretary of Conference and President of Conference

In the sector of financial management; there is an Internal Auditor who Pre & Post audit all transactions of any programme being implemented. The following rules are in full practice within the MCSL programme management structure.

VI. MCSL BUDGET

EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
EXPENDITURE					
DIRECT ASSISTANCE					
POST CRISIS ASSISTANCE					
Food Security & agriculture					
Seed Rice	bushels	1,500	35,000	52,500,000	26,636
Cassava cuttings	bundles	10,000	3,000	30,000,000	15,221
Groundnut	bushels	500	40,000	20,000,000	10,147
Vegetable seeds	kg	2,000	10,000	<u>20,000,000</u>	<u>10,147</u>
Sub total				122,500,000	62,151
Tools					
Cutlass	pcs	4,000	4,000	16,000,000	8,118
Hoes (small)	pcs	4,000	3,000	12,000,000	6,088
Hoes (large)	pcs	1,000	6,000	6,000,000	3,044
Watering cans	pcs	200	25,000	<u>5,000,000</u>	<u>2,537</u>
Sub total				39,000,000	19,787
Animal Farming					
Goats	herds	90	30,000	2,700,000	1,370
Sheep	herds	90	40,000	3,600,000	1,826
Pigs	herds	45	25,000	<u>1,125,000</u>	<u>571</u>
Sub total				7,425,000	3,767

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit Cost Le</u>	<u>Budget Le</u>	<u>Budget USD</u>
Community Infrastructure Rehabilitation					
Rehab of primary schools	buildings	4	15,000,000	60,000,000	30,441
Rehab of secondary schools	buildings	1	20,000,000	20,000,000	10,147
Sub total				<u>80,000,000</u>	<u>40,589</u>
TOTAL DIRECT ASSISTANCE				248,925,000	126,294
TRANSPORT, STORAGE & HANDLING					
Transport					
truck rental & related costs	lump sum			8,000,000	4,059
Warehousing					
Rental	lump sum			2,000,000	1,015
Security	lump sum			1,200,000	609
Handling					
Loading/offloading labour	lump sum			<u>1,000,000</u>	<u>507</u>
Total				12,200,000	6,190
CAPITAL EQUIPMENT					
Office Equipment					
Computers & peripherals	nos	2	4,000,000	8,000,000	4,059
Photocopier	nos	1	6,000,000	6,000,000	3,044
Communications Equipment					
Radio	lump sum			800,000	406
electronic mail	lump sum			1,200,000	609
Vehicles					
Motorcycles	nos	4	6,000,000	24,000,000	12,177
light vehicles	nos	2	2,500,000	5,000,000	2,537
Other					
Generators, water pumps	nos	2	2,500,000	<u>5,000,000</u>	<u>2,537</u>
Total				50,000,000	25,368
PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT					
Staff travel					
Local & regional travel	lump sum			2,500,000	1,268
Office Operations					
Stationery & supplies	lump sum			2,000,000	1,015
Vehicle Operations					
Fuel	lump sum			10,000,000	5,074
Maintenance (parts / labour)	lump sum			4,000,000	2,029
Insurance	lump sum			1,000,000	507
Communications					
Telephone & fax	lump sum			800,000	406
Electronic mail	lump sum			1,200,000	609
Sub total				21,500,000	10,908
AUDIT & EVALUATION					
Audit of ACT Funds	lump sum			5,000,000	2,537
Evaluation				<u>2,000,000</u>	<u>1,015</u>
sub total				7,000,000	3,551
ESTIMATED EXPENDITURE				339,625,000	172,311
Add 1% for ACT Appeal EMT 2000					<u>1,723</u>
BALANCE REQUESTED FROM ACT NETWORK					<u>174,034</u>