

Concept Note

Section 1: Overview of response																												
Project Title	Response to Earthquake-affected people in North East Iraq – IRQ171																											
Location	Iraq: Halabja province, Bamo area, Four (4) villages (Bamo, Brwen, Glejal, Kani Pasha)																											
Project start date	1 December 2017																											
Duration of project	3 (months)																											
Budget (USD)	278,054 (USD)																											
Sector(s)	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input checked="" type="checkbox"/> Shelter / NFIs</div> <div style="width: 50%;"><input type="checkbox"/> Food Security</div> <div style="width: 50%;"><input type="checkbox"/> Health / Nutrition</div> <div style="width: 50%;"><input type="checkbox"/> Protection/Psychosocial</div> <div style="width: 50%;"><input type="checkbox"/> WASH</div> <div style="width: 50%;"><input type="checkbox"/> Education</div> <div style="width: 50%;"><input type="checkbox"/> Early recovery / Livelihoods</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Unconditional Cash</div> <div style="width: 100%;"><input type="checkbox"/> Other sector</div> </div>																											
Forum	ACT Iraq Forum																											
Requesting members	HEKS - EPER																											
Local partners	Rehabilitation, Education & Community Health Organization (REACH)																											
Impact (overall objective)	300 vulnerable families in four (4) villages near Bamo after the Earthquake in Halabja/Kurdish Region of Iraq (KRI) received required and relevant assistance.																											
Target beneficiaries	<p>Beneficiaries of the project are 300 vulnerable families (1'800 persons) who have been heavily affected in their shelter and livelihood conditions by the earthquake of 12th November 2017. HEKS/REACH are selecting beneficiaries through their assessment teams in the field and are liaising and cross-checking with local authorities, UN agencies, international and national NGOs. HEKS/REACH are members of the food security, protection and shelter cluster and receive first-hand information through their field teams, who are present in the area. HEKS/REACH are monitoring the situation through their offices in Sulaymaniah and have established an emergency office in Kalar, close to the area where the current response is planned. The field teams collect information on humanitarian interventions of other actors in the field in order to avoid overlap. The HEKS/REACH area of responsibility is defined through the respective UN cluster.</p> <p>Beneficiary selection is on the basis of the data accessible from government, and assessments of United Nations related organisations and individual HEKS/REACH assessments. Generally, beneficiaries are larger families with infants, young children, the elderly, female headed households, families with chronically ill and/or with persons with disabilities. Women-headed households and pregnant women are highly prioritised.</p> <p>Beneficiaries:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">0-5</th> <th colspan="2">6-18</th> <th colspan="2">19-65</th> <th colspan="2">65+</th> <th>Total</th> </tr> <tr> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th></th> </tr> </thead> <tbody> <tr> <td>146</td> <td>138</td> <td>331</td> <td>313</td> <td>410</td> <td>407</td> <td>25</td> <td>30</td> <td>1800</td> </tr> </tbody> </table>	0-5		6-18		19-65		65+		Total	M	F	M	F	M	F	M	F		146	138	331	313	410	407	25	30	1800
0-5		6-18		19-65		65+		Total																				
M	F	M	F	M	F	M	F																					
146	138	331	313	410	407	25	30	1800																				

Expected outcomes	A. Vulnerable families are able to meet their most pressing needs. B. Living conditions of households affected by the earthquake are improved and restored.
Expected outputs	A.1: 200 families receive cash assistance (400 USD each) B.1: 250 families restore their basic household activities B.2 300 families have heated homes and can dwell in their places of origin during the winter, December 2017 through February 2018 B.3 300 families can cover their hygiene needs during winter 2017/18.
Main activities	A.1.1. Distribution of cash vouchers B.1.1. Distribution of NFI kits (household items) B.2.1. Distribution of stoves and fuel B.3.1. Distribution of hygiene kits

Section 2: Narrative Summary

Background

In the evening of Sunday the 12 November 2017, the Governorate of Halabja region, North-East of Iraq experienced an earthquake in the magnitude of approximately 7.2-7.5, according to European-Mediterranean Seismological Centre (EMSC). The epicentre of this earthquake is located 32kms from the city of Halabja. According to the Global Disaster Alert and Coordination System (GDACS), approximately 1,840,000 people live within 100km of the epicentre of this earthquake in both Iraq and Iran. Local experts and seismologists in the area see potential occurrence of such shocks in the future as the area has entered into a new level of intensity, and therefore it is likely that future earthquakes will be of a same or higher magnitude.

There have been nine reported fatalities and over 550 people injured in Iraq as a result of the earthquake, according to the Kurdish Regional Government (KRG). The Darbandikhan areas has been most severely impacted, with most earthquake related injuries reported in Darbandikhan, Halabja, and Garmyan districts. Many houses in the areas of Darbandikhan, Maidan, Qurato and Bamo have been damaged and/or destroyed. According to the KRG, damage to the infrastructure is most severe in Darbandikhan, where landslides have blocked the Darbandikhan tunnel, while work to clear and open the road is ongoing. The water and electricity network of Darbandikhan is also damaged and requires significant repair. The water treatment plant in Halabja is partially damaged and produces clean water at only 50% capacity.

According to the KRG, the situation is stabilising. NGOs in the area are coordinating with each other on further actions and locations. However, an ACT Alliance response is needed since a gap in adequate interventions will lead to affected people leaving the area as a consequence of bad living conditions. This is a frequent effect of post-earthquake situations, when the response is either missing or inadequate. Right now the proposed action comes at a point in time when the affected population is still willing to stay in the area and rebuild their livelihoods with some humanitarian support.

Humanitarian Needs	Capacity to Respond
HEKS has performed a rapid needs assessment in Bamo sub-district, which is a remote location in the border area with Iran, with poor housing infrastructure and inadequate government support. The community is in a real state of shock and people are afraid to return to their	HEKS has been programming in Iraq/KRG since 2015 and has contributed to relief efforts in the country with an overall financial contribution of about 2 million Swiss Francs since then. HEKS is basing its Iraq programming on strong national and international partners, and

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

homes. They are sleeping rough in the plain lands between mountains, uncovered and cold with no possibilities to cope with the winter conditions; they sit around fire and wait for dawn. The earthquake also affected the water source of the village; clean drinking water is not available. Due to its remote location, the area is neglected by the local government. HEKS was the first INGO to visit the affected area (Attached is the link to the photos taken by HEKS to the affected areas: [Earthquakes -Iraq](#)). With temperatures dropping below 10 Celsius at night, there is a pressing need for immediate assistance to minimize the suffering.

provides expertise and backstopping through national and international experts.

So far, HEKS has implemented projects in the sectors of food security (food packages), WASH (comprehensive activities in Nargizlia, Kabarto and Qadije camps), non-food items (NFIs and hygiene kits) and livelihoods (cash for work, unconditional cash, rural livelihood support). In the current response, HEKS is planning to cooperate with its local partner REACH, which has access and experience in the targeted geographical area.

HEKS response will focus on areas covered by its previous activities/programs through REACH, providing: winterization, NFI and hygiene kits, and unconditional cash assistance.

Proposed response

Does the proposed response honour ACT's commitment to Child Safeguarding? Yes No

The area of operations envisaged is a set of four (4) villages near Bamo town (including Bamo), where the earthquake has hit hard. Homes are destroyed and/or damaged, infrastructure in ramshackle and (agricultural) livelihoods are either destroyed or badly affected. The response is aiming at the survival needs of the communities (300 families) and therefore combines in-kind components with cash distribution. The area is in need of shelter assistance (houses need to be reconstructed), while UNHCR is distributing tents to the families whose houses were damaged. There are shelter needs of a larger scale. On the long run some houses would need to be completely reconstructed. For the first wave of response, HEKS recommends however NFIs and cash assistance to meet the urgent primary needs, which are becoming more pressing as winter approaches.

HEKS is proposing to provide (3) types of in-kind assistance based on the identified needs:

1. NFI kits (blankets, mattresses, pillows, plastic sheets).
2. Hygiene kits (soap, shampoo, washing powder, toothpaste, toothbrushes, towels, combs, nail clippers, sanitary pads, Liquid antiseptic, plastic buckets, plasters/bandages).
3. Winterisation support: kerosene heaters and kerosene.

Additionally, multi-purpose cash distribution will allow the most vulnerable families to restore their livelihoods according to their needs.

The overall goal of the intervention is to alleviate the suffering of the earthquake affected population in the area of Halabja/Bamo in the Kurdistan Region of Iraq (KRI).

Specific Objectives are : 200 families receive cash assistance (400 USD each), 250 families restore their basic household activities, and 300 families have heated homes and can dwell in their places of origin

during the period December 2017 through February 2018. Finally, 300 families can cover their hygiene needs during winter 2017/18.

The following activities will be carried out:

- Distribution of 200 cash vouchers
- Distribution of 250 household item kits
- Distribution of 300 stoves and fuel
- Distribution of 300 hygiene kits

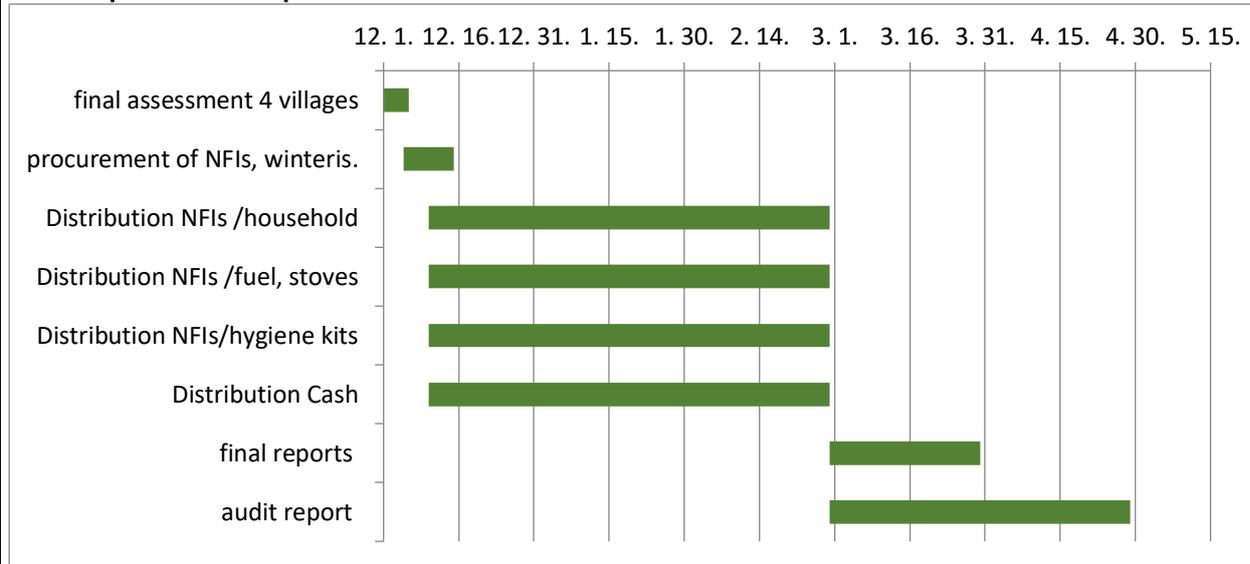
Coordination

HEKS/REACH actively participates in the coordination meetings chaired by UN-OCHA and attends cluster meetings in all relevant sectors, including Food Security, Emergency, Livelihoods, Social Cohesion, Protection, and NFI/Shelter. Furthermore, REACH is an active member of the working groups on Cash Based Response, Gender Based Violence as well as Child Protection. In these meetings, experience in the implementation of emergency programs is shared, lessons learnt are drawn, reflections on further steps are made and humanitarian gaps are filled.

REACH is fully integrated into the humanitarian community structure in Sulaymaniah. REACH is an active member of the Governorate Emergency Cell (GEC) and has developed good working relations with the mayors and the IDP & refugee coordinators in mayors’ offices as well as the security offices in the districts where REACH operates.

The visibility in the field will apply the set of ACT Alliance full visibility as primary visibility and HEKS EPER/REACH visibility as secondary visibility. Individual donors of the ACT Alliance appeal will have their donor visibility in place, if they request to do so. Communication about the appeal will be closely coordinated with the ACT Alliance Secretariat, who will provide communication support on the Appeal. At country level the ACT Forum Iraq is responsible for communication within the ACT Alliance group. In Switzerland, HEKS EPER is responsible for Swiss media relations and communicating with the HEKS EPER constituency in Switzerland about the proposed action.

Basic implementation plan



Monitoring and evaluation

The HEKS country team for Iraq will monitor the project regularly together with colleagues from REACH field teams. The HEKS Country Director supports REACH with beneficiary selection and is present when a distribution is carried out. Due to the long-lasting positive experience of cooperation between HEKS and REACH (3 IDP support projects carried out in KRG/Iraq between 2015 and 2017) the mechanics of implementation is well functioning. REACH provides monthly operational and financial reporting. HEKS has monitoring and evaluation (M&E) guidelines in place and defined humanitarian key indicators. A post-distribution monitoring will be carried out during the course of the action, which will enable HEKS to adapt the action if needed. Due to the short time span of the intervention, only the results of the post-distribution monitoring will be evaluated and lessons learnt defined for follow up interventions.

Section 3: Budget

BUDGET					
Requesting ACT member: HEKS EPER Swiss Church Aid – Iraq					
Appeal Number: IRQ171					
Appeal Title: Earth Quake Halabja, Iraq - 12 November 2017					
Implementing Period: 01 December 2017 - 28 February 2018					
INCOME					
					0.00
EXPENDITURE					
	Description	Type of	No. of	Unit Cost	Appeal Budget
		Unit	Units	USD	USD
DIRECT COSTS					
1	PROGRAM STAFF				
National program staff					
1.3.	Project Manager (100%)	months	3	1,800	5,400
1.3.1.	Team Leader (100%)	months	3	1,200	3,600
1.3.2.	Field Monitoring officers (3) (100%)	months	9	1,000	9,000
1.3.3.	Data Base controllers (3) (100%)	months	9	1,000	9,000
1.3.4.	Admin & IT officers (2) (30%)	months	6	360	2,160
	TOTAL PROGRAM STAFF				29,160
2. PROGRAM ACTIVITIES					
2.1.	Shelter and settlement / Non-food items	lump			113,250
2.1.1.	NFI packages (200)	kit	250	135	33,750
2.1.2.	Winterisation (fuel, stoves) , (300)	kit	300	200	60,000
2.1.3.	Hygiene Kits, (300)	kit	300	65	19,500
2.9.	Unconditional CASH grants				80,000
2.9.1.	Cash Grants	unit	200	400	80,000
	TOTAL PROGRAM ACTIVITIES				193,250
3. PROGRAM IMPLEMENTATION					
3.1.	Local Partners	lump	1	16,005	16,005
3.2.	Needs Assessment	lump	1	1,000	1,000
3.9	Monitoring & evaluation	lump	1	2,500	2,500
3.10	Audit	lump	1.00	2,500	2,500
	TOTAL PROGRAM IMPLEMENTATION				22,005
4. PROGRAM LOGISTICS					
Transport (of relief materials)					
4.1.	Hire/ Rental of Vehicles (lump for 1.5 trucks)	month	3	1,800	5,400

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. TEL.: +4122 791 6434 – FAX: +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

4.2.	Fuel				0
Handling					
4.5.	Salaries for Logistician/Procurement Officer	month	1	1,800	1,800
4.6.	Salaries / wages for labourers				0
4.7.	Salaries / wages for Drivers				0
4.8.	Travel	lump	1	500.0	500
4.9.	Accommodation	lump	1	500.0	500
	TOTAL PROGRAM LOGISTICS				8,200
5. PROGRAM ASSETS & EQUIPMENT					
5.1.	Computers and accessories	piece	1	650	650
5.2.	Tablets	piece	2	275	550
5.3.	Office Furniture				0
5.4.	Vehicles				0
5.5.	Communications equipment e.g. camera, video camera, sound recording, satellite phone...				0
	TOTAL PROGRAM ASSETS & EQUIPMENT				1,200
6. OTHER PROGRAM COSTS					
6.1.	SECURITY				
6.1.1.	Material resources (1 Satphone)	piece	1	300	300
6.1.2.	Human resources (intl. security adviser)	days	5	800	4,000
6.1.3.	Security trainings (10 staff members)	unit	1	1,500	1,500
6.1.4.	Site enhancements				0
	TOTAL SECURITY				5,800
6.2.FORUM COORDINATION					
6.2.1.	Kick-start workshop				0
6.2.2.	Mid-review workshop				0
6.2.3.	Visibility / fundraising	unit	1	500	500
6.2.4.	Staff trainings				0
	TOTAL FORUM COORDINATION				500
6.3.STRENGTHENING CAPACITIES					
6.3.1.	Local partners/national members				0
6.3.2.	Target beneficiaries				0
6.3.3.	Faith communities				0
	TOTAL STRENGTHENING CAPACITIES				0
	TOTAL DIRECT COST				260,115
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT					
	<u>Staff salaries</u>				
	HEKS Country Coordinator (30%)	month	3	750	2,250
	HEKS Emergency assistant (30%)	month	3	540	1,620

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. TEL.: +4122 791 6434 – FAX: +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

	Secretarial staff (30%)	month	3	540	1,620
	<u>Office Operations</u>				
	Office rent	rent	1	500	500
	Office Utilities	lumpsum	1	200	200
	Office stationery	lumpsum	1	100	100
	<u>Communications</u>				
	Telephone and fax	lumpsum	1	100	100
	<u>Other</u>				
	Insurance	lumpsum	1	500	500
	TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT				6,890
	TOTAL EXPENDITURE exclusive International Coordination Fee				267,005
	INTERNATIONAL COORDINATION FEE (ICF) - 3%				8,010.15
	TOTAL EXPENDITURE inclusive International Coordination Fee				275,016

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

Please kindly send your contributions to either of the following ACT bank accounts:

US dollar

Account Number - 240-432629.60A
IBAN No: CH46 0024 0240 4326 2960A

Euro

Euro Bank Account Number - 240-432629.50Z
IBAN No: CH84 0024 0240 4326 2950Z

Account Name: ACT Alliance

UBS AG
8, rue du Rhône
P.O. Box 2600
1211 Geneva 4, SWITZERLAND
Swift address: UBSWCHZH80A

Please note that as part of the revised ACT Humanitarian Mechanism, pledges/contributions are **encouraged** to be made through the consolidated budget of the country forum, and allocations will be made based on agreed criteria of the forum. For any possible earmarking, budget targets per member can be found in the "Summary Table" Annex, and detailed budgets per member are available upon request from the ACT Secretariat. For pledges/contributions, please refer to the spreadsheet accessible through this link <http://reports.actalliance.org/>. The ACT spreadsheet provides an overview of existing pledges/contributions and associated earmarking for the appeal.

Please inform the Head of Finance and Administration, Line Hempel (Line.Hempel@actalliance.org) and Senior Finance Officer, Lorenzo Correa (Lorenzo.Correa@actalliance.org) with a copy to the Regional Representative Gorden Simango (Gorden.Simango@actalliance.org) and Regional Programme Officer Felomain Nassar (Felomain.Nassar@actalliance.org) of all pledges/contributions and transfers, including funds sent direct to the requesting members.

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

For further information please contact:

ACT Regional Representative, Gorden Simango (gsi@actalliance.org)
Regional Programme Officer Felomain Nassar (Felomain.Nassar@actalliance.org)

ACT website: <http://www.actalliance.org>

Alwynn Javier

Global Humanitarian Coordinator
ACT Alliance Secretariat

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQA!

Annex 1:

Map of the project area near Bamo, Northern Iraq, 4 villages affected by the earthquake of 12 November 2017 are subject to intervention (NFIs and winterization)



SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

Annex 2 – Summary Table

Summary	HEKS																				
Implementation period	From: 1 December 2017 to: 28 February 2018 3 (months)																				
Geographical area	Iraq: Halabja province, Bamo area, 4 villages (Bamo, Brwen, Glejal, Kani Pasha)																				
Sectors of response	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Shelter/ NFIs</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Unconditional CASH</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">ER¹/ Livelihoods</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Protection/ Psychosocial</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">WASH</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Food Security</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Health</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Community resilience</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Education</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Nutrition</td> </tr> </table>	<input checked="" type="checkbox"/>	Shelter/ NFIs	<input checked="" type="checkbox"/>	Unconditional CASH	<input type="checkbox"/>	ER ¹ / Livelihoods	<input type="checkbox"/>	Protection/ Psychosocial	<input type="checkbox"/>	WASH	<input type="checkbox"/>	Food Security	<input type="checkbox"/>	Health	<input type="checkbox"/>	Community resilience	<input type="checkbox"/>	Education	<input type="checkbox"/>	Nutrition
<input checked="" type="checkbox"/>	Shelter/ NFIs	<input checked="" type="checkbox"/>	Unconditional CASH																		
<input type="checkbox"/>	ER ¹ / Livelihoods	<input type="checkbox"/>	Protection/ Psychosocial																		
<input type="checkbox"/>	WASH	<input type="checkbox"/>	Food Security																		
<input type="checkbox"/>	Health	<input type="checkbox"/>	Community resilience																		
<input type="checkbox"/>	Education	<input type="checkbox"/>	Nutrition																		
Targeted beneficiaries (per sector)	Shelter/NFIs: 300 Households (HH) Unconditional cash: 200 HH																				
Requested budget (USD)	278,054 (USD)																				

1 ER = Early Recovery

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. TEL.: +4122 791 6434 – FAX: +4122 791 6506 – www.actalliance.org

**Core Humanitarian
STANDARD**

The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

Annex 3 – Logical Framework

Logical Framework			
IMPACT Relieve the suffering of 300 vulnerable families in four (4) villages near Bamo after the Earthquake in Halabja/Kurdish Region of Iraq (KRI)			
OUTCOME(S) A. Vulnerable families are able to cover their most pressing needs B. Living conditions of households affected by the earthquake are improved and restored.	Objectively verifiable indicators A: 200 vulnerable families receive one-off cash assistance to cover repair costs and daily consumption B: 300 vulnerable families receive in-kind assistance to improve living conditions.	Source of verification <ul style="list-style-type: none"> Monitoring visits, Interviews with people of our concern (POOCs). 	Assumptions Distributions help vulnerable families to restore their living conditions, not having to move to other locations.
OUTPUT(S) A.1: 200 families receive cash assistance (400 USD each). B.1: 250 families restore their basic household activities. B.2 300 families have heated homes and can dwell in their places of origin in winter 2017/18. B.3 300 families can cover their hygiene needs during winter 2017/18.	Objectively verifiable indicators A.1. # of families receiving cash. B.1 # of families receive NFI packages. B.2 # of families receive winterisation kits. B.3 # of families receive hygiene kits.	Source of verification Interviews with beneficiaries and; Monitoring results	Assumptions Families have stayed in place after the earthquake. Necessities needed are available from the local market.

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

<p>Activities</p> <p>A.1.1. Distribution of cash vouchers.</p> <p>B.1.1. Distribution of household item kits.</p> <p>B.2.1. Distribution of stoves and fuel.</p> <p>B.3.1. Distribution of hygiene kits.</p>			<p>Pre-conditions</p> <p>Funding through this ACT Alliance appeal is secured.</p> <p>Area of intervention is well accessible; goods procurement at the local markets is feasible and operational gesture for HEKS/REACH is possible in the area.</p> <p>Families have received tents from UN agencies, received shelter assistance from third parties.</p>

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI

Annex 3: Core Humanitarian Standard (CHS) Checklist

#	Standard	Quality Criteria	Capacity	Potential means of verification	Ideas for tools to use
1	Communities and people affected by the earthquake receive assistance appropriate and relevant to their needs.	Humanitarian response is appropriate and relevant.	Yes	<ul style="list-style-type: none"> ▪ Response is based on an impartial needs assessment. ▪ Specific needs assessment . ▪ Vulnerabilities capacities assessment (VCA) to determine capacities. ▪ PDM/ongoing monitoring to verify relevance of response. 	<ul style="list-style-type: none"> ▪ Assessment template, score card and weighing matrix. ▪ Context analysis template and guidance. ▪ VCA template and guidance. ▪ PDM template and guidance. ▪ Final evaluation.
2	Communities and people affected by the earthquake/crisis have access to the humanitarian assistance they need at the right time.	Humanitarian response is effective and timely.	Yes	<ul style="list-style-type: none"> ▪ Gauged by assumptions and risks. ▪ Gauged by the Alliance’s capacity to carry out programming without constraints. ▪ Review internal decision-making and administrative validation processes to be light and quick as possible. 	<ul style="list-style-type: none"> ▪ Risk matrix and LogFrame. ▪ Inputs to outputs table . ▪ Meeting minutes .
3	Communities and people affected by crisis are not negatively affected and are more prepared, resilient and less at-risk as a result of humanitarian action.	Humanitarian response strengthens local capacities and avoids negative effects.	Yes	<ul style="list-style-type: none"> ▪ Vulnerability Capacity Assessment. ▪ Focus group discussion with relevant local stakeholders to establish existing DRR mechanisms and gaps. ▪ Mainstreaming DRR (or have specific components) in projects based on local capacity-building and awareness raising. ▪ Enforcing code of conduct (to avoid exploitation, impartiality, etc.). ▪ Information management systems. 	<ul style="list-style-type: none"> ▪ VCA template including hazard maps. ▪ Meeting minutes. ▪ LogFrame and Appeal. ▪ Code of conduct signed by member and staff members are monitored to adhere to conduct. ▪ Information management protocol is set-up to ensure that members are not

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

					sharing sensitive information that might put people at risk.
4	Communities and people affected by the crisis know their rights and entitlements, have access to information and participate in decisions that affect them.	Humanitarian response is based on communication, participation and feedback.	Yes	<ul style="list-style-type: none"> ▪ Programme communication strategy vis-à-vis the crisis affected persons. ▪ External communication strategy for fundraising that promotes dignity and respect. ▪ Gauge level of participation in response. 	<ul style="list-style-type: none"> ▪ Key messaging. ▪ Translation of key messages into local language and use of pictorial IEC materials. ▪ External communication protocol. ▪ Participation assessment template and matrix.
5	Communities and people affected by the crisis have access to safe and responsive mechanisms to handle complaints.	Complaints are welcome and addressed.	Yes	<ul style="list-style-type: none"> ▪ Gauge level of participation in establishing a pertinent complaint mechanism. ▪ Gauge the scope, impartiality and effectiveness of the complaint mechanism in place. 	<ul style="list-style-type: none"> ▪ Focus group discussions accompanied by SWOT diagram to determine most pertinent complaint mechanism. ▪ Peer monitoring assessment template. ▪ Beneficiary survey.
6	Communities and people affected by the crisis receive coordinated, complementary assistance.	Humanitarian response is coordinated and complementary.	Yes	<ul style="list-style-type: none"> ▪ Attendance to clusters, SAGs, sector meetings, community meetings, etc. ▪ Information management (sharing) systems . 	<ul style="list-style-type: none"> ▪ Roles and responsibility matrix for sector specific responses. ▪ Signing MoUs with relevant stakeholders. ▪ Meeting minutes. ▪ Information management protocols.
7	Communities and people affected by the crisis can expect delivery of improved assistance as	Humanitarian actors	Yes	<ul style="list-style-type: none"> ▪ Evaluation and learning policies. ▪ Means are available to learn from experience and improve practices. 	<ul style="list-style-type: none"> ▪ MEAL mechanism in place.

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. TEL.: +4122 791 6434 – FAX: +4122 791 6506 – www.actalliance.org

	organisations learn from experience and reflection.	continuously learn and improve.			<ul style="list-style-type: none"> ▪ Peer member and organization information sharing protocol .
8	Communities and people affected by the crisis receive the assistance they require from competent and well-managed staff and volunteers.	Staff are supported to do their job effectively, and are treated fairly and equitably.	Yes	<ul style="list-style-type: none"> ▪ Impartial and objective recruitment process . ▪ Impartial periodical staff evaluations and feedback. ▪ Staff development and HR policies. ▪ Staff security policy. 	<ul style="list-style-type: none"> ▪ Assess the transparent HR recruitment procedures (peer monitoring/evaluation.) ▪ Assess the accuracy of job descriptions (employee feedback forms). ▪ Code of conduct. ▪ Staff appraisal forms. ▪ Security protocol.
9	Communities and people affected by the crisis can expect that organisation assisting them are managing resources effectively, efficiently and ethically.	Resources are managed and used responsibly for their intended purpose.	Yes	<ul style="list-style-type: none"> ▪ Suitable administrative (financial, human resources and logistics). 	<ul style="list-style-type: none"> ▪ Financial audits. ▪ Logistic records. ▪ Environmental footprint /product resourcing assessment. ▪ Code of conduct (corruption, fraud, conflict of interest, etc.).

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. **TEL.:** +4122 791 6434 – **FAX:** +4122 791 6506 – www.actalliance.org

Core Humanitarian STANDARD The ACT Alliance Secretariat's continuous improvement in the application of the Core Humanitarian Standard is independently verified by HQAI