

Rapid Response Fund Payment Request

No. 05/2017

Funds Sent To: 1.Churches Action in Relief and Development (CARD)

2. Evangelical Lutheran Development Service (ELDS)

Amount Sent: USD 118,239

Date: 22/02/2017

Emergency: Floods Emergency in Malawi

Date of Emergency: 14th February, 2017

ACT Requesting Member(s): 1. Churches Action in Relief and Development (CARD)

2. Evangelical Lutheran Development Service (ELDS)

I. NARRATIVE SUMMARY

DETAILS OF THE EMERGENCY

Malawi is experiencing La Nina weather phenomena since onset of the rainy season and many districts have received above normal rainfall triggering flash floods in some of the districts. Between the 4th and 10th February 2017, heavy rains caused the worst flooding in 4 Traditional Authorities (Ndindi, Pemba, Kambwiri and Maganga) in Salima district. A total of 35,304 people have been affected; of which thousands are displaced and currently dwelling in school blocks. A total 1,827 hectares of agricultural land (crops: maize, rice, cowpeas, cassava and sweet potato) has been washed away together with livestock such as goats and chickens. Household belongings such as food stocks, clothing and kitchen utensils have also been washed away.

To date, no human casualties have been reported however there have been significant reports of injuries caused by the flooding. The displaced population have no food, shelter, sanitary materials, clothing, blankets and kitchen utensils. School children are also affected as their school materials and food rations were damaged. Water supply, sanitary and hygiene facilities have been damaged, forcing women to travel long distances to fetch unsafe water, not only creating protection issues for women and girls, but also increasing the risk of water borne disease.

ACTIONS TO DATE, AND EMERGENCY NEEDS

ACT Alliance Malawi Forum through NCA has only provided 50 tents as a contribution to temporary shelter needs. Results of the Rapid Needs Assessment done by the Malawi Forum indicated need for an

immediate response to save lives and reduce further suffering of the displaced population through the provision of food, shelter & household items and WASH (water, sanitation and hygiene). The Government of Malawi, through Department of Disaster Management Affairs, Malawi Red Cross and Cooperazione Internazionale (COOPI) have provided some food, tents, buckets, blankets, sanitary materials and solar lamps. Although the above mentioned items have been provided, gaps in service provision still remain.

PROPOSED EMERGENCY RESPONSE

OVERALL GOAL:

To provide life-saving support to 5,016 affected people in Salima District through provision of water, sanitation and hygiene (WASH), household Non-Food items (NFIs) and nutrition for under-five malnourished children.

OBJECTIVE(S) OF THE EMERGENCY RESPONSE:

- To provide WASH and household NFIs to 1,003 affected households in Salima District.
- To provide nutritional support for 550 under-five malnourished children in Salima District.
- To promote community based psychosocial to 5,016 affected people in Salima District.

PROPOSED ASSISTANCE:

WASH (Water, Sanitation and Hygiene)

The project will provide 100 taped water buckets, construct 30 pit latrines and facilitate sanitation and hygiene promotion in the IDP camps. The taped water buckets will be set up as hand washing stations. The pit latrines will reduce open defecation and spreading of cholera/diarrhoea/dysentery diseases at the same time promoting dignity and protection especially to women and girls of the affected population. Through awareness campaigns, the project will promote proper sanitation and hygiene practices to reduce outbreak of waterborne diseases. The project will also provide hygiene kit materials in terms of soap (bathing and laundry) and sanitary pads for women and girls.

Nutrition

The project will procure 11 MT of nutrimix Likuni Phala and 2,200 litres of edible cooking oil for 550 under-five malnourished children each getting 10 kgs of nutrimix Likuni Phala and 2 litres of oil per month for 2 months as nutritional supplement.

Non-Food item

The project will provide 2,006 cooking pots and 5,015 plastic plates 1,003 to households, each household getting 2 pots and 5 plastic plates.

Community based psychosocial

The project will promote community based psychosocial activities that will include creating spaces for children, women/girls and men.

TARGET POPULATIONS:

The target affected population is estimated at 5,016 people though the figures may increase because more families are coming to the camps with the continuation of heavy rains. The table below shows the percentage of some different categories affected:

| CATEGORY | U/5 years old | 6-17 | 18-65 | Elderly | People living with disabilities |
|------------|---------------|------|-------|---------|---------------------------------|
| PERCENTAGE | 16 | 14 | 60 | 5 | 5 |

The target population was involved in the designing of the proposed action through the participatory rapid assessment exercises conducted after the emergency. During the assessment, the affected communities through the Village Development and Civil Protection Committee were able to assess the extent of the damage and identified their needs.

The proposed response in this RRF proposal is based on that participatory assessment process. The same approach will be applied during implementation, monitoring and evaluation. During implementation, communities led by the Village Development and Civil Protection Committees will be responsible for registration, verification and assisting CARD and ELDS staff in the distribution of the items and supervision of construction work, sanitation and hygiene promotion including psychosocial activities. CARD and ELDS will use the Participatory Monitoring and Evaluation (PME) methodology in its M&E system to involve the communities in the monitoring and evaluation of the project.

IMPLEMENTATION ARRANGEMENTS:

CARD and ELDS are the ACT Requesting Members for this RRF with their responsibilities. CARD and ELDS will each implement 50% of this project. CARD and ELDS have an active working relationship with the District Council of the affected district. CARD and ELDS will therefore work closely with the Council's Development and Civil Protection Committees to deliver on this project.

Situation reports (Sitreps) will be submitted on the first month of the implementation by CARD and ELDS to ACT Alliance secretariat. A final report (narrative and financial) and audit report will be submitted to the ACT secretariat by CARD and ELDS, according to reporting schedule.

COORDINATION:

CARD and ELDS are members of the Malawi ACT Forum WASH Working Group, which will provide coordination and technical advice as deemed necessary. CARD and ELDS as ACT requesting members will report to the ACT Secretariat, with support from the Forum Coordination desk in the ACT Malawi forum. The Malawi Forum Coordinator and Humanitarian Officers from Malawi forum members are part of national humanitarian teams and attend meetings in collaboration with the UN, Government and other INGO's involved in emergency response activities.

COMMUNICATIONS/VISIBILITY:

CARD and ELDS will work with the designated Communications Officer for ACT Malawi forum who shall work hand in hand with the Forum Coordinator to ensure that information about the project is shared amongst ACT fellow members and other stakeholders within and outside Malawi. ELDS and CARD will promote visibility of both ACT Alliance/ACT Malawi forum and the implementing partners through co-branding, IEC materials, and media in stakeholder meetings.

PRINCIPLES AND STANDARDS:

Being members of ACT Alliance, CARD and ELDS are signatories to the ACT Alliance Code of Conduct that outlines the key responsibilities of all ACT staff in relation to respect for the welfare and rights of the people the project intends to assist. Both members also subscribe to the International Code of Conduct for the Red Cross and Red Crescent that provides minimum standards in humanitarian response.

CARD and ELDS also commit themselves to the implementation of CHS. In that sense, the following principles will be critical to the implementation of the project:



Sharing information: CARD and ELDS will ensure that project participants and other stakeholders have access to timely, relevant and clear information about the organizations, the project and its activities. The following information will be made available to the project participants: Background of CARD and ELDS and their contact details, including phone numbers of the Executive Directors; ACT accountability framework; staff code of conduct and complaints procedure; project details (goals, objectives, expected results, inputs or resources, timeframe and exit strategies); staff roles and responsibilities; criteria for selecting target groups.

Participation: The project will employ community based targeting whereby right holders will be engaged in a participatory process to come up illegible beneficiaries (targeting). Using the rights based approach, the community, local leaders, decentralised structures as well as implementing members and government field staff will engage with community in an open and transparent manner regarding the targeting mechanisms that will be locally used. The project will make deliberate efforts to ensure that vulnerable groups are not left out from benefiting from the relief items as well as other services provided by the project. CARD and ELDS will also ensure that project rights holders participate in the monitoring and evaluation of the project. The project will emphasise much on process monitoring using the participatory monitoring and evaluation methodologies. This will provide a voice to target population on the way they view success or failure in the implementation process and suggest ways to improve and adjust to meet intended objectives of the project.

Handling complaints: CARD and ELDS will enable the targeted households and other stakeholders to raise complaints and receive a response through an effective, accessible and safe process. Information (including telephone numbers) about the suggested complaints handlers will therefore be made available to the communities.

PLANNED IMPLEMENTATION PERIOD:

The project is planned to run from 27 February to 31 May, 2017.

HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:

The funds from ACT Secretariat will be transferred to CARD and ELDS bank accounts. Each implementing member will bear the responsibility of ensuring that the funds are utilized for the intended purpose. CARD and ELDS will submit Situation and RRF reports to the ACT Secretariat. For accountability and transparency purposes though, upon transferring of the funds from the secretariat, the Coordination Desk, the Coordination Committee members and the ACT Malawi forum secretariat currently hosted by Norwegian Church Aid (NCA) will be notified as to how much has been transferred.

MONITORING AND EVALUATION:

The implementing organisations will be responsible for monitoring the progress of the project on the ground as well as the use of funds for the proposed activities. The Monitoring and Evaluation Officers and the Programme Managers for the 2 organisations will support implementation and monitoring the delivery of this project once every month. The ACT Forum Coordinator will conduct periodic monitoring visits. The implementing organisations will also seek support of the District Development and Civil Protection Committees to monitor progress of the project so that life of 5,016 affected people is better and their livelihoods are secured in a sustainable manner.

At the end of the project, each implementing member will prepare a final narrative and financial report in line with ACT Alliance reporting guidelines. The ACT Malawi Forum Coordinator with support from the Malawi forum, will be responsible to prepare a consolidated final narrative report of the entire response and sent to ACT Secretariat. CARD and ELDS will also be responsible of providing audit reports for the entire response, according to ACT policy.



REPORTING SCHEDULE:

| Type of Report | Due date |
|--------------------------------------|--|
| Situation report | At the end of the first month following the emergency(30 th March, 2017) |
| Final narrative and financial report | 30 July, 2017 |
| Audit report | 31 August, 2017 |

II. FINANCIAL SUMMARY/BUDGET

| | | | | | |
|---|----------------|---------------|------------------|-------------------|---------------|
| Requesting ACT member: ELDS | | | | | |
| RRF Number: | | | | | |
| RRF Title: Malawi Floods, Salima | | | | | |
| Implementing Period: 27th February - 31st May (3 months) 2017 | | | | | |
| EXPENDITURE | | | | | |
| | Type of | No. of | Unit Cost | RRF | RRF |
| | Unit | Units | MWK | Budget | Budget |
| | | | | MWK | USD |
| DIRECT COST | | | | | |
| Nutrition/Food Security | | | | | |
| Likuni Phala | Tonne | 6 | 900'000 | 4'950'000 | 6'828 |
| Cooking Oil | Litres | 1'100 | 1'750 | 1'925'000 | 2'655 |
| Ration Cards | Cards | 275 | 400 | 110'000 | 152 |
| | | | | 6'985'000 | 9'634 |
| WASH | | | | | |
| Communal latrines | latrine | 15 | 200'000 | 3'000'000 | 4'138 |
| Taped water buckets (20 Litre) | bucket | 50 | 6'000 | 300'000 | 414 |
| Menstrual Hygiene Materials | Pad | 3'750 | 700 | 2'625'000 | 3'621 |
| Bathing Soap (250 g) | tablet | 7'872 | 800 | 6'297'600 | 8'686 |
| Laundry Soap (200 g) | tablet | 19'680 | 300 | 5'904'000 | 8'143 |
| Promotion of Sanitation & Hygiene | Campaig ns | 15 | 100'000 | 1'500'000 | 2'069 |
| | | | | 19'626'600 | 27'071 |
| Non-food items | | | | | |
| Cooking pots | pots | 1'003 | 2'000 | 2'006'000 | 2'767 |
| Plastic plates | plates | 2'508 | 500 | 1'254'000 | 1'730 |
| | | | | 3'260'000 | 4'497 |
| Psychosocial | | | | | |
| Training of local committees | sessions | 2 | 300'000 | 600'000 | 828 |
| | | | | 600'000 | 828 |
| Other Sector Related Direct Costs | | | | | |
| Salaries & benefits for direct staff (co-ordinator, per diem for volunteers) | | | | | |
| Project Officers (1) | month | 4 | 450'000 | 1'800'000 | 2'483 |
| Emergency Field Officers (2) | month | 8 | 200'000 | 1'600'000 | 2'207 |
| Driver (1) | month | 4 | 120'000 | 480'000 | 662 |
| Communication/visibility cost | lumpsum | 1 | 1'000'000 | 1'000'000 | 1'379 |
| Beneficiary Selection | lumpsum | 1 | 200'000 | 200'000 | 276 |



| | | | | Sub Total | 5'080'000 | 7'007 |
|--|----------|---|-----------|-----------|-------------------|---------------|
| TOTAL DIRECT ASSISTANCE | | | | | 34'951'600 | 49'037 |
| TRANSPORT, WAREHOUSING & HANDLING | | | | | | |
| <u>Transport (of relief materials)</u> | | | | | | |
| Fuel/Hire/ Rental of Vehicles | month | 3 | 600'000 | 1'800'000 | 2'483 | |
| Distribution logistics | month | 3 | 100'000 | 300'000 | 414 | |
| <u>Warehousing</u> | | | | | | |
| Rental of warehouse | month | 3 | 25'000 | 75'000 | 103 | |
| <u>Handling</u> | | | | | | |
| Salary of Logistician (2 x 25%) | month | 8 | 75'000 | 600'000 | 828 | |
| Salaries/wages of labours | month | 2 | 75'000 | 150'000 | 207 | |
| Wages for Security Guards | month | 2 | 25'000 | 50'000 | 69 | |
| TOTAL TRANSPORT, WAREHOUSING & HANDLING | | | | | 2'975'000 | 4'103 |
| TOTAL DIRECT COSTS | | | | | 37'926'600 | 53'140 |
| INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT | | | | | | |
| Salary Program Manager -25% (1) | month | 4 | 180'000 | 720'000 | 993 | |
| Salary Finance Manager - 25% (1) | month | 4 | 180'000 | 720'000 | 993 | |
| M&E Officer -25% (1) | month | 4 | 180'000 | 720'000 | 993 | |
| <u>Office Operations</u> | | | | | | |
| Office Utilities | month | 4 | 50'000 | 200'000 | 276 | |
| TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT | | | | | 2'360'000 | 3'255 |
| AUDIT, MONITORING & EVALUATION | | | | | | |
| Audit of ACT RRF | Estimate | 1 | 800'000 | 800'000 | 1'103 | |
| Monitoring & Evaluation | Estimate | 1 | 1'250'000 | 1'250'000 | 1'724 | |
| TOTAL AUDIT, MONITORING & EVALUATION | | | | | 2'050'000 | 2'828 |
| TOTAL EXPENDITURE | | | | | 42'336'600 | 59'223 |
| EXCHANGE RATE: local currency to 1 USD | | | | | | |
| Budget rate | | | | 725 | | |

Requesting ACT member:
CARD
 RRF Number:
 RRF Title: Malawi Floods,
 Salima
 Implementing Period: 27th February - 31st May (3 months) 2017

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EXPENDITURE

| | Type of Unit | No. of Units | Unit Cost MWK | RRF Budget MWK | RRF Budget USD |
|---|--------------|--------------|---------------|-------------------|----------------|
| DIRECT COST | | | | | |
| Nutrition/Food Security | | | | | |
| Likuni Phala | Tonne | 5 | 900'000 | 4'500'000 | 6'207 |
| Cooking Oil | Litres | 1'100 | 1'750 | 1'925'000 | 2'655 |
| Ration Cards | Cards | 275 | 400 | 110'000 | 152 |
| Sub Total | | | | 6'535'000 | 9'014 |
| WASH | | | | | |
| Communal latrines | latrine | 15 | 200'000 | 3'000'000 | 4'138 |
| Taped water buckets (20 Litre) | bucket | 50 | 6'000 | 300'000 | 414 |
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| Sub Total | | | | 19'626'600 | 27'071 |
| Non-food items | | | | | |
| Cooking pots | pots | 1'003 | 2'000 | 2'006'000 | 2'767 |
| Plastic plates | plates | 2'508 | 500 | 1'254'000 | 1'730 |
| Sub Total | | | | 3'260'000 | 4'497 |
| Psychosocial | | | | | |
| Training of local committees | sessions | 3 | 300'000 | 900'000 | 1'241 |
| Sub Total | | | | 900'000 | 1'241 |
| Other Sector Related | | | | | |
| Direct Costs | | | | | |
| Salaries & benefits for direct staff (co-ordinator, per diem for volunteers) | | | | | |
| Project Officers (1) | month | 4 | 450'000 | 1'800'000 | 2'483 |
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| Sub Total | | | | 5'080'000 | 7'007 |
| TOTAL DIRECT ASSISTANCE | | | | 34'501'600 | 48'830 |
| TRANSPORT, WAREHOUSING & HANDLING | | | | | |
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| TOTAL TRANSPORT, WAREHOUSING & HANDLING | | | | 2'975'000 | 4'103 |
| TOTAL DIRECT COSTS | | | | 37'476'600 | 52'933 |
| INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT | | | | | |
| Salary Program | | | | | |
| Manager -25% (1) | month | 4 | 180'000 | 720'000 | 993 |
| Salary Finance | | | | | |
| Manager - 25% (1) | month | 4 | 180'000 | 720'000 | 993 |
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| Office Operations | | | | | |
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| TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT | | | | 2'460'000 | 3'255 |
| AUDIT, MONITORING & EVALUATION | | | | | |
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| Monitoring & Evaluation | Estimate | 1 | 1'250'000 | 1'250'000 | 1'724 |
| TOTAL AUDIT, MONITORING & EVALUATION | | | | 2'050'000 | 2'828 |
| TOTAL EXPENDITURE | | | | 41'886'600 | 59'016 |
| EXCHANGE RATE: local currency to 1 USD | | | | | |
| Budget rate | 725 | | | | |

ACTION

The ACT Secretariat has approved the use of **US\$ 118,239** towards the budget from its Rapid Response Fund and would be grateful to receive contributions to wholly or partially replenish this payment. Should there be an appeal for this emergency, the RRF payment will be considered as an advance.

For further information please contact:

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

Florine Jobin
ACT Alliance Humanitarian Officer

