

Rapid Response Fund Payment Request No. 8/2015

Funds Sent To: Community World Service, Asia

Amount Sent: US\$59,998

Date: 29 October 2015

Details of Response

Emergency: Earthquake in Pakistan

Date of Emergency: 26 October 2015

ACT Requesting Member: Community World Service Asia

I. NARRATIVE SUMMARY

DETAILS OF THE EMERGENCY

Six months after the devastating earthquake in Nepal, a powerful earthquake has once again hit the region. The earthquake occurred at 2:09 pm Pakistan time on 26 October 2015. The Pakistan Metrological department reported the magnitude of the earthquake as 8.1 (US Geological Survey reports it at 7.5). The quake was 196 km (120 miles) deep and centred at 82 km (51 miles) south-east of Feyzabad in a remote area of Afghanistan in the Hindu Kush mountain range.

Severe tremors of this earthquake were felt across the country from north to south, in Karachi, Islamabad, Lahore, Sialkot, Quetta, Peshawar, Swabi, Kohat, Abbottabad, Swat, Malakand and Gilgit etc. According to US Geological Survey, the powerful quake was also felt in India, Afghanistan and UAE.

At least 94 people have been killed and over 300 people reported to be injured so far across the country. However the number of damages and losses is expected to increase manifold as communication networks including roads and mobile phone service in some of the more northern parts of the country including KP province are disrupted. Hundreds of building collapsed in Peshawar, Swat, Lower Dir, Charsadda, Shangla, Nowshehra, Batagram, Bajuar, Abbottabad and Mansehra of KP province. Damage and loss are also reported in Bajur agency, Gilgit, Hunza of Northern areas as well as in Rawalpindi, Sargodha, Multan, Kasur, Jehlum Gujranwala districts of Punjab province.

ACTIONS TO DATE, AND EMERGENCY NEEDS

Emergency Response Teams were activated on 26 October and action plans have been finalized. Teams were sent to severely affected districts for rapid needs assessments on 28 October. Community World Service Asia has been coordinating at national, provincial and district level and engaging with both government and non-governmental organizations to accurately identify the needs on the ground. Based

on initial assessment results, Shangla District has been identified as severely affected with acute needs for food and emergency health care, among others.

PROPOSED EMERGENCY RESPONSE

OBJECTIVE(S) OF THE EMERGENCY RESPONSE:

Provide life-saving support to earthquake-affected families in District Shangla.

PROPOSED ASSISTANCE:

The project aims to provide food packages (1-month ration) to 300 earthquake-affected families in Shangla District. Furthermore, through the deployment of a Mobile Health Unit and its own Mobile Laboratory, provide much needed emergency health services to those affected by the earthquake.

TARGET POPULATIONS:

The project will provide assistance to families who have not received similar assistance from other agencies or organizations and have no means to access these interventions on their own. Especially for food distributions, priority will be given to female-headed households, households with a higher percentage of non-earning members; households with higher number of elderly or persons with disabilities (PWDs).

IMPLEMENTATION ARRANGEMENTS:

Community World Service Asia will be implementing this project directly in the affected communities.

COORDINATION:

Community World Service Asia is coordinating at several levels and will continue to include local authorities, local and international NGOs and CBOs and, where relevant, other agencies. The program will continue to be implemented in coordination with the relevant government authorities in the areas concerned. Coordination with other national and international NGOs and CBOs at the field level is well established and will be continued and strengthened to avoid duplication. The project activities carried out by each partner would strengthen and support the interventions of the other partner.

Community World Service Asia maintains a regular liaison with the government line departments including at the federal, provincial and district level to ensure smooth execution of activities as well as to help in reducing overlapping of interventions in the same target area of response.

Community World Service Asia coordinates closely with the Pakistan Humanitarian Forum (PHF) that includes many international NGOs and donor agencies. Attendance in general coordination meetings as well as different cluster meeting organized by the UN is also ensured. Within this cluster system, the organization is actively participating in clusters especially on Food, Shelter, Health, WASH, Livelihood, Education, Early Recovery and coordination and is also part of the UN Cluster Appeal.

COMMUNICATIONS:

Community World Service Asia's Communication Office co-ordinates closely with the disaster management team in order to provide timely information sharing with ACT members and partners. Situation updates, human interest stories and photographs are regularly disseminated through email and the website.

During the course of project implementation, the communications team will continue to provide updates, stories, videos and photographs as appropriate and be available for other communications and media activities. A communications strategy has been developed to raise visibility for the emergency and the response.

PRINCIPLES AND STANDARDS:

Emphasis will be given to ensure application of Sphere standards, HAP Principles and ACT Code of Conduct during the whole project cycle. No major constraints foreseen in the application of the Code of Conduct. During the assessment and design stage, Community World Service Asia ensures active participation from the affected community and integrates findings into the programme design. The joint needs assessment has tried to ensure the participation and inputs of members of the community (giving special attention to the vulnerable population), local government officials and other local stakeholders. A proportions of female respondents contributed directly in the assessment and paved the way in the finalization of priority interventions. Community World Service Asia remains in close contact with all the stakeholders and organizations that were involved in the needs assessment and screening IDPs for eligibility for assistance.

Community World Service Asia has several accountability measures in place to ensure that beneficiaries are well-informed and are aware of how to approach Community World Service Asia with feedback at all stages of project cycle. These measures assist beneficiaries in holding teams accountable to the humanitarian principles:

- Community World Service Asia has developed its own Accountability Framework which guides its teams in ensuring dignified assistance.
- Community World Service Asia shares planned project activities with communities through community committees that are established when Community World Service Asia start a project in a new community.
- Communities can communicate with Community World Service Asia directly through these community committee structures.
- Beneficiaries can provide feedback through a helpline, emails, staff field visits, comment boxes and community committees. Community World Service Asia uses this feedback to solve any issues that arise and adapt programming plans to better suit the needs of communities.

PLANNED IMPLEMENTATION PERIOD:

Project implementation is planned from 28 October to 15 December 2015 (1.5 months).

HUMAN RESOURCES AND ADMINISTRATION OF FUNDS:**Human Resources:**

Community World Service Asia has an established Human Resources Development Department with required HR tools. The Human resource development department supports the project in getting the right people for the jobs and preference is given to the locals human resources. Any new staff have to go through an orientation process. Staff related to implementing the program will be based in the project sites while support will also be provided from staff members and officers based in the main and field offices, both in Afghanistan and in Pakistan.

Administration of Funds:

Financial management will be supported by the Karachi and Islamabad offices in Pakistan.

The Financial Management and Reporting System of Community World Service Asia are centralised from the Karachi Office. All original invoices for this project will be submitted to the Islamabad Office for review and further forwarded to Finance Department at the Karachi Office. Reports will be collected and vetted from Islamabad office and will then be forwarded to the regional office in Karachi. Financial Reports/Updates are compiled and generated from Karachi, which in turn provides financial reports to the Senior Management Team on a regular basis. Fraud Risk Assessment and protection training have also been conducted to better administer the funds and improve the financial monitoring system.

Procurement:

Community World Service Asia follows a standardized procurement procedure that fulfils the compliance requirements of International Standard Operations (ISO). As per guidelines, quotations are required after exceeding a threshold purchase limit, and then the comparative statements are developed on the basis of product specification, quality and cost factor. After going through the quality control check, procurement of items is done and then distributed accordingly.

Material and human resources required for the execution of project activities will be deployed according to organizational rules and regulations. The Procurement Policies and Guidelines will also be followed by partners for procurement that needs to be done by the IP.

MONITORING AND EVALUATION:

During implementation of the project, regular monitoring¹ will be undertaken to check progress and performance of the proposed interventions. Monitoring will also involve reviewing and planning of work on a regular basis, assessing whether activities are carried out as planned (including beneficiary selection), identifying and dealing with problems during implementation. Emphasis will be given to ensure application of Sphere standards and ACT Code of Conduct during the monitoring process. Monitoring of all planned project activities by the project staff will result in preparation of the consolidated reports, to be shared with all the stakeholders.

Both quantitative and qualitative methods will be used in designing the monitoring formats. The Do-No-Harm principles will be considered while designing the monitoring tools.

In addition, project staff will ensure documentation, photographs, and video clips to show the overall process. Case studies will be developed by staff to gain additional understanding of the impact of the project (positive and negative). Additionally, people's living conditions will be monitored through frequent interviews and direct observations.

Reports will be compiled by the Disaster Management Programme (DMP) team at Islamabad with support from the Resource Mobilization Unit (RMU). These reports will then be sent to the senior management for programmatic review and will afterwards be sent to the donor according to the agreed reporting schedule.

REPORTING SCHEDULE (to be completed by ACT SECRETARIAT)

Type of Report	Due date
Situation report	30 November 2015
Final narrative and financial report	15 February 2016
Audit report	15 March 2016

¹ Sphere Common Standard 5: Monitoring

"The effectiveness of the program in responding to problems is identified and changes in the broader context are continually monitored, with a view to improving the program, or to phasing it out as required."

II. FINANCIAL SUMMARY/BUDGET

Description	Type	No.	Unit Cost	Budget	Budget
	Unit	Units	PKR	PKR	USD
A. DIRECT ASSISTANCE					
<u>1. EMERGENCY FOOD</u>					
Food Items (1 month ration)					
Wheat Flour (80 kg)	package	371	3,360	1,246,560	11,838
Rice (25 kg)	package	371	1,975	732,725	6,958
Cooking Oil (8 litres)	package	371	1,488	552,048	5,243
Pulses (12 kg)	package	371	1,416	525,336	4,989
Sugar (4kg)	package	371	292	108,332	1,029
Tea Leaves (400 grams)	package	371	294	109,074	1,036
Iodized Salt (800 grams)	package	371	16	5,936	56
Non-Food Items					
Match box (pack of 10)	package	371	24	8,904	85
Transportation (Warehouse to Distribution Point)					
Food Packages	packages	371	100	37,100	352
Packaging/Handling/Ware Housing Costs					
Ware House Rent	months	1	50,000	50,000	475
Handling Costs/Labour	packages	371	152	56,392	536
Sub Total - Food				3,432,407	32,596
Direct project-related costs- Food					
Personnel					
Emergency Response Team Leader	months	1.00	100,000	100,000	950
Distribution officers	months	3.00	45,000	135,000	1,282
Finance Officer	months	1.00	50,000	50,000	475
Procurement Officer	months	1.00	60,000	60,000	570
Warehouse supervisor	months	1.00	40,000	40,000	380
Drivers	months	1.00	25,000	25,000	237
Benefits and Allowances 15%				61,500	584
Administrative/Operational Cost (CWS)					
Vehicle Rental (2)	months	1.00	170,000	170,000	1,614
Fuel Cost (2)	months	1.00	130,000	130,000	1,235
Maintenance Cost of vehicles (2)	months	1.00	52,000	52,000	494

Printing of tokens	pcs	371	5	1,855	18
Meals and Incidentals	months	1.00	120,000	120,000	1,140
Communication	months	1.00	20,000	20,000	190
Stationery	months	1.00	20,000	20,000	190
Security Expenses	months	1.00	15,000	15,000	142
Local Travel	months	1.00	35,000	35,000	332
Accommodations	months	1.00	80,000	80,000	760
Sub Total - Direct Project Related Costs				1,115,355	10,592
Sub Total (Food)				4,547,762	43,189
2. PROVISION EMERGENCY HEALTH SERVICES: MHU/Mobile Lab					
Health Interventions					
Medicines/reagents and Supplies	months	1.00	400,000	400,000	3,799
Referrals to Hospitals	units	20.00	2,000	40,000	380
Personnel -100%					
<i>CWS Operational Project Staff</i>					
Health Team Leader	months	1.00	85,000	85,000	807
Health Data Officer	months	1.00	40,000	40,000	380
MHU and Mobile Lab Personal					
Medical Officer (2)	months	1.0	190,000	190,000	1,804
Lady Health Visitors/Nurses (1)	months	1.0	35,000	35,000	332
Dispenser	months	1.0	35,000	35,000	332
Community Mobilizer (1)	months	1.0	30,000	30,000	285
Lab Technician	months	1.0	28,000	28,000	266
Drivers (2)	months	1.0	50,000	50,000	475
Guards (2)	months	1.0	84,000	84,000	798
Cleaners/Helpers (2)	months	1.0	20,000	20,000	190
MHU Staff Transportation					
Vehicle Rental and Forfeit (2)	months	1.0	170,000	170,000	1,614
Fuel for Vehicle (3)	months	1.0	195,000	195,000	1,852
Vehicle Repair and maintenance (3)	months	1.0	78,000	78,000	741
Sub Total (Health Intervention)				1,480,000	14,055
TOTAL (DIRECT ASSISTANCE)				6,027,762	57,244

B. INDIRECT COSTS: ADMIN, PERSONNEL & OPERATIONAL SUPPORT					
Personnel (salaries and benefits) % time dedicated to appeal programme					
Reporting & Communications Officer (15%)	months	1.0	10,000	10,000	95
Procurement Manager (15%)	months	1.00	10,000	10,000	95
Administrator (15%)	months	1.00	10,000	10,000	95
Finance Manager (15%)	months	1.00	15,000	15,000	142
Security Officer (15%)	months	1.00	15,000	15,000	142
Deputy Director (15%)	months	1.00	80,000	80,000	760
Sub Total - Personnel				140,000	1,330
TOTAL INDIRECT COSTS				140,000	1,330
External Audit	audit	1	150,000	150,000	1,425
TOTAL Estimated Budget				6,167,762	59,998
Budget Exchange Rate: local currency to USD	105.30				

ACTION

The ACT Secretariat has approved the use of US\$59,998 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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