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| --- | --- |
| **Name of Applicant Organization:** |  |
| **UEI number (if available):** |  |
| **Name of Contact:** |  |
| **Contact Telephone Numbers:** |  |
| **Contact Email Addresses:** |  |
| **Title of Project:** |  |
| **Proposed Start Date:** |  |
| **Proposed End Date:** |  |
| **Amount of Funding Requested:** | USD |
| **Location:** | Region: Zone: Woreda: |
| **Sector(s) /Sub Sector(s):** | Sector: Shelter and Settlements  Sub-Sector(s): Shelter; S&S NFI; Settlements  Sector: Multipurpose Cash Assistance  Sector: WASH  Sub-Sector(s): Water Supply; Sanitation; Hygiene Promotion; WASH NFIs  [PLEASE DELETE SUB-SECTORS THAT DO NOT APPLY] |
| **Estimated number of direct beneficiaries: [Household size estimated to be 5 persons]** | IDPs: |
| Host Community: |

#### Problem Statement (maximum ½ page, plus appendices if applicable)

*Clearly describe the acute emergency situation/problem statement that the proposed action will address. Include data (specific numbers) from assessments relevant to the Sector and Sub-sectors as well as relevant data from past years to clearly show the external shock.*

*Please attach any relevant assessment report(s) specifically relating to the emergency needs addressed by this proposal.*

*Provide specific information about the specific number of people impacted by the emergency, noting how the emergency has impacted women, men, girls and boys differently, impacts on older populations and people with special needs. Especially analyzing the power dynamics, and risk of harm and abuse that the different groups are likely to face in the emergency setting.*

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| --- | --- | --- |
|  | **Response Trigger** | **Proposal** |
| **All Proposals** | | |
| **Location** | **Site is prioritized by either the S/NFI, CCCM or WASH cluster or Cash Working Group depending on application purpose/sub-sector** |  |
| **Shelter and Settlements** | | |
| **Number of newly displaced households** | **>500 affected HH per location; preference for reaching at least 1,000 affected households total in proposal** |  |
| **Percentage of affected households reported sleeping in the open** | **>25% of newly displaced/returned households reported sleeping in the open** |  |
| **Percentage of affected households without shelter** | **>50% of newly displaced/returned households require emergency shelter or shelter repair kits** |  |
| **Percentage of affected households without NFIs** | **>50% of newly displaced households require NFI support; specific populations such as new IDPs in existing camps; persons with special needs requiring additional NFI support, such as persons with disabilities, elder persons, households fostering unaccompanied, separated minor children; neglected displacement areas identified as high priority by S/NFI Cluster** |  |
| **Number of households sheltering in a site needing CCCM support** | **RRF-E will give priority to CCCM responses in sites with at least 2,000 displaced households in one proposal** |  |
| **Water, Sanitation and Hygiene Promotion** | | |
| **Quantity of water available per a HH** | **<7.5 liters per person per day** |  |
| **Sanitation coverage** | **<25% covered** |  |
| **Number of hygiene promoters in areas where WASH response is proposed** | **Hygiene promoters or local health extension workers are not sufficient to cover disaster affected households in the target area** |  |
| **Multipurpose Cash Assistance** | | |
| **Markets situation and availability of items / vendors** | **Markets functional** |  |
| **Targeted households are not currently enrolled in programs for food assistance (PSNP/JEOP/WFP/GoE)** | **Targeted households are not enrolled and were unable to access food assistance during most recent round; coordination with food actors for incorporation in planned upcoming rounds; MPCA only to cover the gap period** |  |
| **Reduce Coping Strategy Index (rCSI) rating as indicated by the Integrated Food Security Phase Classification (IPC)[[1]](#footnote-1)** | **IPC level is equal to or greater than 3** |  |
| **Vulnerable households impacted by natural disaster** | **Limited to no drought response in target area** |  |

#### Coordination (maximum 1 paragraph)

*Please indicate the coordination that has taken place prior to submitting the proposal. Note other organizations implementing in the area and how coordination will take place.*

#### Program Goal (maximum 2 sentences)

*Clearly describe the program goal/objective of the proposed intervention. This should clearly link to the problem presented above.*

#### Activities (see also Logframe below)

*Please describe activities by Sector/Sub-Sector, using the below draft activities as guidance (please delete any activities that are not relevant for the proposed project, and complete all information in highlighted brackets).*

*As per the RRF-E Guidelines please specifically indicate whether supplies necessary for the implementation of the project will come from RRF-E or through cash/voucher.*

*Please refer to the notes in the RRF-E Guidelines for specific regulations concerning cash / voucher (either value or commodity based) programming.*

# Sector: Shelter and Settlements

**Emergency Shelter (ES)**

**Activity 1.1.1: Conduct introductory meetings** to share clear communication about the selection criteria and ensure that all stakeholders understand the process. The meetings will involve Woreda and Kebele representatives, [Organization] and representatives of the affected communities (both IDPs). Groups with a specific need that will be prioritized for assistance include girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women-headed households, older persons, persons with disabilities. [Organization] will facilitate and identification of the target beneficiaries based on the set beneficiary selection criteria.This meeting will take place initially before listing any potential beneficiaries, transporting items and providing assistance in the specific kebele. Key points to be addressed in the introductory meeting include:

* *Explanation of the purpose of the assistance: all stakeholders should be clear on who the target group is and why.*
* *Identify and agree on targeted locations within the Woreda. The meeting should priorities and select areas for the specific registration of beneficiaries.*
* *Agree on committee members for the actual registration of beneficiaries and prepare a plan/schedule for registration in in each location.*
* *Introduce the Complaint and Feedback Mechanisms (CFMs) that will be established during the project, including the IOM hotline number 6396.*

**Activity 1.1.2: Beneficiary identification and registration** will take place once a committee is established for registration of beneficiaries. The relevant parties from woreda DRMO, kebele officials and committee will work as a team, with [Organization], to do the registration. This will reduce challenges during verification; however, independent verification will be conducted by [Organization]. Complaints and feedback mechanisms will be incorporated into the selection process.

**Activity 1.1.3: Final verification** will be done independently by [Organization]. The verification will be carried out at the household level. Groups with specific need that will be prioritized for assistance include: girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women-headed households, older persons, persons with disabilities.

**Activity 1.1.4a – Standard ES Kit:** **Procurement and delivery of emergency shelter items**, including in-kind items from IOM/RRF (2 tarpaulins and 1 rope per household). [Organization] will procure wooden poles, roof nails, wire nails, bonda, and IEC BCC materials for [Number] households. [Organization] will consider mitigation measures during the procurement process to reduce adverse environmental impacts. [Organization] will utilize wooden poles from a reputable vendor that meet SNFI Cluster standards, and efforts will be taken to source from environmentally sustainable timber operations.

Emergency Shelter kits consist of[[2]](#footnote-2):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Specification** | **Unit** | **Quantity** | **Unit Price USD** | **Total Price USD** |
| Plastic sheeting/tarpaulin | Material for the reinforced attachment points) Six bands of 7.5cm width made of woven black HDPE fibers fabric and coated with grey LDPE on the outside. 6mx4m pre-punched 8mm holes on the two sidebands at 0.1m +/-10% intervals, positioned in the center of the band. (Weight 190g/m² ± 20g) \*Refer to ICRC/IFRC Plastic sheeting and Tarpaulin’s specification for more | Pcs | 2 | In-Kind from IOM | |
| Rope | Min 20 meters, 6-14 mm. (tensile strength: >200 kg) | Pcs | 1 |
| Wooden poles | 6 cm diameter thick pole - 6 meter long | Pcs | 10 | 3 | 30 |
| Roof Nails |  | Kg | 2 | 2 | 4 |
| Wire nails | 2kg 8cm, 2kg 12cm | Kg | 2 | 2 | 4 |
| Washers | approx. 3.8 cm/1.5” in diameter, made of stiff plastic or, for example, locally available materials such as recycled bike or vehicle tires | Lump | 1 | 5 | 5 |
| Bonda | Metal Strap | Pcs | 2 | 2 | 4 |
| IEC BCC materials | Containing information on appropriate fixing guides of emergency shelter kit provided | A3 sized paper | 2 | 1 | 2 |
|  |  | Items Cost | | | 49 USD |

**Activity 1.1.4b – Dome-shaped ES Kit: Delivery of emergency shelter items,** including in-kind items from IOM/RRF (2 tarpaulins and 2 rope per household). In drought and other areas, as appropriate based on local shelter preferences, emergency shelters will be constructed by households with technical support from IP based on local preference for dome shaped shelters built using local materials, specifically *calotropis procera* or king’s crown, and in-kind materials from RRF-E, two (2) tarpaulins and two (2) ropes (20m each, 6-8mm diameter, plastic ropes). For this shelter model, there will only be local procurement of shelter materials if needed and culturally appropriate. In such cases, framing material can be purchased by the [Organization] who will then instruct beneficiaries on correct usage to create Sphere-compliant covered living spaces. [Organization] will consider mitigation measures during the procurement process to reduce adverse environmental impacts. Sub-grantees will utilize wooden poles from a reputable vendor that meet SNFI Cluster standards, and efforts will be taken to source from environmentally sustainable timber operations.

**Activity 1.1.5: Provide training for beneficiaries in constructing emergency shelters** with the items in the kit, through constructing [Number] demonstration shelters. The [Number] shelters per location built as demonstration shelters will be given to the most vulnerable households (persons with special needs, such as elderly, women headed households with 3-4 children under 5 years old, or child headed households). This training should reference USAID/BHA tarp installation best practices, to maximize the efficacy and longevity of ES materials, available in this video (<https://www.youtube.com/watch?v=mQ4RxSzsGZY>).

**Activity 1.1.6: Distribute ES Kit** for [Number] IDP households. During the distribution of ES kits, [Organization] will raise awareness of the hotline number for complaints 6396 and put in place measures to assure the mainstreaming of protection.

**Activity 1.1.7: Conduct Post Distribution Monitoring (PDM**). PDM will be conducted two weeks after the emergency shelter and non-food items kit distribution. Enumerators will be trained on how to collect data and conduct assessments using tools adapted to this project, and they will survey a sample of households in the area that received assistance.

**Sub Sector: S&S NFIs (in kind)**

**Activity 1.2.1**: **Conduct introductory meetings** to share clear communication about the selection criteria and ensure that all stakeholders understand the process. The meetings will involve Woreda and Kebele representatives, [Organization] and representatives of the affected communities (both IDPs and host communities). Groups with specific need that will be prioritized for assistance include: girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women - headed households, older persons, persons with disabilities. This meeting will take place initially before listing any potential beneficiaries, transporting of items and providing assistant to the specific kebele. Key points to be addressed in the introductory meeting include:

* *Explanation of the purpose of the assistance: all stakeholders should be clear on who the target group is and why.*
* *Identify and agree on targeted locations within the Woreda. The meeting should priorities and select areas for the specific registration of beneficiaries.*
* *Agree on committee members for the actual registration of beneficiaries and prepare a plan/schedule for registration in in each location.*
* *Introduce the Complaint and Feedback Mechanisms (CFMs) that will be established during the project, including the IOM hotline number 6396.*

**Activity 1.2.2: Beneficiary identification and registration** will take place once a committee is established for registration of beneficiaries. The relevant parties from woreda DRMO, kebele officials and committee will work as a team, with [Organization], to do the registration. This will reduce challenges during verification; however, independent verification will be conducted by [Organization]. Complaints and feedback mechanisms will be incorporated into the selection process.

**Activity 1.2.3**: **Final verification** will be done independently by [Organization]. The verification will be carried out at the household level. Groups with specific needs that will be prioritized for assistance, in accordance with the Shelter/NFI Cluster endorsed vulnerability criteria, include girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women-headed households, older persons, persons with disabilities. The verification process will also provide [Organization] an opportunity to identify vulnerable households among the beneficiaries that require special attention to access and use project inputs, so that the team can appropriately plan for additional support accessing the distribution sites, safely transporting in-kind materials, and distribution to specific households by [Organization] staff as needed.

**Activity 1.2.4: Delivery of in-kind (from IOM/RRF) non-food item (NFI) kits** for [Number] IDP households by [Organization] from Addis Ababa to [Locality(ies) of intervention].

**Activity 1.2.5: Distribution of NFI Kit** (in-kind from IOM/RRF) for [Number] households (see table below). During the distribution of NFI, [Organization] will raise awareness of the hotline number for complaints 6396 and put in place measures to assure the mainstreaming of protection. The distribution of emergency shelter and NFI kits will be at the same time and for the same households. Kits are in-line with Shelter/NFI Cluster standards.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NFI Kit** | | | | | |
| **Item** | **Specification** | **Unit** | **Quantity** | **Unit Price USD** | **Total Price** |
| Blankets | Make woven, dry raised both sides Content ISO1833 on dry weight 50% wool fibers +/- 5%, 50 % other textile fibers, recycled fibers accepted. 1.6m x 2.2m; (1 to 2kg weight) min 250g/m2, TOG (Thermal Resistance of Garment): min: 2.0 | Pcs | 2 | 8 | 16 |
| Bed mat | Material: waterproof, assorted colors, edges secured 2 x 2.5m | Pcs | 2 | 8 | 16 |
| Kettle | Aluminum 2lt | Pcs | 1 | 9 | 9 |
| Kitchen Set | 2 Plates 24cm Thickness: > 1.00 mm for aluminum, > 0.50 mm for steel; 4 Cups Aluminum or stainless steel with handle, (300ml holding capacity) (min 0.5mm for stainless steel); 1 Cooking pot Aluminum 7lt Thickness: > 1.7 mm aluminum, > 0.8 mm steel; | set | 1 | 31 | 31 |
| Ladle | 1 Cooking Ladle Min 100ml Stainless steel, length: 30cm minimum. Thickness: Min. 1mm in the center of the scoop | Pcs | 1 | 3 | 3 |
| Washing basin | Diameter: 60cm Stainless Steel | Pcs | 1 | 8 | 8 |
| Soap | Multipurpose soap 250 gm | Pcs | 5 | .5 | 2.5 |
| Jerrycan | 20lt Rigid plastic (Min 45mm opening), Food grade plastic, “Should resist 5 drop tests from 2m high, full with water” | Pcs | 1 | 5 | 5 |
| Jug and basin set | Plastic 1lt | Pcs | 1 | 4 | 4 |
| Kit based on average household size 5 person | | | | | |

Households headed by or including persons with disabilities will receive kits specifically designed for persons with disabilities by the Shelter/NFI Cluster. It should be calculated as 15% of the total of NFI kits to be requested for a location.

The Disability and Inclusion NFI kits consist of:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Disability and Inclusion NFI Kit** | | | | | |
| **Item** | **Specification** | **Unit** | **Quantity** | **Unit Price USD** | **Total Price** |
| Blankets | Make woven, dry raised both sides Content ISO1833 on dry weight 50% wool fibers +/- 5%, 50 % other textile fibers, recycled fibers accepted. 1.6m x 2.2m; (1 to 2kg weight) min 250g/m2, TOG (Thermal Resistance of Garment): min: 2.0 | Pcs | 1 | 8 | 8 |
| Mattress | 1.90mtr x 0.90mtr x 8cm (Thickness |  | 1 |  |  |
| Bed mat | Material: waterproof, assorted colors, edges secured 2 x 2.5m | Pcs | 1 | 8 | 8 |
| Kettle | Aluminum 2lt | Pcs | 1 | 9 | 9 |
| Kitchen Set | 2 Plates 24cm Thickness: > 1.00 mm for aluminum, > 0.50 mm for steel; 4 Cups Aluminum or stainless steel with handle, (300ml holding capacity) (min 0.5mm for stainless steel); 1 Cooking pot Aluminum 7lt Thickness: > 1.7 mm aluminum, > 0.8 mm steel; | set | 1 | 31 | 31 |
| Ladle | 1 Cooking Ladle Min 100ml Stainless steel, length: 30cm minimum. Thickness: Min. 1mm in the center of the scoop | Pcs | 1 | 3 | 3 |
| Washing basin | Diameter: 60cm Stainless Steel | Pcs | 2 | 8 | 16 |
| Soap | Multipurpose soap 250gm | Pcs | 5 | .5 | 2.5 |
| Jerrycan 10L | 10lt Rigid plastic (Min 45mm opening), Food grade plastic, “Should resist 5 drop tests from 2m high, full with water” | Pcs | 2 | 3 | 6 |
| Jug and basin set | Plastic 1lt | Pcs | 2 | 4 | 8 |
| Kit based on average household size 5 person | | | | | |

**Activity 1.2.6: Conduct Post Distribution Monitoring (PDM).** PDM will be conducted two weeks after the distribution. Enumerators will be trained on how to collect data and conduct assessments using tools adapted to this project, and they will survey a sample of households in the area that received assistance.

**Sub-Sector: S&S NFIs (cash for NFI)**

**Activity 1.3.1: Conduct introductory meetings** to share clear communication about the selection criteria and ensure that all stakeholders understand the process. The meetings will involve Woreda and Kebele representatives, [Organization] and representatives of the affected communities (both IDPs and host communities). Groups with specific need that will be prioritized for assistance include: girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women - headed households, older persons, persons with disabilities. This meeting will take place initially before listing any potential beneficiaries, transporting of items and providing assistant to the specific kebele. Key points to be addressed in the introductory meeting include:

* *Explanation of the purpose of the assistance: all stakeholders should be clear on who the target group is and why.*
* *Identify and agree on targeted locations within the Woreda. The meeting should priorities and select areas for the specific registration of beneficiaries.*
* *Agree on committee members for the actual registration of beneficiaries and prepare a plan/schedule for registration in in each location.*
* *Introduce the Complaint and Feedback Mechanisms (CFMs) that will be established during the project, including the IOM hotline number 6396.*

**Activity 1.3.2: Beneficiary identification and registration** will take place once a committee is established for registration of beneficiaries. The relevant parties from woreda DRMO, kebele officials and committee will work as a team, with [Organization], to do the registration. This will reduce challenges during verification; however, independent verification will be conducted by [Organization]. Complaints and feedback mechanisms will be incorporated into the selection process.

**Activity 1.3.3: Final verification** will be done independently by [Organization]. The verification will be carried out at the household level by conducting a damage assessment. Groups with specific needs that will be prioritized for assistance, in accordance with the Shelter/NFI Cluster endorsed vulnerability criteria, include girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women-headed households, older persons, persons with disabilities. The verification process will also provide [Organization] an opportunity to identify vulnerable households among the beneficiaries that require special attention to access and use project inputs, so that the team can appropriately plan for additional support.

**Activity 1.3.4**: **Conduct market assessment and mapping** of the potential NFI kit suppliers and banks in [Locality(ies) of intervention]. [Organization] will conduct a market assessment in [Locality(ies) of intervention] market center to establish market functionality and availability of NFIs and a mapping of the potential NFI kit suppliers and banks in [Locality(ies) of intervention] to ensure the smooth transfer of the cash assistance and to link beneficiaries with the market.

[Paragraph on cash modality (transfer, cash in hand, voucher) and market].

**Activity 1.3.5**: **Awareness raising on the utilization of cash for NFI kits for [Number] IDP HHs**. IDPs will be informed on the intended purpose of the cash, local market availability, market-related issues and purchase possibilities with the assistance. During the awareness-raising, different leaflets and banners will be printed and posted in the cash distribution areas. [Organization] will abide to the donor guideline that “Implementing partners will be expected to communicate clearly to communities about the use of the cash / vouchers, including emphasizing that the assistance is for NFIs and should not be used to purchase food, pesticides or pharmaceuticals”. Awareness raising communications with targeted households will support access to NFI kits and procurement of the required items with standardized quality and quantity.

**Activity 1.3.6**: **Distribute cash for NFI kits for selected vulnerable households.** In alignment with guidance from the Shelter/NFI Working Group and Cash Working Group, cash will be provided equivalent to the cost of the standardized NFI kits for each household, which includes: Washing Basin (1 pcs), Kettle (1 pcs), Cups (4 pcs), Metal Plates (2 pcs), 7 liter Cooking Pot (1 pcs), Ladle (1 pcs), Jerrican (20 lit 1 pcs), Sleeping Mat/s (2 pcs), Blanket (2 pcs), Laundry Soap (bar) (10 pcs). Considering the existing market situation, these standardized NFI items cost [Number in USD]. [Organization] will raise awareness of the hotline number for complaints 6396 and put in place to assure the mainstreaming of protection.

[Paragraph on cash disbursement process].

**Activity 1.3.7: Conduct Post Distribution Monitoring (PDM).** PDM will be conducted two weeks after the distribution. Enumerators will be trained in how to collect data and conduct assessments using tools adapted to this project, and they will survey a sample of households in the area that received assistance.

**Sub-Sector: Settlements / Camp Coordination Camp Management (CCCM)**

**Activity 1.1.1: Coordination & information management.** [Organization] will support Woreda level authorities to coordinate IDP humanitarian response in the target location through [weekly/bi-weekly/monthly] coordination meetings, and maintenance of basic information management tools. [Organization] staff will regularly map actors and monitor service provision in sites, against humanitarian standards, including SPHERE, Minimum Standard in camp management, etc. and share the findings with the CCCM Cluster for compilation in monthly site profiles. Distribution planning and completion will be tracked on a [weekly/bi-weekly/monthly] basis and circulated to site/area level partners to enhance distribution coordination. Identified gaps will be followed up on a [weekly/bi-weekly/monthly] basis with the relevant responsible parties, (humanitarian actors and government). [Organization] will maintain a site resident database and conduct monthly head counts at the site.

**Activity 1.1.2: Community participation and self-governance.** [Organization] will support the inclusion of the displacement-affected population in the target locations through community self-governance structures such as committees for site/kebele management/coordination, women, youth, and committees for people with disabilities (PwDs). The existing committees will be supported with refresher trainings on Terms of Reference (ToR) and Code of Conduct (CoC). [Organization] will support the maintenance and functioning of a complaints and feedback mechanism (CFM) at each site, as an Accountability to Affected Populations (AAP) channel for beneficiaries in the target locations. [Organization] will ensure that information about feedback and complaints mechanisms is available in appropriate language(s) and format(s) to account for different levels of literacy and technology use and is accessible for people with specific requirements. [Organization] staff will receive, refer, follow-up and, where possible, close complaint and feedback cases on a [weekly/bi-weekly/monthly] basis. [Organization] will compile CFM data to identify overall trends which will be used to inform advocacy with appropriate partners and Clusters at sub-national level, work with service providers to make sure all staff across the sites have shared understanding, and respond to, track and document feedback and complaints.

**Activity 1.1.3: Site development / decommissioning**. [Organization] will provide site maintenance services as needed. If the site is closed during the project period, [Organization] will support the decommissioning of the site once IDPs have left. Decommissioning activities may include cleaning and repairing the sites. In accordance with the CCCM Cluster Guidance Note on Site Decommissioning, these activities may include the following:

* The site must be cleaned thoroughly
* Efforts must be exerted to restore the site to its approximate original state prior to the establishment of the site. If trees were cut to pave the way to the establishment of the camp, funding must be allocated to do tree planting activity in close collaboration with the relevant Government agency to ensure care and maintenance of the planted trees
* Signages must be installed to alert the people of possible hazards relating to septic tanks and solid waste management dumps / pits.
* Assessment and fixing of all damaged infrastructure such as windows and doors of classrooms if the departure site is an informal collection centre such as a school.
* Ensure that electrification of the rooms and site is fixed by supporting with electricity maintenance materials such as wires, cables, bulbs, sockets, switches etc.
* Repair and maintenance of existing drainage networks within the site by ensuring they are desilted to allow proper water flow or to ensure that temporary drainage are properly filled
* Communal facilities (kitchens, multi-purpose administrative building etc.) are likewise dismantled properly ensuring that sharp objects are handled and disposed properly so they do not pose danger or harm thereafter.
* Recyclable materials would need discussion in case they can be donated to relevant parties.

**Activity 1.1.4: Capacity building.** [Organization] staff will attend training provided by the IOM CCCM team and the CCCM Cluster, as available, to ensure all staff members have an enhanced knowledge and understanding of CCCM concepts and best practices in camp-like settings, including protection mainstreaming, by humanitarian actors and local authorities.

# Sector: Multipurpose Cash Assistance (MPCA); Sub-Sector: MPCA

**Activity 1.1.1: Cash feasibility and needs & market assessment.** [Organization] will conduct a market assessment in the relevant market center to establish market functionality as well as a mapping of financial service providers to ensure the smooth transfer of the cash assistance and to link beneficiaries with the market.

**Activity 1.1.2: Conduct introductory meetings** to share clear communication about the selection criteria and ensure that all stakeholders understand the process. The meetings will involve Woreda and Kebele representatives, [Organization] and representatives of the affected communities (both IDPs and host community). Eligibility criteria include: households with no member employed; no financial support; not received aid; have lost source of income/no productive assets. Among eligible households, priority will be given to those that meet the following vulnerability criteria: Female-, child-, elderly-, disabled- headed HHs; HHs with disabled members; HHs living in informal settlements / collective shelters or unfinished buildings. [Organization] will facilitate and identification of the target beneficiaries based on the set beneficiary selection criteria. This meeting will take place initially before listing any potential beneficiaries and providing assistance in the specific kebele. Key points to be addressed in the introductory meeting include:

* *Explanation of the purpose of the assistance: all stakeholders should be clear on who the target group is and why.*
* *Identify and agree on targeted locations within the Woreda. The meeting should priorities and select areas for the specific registration of beneficiaries.*
* *Agree on committee members for the actual registration of beneficiaries and prepare a plan/schedule for registration in in each location.*
* *Introduce the Complaint and Feedback Mechanisms (CFMs) that will be established during the project, including the IOM hotline number 6396.*

**Activity 1.1.3: Beneficiary identification and registration** will take place once a committee is established for registration of beneficiaries. The relevant parties from woreda DRMO, kebele officials and committee will work as a team, with [Organization], to do the registration. This will reduce challenges during verification; however, independent verification will be conducted by [Organization]. Complaints and feedback mechanisms will be incorporated into the selection process.

**Activity 1.1.4: Final verification** will be done independently by [Organization]. The verification will be carried out at the household level by conducting a damage assessment and HLP due diligence assessment or with the beneficiary community. Eligibility criteria include: households with no member employed; no financial support; not received aid; have lost source of income/no productive assets. Among eligible households, priority will be given to those that meet the following vulnerability criteria: Female-, child-, elderly-, disabled- headed HHs; HHs with disabled members; HHs living in informal settlements / collective shelters or unfinished buildings.

**Activity 1.1.5: Distribute Multi-Purpose Cash for selected households**. The value and duration will be the equivalent of $XXX USD split between X distributions of $XX USD each, based on guidance from the Cash Working Group, and will be communicated clearly with the beneficiary households. The delivery mechanism will be based on assessment findings from Activity 1.1.1.

**Activity 1.1.6: Conduct Post Distribution Monitoring (PDM).** PDM will be conducted two weeks after the Multi-Purpose Cash distribution, with a minimum set of questions to collect and understand the beneficiary’s feedback on the quality, effectiveness of response and impact of the MPC assistance for lesson learn and future programing. Enumerators will be trained on how to collect data and conduct assessments using tools adapted to this project, and they will survey a sample of households in the area that received assistance.

# Sector: Water, Sanitation and Hygiene (WASH)

**Sub-Sector: Water Supply**

**Activity 2.1.1: Rehabilitation of non-functional water schemes.** In order to increase access to safe water supply, [Organization] will rehabilitate (#of targeted water schemes) water schemes from (list of target kebeles) of (name of target woreda). The implementing partner will conduct detailed feasibility assessment for the targeted water schemes(s) and will identify needs. During the assessment, [Organization] will assess and ensure whether targeted schemes will be productive after the rehabilitation work. The rehabilitation work will be based on identified gaps which may include well site clearing, head work maintenance and drainage work, removing non-functional hand pumps, supply, and installation of new hand pumps, and fencing works.

Prior to the activity start, [Organization] will ensure local community leaders, elders, women, men, different group representatives and kebele administrators are actively involved in the site selection for rehabilitation work. Moreover, [Organization] will coordinate with the local woreda water office on the site selection as well as during rehabilitation work. Each rehabilitated water scheme will be disinfected before commissioning and checked for adherence to WHO minimum water quality standards. Bacteriological and physical water quality tests will be conducted prior to usage. The rehabilitation of these water schemes will increase access to safe water to (# of beneficiaries - individual) drought affected individuals.

**Activity 2.1.2: Provide capacity building for WASHCos:** Strengthen water scheme WASHCo through O&M capacity building workshop.To improve water scheme operation and sustainability [Organization] will provide a three-day capacity building training to (#of WASHCos) WASHCos from the targeted non-functional water schemes on operation, maintenance and management of water schemes using local government training manual. The session will have both theoretical and practical sessions. Each WASHCo have 7 members, where (#of total WASHCos members) members will participate in the training. At least 50% of the WASHCo members will be females.

**Activity 2.1.3: Procure and install temporary reservoirs with tap stands.** [PLEASE REMOVE THIS ACTIVITY IF NOT REQUIRED] To support water trucking, [Organization] will procure a temporary water storage reservoir of [Number of liters] liters and install the reservoir at [Location name] to serve [Number of people] people. The reservoir will be connected to [Number of taps per tap stand] tap stand(s). (Please provide BOQ for installation of tap stand.)

**Activity 2.1.4: Hire trucks and provide water through water trucking.** [Organization] will provide safe water through water trucking for selected most vulnerable (# of target individuals) drought induced IDPs who have critical water shortage from (list of targeted IDP sites/kebele names) of (Woreda name) for (# of months). Based on the SPHERE minimum standard, each targeted beneficiary will have access to 7.5l/c/d of treated water.

The operation will support the transportation of (#number of liters of water per a day) liters of treated water per day, addressing (#of individuals) individuals per day; each receiving 7.5l/p/day. Whenever required, [Organization] will procure and install (#of water reservoirs) temporary water collection reservoirs, each with (#capacity in M3) with tap stands to ensure proper distribution of trucked water.

[Organization] will operate water trucking with definite period until other sustainable solutions are provided. Moreover, the implementing partner shall have clear and safe exit strategy before starting water trucking.

**2.1.5: Water quality monitoring:** Water quality will be given due attention with regular monitoring at source and distribution points. The level of residual chlorines (on average 0.5mg/l at drop-off points and 0.2mg/l at HH level) will be tested regularly using the pool tester. [Organization] will procure (# of drums) drums of 70% HTH chlorine to be used for the disinfection and chlorination of water. FRC measuring pool testers with reagents and turbidity measure tubes will be borrowed from RRF IOM for water quality monitoring purpose for the project period only. The implementing partner will deploy (# of personnel) water quality monitor/attendant who will monitor the water quality and ensure delivery of safe and treated water as per the proposed quantity.

**Sub-Sector: Sanitation**

**Activity 2.2.1: Construction of emergency sanitation facilities.** To break the potential of communicable disease outbreak due to unsanitary conditions, [Organization] will construct (#of blocks of latrine) improved and cleanable communal sanitation facilities with hand-washing facility at (list of target sites/kebeles) of (name of woreda) Woreda. Prior to the construction activity, the implementing partner will consult local community on the design and location of latrine facilities. Each block of the sanitation facility will have four stances where one of them shall be accessible for the disabled persons (*Attach BoQ*). Disability inclusion, GBV and other protection risk mitigations will be considered during the planning, site-selection and construction phases of the sanitation facility. The sanitation facilities will be sex segregated and ensure safety and privacy of users. The latrines shall be constructed having cleanable slab and have internal locks. Based on the National WASH Cluster and SPHERE Minimum Standard, each stance of the toilet will be for 50 individuals use. Accordingly, (# of target users - i.e., 50\*#stances\*# blocks) drought affected individuals will have access to improved sanitation facilities.

**Activity 2.2.2: Provide latrine cleaning kits.** [Organization] will procure and provide latrine cleaning kits to the latrine attendants to ensure the cleanliness of the facility. For this, [Organization] will establish a local voluntary committee who will be facilitating the cleaning of communal latrines. (# of sets) sets of cleaning kits will be procured and provided for this committees to facilitate the proper cleaning of the sanitation facilities. The latrine cleaning kit will contain; plastic brooms, different detergents for cleaning, buckets, jerricans, pairs of heavy-duty gloves, aprons, pairs of gumboots, mask and laundry soaps. The Hygiene Promoters will monitor and supervise the operation. When the latrines getting full, they will be safely decommissioned so that it will not cause any further potential risk for the environment.

**Sub-Sector: Hygiene Promotion**

**Activity 2.3.1: Organize training for hygiene promoters:** The hygiene promotion interventions will focus to improve the bad behaviors associated with poor knowledge, attitude and practice among the targeted drought affected communities. (#of HPs considering ratio 1:500) hygiene promoters will be recruited from the affected community to reach (#of target individuals) drought affected individuals. At least half of the hygiene promoters will be females.

**Activity 2.3.2: Produce IEC/BCC materials:** Different mix of promotional methods including IEC/BCC materials, mass campaigning, social mobilization, house-to-house and drama will be used. Locally appropriate and culturally fit (#of IEC/BCC posters) IEC/BCC materials will be produced by customizing existing WASH Cluster/UNICEF IEC materials.

**Activity 2.3.3 Conduct hygiene promotion campaigns and mass mobilization:** Three days training will be organized for the deployed HPs and the training will focus on promoting key positive behaviors like hand washing with soap at critical times, properly using latrines and sanitation facilities, and safe water storage. The trained hygiene promoters will conduct awareness creation, campaigning and community mobilization among drought affected people from (list of kebeles/woreda). Hygiene promoters will also be trained to maintain the sanitation facilities and use the latrine training kits.

**Sub-Sector: WASH NFIs**

**Activity 2.4.1: Conduct introductory meetings** to share clear communication about the selection criteria and ensure that all stakeholders understand the process. The meetings will involve Woreda and Kebele representatives, [Organization], and representatives of the affected communities (both IDPs and host communities). Groups with a specific need that will be prioritized for assistance include girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women-headed households, older persons, and persons with disabilities. [Organization] will facilitate and identification of the target beneficiaries based on the set beneficiary selection criteria. This meeting will take place initially before listing any potential beneficiaries, transporting items, and providing assistance to the specific kebele. Key points to be addressed in the introductory meeting include:

* *Explanation of the purpose of the assistance: all stakeholders should be clear on who the target group is and why.*
* *Identify and agree on targeted locations within the Woreda. The meeting should prioritize and select areas for the specific registration of beneficiaries.*
* *Agree on committee members for the actual registration of beneficiaries and prepare a plan/schedule for registration in each location.*
* *Introduce the Complaint and Feedback Mechanisms (CFMs) that will be established during the project, including the IOM hotline number 6396.*

**Activity 2.4.2: Beneficiary identification and registration** will take place once a committee is established for the registration of beneficiaries. The relevant parties from the Woreda water office and DRMO, kebele officials, and the committee will work as a team, with [Organization] to do the registration. This will reduce challenges during verification; however, independent verification will be conducted by [Organization]. Complaint and feedback mechanisms will be incorporated into the selection process.

**Activity 2.4.3: Final verification** will be done independently by [Organization]. The verification will be carried out at the household level. Groups with specific needs that will be prioritized for assistance include girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women headed HHs, older persons, and persons with disabilities.

**Activity 2.4.4: Transport WASH NFIs**, including in-kind items from Addis Ababa IOM/RRF ([Number] Jerry can, [Number] washing basins, and [Number] multipurpose soap) from Addis Ababa IOM warehouse to the target woredas. [Organization] will distribute plastic jerry cans and washing basins for [number] HHs along with water purification chemicals. Each target HH will receive 2 pcs of 20L Plastic jerrycans and 1 washing basin. IOM/RRF will provide [number] plastic jerry cans and [number] washing basins in kind, available from the IOM warehouse in Addis Ababa. [Organization] will facilitate the transportation from Addis Ababa to the project location and manage the distribution of the items at the community level. As the majority of the communities use unsafe water from unprotected sources, the distribution of the water storage container will increase access to safe and treated water in complement with water treatment chemical distribution. [Organization] will promote safe drinking water storage and proper utilization of the chemicals at the community level.

Emergency WASH kits consist of[[3]](#footnote-3):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| S/N | Item | Quantity/HH | Number of HH | Total | Specification |
| 1 | Washing basin | 1 | 2,000 | 2,000 | Diameter: 60cm |
| 2 | Jerry cans | 2 | 2,000 | 4,000 | 20L |
| 3 | Soap | 15 | 2,000 | 30,000 | 250g per person based on an estimated household size of 5 persons for 3 months |

**Activity 2.4.5: Distribute WASH NFIs** for [number] HH. During the distribution of WASH kits, [Organization] will put measures in place to assure that there is shade for people waiting to collect items and that people with specific needs are considered (special line for pregnant and lactating women, direct distribution to beneficiaries’ houses for persons with disabilities and elderly persons or persons with chronic diseases).

**Activity 2.4.6: Conduct Post Distribution Monitoring (PDM).** PDM will be conducted two weeks after the distribution. Enumerators will be trained on how to collect data and conduct assessments using tools adapted to this project, and they will survey a sample of households in the area that received assistance.

#### Exit Strategy

*Please describe the exit strategy for the project.*

#### Addressing Crosscutting Issues

*Provide information about how Protection will be mainstreamed. Describe how the different needs of women, men, girls and boys, people with special needs, disabled and older populations identified in the Problem Statement will be addressed during sub-project implementation. Include measures to be put in place to prevent sexual exploitation and abuse of people targeted through project activities.*

#### Risks and Assumptions

*Explain the assumptions made by the organization about the conditions and requirements for the project to be completed. Explain the risks and how the risks will be mitigated in the table below.*

|  |  |
| --- | --- |
| **Risks** | **Mitigation strategy** |
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#### Monitoring and Evaluation

*Please refer to the RRF Guidelines and include a Monitoring and Evaluation plan. Weekly updates which identify challenges in implementation and actions taken to address the challenges, and a final report between 14 and 30 days after project completion are required.*

#### Budget – To be evaluated on Cost Effectiveness (including cost per beneficiary)

Please use Annex III for the budget.

#### Logical Framework\* - Indicators must include those from the RRF Guidelines

\*Please use table from Annex III with set indicators.

#### Work Plan – Please follow the order of proposed Activities in Section IV

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| **Month 2022** | **September** | | | | **October** | | | | | **November** | | | | | **December** | | | |
| **Week** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | | **2** | **3** | **4** | **1** | | **2** | **3** | **4** |
| **Activities (list below)** |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |
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\*Add rows and numbers to the table for additional Intended Results and Activities as necessary.

1. Current Integrated Food Insecurity Phase Classification (IPC) are available at woreda level at <https://fews.net/east-africa/ethiopia>. [↑](#footnote-ref-1)
2. Kit definitions for Emergency Shelter and Non-Food Items Assistance, Ethiopia Shelter / NFI Cluster 2022. Specifications for each item are detailed in the Ethiopia Shelterpedia: Technical Guidance on Response Options. [↑](#footnote-ref-2)
3. Kit definitions for Emergency Shelter and Non-Food Items Assistance, Ethiopia Shelter / NFI Cluster 2020. [↑](#footnote-ref-3)