

Annexes



eprhandbook.actionaid.org/annexes

Section



Please complete this table with as much information as possible on where ActionAid is responding to the emergency/planning to respond (include map if possible). Add rows as necessary.

Area name (specify if LRP or not)	Type of activity (e.g., distribution of food, NFIs – give details of items, etc)	Proposed number of people to be reached disaggregated by gender and age and vulnerability	Proposed amount to be spent £	Amount secured so far (if applicable) £
Total				

Annex 9 : emergency response and resilience programme - example

SYRIAN REFUGEE CRISIS Revised June 2013

Contents

1. Crisis context
2. Summary of needs assessment findings
3. ActionAid approach and programme rationale
4. Programme locations and target groups
5. Emergency Response Goals and objectives and summary intervention plan

Annexes

- ANNEX 1: security of communities in emergencies policy
- ANNEX 2: standard operating procedures in red and orange alert emergencies
- ANNEX 3: rapid assessment checklist
- ANNEX 4: contact details
- ANNEX 5: daily situation report days 0-7 - template
- ANNEX 6: Example ToR for Emergency Response Manager
- ANNEX 7: Example ToR for Emergency Response Team
- ANNEX 8: detailed needs assessment checklist
- ANNEX 9: emergency response and resilience programme - example
- ANNEX 10: logistics and operations checklist and guidelines
- ANNEX 11: quick reference guide to emergency donors

Section 1: Crisis context

- Briefly describe the crisis context (this can be taken from the needs assessment report).

Section 2: Summary of needs assessment findings

- Briefly describe the needs assessment process and list the main findings.

Section 3: ActionAid approach and programme rationale

- Describe ActionAid's existing presence and programmes in the country.
- Summarise ActionAid's approach in emergencies (e.g. focus on women's leadership, youth engagement, HRBA approach, accountability etc.).

Section 4: Programme locations and target groups

- Describe the locations where ActionAid will be responding and include a map.

- Describe the people who are being targeted (e.g. are you focusing on women, minority groups, people living in specific areas etc.). How were these people selected?

Section 5: Emergency Response Goals, objectives and key activities

- List the overall goal, objectives and main activities of the programme (this is so it can easily be cut and pasted into other documents and funding proposals).

Section 6: Intervention plan

- This table (see example below) should describe in detail the activities that will be done as part of the ERF, with numbers, dates, locations etc.

Objective 1

People's basic needs are met with speed and quality through women's leadership and people are able to assert their rights to assistance and demand aid effectiveness and accountability.

Outcomes	Indicators	Activities
	<ul style="list-style-type: none"> - 12 NFI committees functioning and actively participating in planning and distribution process by end of June 2013. - 1020 households (5100 people) have received appropriate, context specific and quality NFI items through women-led processes by end of July 2013. - ActionAid's model of women-led NFI distribution documented and shared with relevant clusters, other INGOs and UN agencies by August 2013. 	<ul style="list-style-type: none"> - Formation of NFI committees in each block in Module 5, led by a woman and comprising representatives from adult women circles, young women circles, and young men circles. - Women and youth circles identify and prioritise NFI needs within their communities and criteria for receiving them. - NFI committees conduct mapping of their blocks to identify NFI recipients. - NFI committees participate in procurement process (checking samples, selecting suppliers). - NFI committees, with support from other women and youth circle members, lead distribution process. - Documentation of distribution model through reports, simple films etc. by July 2013.
	<ul style="list-style-type: none"> - 84 community psychosocial volunteers are trained by August 2013. - 84 women and youth circles (1260 people) are participating regularly in recreation and group support sessions by August 2013. - 3600 people have support and information on referral services available through outreach visits by psychosocial volunteers by December 2013. - All women and youth circles have safe spaces to meet by August 2013. 	<ul style="list-style-type: none"> - Conduct focus groups discussions with affected communities to identify psychosocial concerns. - Women and youth circles participate in weekly group sessions (recreation activities, expressive arts, supported communication, community action planning etc.). - Training of community volunteers from each circle to facilitate sessions, conduct community outreach and disseminate information on specialist referral services available. - Mapping of referral services for serious trauma and provide simple information on referral pathways to community volunteers. - Volunteers conduct community outreach and disseminate information to their communities.

Another ERRP example can be found at: <http://goo.gl/XdlVrJ>

Annex 10 : Logistics and operations checklist and guidelines

- Management of procurement, storage and supply**
- Determine procurement requirement immediately during assessment: specific items, quality, and regulations, seasonal dimension, and regulations, seasonal dimension, risk factors).
 - Decide mode of procurement: maintain good documentation for audit in case of exceptional mode of procurement such as arbitrary selection, cash purchase, etc.
 - Prepare for customs clearance in the case of international procurement.
 - Reserve sample and verify quality once supplied.
 - Develop warehouse system, which should include security, safety and inventory.
- Organising and supporting movement of people**
- Assign someone to co-ordinate deployment and international travel.
 - Get clarity from IHA/RT about possible international deployment and travel requirements.
 - Get clarity about nature and length of deployment. Inquire about legal requirement such as work permit, tax system, entry requirements etc. if it is a long term deployment.
 - Establish communication with appropriate authorities e.g. immigration or home office who may issue or advise on visa.
 - Revise visitor pack with additional context specific information, e.g. credit card does not work, specific immunisation and health preparation.