

# Emergency Plan of Action (EPoA)

**Country / Region: Disaster**

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| **DREF / Emergency Appeal / One International Appeal *(select / delete as appropriate)*****n° MDRxx123** | **Glide n° XX** |
| **For DREF; Date of issue: X Month Year**  **For Emergency Appeal: Date of launch: X Month Year**  **For One International Appeal: Date of launch: x Month Year**  ***(select / delete as appropriate)*** | **Expected timeframe: X months,**  **Expected end date: Month Year; if the operation (appeal) timeframe is extended, indicate here to XX months and therefore ending at XX Month, Year. *(delete this timeframe extension reference if not applicable).*** |
| **Category allocated to the of the disaster or crisis: Yellow / Orange / Red *(select / delete as appropriate)*)** | |
| **DREF allocated: CHF XX; Appeal / One International Appeal budget: CHF XX; if the appeal budget is revised (increase / decrease), indicate here to CHF XX. *(delete this budget revision reference if not applicable).*** | |
| **Total number of people affected:** | **Number of people to be assisted: if the total number of beneficiaries is revised, indicate here to XX. *(delete this revised number of beneficiaries’ reference if not applicable). For a revised appeal number of people to be assisted should come from registration data/detailed assessment.*** |
| **Host National Society(ies) presence (n° of volunteers, staff, branches):** | |
| **Red Cross Red Crescent Movement partners actively involved in the operation:** | |
| **Other partner organizations actively involved in the operation:** | |

A. Situation analysis

**Description of the disaster**

[*Summary of the situation:*

* *Type of disaster, its location and scope/size;*
* *Damage caused, numbers of affected population, their actual and potential needs[[1]](#footnote-1);*
* *In case of operation is to prepare for an imminent crisis: expected dates and likely areas of impact, number of people who are likely to be affected and the expected effects of the event*
* *Numbers of affected population (disaggregated by sex, age, and other relevant characteristics).]*

**To integrate CEA**: *In this section, be sure to highlight any specific issues relating to lack of information or communication issues. For example, are telecommunications systems down? Is the population informed about what is happening or are there major information needs, which are causing added frustration?*

**Summary of the current response (300 words)**

**Overview of Host National Society.**

* [Summary of action already taken by the National Society to respond to the disaster
* Description of the capacity of the National Society to ensure continuation of the response.]

**To integrate CEA**: *Does the National Society have any experience of CEA? If so, what activities are they undertaking and since when? For example, do they have a complaints and feedback system? Have they used radio, mobile cinema or SMS?*

**Overview of Red Cross Red Crescent Movement in country**

* [Description of the IFRC presence (in-country and/or the region);
* Action / planned action of partner National Societies and the ICRC;
* Movement coordination mechanisms in place, implementation of the SMCC.]
* Decision to have a joint assessment, plan or One International Appeal

**To integrate CEA**: *Do any of the Movement partners have experience of CEA?*

**Overview of non-RCRC actors in country**

* [Summary of action of other actors: Government, Civil Protection/Defence, Military, UN, INGOs, local NGOs
* Coordination mechanisms in place (clusters or government coordinating body).]

**To integrate CEA**: *Describe what others are doing in relation to CEA (Government, Civil Protection/Defence, Military, UN, INGOs, local NGOs) and any coordination mechanisms in place, such the Communicating with Communities working group.*

**Needs analysis, targeting, scenario planning and risk assessment**

**Needs analysis (500 words)**

[Summary of the immediate and potential needs, capacities, vulnerabilities and protection risks for women, men, boys and girls, with a focus on the most vulnerable and excluded groups, based on needs assessments (e.g. from the National Society, IFRC/ICRC, government figures, and other organisations’ figures). Provide a summary analysis of how the disaster has impacted different groups within the community. Consider also protection risks (threats of violence, abuse or violation of rights) for affected people, and the capacity of the operation to mitigate these risks.]

**To integrate CEA**: This section should be based on your assessment data and secondary data available, such as previous knowledge, attitudes and practices surveys, media landscape guides or demographic health studies. In this section, you need to make the case for the CEA activities and approaches you want to include in the plan of action. There should be a clear link between the needs analysis and the activities you choose to implement.

Topics to include here are; What are people’s current information needs? Do they lack information on where to access support, such as medical help or clean water? Are people frustrated by a lack of information on what is happening? Are rumours spreading? Do people need life-saving information, such as which areas are safe in a conflict or a disaster or how to avoid a secondary disaster, such as an outbreak of disease? Do people have knowledge on how to prevent the specific disease/epidemic? What are their attitudes and practices in relation to the healthy behaviours we want to promote? Do people have a means of asking questions, making their needs clear or raising complaints? Are there key issues affecting the safety and recovery of the population that need to be addressed by other key stakeholders, such as Government?

**Targeting (300 words)**

[Justification for how targeted population has been selected (i.e. evidence of need, vulnerability, risk) based on the needs assessment data available, (mentioning the affected areas and why the selected ones are being targeted, or the basis of the selection of the population to be assisted, disaggregated by age and sex (disaggregation by vulnerabilities where possible).]

**To integrate CEA**: How will communities be involved in target selection? How will you ensure that the selection process is fair, transparent and includes not only the community leaders? Will the selection of recipients be verified widely by a broad representation of the community?

**Scenario planning (300 words)**

[Description of likely evolution of the situation based on forecasts, and if possible and applicable, description of the best, most likely, and worst-case scenarios.]

**To integrate CEA**: Description of likely evolution of the situation based on forecasts, and if possible and applicable, description of the best, most likely, and worst-case scenarios. Include information on the evolution of people’s information needs and potential dissatisfaction with the response and the impact this could have on access and security. Also consider the likely emergence and spread of rumours and the impact this could have on the operation.

**Operation Risk Assessment (200 words)**

[Summary of:

* Any known or anticipated risks, i.e. the security situation, state of the roads and difficulty of access;
* Mitigation action that will be taken to limit the effects of these risks].

**To integrate CEA**: Include risks here related to community engagement and accountability. For example, what are the potential upcoming risks in relation to communication needs, community engagement and accountability? For example, are there issues that are making it difficult to engage with the community, such as ethnic tensions, unsafe travel areas or hostility towards the Red Cross Red Crescent? Is a lack of access to information that could put people at risk? Are people engaging in potentially unsafe behaviours that could put them at risk, such as drinking unclean water or staying in unsafe shelters? Is there a risk of rumours spreading? Do people have a method to raise complaints, especially serious ones about fraud and physical and sexual exploitation and abuse – if this were to occur and the population could not report it, what could be the consequences for the operation?

B. Operational strategy[[2]](#footnote-2)

[Refer to the **Annex A** for a menu of outcomes, outputs and their indicators by Areas of Focus (AOFs) and Strategies for Implementation (SFIs). **AOFs that are not relevant for the subject operation should be removed from the plan.**

**Note: Cash Transfer or Cash Based Programming**

**Conditional cash** distributions should be mentioned in the respective Area of Focus: e.g. Livelihoods for vouchers to be encashed at a local seed fair, Shelter for cash grants to complete an emergency shelter, etc.

**Unconditional/multipurpose cash** distributions should be included in Area of Focus 3 Livelihoods and basic needs Output 1.5.

**Note: Non-Food Items:**

All Non-Food Items are to be included under Area of Focus 2 Shelter Output 1.1 except items to meet specific Livelihoods, Health, Water sanitation & hygiene needs which should be included in the respective Area of Focus.]

[Explain how the National Society will:

Carry out continuous needs assessment[[3]](#footnote-3) (including taking into account gender and diversity sensitive needs) and analysis;

Ensure integrated programming between sectors;

Ensure community and local government participation, and programme accountability to affected people;

Promote early recovery;

Analyse and share data, information and lessons learned;

Ensure transparency and accountability (including through monitoring, reviews, evaluations, etc)]

**Note: Strategies for implementation**

Please explain details about the support services relevant for the specific operation (also please remember to include the relevant outcomes and outputs if needed), such as:

* Human resources (number of volunteers, and the role of volunteers in the specific operation, number of national society staff directly involved in the operation, if any surge capacity is required for the operation and if yes, what would be the technical expertise, role of the surge) NS staff who are 100% for the operation shall be added under S1.1.4 AP040; surge deployment to S2.1.1. AP046;
* Logistics and Supply chain Procurement plans (how the procurement process will be organized, any fleet or warehousing costs or capacity needs, IFRC procurement procedures will be followed etc.) S2.1.4 AP050
* Communication (in case any communication campaign, materials etc. is planned) S3.1.1 AP053
* Information Technology (IT); S2.2.5 AP052
* Security S4.1.4 AP066
* Planning, Monitoring, Evaluation and Reporting (PMER) S3.2.1 AP058
* Administration and Finance S4.1.3 AP064 and AP065

***To integrate CEA into the operational strategy section:***

* *Include any activities that directly support only one sector within that section. For example, if you are running a mobile cinema on hygiene promotion, include that in the narrative about WASH. If you are sending out SMS only on livelihoods, include that in the livelihoods section. If you have a feedback system only for shelter, then include it in the shelter narrative.*
* *However,* ***you should also include a separate section on CEA*** *that will explain how the operation will be accountable and transparent and ensure community participation. The CEA section is part of strategies for implementation and should come at the end of the narrative on the sectors/areas of focus, for example next to PMER. You should include in the CEA section any CEA activities that support more than one sector – for example a feedback and complaints system that supports the whole operation, or a radio show that will cover multiple topics.*
* *Topics to outline in the CEA section include:*
  + *How the community will be consulted and engaged before and during the assessment and planning process, including how local capacities will be built upon as part of the response*
  + *How communities will be kept informed about operational activities and progress, including support available from the National Society, selection criteria, distribution processes, delays or challenges and how people can participate*
  + *How community feedback and complaints will be collected and acted on as part of regular monitoring*
  + *Any CEA activities for social and behaviour change communication, information as aid or evidence-based advocacy that will support more than one sector.*

**Overall Operational objective:**

[Provide the overall objective of the operation]

***To integrate CEA into the overall operation strategy:*** *include a line around ‘deliver an accountable operation that meets the needs of the affected population’.*

*If you have more space you could include: ‘affected people have access timely, accurate and trusted information that enables them to take action regarding their safety, health and wellbeing and engage in two-way communication with the RCRC to influence and guide decisions, enabling them to adapt, withstand and recover from external and internal shocks*

# C. Detailed Operational Plan

[Refer to the **Annex A** for a menu of outcomes, outputs and their indicators by Areas of Focus (AOFs) and Strategies for Implementation (SFIs). **AOFs that are not relevant for the subject operation should be removed from the plan.**

**Note: The list of suggested activities aims to serve a menu** and budgeting guidance, **please remove those that are not relevant and add those that are not mentioned**, but are appropriate for the context of operation.

***Note: Cash Transfer or Based Programming***

* ***Conditional cash*** *distributions should be mentioned in the respective Area of Focus: e.g. Livelihoods for vouchers to be encashed at a local seed fair, Shelter for cash grants to complete an emergency shelter, etc.*
* ***Unconditional/multipurpose cash*** *distributions should be included in Area of Focus 3 Livelihoods and basic needs Output 1.5.*

***Note: Non-Food Items:***

*All Non-Food Items are to be included under Area of Focus 2 Shelter Output 1.1 except items to meet specific Livelihoods, Health, Water sanitation & hygiene needs which should be included in the respective Area of Focus.]*

***To integrate CEA into the operational plan:***

1. ***ALL CEA ACTIVITIES SHOULD BE CODED AP084***
2. *CEA activities directly in support of* ***only one*** *sector should sit under that sector (mobile cinema for hygiene promotion) –* ***BUT STILL CODED AP084***
3. ***CEA ACTIVITIES THAT SUPPORT MORE THAN ONE SECTOR SHOULD GO UNDER SF2.1.3 IN THE STRATEGIES FOR IMPLEMENTATION SECTION. Use output code AP084.*** *This includes CEA activities, training and staffing. Examples of activities include feedback systems that support the whole operation, radio shows that cover multiple topics, SMS systems that send out messages on many sectors.*
4. ***Check CEA TOOL 7.1*** *Template logframe, activities and indicators for more ideas on indicators and activities*

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| **P&B**  **Output**  **Code** | **Output S2.1.3: NS compliance with Principles and Rules for Humanitarian Assistance is improved** | |
| Activities planned  Week / Month |

*Some additional guidance*

* *Include a line in the needs analysis at the top of each section to justify why you have included the CEA activities you have chosen. Activities under the sectors/areas of focus (AOF) that are linked to CEA have been highlighted in yellow.*
* *Discuss and agree any CEA inclusions with the rest of the team and the National Society.*
* ***READ*** *the outcome and the output of the section you are adding CEA activities to and make sure it makes sense! Advice is given in the form of comments throughout the sections below.*

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| D:\Users\ekaterina.daummer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\icon Shelter-01.png | **Shelter**  **People targeted:**  Male:  Female:  **Requirements (CHF)** |

(Remove if not applicable)

**Needs analysis:** *Provide a short description of the anticipated (if at initial assessment stage) or confirmed needs (following detailed needs assessment) in this sector which the PoA will seek to meet.*

**Population to be assisted:** *Provide a short summary of the* ***target population****,* ***(the number, location etc.)****, including the selection criteria as they apply to their perceived or confirmed vulnerabilities and the sector. Include how they will or have been consulted and to what degree they have or will participate in the program implementation.*

**Programme standards/benchmarks:** *Indicate the* ***programme standards or benchmarks e.g Sphere*** *the activities will seek to meet.*

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| **P&B**  **Output**  **Code** | **Shelter Outcome 1: Communities in disaster and crisis affected areas restore and strengthen their safety, well-being and longer term recovery through shelter and settlement solutions** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Shelter Output 1.1: Short, medium and long-term shelter and settlement assistance is provided to affected households** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP005* | Assessment of shelter needs, capacities and gaps |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Identification of caseloads and verification of beneficiaries in different target groups – inclusion factors integrate gender, diversity and disability in the response |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Identification of the appropriate modality of support for each caseload |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Identification of community participation modalities in program design and implementation |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Coordination with other relevant sectors for integrated programming |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Coordination with government and other stakeholders |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Analysis of the local market to identify availability/access to shelter and household items (can be two separate activities) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Distribution of the shelter and household items to the affected population (can be two separate activities) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Design and implementation of cash transfer programming (cash, vouchers, etc.) to meet shelter needs to the affected population |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Monitoring of the use of distributed shelter and household items and/or cash |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Provision of support to affected population on HLP issues |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP005* | Evaluation of the shelter support provided |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP084* | Set up mobile cinema to reach remote communities and promote debate on shelter practices or  Develop questions and answers material for volunteers and community members on cash distribution or  Set up a feedback system specific to the shelter programme |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Shelter Output 1.2: Technical support, guidance and awareness raising in safe shelter design and settlement planning and improved building techniques are provided to affected households** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP006* | Technical support provision, build back safer guidance, awareness raising activities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Identification and mobilization of volunteers for shelter intervention |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Development of appropriate training material for awareness raising/training of volunteers |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Awareness raising/training of shelter volunteers |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Identification, assessment and analysis of appropriate and safe local building techniques/practices |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Development of appropriate technical guidance, training and messaging (appropriate to the type of support being provided) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Awareness raisinп/training on safe local building techniques to local builders |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Development and provision of appropriate technical support modalities and materials for transfer of knowledge to beneficiaries |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Development and provision of appropriate technical support modalities and materials for transfer of knowledge to beneficiaries |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Monitoring of adoption of technical guidance |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP006* | Evaluation of adoption of technical guidance |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |

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| D:\Users\ekaterina.daummer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\icon Livelihoods-01.png | **Livelihoods and basic needs**  **People targeted:**  Male:  Female:  **Requirements (CHF)** |

(Remove if not applicable)

**Needs analysis:** *Provide a short description of the anticipated (if at initial assessment stage) or confirmed needs (following detailed needs assessment) in this sector which the PoA will seek to meet.*

**Population to be assisted:** *Provide a short summary of the* ***target population****,* ***(the number, location etc.)****, including the selection criteria as they apply to their perceived or confirmed vulnerabilities and the sector. Include how they will or have been consulted and to what degree they have or will participate in the program implementation.*

**Programme standards/benchmarks:** *Indicate the* ***programme standards or benchmarks e.g Sphere*** *the activities will seek to meet.*

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| **P&B**  **Output**  **Code** | **Livelihoods and basic needs Outcome 1: Communities, especially in disaster and crisis affected areas, restore and strengthen their livelihoods** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Livelihoods and basic needs Output 1.1: Vocational skills training and/or productive assets to improve income sources are provided to target population.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP007* | Vocational skills training – may be provided in the form of cash transfers |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Livelihoods and basic needs Output 1.2: Basic needs assistance for livelihoods security including food is provided to the most affected communities** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP008* | Basic livelihoods/food distributions, may be in form of cash transfers |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Livelihoods and basic needs Output 1.3: Household livelihoods security is enhanced through food production and income generating activities** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP009* | Livelihoods security related distributions (seeds/husbandry etc.) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Livelihoods and basic needs Output 1.4: Community awareness activities on livelihoods strengthening and protection are carried out with target communities and public actors.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP010* | Livelihoods awareness activities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Livelihoods and basic needs Output 1.5: Households are provided with unconditional/multipurpose cash grants to address their basic needs** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP081* | Unconditional/multipurpose cash distributions |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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(Remove if not applicable)

**Needs analysis:** *Provide a short description of the anticipated (if at initial assessment stage) or confirmed needs (following detailed needs assessment) in this sector which the PoA will seek to meet.*

**Population to be assisted:** *Provide a short summary of the* ***target population****,* ***(the number, location etc.)****, including the selection criteria as they apply to their perceived or confirmed vulnerabilities and the sector. Include how they will or have been consulted and to what degree they have or will participate in the program implementation.*

**Programme standards/benchmarks:** *Indicate the* ***programme standards or benchmarks e.g Sphere*** *the activities will seek to meet.*

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| **P&B**  **Output**  **Code** | **Health Outcome 1: The immediate risks to the health of affected populations are reduced** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Health Output 1.1: The health situation and immediate risks are assessed using agreed guidelines** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP084* | Develop and roll out a Knowledge, Attitudes and Practices survey/rapid assessment in XX districts to assess behavioral challenges and track myths and knowledge gaps |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP021* | Distribute XX (number) of health supplies to XX (number) of families/beneficiaries within XX (number) of days/weeks/months. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP021* | Train XX volunteers on communicable disease surveillance in coordination with MoH and District Health Offices |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP024* | Support mass vaccination campaign through XX (number) of volunteers through social mobilization and/or independent monitoring in coordination with MoH/WHO/UNICEF |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP021* | Distribute XX (number) of health supplies to XX (number) of families/beneficiaries within XX (number) of days/weeks/months. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Health Output 1.2: Target population is provided with rapid medical management of injuries and diseases** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP022* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 1.3: Community-based disease prevention and health promotion is provided to the target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP011* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP84* | *Establish dialogue platforms (i.e interactive radio programs, call –in radio, social media interaction and live Q&A discussions, blogs and articles in the media responding to questions) to allow communities to engage, ask questions, dispel myths and rumours, express concern about health issues of concern (or a specific disease in case of an epidemic)* |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP84* | *Develop audio material to be aired through audio systems in camps and enable small groups discussions around health topics* |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 1.4: Epidemic prevention and control measures carried out.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP021* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 1.5: Psychosocial support provided to the target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP023* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 1.6: Severe Acute Malnutrition is addressed in the target population.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP014* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 1.7: HIV / AIDS prevention and essential management provided.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP017* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 1.8: Minimum initial maternal and neonatal health services provided to target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP013* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 1.9: Target population is reached with Search and Rescue activities** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP082* | Search and Rescue activities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Outcome 2: The medium-term risks to the health of affected populations are reduced** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Health Output 2.1: The health situation and immediate risks are properly assessed** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP011* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 2.2: Gaps in medical infrastructure of the affected population filled** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP025* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 2.3: Community -based disease prevention and health promotion measures provided.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP011* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 2.4: Epidemic prevention measures carried out** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP017* | This output code is associated with activities to do with HIV/AIDS prevention |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP019* | This output code is associated with activities to do with Malaria prevention |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP020* | This output code is associated with activities to do with Tuberculosis prevention |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP021* | This output code is associated with activities to do with Preparedness & response to infections outbreaks |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Health Output 2.5: Mainstream and cross cutting psychosocial support provided** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP023* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Health Output 2.6: A minimum set of longer-term comprehensive reproductive health services are planned and implemented.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP025* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| D:\Users\ekaterina.daummer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\icon Water sanitation-01.png | **Water, sanitation and hygiene**  **People targeted:**  Male:  Female:  **Requirements (CHF)** |

*(Remove if not applicable)*

**Needs analysis:** *Provide a short description of the anticipated (if at initial assessment stage) or confirmed needs (following detailed needs assessment) in this sector which the PoA will seek to meet.*

**Population to be assisted:** *Provide a short summary of the* ***target population****,* ***(the number, location etc.)****, including the selection criteria as they apply to their perceived or confirmed vulnerabilities and the sector. Include how they will or have been consulted and to what degree they have or will participate in the program implementation.*

**Programme standards/benchmarks:** *Indicate the* ***programme standards or benchmarks e.g Sphere*** *the activities will seek to meet.*

**NOTE:** *Unless a sufficient explanation can be provided, the number of sanitation beneficiaries must meet number of water beneficiaries*

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| **P&B**  **Output**  **Code** | **WASH Outcome1: Immediate reduction in risk of waterborne and water related diseases in targeted communities** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **WASH Output 1.1: Continuous assessment of water, sanitation, and hygiene situation is carried out in targeted communities** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP026* | Conduct training for RC volunteers on carrying out water, sanitation and hygiene assessments |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Conduct initial assessment of the water, sanitation and hygiene situation in targeted communities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Continuously monitor the water, sanitation and hygiene situation in targeted communities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Coordinate with other WatSan actors on target group needs and appropriate response. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Output 1.2: Daily access to safe water which meets Sphere and WHO standards in terms of quantity and quality is provided to target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP026* | Provide safe water to XX people in targeted communities through [SPECIFY SOURCE OF WATER: e.g. water trucking, well or pipeline rehabilitation, mobile water treatment plant, or household water treatment]. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Monitor use of water through household surveys and household water quality tests. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | -*If household water treatment:* |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Determine the appropriate method of household water treatment for each community based on effectiveness and user preference. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Distribute XX household water treatment products [SPECIFY: chlorine tablets, sachets, liquid chlorine, or filters], sufficient for XX days, to XX people. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Train population of targeted communities (SPECIFY: on safe water storage, on safe use of water treatment products) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Monitor treatment and storage of water through household surveys and household water quality tests. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Output 1.3: Adequate sanitation which meets Sphere standards in terms of quantity and quality is provided to target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP028* | Select design for toilets based on consultation with targeted communities with considerations for cultural preference, safety, access for children and disabled, anal cleansing practices, national standards, and menstrual hygiene as well as environmental impact and sustainability. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | Construct XX toilets in XX [SPECIFY LOCATION: households, schools, health centres, public areas] for XX people. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | Ensure toilets are clean and maintained through [SPECIFY CLEANING AND MAINTENANCE PLAN FOR TOILETS: community mobilization –or- management of cleaners.] |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | Equip toilets with handwashing facilities, anal cleansing material or water and menstrual hygiene disposals and ensure they remain functional. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP029* | Carry out [SPECIFY ENVIRONMENTAL SANITATION ACTIVITIES: drainage, vector control, and solid waste] in targeted communities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  | -or- |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | Mobilize targeted communities to construct XX toilets and carry out environmental sanitation activities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Output 1.4: Hygiene promotion activities which meet Sphere standards in terms of the identification and use of hygiene items provided to target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP030* | Conduct needs assessment: define hygiene issues and assess capacity to address the problem. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Select target groups, key messages, and methods of communicating with beneficiaries (mass media and interpersonal communication). |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Develop a hygiene communication plan. Train volunteers to implement activities from communication plan. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Design/Print IEC materials |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Assess progress and evaluate results. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Engage community on design and acceptability of water and sanitation facilities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Construct or encourage construction and maintenance of handwashing facilities in targeted communities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Output 1.5: Hygiene-related goods (NFIs) which meet Sphere standards and training on how to use those goods is provided to the target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP030* | Determine the needs for hygiene NFIs, including soap, water storage, and menstrual hygiene for each community based on health risks and user preference in targeted communities in coordination with the WASH group or cluster. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Distribute XX hygiene kits, sufficient for XX month(s) to XX people. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Train population of targeted communities in use of distributed hygiene kits. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Determine whether additional distributions are required and whether changes should be made. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Monitor use of hygiene kits and water treatment products and user’s satisfaction through household surveys and household water quality tests. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Outcome 2: Sustainable reduction in risk of waterborne and water related diseases in targeted communities in the recovery phase** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **WASH Output 2.1: Continuous monitoring and evaluation of water, sanitation, and hygiene situation is carried out in targeted communities** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP026* | Conduct training for RC volunteers on carrying out water, sanitation and hygiene monitoring and evaluation |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Conduct baseline survey of the water, sanitation and hygiene situation in targeted communities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Continuously monitor the water, sanitation and hygiene situation in targeted communities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Coordinate with other WatSan actors on target group needs and appropriate response. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Output 2.2: Community managed water sources giving access to safe water is provided to target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP026* | Provide safe water to XX people in targeted communities through [SPECIFY SOURCE OF WATER: e.g. well or pipeline construction or rehabilitation]. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Monitor use of water through household surveys and household water quality tests. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP026* | Train water committees in management of water supplies and operation and maintenance of infrastructure |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Output 2.3: Improved access to and use of adequate sanitation by the target population. is provided to target population** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP028* | Select design for toilets based on consultation with targeted communities with considerations for cultural preference, safety, access for children and disabled, anal cleansing practices, national standards, and menstrual hygiene as well as environmental impact and sustainability. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | Construct XX toilets in XX [SPECIFY LOCATION: households, schools, health centres, public areas] for XX people. [NOTE: Unless a sufficient explanation can be provided, the number of sanitation beneficiaries must meet number of water beneficiaries] |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | Carry out [SPECIFY ENVIRONMENTAL SANITATION ACTIVITIES: drainage, vector control, and solid waste] in targeted communities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | -or- |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP028* | Mobilize targeted communities to construct XX toilets and carry out environmental sanitation activities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **WASH Output 2.4: Hygiene promotion activities are provided to the entire affected population.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP030* | Conduct baseline survey to define hygiene issues and assess capacity to address the problem. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Select target groups, key messages, and methods of communicating with beneficiaries (mass media and interpersonal communication). |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Develop a hygiene communication plan. Train volunteers to implement activities from communication plan. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Design/Print IEC materials |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Assess progress and evaluate results. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Engage community on design and acceptability of water and sanitation facilities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP030* | Construct or encourage construction and maintenance of handwashing facilities in targeted communities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |

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| D:\Users\ekaterina.daummer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\icon Social inclusion-01.png | **Protection, Gender and Inclusion[[4]](#footnote-4)**  **People targeted**  Male:  Female:  **Requirements (CHF)** |

In an emergency context, “Inclusion” refers to ensuring that the emergency operation reaches all people without discrimination by considering people’s different needs depending on their gender, age, physical ability, language, etc. While this inclusive approach should be embedded into each sector, dedicated efforts to support and coordinate those efforts (e.g. training for volunteers on the minimum standard commitments, training on data disaggregation) should be included here. The guidance document “Minimum Standard Commitments to Gender and Diversity in Emergency Programming” provides practical guidance on how to do this

“Protection” includes:

* Efforts to prevent and mitigate sexual and gender based violence. Basic guidance on this is also available within the Minimum Standard Commitments to Gender and Diversity in Emergency Programming.
* Actions for child protection including implementing child friendly spaces, supporting access to education, psychosocial support, and providing essential services to unaccompanied minors, separated children, and orphans
* Activities aiming at raising awareness and understanding of the targeted population on issues related to discrimination, violence and exclusion, as well as those seeking to develop their skills (e.g., active listening, non-violent communication, mediation, stress management) to enable them address such challenges

(Remove if not applicable)

**Needs analysis:** *Provide a short description of the anticipated (if at initial assessment stage) or confirmed needs (following detailed needs assessment) in this sector which the PoA will seek to meet.*

**Population to be assisted:** *Provide a short summary of the* ***target population****,* ***(the number, location etc.)****, including the selection criteria as they apply to their perceived or confirmed vulnerabilities and the sector. Include how they will or have been consulted and to what degree they have or will participate in the program implementation.*

**Programme standards/benchmarks:** *Indicate the* ***programme standards or benchmarks e.g Sphere*** *the activities will seek to meet.*

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| **P&B**  **Output**  **Code** | **Inclusion and Protection Outcome 1: Communities identify the needs of the most vulnerable and particularly disadvantaged and marginalised groups, as a result of inequality, discrimination and other non-respect of their human rights and address their distinct needs** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Inclusion and Protection Output 1.1: NS programmes improve equitable access to basic services, considering different needs based on gender and other diversity factors.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP031* | Conduct an assessment of specific needs of the affected population based on criteria selected from the minimum standard commitments on gender and diversity |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP031* | Support sectoral teams to includes measures to address vulnerabilities specific to gender and diversity factors (including people with disabilities) in their planning |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP031* | Support sectoral teams to includes measures to address vulnerabilities specific to gender and diversity factors in their planning |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP031* | Hold basic ½ day training with IFRC and NS staff and volunteers on the Minimum Standard Commitments (or integrate a session on Minimum Standard Commitments in standard/sectorial trainings). |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP031* | Support sectoral teams to ensure collection and analysis of sex-age and disability-disaggregated data (see guidance in (forthcoming) revised MSCs) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Inclusion and Protection Output 1.2: Emergency response operations prevent and respond to sexual- and gender-based violence and all forms of violence against children.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP034* | Use Minimum Standard Commitments as a guide to support sectoral teams to include measures to mitigate the risk of SGBV |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Develop Standard Operating Procedures (SOPs) for Protection/SGBV including mapping of referral pathway (in line with the forthcoming SOP template in the revised Minimum Standard Commitments) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Include messages on preventing and responding to SGBV in all community outreach activities |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Hold basic ½ day training with IFRC and NS staff and volunteers on addressing SGBV (or integrate a session on addressing SGBV in standard/sectorial trainings) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Establish a system to ensure IFRC and NS staff and volunteers have signed the Code of Conduct and have received a briefing in this regard |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Map and make accessible information on local referral systems for any child protection concerns |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Provide psychosocial support to children |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Provide essential services (including reception facilities, RFL, and access to education, health, shelter, and legal services) to unaccompanied and separated children and other children on their own |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Establish child-friendly spaces and community-based child protection activities, including educational ones |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP034* | Volunteers, staff and contractors sign, are screened for, and are briefed on child protection policy/guidelines |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Inclusion and Protection Output 1.3: NS educational and advocacy programmes raise awareness on humanitarian challenges, cultivate humanitarian values and develop relevant interpersonal skills** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP035* | Capacity-building activities with NS on the provision of skills- and values-based education |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP035* | Information, education and communication initiatives and materials to raise awareness on CNVP-related issues (discrimination, violence and exclusion) at the community level and develop individuals’ ability to address them |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP035* | Support to sectoral teams to include measures to enable protection of, safety in and access to education for affected population (e.g. rehabilitation of education facilities (including water and sanitation), cash transfers to pay educational fees, distribution of school kits/educational materials) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |

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| D:\Users\ekaterina.daummer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\icon Migration-01.png | **Migration**  **People targeted**  Male:  Female:  **Requirements (CHF)** |

(Remove if not applicable)

*Thematic services to migrants (e.g. health-, hygiene-, livelihoods-, shelter-related etc.) should be described under respective Areas of Focus to ensure 1) ownership by implementers and 2) review by the right technical departments.*

**Needs analysis:** *Provide a short description of the anticipated (if at initial assessment stage) or confirmed needs (following detailed needs assessment) in this sector which the PoA will seek to meet.*

**Population to be assisted:** *Provide a short summary of the* ***target population****,* ***(the number, location etc.)****, including the selection criteria as they apply to their perceived or confirmed vulnerabilities and the sector. Include how they will or have been consulted and to what degree they have or will participate in the program implementation.*

**Programme standards/benchmarks:** *Indicate the* ***programme standards or benchmarks e.g Sphere*** *the activities will seek to meet.*

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| **P&B**  **Output**  **Code** | **Migration Outcome 1: Communities support the needs of migrants and their families and those assisting migrants at all stages of migration (origin, transit and destination)** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Migration Output 1.1: Assistance and protection services to migrants and their families are provided and promoted through engagement with local and national authorities as well as in partnership with other relevant organizations.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP036* | Assistance and protection services in the context of migration |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Migration Output 1.2: Awareness raising and advocacy address xenophobia, discrimination and negative perceptions towards migrants are implemented.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP037* | Awareness and advocacy work in the context of migration |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Migration Output 1.3: “Family links are restored for people separated from, or without news of, their loved ones as a result of the disaster”** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP083* | All services and activities geared towards restoring family links. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| D:\Users\ekaterina.daummer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\icon DRR-01.png | **Disaster Risk Reduction**  **People targeted[[5]](#footnote-5):**  Male:  Female:  **Requirements (CHF)** |

(Remove if not applicable)

**Needs analysis:** *Provide a short description of the anticipated (if at initial assessment stage) or confirmed needs (following detailed needs assessment) in this sector which the PoA will seek to meet.*

**Population to be assisted:** *Provide a short summary of the* ***target population****,* ***(the number, location etc.)****, including the selection criteria as they apply to their perceived or confirmed vulnerabilities and the sector. Include how they will or have been consulted and to what degree they have or will participate in the program implementation.*

**Programme standards/benchmarks:** *Indicate the* ***programme standards or benchmarks e.g Sphere*** *the activities will seek to meet.*

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| **P&B**  **Output**  **Code** | **DRR Outcome 1: Communities in high risk areas are prepared for and able to respond to disaster** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **DRR Output 1.1: Communities take active steps to strengthen their preparedness for timely and effective response to disasters.** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| AP001 | Activities related to the preparedness for imminent crisis at the community level and in addressing identified risks and vulnerabilities. |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP84* | *Develop and disseminate targeted messages and communication assets (social media material) for media, volunteers, local and traditional leaders, churches, schools and other stakeholders to trigger community preparedness actions* |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **DRR Outcome 2: Communities in disaster and crisis affected areas adopt climate risk informed and environmentally responsible values and practices** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **DRR Output 2.1:** **Contributions to climate change mitigation are made by implementing green solutions** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP003* | All work undertaken with NS that contributes to climate change mitigation through implementing green solutions (eg. tree planting). |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **DRR Output 2.2: Community awareness raising programmes on climate changing risks and environmentally responsible practices are conducted in target communities** | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP004* | All work undertaken with NS that raises awareness on climate change risks and improve the environmental responsive practices (eg. forecast based financing) |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **Strategies for Implementation**  **Requirements (CHF)** |

Quick links

[Emergency Items Catalogue 2009](http://www.ifrc.org/emergency-items)

[Logistics Standards Online](https://fednet.ifrc.org/en/resources/disasters/logistics/logistics-standards-and-tools/lso/)

[Procurement Portal](http://procurement.ifrc.org/en/Pages/default.aspx)

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| **P&B**  **Output**  **Code** | **S1.1: National Society capacity building and organizational development objectives are facilitated to ensure that National Societies have the necessary legal, ethical and financial foundations, systems and structures, competences and capacities to plan and perform *(This Strategy for Implementation should not be included in a DREF operation plan of action)*** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Output S1.1.4: National Societies have effective and motivated volunteers who are protected** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP040* | Ensure that volunteers are insured | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP040* | Provide complete briefings on volunteers’ roles and the risks they face | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP040* | Provide psychosocial support to volunteers | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP040* | Ensure volunteers are aware of their rights and responsibilities | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP040* | Ensure volunteers’ safety and wellbeing | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP040* | Ensure volunteers are properly trained | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP040* | Ensure volunteers’ engagement in decision-making processes of respective projects they implement | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Output S1.1.6: National Societies have the necessary corporate infrastructure and systems in place** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP042* | Activities on strengthening organisational capacities of the national societies (not related to any of Areas of Focus) | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Output S1.1.7: NS capacity to support community-based disaster risk reduction, response and preparedness is strengthened** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP002* | Disaster response and risk reduction capacity building activities with NS | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Outcome** **S2.1: Effective and coordinated international disaster response is ensured** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Output S2.1.1: Effective response preparedness and NS surge capacity mechanism is maintained** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP046* | Initial operational start up support implemented by IFRC for the host national society and participating national societies and other common services such as ops centre and basecamp costs | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Output S2.1.3: NS compliance with Principles and Rules for Humanitarian Assistance is improved through the integration of CEA approaches and activities** | *Please include an indicator from the Key Data Sheet with a target*  **If data cannot be collected from communities:**   * # and type of methods established to share information with communities about what is happening in the operation * # of complaints and feedback received and responded to by the NS * # of operational decisions made based on an analysis of community feedback * # and frequency of community meetings organized (incl. separate women’s groups)   **If data can be collected from affected communities:**   * % of target population satisfied with level of consultation, information and involvement in the operation * % of target population satisfied with support received (anyone answering 4 or 5) | | | | | | | | | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP084* | CEA human resources/surge deployments– RDRT, delegates, National Society CEA focal points | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP084* | Systems are put in place to involve communities in needs assessments and decision-making to ensure assistance is appropriate and relevant | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP084* | Community communication activities ensure people are kept informed of operational plans and progress and have information to make informed decision | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP084* | Community feedback systems (including rumours tracking) are established, and feedback acted upon and used to improve the operation | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP084* | Community engagement activities to promote healthy and safe behaviour in relation to the identified risks and vulnerabilities | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP084* | *Include CEA questions/roll out regular perceptions surveys about the operation, engagement levels and information needs to track accountability level and inform operational changes* | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Output S2.1.4: Supply chain and fleet services meet recognized quality and accountability standards** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP050* | Warehousing, goods reception, forwarding, fleet, fuel costs, **not related to a specific area of focus** (Output S2.1.4) | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Output S2.1.5: Integrated services are provided to the NS working internationally** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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| **P&B**  **Output**  **Code** | **Output S2.1.6: Coordinating role of the IFRC within the international humanitarian system is enhanced** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP049* | Work in coordination, e.g. Shelter cluster (Output S2.1.6) | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Outcome S2.2: The complementarity and strengths of the Movement are enhanced** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Output S2.2.1: In the context of large scale emergencies the IFRC, ICRC and NS enhance their operational reach and effectiveness through new means of coordination.** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP051* | SMCC and movement coordination (Output S2.2.1) | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| **P&B**  **Output**  **Code** | **Output S2.2.5: Shared services in areas such as IT, logistics and information management are provided** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP052* | Movement shared services (IT, IM, SIMS deployment etc.)(Output S2.2.5) | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Outcome S3.1: The IFRC secretariat, together with National Societies uses their unique position to influence decisions at local, national and international levels that affect the most vulnerable.** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Output S3.1.1: IFRC and NS are visible, trusted and effective advocates on humanitarian issues** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP053* | Communications work | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Output S3.1.2: IFRC produces high-quality research and evaluation that informs advocacy, resource mobilization and programming.** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP055* | Work on needs and capacity assessments, rapid assessments for markets, planned and budgeted monitoring and evaluation activities and learning opportunities other assessments, evaluations and research | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Outcome** **S3.2: The programmatic reach of the National Societies and the IFRC is expanded.** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Output S3.2.1: Resource generation and related accountability models are developed and improved** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP059* | Work on resource mobilisation/generation | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP058* | Work on planning and reporting | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Output S3.2.3 National Societies are supported in resource and partnership development (from both domestic markets and foreign sources).** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP061* | Work to support National Society to build their capacity in resource mobilisation | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Outcome S4.1: The IFRC enhances its effectiveness, credibility and accountability** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| **Output S4.1.2: IFRC staff shows good level of engagement and performance** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP063* | HR work | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Output S4.1.3: Financial resources are safeguarded; quality financial and administrative support is provided contributing to efficient operations and ensuring effective use of assets; timely quality financial reporting to stakeholders** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP064* | Finance work | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| *AP065* | Administration work | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| **P&B**  **Output**  **Code** | **Output S4.1.4: Staff security is prioritised in all IFRC activities** | | | | | | | | | *Please include an indicator from the Key Data Sheet with a target* | | | | | | | | | |
| Activities planned  Week / Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| *AP066* | Security | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |

**Budget**

**All activities identified in the budget must include an OUTPUT CODE** (APXXX type of code – please see Annex A for reference).

For each activity, it is necessary to **budget all the costs incurred**. I.e. for a distribution of food: the costs of procurement of the food, any warehousing and transport costs, the volunteer costs for distribution, monitoring of the distributions, etc. All these costs will then be linked to the same OUTPUT CODE (AP008 in this case).

**General operational support costs** (human resources, logistics, communications, office costs, financial charges), which are not budgeted under the specific activities **should be included in the Strategies for Implementation part of the Budget**.

*The completed budget should be transferred by the FedBudget template by IFRC Secretariat staff* [*https://fednet.ifrc.org/en/resources/support/finance1/systems-access/FedBudget/*](https://fednet.ifrc.org/en/resources/support/finance1/systems-access/FedBudget/)

***DON’T FORGET CEA COSTS IN THE BUDGET!!!***

|  |  |
| --- | --- |
| Reference documents    Click here for:   * Previous Appeals and updates * Emergency Plan of Action (EPoA) | **For further information, specifically related to this operation please contact:**  **In the X National Society (ies)**   * Secretary General (or equivalent); Name, email, phone * Operational coordination: Name, title, email, phone   **In the IFRC**   * **IFRC Regional Office for xx:** Name, title, email, phone * **IFRC Regional Office for xx DM coordinator:** Name, title, email, phone * **IFRC Country Cluster Support Team:** Name, title, email, phone * **IFRC Country Office:** Name, title, email, phone   **In IFRC Geneva**   * **Programme and Operations focal point:** Name, title, email, phone   **For IFRC Resource Mobilization and Pledges support:**   * IFRC Regional Office for xx Name, title, email, phone   **For In-Kind donations and Mobilization table support:**   * **Global Logistics Services -** Name, title, email, phone * Logistics Coordinator, Name, title, email, phone   **For Performance and Accountability support (planning, monitoring, evaluation and reporting enquiries)**   * IFRC Name, title, email, phone |

How we work

All IFRC assistance seeks to adhere to the **Code of Conduct** for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGO’s) in Disaster Relief and the **Humanitarian Charter and Minimum Standards in Humanitarian Response (Sphere**) in delivering assistance to the most vulnerable. The IFRC’s vision is to inspire**, encourage, facilitate and promote at all times all forms of humanitarian activities** by National Societies, with a view to **preventing and alleviating human suffering**, and thereby contributing to the maintenance and promotion of human dignity and peace in the world.

1. ***Note:*** *An initial Emergency Plan of Action for DREF is likely to be based on the limited assessment information available at this time, but the National Society should carry out ongoing assessments during the operation and revise the operational plan accordingly. For this and following section of operational planning, two key IFRC operational references link to, complement, and support this EPoA tool:*

   * *Operational guidance: initial rapid multi-sectoral assessment (July 2014) at page* [*https://fednet.ifrc.org/en/resources/disasters/disaster-and-crisis-mangement/communications--funding/needs-assessment/*](https://fednet.ifrc.org/en/resources/disasters/disaster-and-crisis-mangement/communications--funding/needs-assessment/)
   * *Contingency planning guide (2014) at page* [*https://fednet.ifrc.org/en/resources/disasters/disaster-and-crisis-mangement/organizational-preparedness/contingency-planning/*](https://fednet.ifrc.org/en/resources/disasters/disaster-and-crisis-mangement/organizational-preparedness/contingency-planning/)

   [↑](#footnote-ref-1)
2. The plan should be prepared by the National Society, with support from the Secretariat technical departments and support services. [↑](#footnote-ref-2)
3. Please refer to the [Operational guidance: initial rapid multi-sectoral assessment](https://fednet.ifrc.org/en/resources/disasters/disaster-and-crisis-mangement/communications--funding/needs-assessment/) and [Cash in Emergencies Toolkit](http://rcmcash.org/toolkit/) for **detailed guidance on needs assessment process** [↑](#footnote-ref-3)
4. This area of focus is a merge of what previously was Social Inclusion and Culture of Non-violence and peace. It is under development, so for now it represents the physical merge of three existing relevant outputs. [↑](#footnote-ref-4)
5. Reference to the guidance on counting people targeted guidance [↑](#footnote-ref-5)