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| **Name of Applicant Organization:** |  |
| **DUNS number** |  |
| **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 [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** | **Proposed** |
| **All Proposals** |  |  |
| **Location** | **Site is prioritized by either the S/NFI or CCCM cluster depending on application purpose/sub-sector** |  |
| **Shelter and Settlements** |  |  |
| **Number of newly displaced households** | **>100 affected HH per location; preference for reaching at least 500 affected households total in proposal** |  |
| **Percentage of affected households reported sleeping in the open** | **>50% 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 Site Management / CCCM responses in sites with at least 1,000 displaced households in one location** |  |

#### 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.*

**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 name] 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, persons with disabilities. [Organization name] 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 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.*

**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 name], to do the registration. This will reduce challenges during verification; however, independent verification will be conducted by [Organization name]. Complaints and feedback mechanisms will be incorporated into the selection process.

**Activity 1.1.3:** The final verification will be done independently by [Organization name]. 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. 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 1.1.4:** Procurement and delivery of emergency shelter items, including in-kind items from IOM/RRF ([Number] tarpaulins and rope). [Organization name] will procure wooden poles, roof nails, wire nails, bonda, and IEC BCC materials for [Number] households.

Emergency Shelter kits consist of[[1]](#footnote-1):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Specification** | **Unit** | **Quantity** | **Unit Price USD** | **Total Price USD** |
| Plastic sheeting/tarpaulin | Material for the reinforced attachment points sheets) 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 | 3 | 3 |
| Wooden poles | 6 cm diameter thick pole - 6 meter long | Pieces | 8 | 3 | 24 |
| 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 | | | 46 USD |

**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).

**Activity 1.1.6:** Distribute of ES Kit for [Number] IDP households. During the distribution of ES kits, [Organization name] will put measures in place to prevent the spread of COVID-19.

**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.

**S&S NFIs (in kind / cash for NFI)**

**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 name] 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.*

**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 name], to do the registration. This will reduce challenges during verification; however, independent verification will be conducted by [Organization name]. Complaints and feedback mechanisms will be incorporated into the selection process.

**Activity 1.2.3:** The final verification will be done independently by [Organization name]. 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 name] 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 name] staff as needed.

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

**Activity 1.2.5(A):** Distribution of NFI Kit (in-kind from IOM/RRF) for [Number] households (see table below). During the distribution of ES/NFI [Organization name] will provide COVID-19 awareness to all beneficiaries and will put measures in place to prevent the spread of COVID-19 including handwashing station for beneficiaries, social distancing in the waiting area and lines, and information. The distribution of emergency shelter and NFI kits will be at the same time and for the same households. Kits are in-line with ES/NFI Cluster standards.

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| **NFI Kit – In-Kind from IOM** | | | |
| **Item** | **Specification** | **Unit** | **Quantity** |
| 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 |
| Bed mat | Material: waterproof, assorted colors, edges secured 2 x 2.5m | Pcs | 2 |
| Kettle | Aluminum 2lt (estimating around 20% preference for jugs) | Pcs | 1 |
| 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 |
| Ladle | 1 Cooking Ladle Min 100ml Stainless steel, length: 30cm minimum. Thickness: Min. 1mm in the center of the scoop | Pcs | 1 |
| Flashlight (torch) | Solar-rechargeable, if available | pcs | 1 |
| Women's clothing items | women's underwear, sheety/drya cloth, etc., if available | set | 1 |
| Washing basin | Diameter: 60cm Stainless Steel | Pcs | 1 |
| Soap | Multipurpose soap | Pcs | 10 |
| Jerrycan | 20lt Rigid plastic (Min 45mm opening), Food grade plastic, “Should resist 5 drop tests from 2m high, full with water” \*Potentially will add additional jerrycan | Pcs | 1 |
| Jug and basin set | Plastic | Pcs | 1 |
| Kit based on average household size 5 person | | | |

**Activity 1.2.4(B)**: Conduct market assessment and mapping of the potential NFI kit suppliers and banks in [Locality(ies) of intervention]. [Organization name] 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 1.2.5(B)**: **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].

[Paragraph on cash disbursement process].

**Activity 1.2.6(B)**: 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 name] 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 1.2.7:** 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.

**Settlements**

**Activity 1.3.1:** Support site-level coordination through the organization of regular inter-agency meetings with other humanitarian actors and Government officials at Site and/or Area (e.g. Sub-City/Woreda) levels and active follow-up of gaps across all sectors. [Organization name] proposes to work in the following sites: [specify name of site, kebele and woreda of the sites]. The intervention will support [Number] IDP HHs.

**Activity 1.3.2:** Support community self-governance structures (Site/Kebele Management/Coordination Committees, Women’s Committees, Youth Committees, etc.) through training of committee members, community mobilization events, consultations, and liaison between beneficiaries and stakeholders.

**Activity 1.3.3:** Mobilize a Community Feedback Mechanism (CFM) as an AAP channel for displaced households residing in the site. Through a help desk or other appropriate initiative [Specify how the feedback mechanism will be organized], [Organization name] staff will receive, refer, follow-up and, where possible, close complaint and feedback cases. [Organization name] will also compile CFM data to identify overall trends which will be used to inform advocacy with appropriate partners and Clusters at sub-national level.

**Activity 1.3.4:** Train community self-governance structures about how to use the Community Feedback Mechanism. Raise awareness with the community self-governance structures about how to use the mechanism for their further awareness raising among IDPs in the displacement site.

#### 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.*

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| **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; Interim reports within month 1 or 1.5 of the start of the program; 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 2021** | **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. Kit definitions for Emergency Shelter and Non-Food Items Assistance, Ethiopia Shelter / NFI Cluster 2020. [↑](#footnote-ref-1)