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RAPID RESPONSE FUND

Oromia and Somali, Ethiopia

2018 RRF Guidelines

INTRODUCTION

The Guidelines for the Rapid Response Fund – Ethiopia (RRF) were developed by the International Organization for Migration. Its purpose is to describe the RRF’s objectives; programmatic focus; requirements per Sector and Sub-Sector for response; types of activities that can be funded; indicators and monitoring; selection processes; and the roles and responsibilities of different stakeholders involved. For more information about the overall management and eligibility criteria of the RRF, refer to the Operations Manual.

SCOPE

The Guidelines describe the types of emergency response activities that can be supported through the RRF in Ethiopia to ensure consistent, transparent processes in line with the standards herein.

OBJECTIVES OF THE RAPID RESPONSE FUND

The RRF is a fast, flexible mechanism to support Implementing Partners to respond to the needs of disaster affected populations in Ethiopia through three-month emergency response projects in the following sectors: Logistics Support and Relief Commodities; Shelter and Settlements; and Water, Sanitation and Hygiene.

The RRF-E will target agencies and organizations that are working in emergency-affected areas of Oromia and Somali, Ethiopia and have the capacity to swiftly implement specific emergency interventions that meet immediate needs of people affected by new aspects of the ongoing crisis, either natural or man-made disasters.

Selected organizations, in close coordination with RRF-E and local communities, will serve beneficiaries that are identified as the most vulnerable individuals in the affected communities, be they IDPs, host communities, or returnees or others in need of direct life-saving assistance and will work to achieve the following sector specific objectives:

Sector	Objective:
Logistics Support and Relief Commodities (NFIs)	To provide material support (Non-Food Items (NFIs)) to address the immediate needs of victims of conflicts, displaced persons and other affected populations (including large influxes of IDPs to their place of origin or chosen place of return) and populations having lost assets due to natural disasters or other.
Shelter and Settlements	To provide material support for shelter to address immediate needs of victims of conflicts, displaced persons, vulnerable IDPs returning to their place of origin or chosen place of return, and /or other acute emergency affected populations.
WASH	To establish basic hygiene standards and provide clean water to under-served populations impacted by emergencies-women, men, girls and boys, especially IDPs, IDPs returning to their place of origin or chosen place of return, returnees and vulnerable persons in areas affected by conflict, natural disasters; alongside nutrition emergency responses or in areas with outbreaks of waterborne diseases.

Please note that the following activities are **not** supported through the RRF: Ongoing development programming, Government salaries, Sub-sub-partners, Office start-up costs, Education, Peace-building, Food, HIV/AIDS programming, and large-scale or wholly new permanent construction activities.

Emergency Response Criteria

RRF will be activated in the event of:

- a) Conflict-induced population displacement (both newly displaced and newly accessible),
- b) Natural disasters, such as drought or flooding, that result in displacement, asset losses, and/or significant health threats.

	No response	Response
All Proposals		
Time displaced	>16 weeks; unless non-response is based on access issues	<16 weeks displaced, preference for proposals addressing displacement occurring in the last 6-8 weeks; newly accessible IDPs who have been displaced for >16 weeks
Logistics and Relief Commodities		
Number of newly displaced households	<100 HH in area	>100 HH per location; preference for reaching at least 1,000 households total in proposal
Percentage of households without NFIs	<50% of HH	>50% of households require NFI support
Shelter and Settlements		
Number of newly displaced households	<100 HH in area	>100 HH per location; preference for reaching at least 1,000 households total in proposal
Percentage of households reported sleeping in the open	<25% of HH	>25% of households reported sleeping in the open
Percentage of households without shelter	<50% of HH	>50% of households require emergency shelter
Water, Sanitation and Hygiene Promotion		
Quantity of water available	>5 liters per person per day	<5 liters per person per day
Percentage households reporting need for WASH NFIs	>50% covered	>50% of households report urgent need for WASH NFIs
Sanitation coverage	>25% covered	>75% of households require emergency sanitation facilities
Number of hygiene promoters in areas where sanitation and/or WASH NFI distribution is proposed	Hygiene promoters or health extension workers available	No hygiene promotion ongoing where sanitation and WASH NFIs distribution will be undertaken.

Proposal Requirements:

Eligibility

For NGOs wishing to receive funding through the RRF, the IOM RRF staff members will carry out a due diligence process and an assessment of organizational capacity to determine eligibility. NGO partners that satisfactorily meet due diligence requirements and demonstrate sufficient institutional, managerial, financial and programmatic capacity will be eligible to receive funding.

NGO partners that have not received any funding from the RRF for two years will require a new capacity assessment in order to re-establish eligibility.

For Implementing Partners to be a recipient of funds from the RRF, they must meet the following basic conditions:

- a) Registered locally or internationally as a humanitarian organization or non-profit organization; registration with the Charities And Societies Agency (CHSA) is a requirement to be able to operate legally in the country and is mandatory;
- b) Established sectoral competence in the area of potential intervention to be supported by the sub-grant;
- c) Established geographical presence in area of operation, or established capacity to mobilize in a short period of time;
- d) Able to meet standards of financial probity acceptable to IOM/UN, with IOM able to provide additional support as needed within the context of Ethiopia;

- e) Capacity to meet M&E and reporting requirements established by RRF-E;
- f) Registered in DUNS or willingness, with RRF-E support, to complete the registration process;
- g) Recipients will have a Code of Conduct (CoC) conforming to international standards or agree to adapt the RRF-E CoC based on IOM's policies and practices;
- h) Applicants will be provided with a copy of the April 2017 USAID/OFDA Guidelines for Proposals (USAID/OFDA Guidelines), and be required to formally confirm agreement to the conditions as laid out before disbursement of the grant is made. Applicants are directed to the sectorial guidance (particularly information on protection mainstreaming, needs assessment, and technical design). Applicants are also directed towards the "Ineligible and Restricted Goods, Services and Countries" (as provided in Section E. of the Guidelines). Applicants selected for funding (sub-grantees) will be required to agree to restrictions and conditions as set out in Section E and relevant accompanying Annexes (i.e. to affirm non-engagement with named goods, services and countries before disbursement is made).

Proposal Criteria

The review and approval of project proposals is undertaken in accordance with the overarching objectives of the RRF as well as the parameters described in the RRF Guidelines for each sector and according to the following principles:

- Funding is granted based on proposals (including adherence to Sector and Sub-sector requirements) from organizations with the capacity to respond;
- Proposals respond to acute humanitarian needs and identify the specific trigger or shock at play;
- Proposals should establish clear connections between identified acute needs and proposed activities, and reference those specific needs assessments and data sources (i.e. DTM data, seasonal assessments, Shelter/NFI & WASH Cluster data and prioritization, etc.);
- Proposals do not duplicate existing activities able to meet the current needs implemented by the same applicant or other organizations. The RRF-E team will consult with the Cluster to ensure activities fit within the sector strategy for the particular emergency response;
- Proposed activities assure the maximum coverage of regions and population, as well as different target beneficiaries (including vulnerable populations, such as older persons, female headed households);
- Cost-effectiveness;
- Articulation of synergies with existing community resources.

Cross-cutting Issues

The 2015 IOM Principles for Humanitarian Action (PHA) underpin partnerships IOM forms for humanitarian response, and articulate IOM's responsibilities vis-à-vis its partners. The following issues impact all sectors, partners and activities and are considered at all phases of grant discussions, from inception to project close-out. All Applicants must address the cross cutting issues within proposals without exception.

The beneficiaries of project activities are the main stakeholder in all anticipated responses. Individuals, families and communities are recognized as agents in their own development and in proactively finding solutions. RRF-E use evidence-based programming and encourages community engagement at all phases of the program cycle: assessment, registrations, interventions and during M&E. Interventions follow a process that stress community ownership and active involvement in project inputs to build sustainable interventions and results. Project inception should include discussions with communities explaining project goals and objectives, and how target beneficiaries will be identified. RRF-E encourages Applicants to include vulnerable members of the host community to mitigate potential conflict among beneficiary populations. Women, youth and vulnerable groups are actively sought out and encouraged to participate, including through coordinating with relevant national and local-level groups (including traditional leadership structures, religious and business leaders, and women and youth groups).

Protection Mainstreaming¹

Overarching protection mainstreaming principles include:

1. Prioritizing safety and dignity and avoid causing harm: delivering services and assistance in ways that preserve the physical integrity of individuals and communities, are culturally appropriate and avoid any unintended negative consequences, for example scheduling interventions at times that do not clash with daily economic activities and don't expose beneficiaries to risks of external attacks or threats;
2. Securing meaningful access according to needs and not on the basis of age, sex, gender, nationality, race, ethnic allegiance. Services and assistance are provided in an adequate scale, within safe and easy reach, are known by the affected individuals and accessible by all groups;
3. AAP: enabling affected individuals and communities to play an active role in the measurement of the quality of interventions, and through transparency in project design and implementation, encouraging feedback through Inter-agency feedback and complaints mechanisms, and ensuring strong M&E processes; and
4. Ensuring inclusive participation and empowerment for decision making processes, building on affected capacities and assisting people to claim their rights. Grantees are encouraged to jointly identify solutions through open dialogue.

To maximize the efficacy of humanitarian responses, Applicants will be required to abide by principles of humanitarian protection, in particular through specifically targeting and delivering services to populations with identified vulnerabilities. This may differ according to the sector/sub-sector and will be based on needs assessments and local community engagement (i.e. pregnant or lactating women, female headed households, children, the elderly, sick or disabled). Distributions or services provided should not negatively impact the health and safety of the beneficiaries or community relations. RRF field monitoring teams conduct focus group discussions, meet with local actors and hold beneficiary meetings to assure protection concerns are noted, and addressed during implementation.

Gender Integration

Globally, IOM is committed to ensuring that the particular needs of all women and men, are identified, taken into consideration and addressed, led by the IOM Gender Mainstreaming Policy 1995. The IOM PHA refer to special consideration given regarding how gender and age affect an individual's social vulnerabilities, opportunities and ability to make independent and informed choices. Tolerance, understanding and respect for all, without distinction as to race, gender, religion, color, national origin, marital status, sexual orientation, age, physical disability or political conviction are embedded within all projects and programs.

IOM integrates a gender perspective in project design, implementation and M&E. It is particularly relevant in South Sudan, where women constitute a large portion of humanitarian beneficiaries and face significant gender based discrimination and violence. Female-headed IDP households face increased responsibilities and workloads, including caring responsibilities. Male and female returnees experience displacement and re-integration differently, particularly as each gender's experiences during conflict has been different. This aspect is particularly relevant in settings in which a person's gender may have dictated their experiences – e.g. as a combatant or as someone affected by sexual violence. RRF activities engage under "do no harm" principles, with the role of each gender carefully monitored to analyze impacts on reducing existing inequalities and improving equitable access to basic rights, services, and resources. Programs are tailored according to the specific needs of different gender groups and their perspectives actively sought by the IP including to corroborate information provided.

Specifically, Applicants must consider gender balance, assure that all data on beneficiaries is disaggregated by sex and age, where possible, and analyzed and reported on accordingly. Applicants are encouraged to

¹ IOM's Principles for Humanitarian Action (2015) in line with the IASC Policy on Protection in Humanitarian Action, October 2016 aims to mainstream protection throughout its programming, therefore each target Sector includes information about protection mainstreaming.

form representative community committees including gender balance of numbers and leadership roles, depending on context. Applicants should state methods to engage different groups (understanding childcare responsibilities, routes to project locations) and discuss how to mitigate those, or amend pathways to the overall outcomes.

Inclusion of Persons with Disabilities and Older Persons

The elderly and people with disabilities are particularly vulnerable during displacement. According to IOM's bio-metric registration information 3% of the registered population is 50-59 years old, while on average 2% are 60+ years old. Many families report having to abandon the aged and infirmed as they flee through difficult and swampy terrain. Other vulnerable groups include unaccompanied and separated children, disabled children and adolescents, vulnerable heads of household (children, single/persons with disabilities, elderly caregivers). The experience and skills of older people should be called upon during program design. Project activities aim for sustainability, ensuring that skills will be able to be handed down between generations. Applicants should take steps to include older people and people with disabilities by making assistance accessible and inclusive; and provide targeted assistance to meet the unique needs of older people and people with disabilities where necessary. This may mean triangulating information to ensure elderly/persons with disabilities are not 'hidden', or redoing assessments to ensure people are counted. Applicants must include information about how to respond to the needs of persons with disabilities and older persons in their proposals, and abide by Grant agreement clauses such as the UN Convention on the Rights of Persons with Disabilities.

Conflict Resolution

To support peace and stability in a continually fragile environment, conflict resolution should be interwoven into activities as possible (e.g. equitable provision of emergency water and sanitation activities). Care will also be taken to ensure the provision of NFIs does not add to tension or increase resentment in communities. Actions should be informed by conflict analysis and the interaction programs will have on this context. To support impartial and conflict sensitive interventions, proposals should be informed by continuous contextual analysis.

Environment

Activities should respect environmental considerations. Special attention should be placed on avoiding depletion of natural water resources, with appropriate assessments analyzed to maximize resources while minimizing damage. NFI kits will be as environmentally-friendly as possible. Certain materials are procured locally to reduce transportation and when there is availability and reputable sources.

Data Protection

Any personal data gathered during activities should follow strict data protection protocols in compliance with IOM's global Data Protection Guidelines (see Annex X).

Monitoring and reporting

Grant recipients will be required to provide interim and final reports (narrative and financial) based on the indicators in these Guidelines to ensure reporting on:

Relevance, the extent to which the objectives of a program or project have been met/changed/need revision, owing to changing circumstances within the immediate context and external environment of that program or project.

Sustainability, indicating the success of an intervention in providing a bridge to more protracted support (if appropriate).

Impact, the immediate and long-term consequences of an intervention on the place in which it is implemented, and on the lives of those who are assisted or who benefit from the program.

Effectiveness, the extent to which a program has been successful in achieving its key objectives.

Efficiency, how well a given intervention transformed inputs into results and outputs.

Grantees will be required to submit Interim and Final narratives and financial reports to RRF-E at rrfethiopia@iom.int. The final narrative and financial report will be submitted according to indications in any signed agreement.

Following the grant selection, the RRF team will monitor and evaluate the implementation of the project. Field visits will be conducted to monitor project activities against stated targets within the framework of the grantees Project Proposal.

Grantees must ensure that a complaints mechanism is established in each project and that beneficiaries are consulted throughout project implementation.

Applicants will mainstream protection in all M&E activities and components. This will include the adherence to “do no harm” principles in the design and implementation of all activities under this project. All sensitive information, including beneficiary names and contact details will be stored in a secure database and will not be publicly released. Any M&E conducted by the Grantee will apply conflict sensitivity in collecting quantitative and qualitative data by understanding the conflict dynamics in the context in which they operate, particularly with respect to inter-group relations, and act upon these understandings in order to minimize unintended negative impacts and maximize positive impacts. Grantees will ensure that staff members receive Code of Conduct training consistent with professional conduct including accountability, humanitarian principles and PSEA.

Guidelines for the sectors of intervention

Sector: Logistics Support and Relief Commodities

Objective: To provide material support (Non-Food Items (NFIs)) to address the acute emergency needs of displaced populations impacted by conflict or natural disasters.

Triggers: In response to displacement due to natural and man-made disasters (all types of NFIs).

Target Beneficiaries: estimated 10,300 households (56,650 individuals)

Coordination: RRF-E staff will consult with the S/NFI Cluster 4W information and Leads (IOM, NDRMC) as needed to avoid duplication and will notify the Cluster of selected sub-grants.

Addressing Crosscutting Issues:² Confirm equitable access to commodities by all targeted individuals. Target most vulnerable groups and individuals according to need. Provide timely information in a way that can be understood by illiterate and literate people on distributions especially about what commodities will be distributed. Manage potential conflicts between recipients and non-recipients. Encourage beneficiaries not to send children to receive items at time of distribution. Provide staff/volunteers to assist those with special needs to carry distributed items and take measures to reduce risk of them being robbed. Ensure orderly distributions that do not place vulnerable people at risk of physical injury. Include measures to be put in place to prevent sexual exploitation and abuse of people seeking services.

Technical Design:

Provision of vital household items can help improve living and hygiene conditions for disaster-affected populations, providing necessary utensils for families to cook and wash, while promoting self-reliance. In 2018, the S/NFI Cluster is targeting 1.4 million IDPs, an estimated 265,000 households. The RRF-E will target 10,300 households (56,650 IDP individuals) with NFI support.

² Crosscutting issues to be addressed: different needs based on Gender Analysis, addressing needs of Persons with Special Needs (including older persons and persons with disabilities), and mainstreaming protection.

RRF-E will provide full NFIs kits which will be available for successful sub-grantees for distribution during the project. Applicants will be expected to include support for transport of materials to the response locations within their application.

Sub-sector: NFIs

To ensure rapid deployment, sub-grantees will be prioritized on the basis of having experience delivering S/NFI materials or, if applicable, prior experience implementing voucher distribution systems.

Sub-grantees will be requested to conduct the following activities: beneficiary identification and/or verification, partner coordination for distributions taking into consideration priority needs and community approaches, and avoiding duplications; distribution of commodities, and Post-Distribution Monitoring (PDMs). In areas with markets or traders able to quickly scale up to meet the specific needs of beneficiaries, the RRF proposes to support cash / vouchers (see specific requirements in the below section) sub-projects in line with the Shelter-NFI Cluster piloting of similar initiatives in Ethiopia as well as globally.

Sub-grantees must include information about the anticipated duration of the assessed population’s need for NFIs. Proposed interventions should correlate to the duration of displacement and corresponding needs.

Sub-grantees will follow internationally recognized guidelines and standards applicable to NFIs such as Sphere, and provide notification in the RRF-E sub-grant proposal when compliance is not possible, explaining reasons for non-compliance.

The NFIs will be distributed to individuals affected by conflict or natural disasters or other acute emergencies and might contain clothing, bedding and household items, personal hygiene items, dignity kits, cooking and eating utensils, etc. As an indication, the kit will contain a combination of the following:

General NFI Items:³

2. Bedding set (partial kit)		
Quantity	Item	Specification
2 to 3	Blankets	Suitable blankets commonly weigh 300-850 g/m ² , 2 x 1.5m. (1-2 kg each). Three (3) blankets recommended for highland areas
2	Bed mat	Made of woven straw or plastic strips 2 x 2.5m
3. Mosquito net set – will not be included as part of RRF-E sub-grants		
The OFDA RRF-E funding will not support procurement of Mosquito Nets, in line with OFDA guidelines on restricted goods. RRF-E funds will not be used to support transportation, distribution, storage, management, or disposal of any LLINs, including those procured with non-OFDA funds or received as gift-in-kind. Where mosquito nets are seen as needed based on assessed needs, sub-grantees should coordinate with the health cluster and/or local health facilities to advocate for distribution.		
4. Kitchen Set (partial kit)		
The Kitchen set is designed to enable cooking and serving food for five people.		
Quantity	Item	Specification
2 to 4	Plate	Metal, 24cm; Thickness: > 1.00 mm for aluminium, > 0.50 mm for steel
2 to 4	Cup	Aluminium or stainless steel with handle
1	Kettle or Jug	Aluminium 2L (estimating around 20% preference for jugs)
1	Cooking pots	Aluminium 7L; Thickness: > 1.7 mm aluminium, > 0.8 mm steel
1	Cooking Ladle	125ml

³ Kit contents based on *Kit definitions for Emergency Shelter and Non-Food Items Assistance* as defined by the Shelter/NFI Cluster in 2017.

5. Hygiene kit (partial kit)		
Quantity	Item	Specification
1	Washing basin	Diameter: 45cm
2 to 3	Jerry cans	10L and 20L
10	Soap	250 g per person based on an estimated household size of 5.5 persons

Based on the requirements of the S/NFI Cluster, sub-grantees must distribute all of the above items together as a kit; i.e. the hygiene items are an integral part of the NFI kits and will not be distributed separately.

Use of Cash:

Specific information for cash programming:

As a member of the Cash Working Group, IOM has developed tools for market assessment which are used by S/NFI Cluster members prior to any cash intervention. The tool requires input from targeted men and women and is an important step in the decision making process to identify the most appropriate modality (e.g. value or commodity voucher).

In Ethiopia, S/NFI Cluster partners are using service providers to distribute cash, including the potential to use mobile money operators. Vouchers or direct cash distributions may be used in areas where access to markets and services are available and cost effective. RRF-E anticipates 30% of grants for NFI distribution will be made using cash modalities, in line with the Shelter/NFI Cluster standard. Although cash/voucher assistance can be a higher percentage than 30%, based on the interventions of Cluster partners to date; the Shelter/NFI Cluster has established a minimum threshold of 30% unless the action is specific to an area that has already been assessed and concluded to have no viable markets. RRF-E has a Cash and Markets Advisor (CMA) who has developed tools and works with partners to use these appropriately. RRF-E will assist selected sub-grantees, particularly those who have not worked with the Cluster tools in the past, in the implementation.

Applicants proposing to implement cash projects must provide a market analysis with the following information:

Market assessment: Using tools created by IOM and the S/NFI Cluster, partners will work with IOM staff to use these tools appropriately to gather information. As part of the capacity building for partners, RRF-E would support trainings in use of S/NFI Cluster tools for cash programming to support Cluster partners.

Analysis: Market analysis data informs key program-related decisions and contributes to the selection of appropriate modalities to achieve program objectives whilst doing no harm.

Data collection: Collection of data is undertaken by competent and knowledgeable teams. Data collection systems, procedures and information sources utilized in the market assessment are appropriate and of sufficient quality to allow for the capturing of the dynamic nature of markets.

Monitoring and ensuring data validity: Monitoring activities provide a check against initial assessment findings and enable decision-making for potential adaptation of interventions.

The cash / voucher process should follow the following steps:

Coordinate with other actors; Hold Community Meeting; Establish Beneficiary Feedback/Complaint Mechanism, including reporting of fraud; Identify and Register program participants based on criteria; Conduct participants' verification (if necessary); Communication campaign continues during registration.

If partners are organizing market fairs or contracting vendors to come to the area:

Selecting and Contracting Vendors: Conduct baseline market price survey; Set vendor selection criteria, allow communities to input on vendor selection criteria; Call for vendors to apply for tendering process, include Code of Conduct in the tender package; judge proposals against criteria including ability to deliver (visit to

vendor offices for evaluation of capacity); Negotiate prices with vendors; Contract vendors. Provide training for selected vendors on the process and procedures for the market.

In accordance with IOM Procurement Manual (IN/168 rev (2)), vendors will need to sign a Code of Conduct for Supplies (organizations that do not have such a Code of Conduct for Suppliers will be given a template with all required clauses for use, organizations that do have a Code of Conduct for Suppliers will be asked to submit to assure that it meets the minimum criteria).

Special Considerations: In areas where a majority of beneficiaries do not have national ID cards, cash beneficiary identification will include anti-fraud measures such as unique serial numbers (based, for example, on beneficiary household number, location information, and commodity or value marker), color coding, receipt for organization.

If utilizing vouchers, Voucher distribution: Create vouchers; Distribute vouchers; Monitor the distribution; Destroy damaged or excess vouchers, if applicable; Monitor redemptions; Conduct quality assurance of redemption; Conduct PDM with voucher recipients and vendors; Continue market price monitoring after the cash distribution.

If utilizing vendors, Vendor Reimbursement: Vendors will be responsible for keeping vouchers to return to sub-grantee for payment; Finance and project staff verify voucher validity and total payment request; Pay vendor; Mark redeemed vouchers as void.

Post-distribution Monitoring: Focus Group Discussions with beneficiaries, note lessons learned; focus group discussions with vendors, note lessons learned. This will be required from sub-grantees who will be requested to use S/NFI Cluster templates as well as submit the reports to the Cluster.

In order to ensure that cash/voucher assistance can be delivered within the typical grant period (3 months), sub-grantees will be supported by IOM’s Cash Advisor to draw upon market information, latest and on-going market assessments with linkages to the regular Shelter/NFI Cluster Cash Working Group and the broader Cash Working Group (CWG). The growing body of evidence and guidance in these fora will allow sub-grantees to quickly pursue cash/voucher assistance, and RRF-E will support with periodic field monitoring and/or direct guidance throughout the process; particularly during the community consultation and vendor identification processes. The information from monitoring will feed into the future advice to partners to improve overall sub-grant performance. The Cash Working Group (CWG) will also provide additional support and advice to partners based on agreed procedures as well as providing feedback of lessons learned to the CWG based on partner implementation.

Applicants must ensure that cash/voucher assistance is undertaken in line with cash and voucher guidance; proposal must include:

- a) An analysis of whether markets for the goods in question are functioning and accessible, including consideration of any associated risks, such as inflation or shortages;
- b) Evidence of coordination with other cash-based programs, including CFW, that are being implemented in the immediate geographic vicinity;
- c) Strong beneficiary targeting information, as cash may be attractive to everyone; and
- d) A detailed plan on how cash will be delivered in a manner that is convenient and secure for beneficiaries, secure for staff, allows for good accountability, and respects cost-efficiency concerns.

Activities	Performance Monitoring Indicators
Population verification exercise, distribution of NFIs, post-distribution monitoring and reporting	Total number and per item USD cost of NFIs distributed, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other) Total number of people receiving NFIs, by sex and type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)

Market survey and assessment, community consultations, population verification exercise, vendor assessment, voucher distribution, post-distribution monitoring and reporting

Total number and per item USD value of cash/vouchers distributed for NFIs, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)

Required Indicators for the Logical Framework:

- Total number of NFIs distributed, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)
- Per item USD cost of NFIs distributed, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)
- Per item USD value of cash/vouchers distributed for NFIs, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)
- Total number of cash/vouchers distributed for NFIs, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)
- Total number of males receiving NFIs, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)
- Total number of females receiving NFIs, by type (e.g., plastic sheeting, flash tarpaulin, blankets, hygiene kits, kitchen sets, water containers, other)

Sector: Shelter and Settlements

Objective: To provide material support for shelter to address immediate needs of victims of conflicts, displaced persons, and /or other acute emergency affected populations.

Triggers: In response to acute emergencies where impacted populations are left without access to shelter.

Target Beneficiaries: estimated 10,300 households (56,650 IDP individuals).

Coordination: RRF-E staff will consult with the S/NFI Cluster 4W information and Leads (IOM, NDRMC) as needed to avoid duplication and will notify the Cluster of selected sub-grants.

Addressing Crosscutting Issues:⁴ Offer labor to households unable to construct their own shelter. Provide separate rooms for women and children; Provide shelter materials that offer greater privacy and dignity, especially in cultures where men's and women's are markedly separate or the privacy of the family is very important; Include measures to be put in place to prevent sexual exploitation and abuse of people seeking services.

Technical Design:

Sub-grantees will be prioritized according to their strategic geographical locations, vulnerability of beneficiaries, and on the basis of having access to ensure rapid deployment. Sub-grantees will be requested to conduct the following activities: beneficiary identification and prioritization; coordination with RRF-E and other partners regarding distributing emergency shelter (ES), considering priority needs and community approaches and avoiding duplications; distributing ES materials and conduct PDM.

During the identification and prioritization of beneficiary households, sub-grantees will identify the most vulnerable households as per S/NFI Cluster standards: persons with special needs (disabled, elderly, child-headed households). Applicants should include the activity to construct demonstration shelters with the IDP community to assure that methods to create Sphere standard shelters are understood; these demonstration

⁴ Crosscutting issues to be addressed: different needs based on Gender Analysis, of Persons with Special Needs (including older persons and persons with disabilities), and mainstreaming protection.

shelters should then serve the needs of the most vulnerable households who otherwise would not be able to construct a shelter themselves.

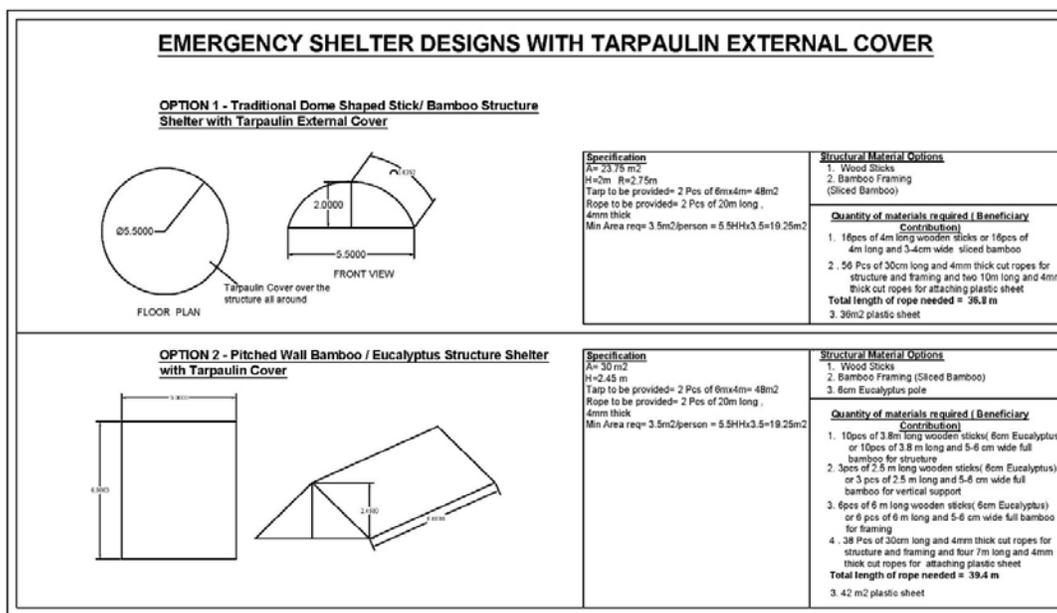
Applicants will adhere to internationally recognized guidelines and standards applicable to ES such as the ones established under the Sphere guidelines (e.g., to create a shelter with covered living area of minimum 3.5 square meters per person), and in cases where compliance is not possible, notification in the proposal must be provided as justification. IOM will provide sub-grantees with USAID/OFDA approved shelter kits and technical assistance where required, to ensure shelter standards are maintained. IOM proposes to purchase 10,300 emergency shelter kits consisting of plastic sheeting and rope to be distributed by sub-grantees. Given IOM's quick procurement and customs clearance process for Ethiopia, IOM proposes to purchase plastic sheeting which meets international standards for distribution to successful sub-grantees.

Sub-grantees will be required to be guided by principles of humanitarian protection, in particular through targeting of vulnerable populations (i.e. women, FHH, children, the elderly, sick or disabled) and ensuring that distributions or services provided do not negatively impact the health and safety of the beneficiaries or community relations.

Sub sector: Emergency/Transitional Shelter

In Ethiopia, the average/ideal living situation is equal to the minimum Sphere indicator of 3.5 square meters per individual. In this context, the provision of one shelter kit (covering at least 21 square meters, see designs below showing two standards for emergency shelter designs) per household of five and half persons is determined to be an appropriate response in the emergency phase. Distributions of shelter kits will enable individuals affected by crises receiving RRF-E support to erect appropriate shelters. Sub-grantees will follow internationally recognized guidelines and standards applicable to ES, and provide notification in the RRF-E sub-grant application when it is anticipated that circumstances make compliance impossible. Sub-grantees must ensure that beneficiaries receive instructions on creating adequate living spaces using materials provided and those gathered locally. This includes but is not limited to distribution of Information, Education, Communication (IEC) materials, conducting demonstrations on assembly of emergency shelters, and technical support drawn from the Shelter/NFI Cluster Technical Working Group guidelines; including diagrams.⁵ Demonstration shelters constructed with communities can be supported to support the most vulnerable households (i.e. the elderly, disabled, infirmed) who otherwise would not be able to construct a shelter on their own. Women and children are especially vulnerable due to their roles in communities and the protection risks inherent in being without shelter or social support networks.

⁵ In line with USAID/OFDA's "Common Comments" on Shelter and Settlements (S&S) and NFI Proposals During the Fiscal Year 2017 Proposal Review Session, https://www.usaid.gov/sites/default/files/documents/1866/USAID_OFDA_Common_Comments_on_SS_and_NFI_from_FY2017_Proposal_Reviews.pdf



As S/NFI Cluster lead, IOM ensures that kits purchased or disbursed under this sector are in line with internationally-agreed Cluster standards and specifications. In line with IFRC/UNHCR specifications, the dimensions of the plastic sheeting will be 4 meters x 6 meters, with reinforcement bands to prevent ripping and tearing⁶.

Framing material will be provided by beneficiaries and the sub-grantee organization will instruct beneficiaries on correct usage to create Sphere-compliant covered living spaces. Demonstration structures will be made to show how to create Sphere standard dwellings; these structures will be for the most vulnerable households who cannot build structures themselves (such as persons with disabilities, unaccompanied elder persons).

As part of the overall monitoring plan for the RRF-E, IOM staff will visit each sub-grant at least twice during implementation to provide supportive supervision as well as monitor the progress. During the monitoring visits, IOM staff will evaluate the construction of a sample of shelters to assess if beneficiaries are able to create covered living spaces providing 3.5 m per person. If shelters are found not to meet such standards, discussions will be undertaken with sub-grantees for possible solutions as well as with beneficiaries to understand the reasons behind any discrepancies.

Emergency Shelter Kits consist of⁷:

Number	Item	Specification	Estimated USD
2	Plastic sheeting / tarpaulin	Min 48 m ² , grade 1 (shelter grade) 4m x 6m	15 USD
1	Rope	Min 20 meters, 5-14 mm Nylon or polypropylene	1.50 USD
	Wood Sticks	Various lengths fastened with rope; 2 meter central pole	Available in local area
	Or split bamboo poles	Various lengths fastened with rope	Available in local area

⁶ Manufacturers provide that plastic sheeting meeting these specifications have a useful life of up to two years without extensive sun and/or high temperatures both of which are commonly found in the targeted districts of Ethiopia.

⁷ Kit definitions for Emergency Shelter and Non-Food Items Assistance, Ethiopia Shelter / NFI Cluster 2017.

	Or Eucalyptus pole	Recommended 6 cm diameter; 2 meter central pole	Available in local area
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Activities	Performance Monitoring Indicators
Emergency Shelter Kits (provision of inputs such as plastic sheeting, ropes); Emergency Shelter (provision of shelter materials and training, technical assistance such as dissemination of basic information needed to support the self-construction of temporary living spaces, as conditions warrant);	Number of households in the program area receiving emergency/transitional shelter Number of households in the program area receiving emergency/transitional shelter pursuant to Sphere Project standards and FOG guidelines Percentage of total affected population in the program area receiving emergency/transitional shelter assistance, by sex Total USD amount and percentage of approved project budget for emergency/transitional shelter spent on goods and services produced in the affected host country economy

Required Indicators for the Logical Framework:

- Number of households in the program area receiving emergency/transitional shelter
- Number of households in the program area receiving emergency/transitional shelter pursuant to Sphere Project standards and FOG guidelines
- Percentage of total affected female population in the program area receiving emergency/transitional shelter assistance
- Percentage of total affected male population in the program area receiving emergency/transitional shelter assistance
- Percentage of total affected male population in the program area receiving emergency/transitional shelter assistance
- Percentage of approved project budget for emergency/transitional shelter spent on goods and services produced in the affected host country economy
- Total USD amount of approved project budget for emergency/transitional shelter spent on goods and services produced in the affected host country economy

Sector: Water, Sanitation and Hygiene (WASH)

Objective: To promote basic hygiene standards and provide safe water and sanitation access to under-served populations impacted by emergencies-women, men, girls and boys, especially IDPs, and vulnerable persons in areas affected by conflict, natural disasters.

Triggers: Where there is no organization with capacity to meet the needs due to external shock and assessment data showing populations impacted by acute emergencies and under addressed needs have access to less than 5 liters of water / day; in areas with high levels of malnutrition and link between lack of access to clean water and the increased rates can be clearly shown; areas where waterborne disease outbreaks have occurred with a lack of capacity to scale up quickly by static partners (if any).

Target Beneficiaries: 3,000 IDP individuals water; 3,000 IDP individuals sanitation; up to 15,485 IDP individuals hygiene promotion without double counting⁸.

Coordination: The RRF-E team will consult the WASH Cluster 4W and Cluster leads as necessary to avoid duplication (in terms of area and programmatic response) and will notify the Cluster of approved sub-grants.

⁸ 15,845 women receiving dignity kits will also receive hygiene promotion messages, however, it is anticipated that these individuals will already be counted within the Logistics and Relief Commodities sector.

Addressing Crosscutting Issues:⁹ Consult beneficiaries regarding safe locations for latrines; Latrines should be gender segregated, with access for people with physical disabilities and provide signs (i.e. in different colors) for men’s and women’s latrines, washing and bathing facilities; Organize local communities to accompany women and children to water collection points and latrines as necessary; Build latrines away from unmonitored peripheries and supply lighting at night (such as locally available solar lighting as possible), alternatively seek contact with IOM or UNFPA for their partners to distribute dignity kits with individual lights; Construct latrines that are culturally appropriate, taking in consideration water availability and environment; Make provisions for individuals with physical disabilities, children and the elderly; combined with hygiene promotion activities, conduct education for proper use of facilities, and develop procedures for maintenance and cleaning of latrines to encourage appropriate use; Verify appropriate durability and security of latrines during design and construction; and Ensure access to WASH facilities for all target beneficiaries.

Technical Design:

WASH is one of the most essential sectors for rapid response in Ethiopia as it is often the first, most critical, response to prevent loss of life or rapidly improve outcomes. WASH interventions are critical for basic survival, good health and disease prevention; the WASH Cluster is targeting 1 million IDPs to reach with WASH interventions in 2018. Expanding access to safe water has a positive multiplier effect in vulnerable communities as it can resolve a key resource scarcity that can fuel conflict.¹⁰

For the distribution of WASH NFIs, sub-grantees must include information about the anticipated duration of the assessed population’s need for WASH NFIs. Proposed interventions should correlate to the duration of displacement and corresponding needs. If needs are anticipated to last beyond the three month project duration, an exit strategy must specifically state how the needs will be met in the future, and/or who will take over distribution if necessary. For example, for a sub-grantee proposing to distribute soap (250 grams per person per month according to Sphere standards) in an area experiencing an acute emergency – a month supply of soap would be distributed alongside the monthly food distribution; concurrently, hygiene promoters would emphasize the use of ash for hand washing at critical times, to enable a transition from soap distributions after the acute emergency phase. In areas where needs will remain, sub-grantees can also propose to distribute WASH NFI consumables for an increased period (i.e. distribution of three months’ worth of soap if needs will remain for hard to reach populations) while also focusing on alternative strategies.

IOM will purchase the following items as part of the NFI kit mentioned above for distribution by sub-grantees:

5. Hygiene kit (partial kit)		
Quantity	Item	Specification
1	Washing basin	Diameter: 45cm
2 to 3	Jerry cans	10L and 20L
10	Soap	250 g per person based on an estimated household size of 5.5 persons
1	Dignity kit	Sanitary Pads; Underwear; Laundry Soap; Body soap; Solar light; Headscarf; Whistle; Women's Fabric; Kit Bag

The items listed above are part of the NFI kit distributed within Ethiopia. Typically these are not distributed separately. (Additional specific items may be added according to the circumstances and the needs.)

Sub-grantees proposing the distribution of WASH NFIs for household water treatment (HHWT) products, such as aquatabs (NaDCC (Sodium Dichloroisocyanurate)), PUR (with filter cloth and buckets as needed by

⁹ Crosscutting issues to be addressed: different needs based on Gender Analysis, of Persons with Special Needs (including older persons and persons with disabilities), and mainstreaming protection.

¹⁰ IDP Sanitation and Hygiene Promotion Scale-Up Strategy, Ethiopia WASH Cluster. Accessed January 24, 2018 : https://reliefweb.int/sites/reliefweb.int/files/resources/ethiopia_sanitation_and_hygiene_scale_up_strategy_-_first_draft.pdf

community) or household filters, require a clear justification, promotion, sensitization, and follow-up with households to assure understanding and proper usage. Sub-grantees must clearly state where these items will come from, e.g. UNICEF, local Ministry of Water, Irrigation and Energy offices.

Sub sector: Hygiene Promotion

Hygiene promotion activities should be conducted through hygiene promoters identified from the targeted populations, in collaboration with any existing water and sanitation committees or IDP site committees. Activities should aim to develop good hygiene practices, preventing diseases and encouraging positive health behaviors. The project should focus on three to five hygiene promotion messages to support other proposed project activities such as WASH NFI distribution or access to improved sanitation (i.e. importance of handwashing with ash or soap at critical times, proper water storage using clean containers with lids, proper disposal of human excreta) given the short intervention duration. Proposals should clearly state reasons and context of message selection and brief hygiene promotion methodology in line with Cluster recommendations. The imperative for hygiene promotion is demonstrated by the overall sanitation conditions and observation of common practices. If a response is undertaken where there is minimal sanitation infrastructure, parallel hygiene promotion activities should be automatically conducted to complement the infrastructure. In accordance with LEGS and in areas where water sources are used for access to safe water access for both human and livestock consumption, targeted hygiene messages (for example: animals should take water away from the well or borehole to avoid contamination, fencing (wooden poles or other natural, locally available materials) should be created to protect the hand-pump or well cover) will be promoted to reduce risk of contamination at the point of use. Sub-grantees proposing the distribution of dignity kits or household water treatment (HHWT) products, such as aquatabs (NaDCC (Sodium Dichloroisocyanurate)), PUR (with filter cloth and buckets as needed by community) or household filters, must include the promotion, sensitization, and follow-up with households to improve their uptake and proper usage. As noted above, proposals must clearly state where HHWT products will come from; partners should contact UNICEF, Ministry of Water, Irrigation and Energy for access to available stocks. Hygiene promoters, existing water committees and community leadership can be involved in the promotion activities.

The sub-grantee will support the active participation of women and including specific trainings for women as hygiene promoters, including to support adolescent girls practice menstrual hygiene in conditions of dignity and privacy.

Sub-grantees selected to operate will follow WASH Cluster and Sphere guidelines, or provide notification in the RRF-E sub-grant proposal when it is not possible to comply with the guidance indicated, explaining reasons for non-compliance.

Activities	Performance Monitoring Indicators
Train hygiene promoters on key messages, including in support of WASH NFI provision, sanitation infrastructure provision House to house hygiene promotion, community hygiene promotion activities, IEC activities, focused group discussions, provision of WASH NFIs, post distribution monitoring	Number of people trained as hygiene promoters Percent of target population demonstrating good hand-washing practices; Percent of target population demonstrating correct water usage and storage; Number of people receiving direct hygiene promotion (excluding mass media campaigns and without double-counting)

Sub sector: Sanitation Infrastructure

Sanitation programs will be sensitive to ongoing community-led programs and ensure that only critical assistance is provided to displaced populations, in full consideration of the impact of emergency measures on normally functioning systems. Interventions will include: Providing emergency shower stations; providing handwashing facilities; providing multi-household/communal or institutional latrines. The sub-grantee will

also ensure the provision of material for the maintenance and cleaning of the facilities, technical assistance, and guarantee appropriate design and placement. Based on WASH Cluster recommendations, for camp sites with over 2,000 people, the design of the shared toilet and bathing space will consist of a square block with three toilets and 1 shower cubicle shared between twelve households. The target coverage will be such that there is 1 toilet for 20 persons as per Sphere standards post-acute emergency.

Communal/institutional latrines will be supported only in certain circumstances: During the initial phase of a disaster relief response; in temporary camps where the sub-grantee (or other trusted entity) is continuously present and where the sub-grantee can establish an agreement with the beneficiaries that ensures communal/institutional latrines will be maintained following the end of the project. For latrines that will continue to function after the project period, it must be clear who will be responsible for the decommissioning, and that the responsible party has the tools and capacity to complete the decommissioning.

Sub-grantees must include handwashing and shower stations in conjunction with multi-family / communal latrines.

Sub-grantees selected to operate will follow Sphere guidelines, or provide notification in the RRF-E sub-grant proposal when it is not possible to comply with the guidance indicated, explaining reasons for non-compliance.

Activities	Performance Monitoring Indicators
Emergency communal latrines constructed; coordination with hygiene promotion campaign for proper usage	Number of communal/institutional latrines completed that are clean and in use in compliance with Sphere standards Percent of communal/institutional latrines completed that are clean and in use in compliance with Sphere standards Number of beneficiaries benefiting from communal/institutional latrines
Hand-washing facilities constructed	Number of communal/institutional hand-washing facilities completed and in use Percent of communal/institutional hand-washing facilities completed and in use
Construction of emergency bathing facilities / shower stations	Number of emergency showers stations constructed
Identification of areas for proper human excreta management (in line with improved open defecation fields strategy); provision of tools for burying human excreta	Number and type of sanitation facilities rehabilitated Number of people directly benefitting from the sanitation infrastructure program

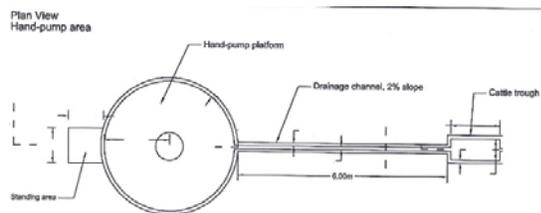
Sub sector: Water Supply Infrastructure

The main objective of water supply support through the RRF-E will be support newly displaced households in areas with acute, emergency shortages in water (where less than 5 liters of water per person per day is available). Interventions will be supported in temporary settlements of displaced populations affected by natural or man-made disasters where existing water resources have been contaminated (e.g. due to floods), water resources have been damaged by conflict, and/or water supplies do not exist to provide at least 5 liters of water per person per day. High-density settlements/camps which have received a large influx of people and where all the basic facilities are non-existent will be prioritized.

In the context of the RRF-E sub-grantees who can provide adequate justification (such as evidence from assessments or feasibility study) for proposed activities will be supported in creating hand dug wells, maintaining, operating and rehabilitating existing boreholes, repairs of existing water supply infrastructure, purifying water and distributing water through tankers. Water trucking will be undertaken as a last resort where existing water supplies are inadequate to meet acute, emergency demand or in cases of immediate need such as a where IDPs are not anticipated to stay longer than three months. Water quality monitoring for water trucking operations will follow the WASH cluster’s *Guideline for Emergency Water Trucking* for Somalia (which follows WHO recommendations for water standards) which notes that: bulk chlorination is preferred

over point of use; residual chlorine level at the point of use should range in between 0.15 and 0.3 mg/l, while in locations where an outbreak of AWD is present free residual chlorine at the point of use should range in between 0.2 to 0.5 mg/l. Alongside with water trucking, water quality monitor tools should be shared by sub-grantees or RRF-E will share tools to be used (included but not limited to sanitary survey at water source, water truck maintenance, water chlorination, water monitoring). In cases where water trucking is allowed, sub-awards which include water trucking will develop a strong transition and/or exit strategy.

Types of interventions: Rehabilitation of existing water points including adding separate cattle trough for animals to access water (see design example left); Emergency water purification (or filtration) systems; Provision of water storage facilities, tanks or bladders including chlorination systems; Provision of additional water points including piping and water taps and hand dug wells; Training of Water Management Committees including woreda/kebele to maintain water infrastructure; Emergency water distribution using water tankers (as last resort).



As per Sphere guidelines, the sub-grantee is encouraged to provide at least 7.5 liters safe water per person per day (lppd) (though ideally 15 lppd) and work to ensure that the maximum distance of the water points is less than 500 meters from any household/shelter. As this target is often difficult to reach, especially in Somali region for the scattered locations and low availability of trucks, the Ethiopian standards can be considered, which provide and ultimate target of safe water supply at 5 lppd. Partners will be encourage to use Sphere standards, but the Ethiopian standard can be accepted in for sub-grants with a justification of why Sphere is unlikely to be met and the number of beneficiaries would increase.

Activities will be conducted in order to ensure that water resources are provided within the context of meeting short-term emergency needs and to avoid creating conditions on the ground that may lead to protracting displacement. RRF-E will not support a response in areas where there has not been an acute shock due to a man-made or natural disaster in the last 6-8 weeks.

Activities	Performance Monitoring Indicators
Provide populations with improved access to safe water through borehole rehabilitation and repairs, hand-dug wells, water trucking	Number of people directly benefitting from the water supply infrastructure program Number of clean water points functioning Percent of clean water points functioning
Population vs. water available calculations to assure Sphere standards are met	Average water usage of target population in liters per person per day prior to interventions Average water usage of target population in liters per person per day after interventions