

ANNEX 1 – REGIONAL INITIATIVE PROPOSAL**CAPACITY BUILDING FOR EMERGENCY
PREPAREDNESS****ACT-Eastern Africa & Great Lakes Region****I. REQUESTING ACT MEMBER & IMPLEMENTING MEMBER
INFORMATION****➤ ACT NAIROBI FORUM (ANF)**

The ACT NAIROBI forum was founded in between 1997-1998 to assist ACT members to co-ordinate their response to the emergencies related to the Elnino floods and latter droughts in Kenya. The immediate objective of the forum was to share information and resources as well as co-ordinating humanitarian activities with other actors within the country. The spirit of the forum is in recognition that the effectiveness of joint emergency preparedness and interventions of the ACT members together is far greater than the individual efforts of each member acting alone.

This forum has now been formalised with ACT members meeting on a more regular basis (quarterly), in Nairobi to co-ordinate their efforts. Regular quarterly meetings are agreed upon, with provision for ad hoc meetings (called by LWF/DCA). The chair is rotated amongst the members. Venues are rotated with agreement in each meeting within the participating organisations. The objectives of the Forum are as follows:

- To share information between ACT members in order to achieve a co-ordinated and timely response to emergencies in the region.
- To establish a forum for developing a closer partnership among ACT members and other players in response to emergencies.
- To establish a regional resource database with the aim of sharing human, material and financial resources.
- Conducting joint assessment missions and intervention programs for the benefit of those we seek to help.
- To keep networking with non-ACT members to avoid duplication of efforts.
- To facilitate and improve appeals, flow of information and communication with ACT Geneva to facilitate timely response to emergencies.

Implementing Member

The Norwegian Church Aid, Eastern Africa (NCA/E-A) is a voluntary ecumenical organisation based in Oslo with a global commitment to helping people to realise their basic rights. NCA provides support to those who need it most, regardless of their gender, political persuasion, religion or ethnic background. NCA approach to humanitarian assistance is anchored on the Christian faith and biblical values of Justice, Participation, Compassion and responsible stewardship of God's creation and peace.

In Eastern African and the Great Lakes Region, NCA-EA works together with churches and other locally based organizations on emergency relief, long-term development and advocacy as an active member of ACT family. The Eastern Africa office, based in Nairobi, supports emergency programmes in Burundi, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, Sudan, Tanzania and Uganda.

II. BACKGROUND

The Need for the Regional Capacity Building for Emergency Preparedness

Amongst the many challenges facing the East African and the Great Lakes Region, the poor and marginalized are subjected to famine, wars and ethnic conflicts that destroy many opportunities for sustainable development. The wars and conflicts have given birth to the internally displaced people, the wounded and traumatized.

ACT Nairobi Forum therefore has identified the need for well a co-ordinated capacity building programme in the region. The following were identified as critical constraints leading to slow and uncoordinated response to humanitarian crisis in the region:

- Low levels of community coping mechanism;
- Inadequate response capacity of the regional institutions and partners;
- The absence of formal preparedness or good will by the governments;
- Lack of qualified emergency response personnel;
- Inadequate co-ordination mechanism and strategies amongst the response agents include the ACT members.

On many occasions, these factors have lead to further suffering of the innocent victims, loss of lives and livelihood that would otherwise have been saved.

To alleviate this situation, and following various consultations, **ACT members in the Region**, recognised the need to improve the regional emergency intervention skills within ACT members' staff and partners with aim of enhancing the **timeliness** and **quality** of ACT member's response to emergencies. The ACT Nairobi Forum therefore requested Norwegian Church Aid in East Africa (**NCA-EA**) to assist in identifying various capacity gaps, develop appropriate training programmes and appeal for necessary resources for its successful implementation. The emergency intervention training programmes should take the following into consideration:

- Enhance relevant practical intervention skills based on regional challenges and experiences of ACT members;
- Build into the existing capacities rather than duplicating the efforts;
- Reflect the ACT strategies, regional challenges and experiences and priorities;
- Build a mechanism for sharing resources available at ACT coordinating office (Geneva) and within the ANF and partners in the region;
- Create a mechanism for sustainable capacity improvement to deal with eventual disasters in the region;

III. GOALS & OBJECTIVES

The overall goal is to increase skilled resource pool for emergency response within the ACT members and partners in East Africa and the Great Lakes Region. The specific programme objectives are as follows:

- To improve the speed and the quality of the ACT response to regional emergencies.
- To increase the local coping mechanism and promote peace based on local experiences and challenges;
- To enhance accountability and transparency in all activities towards beneficiaries, donors, implementers, the ecumenical family and all other stakeholders in the ACT alliance
- To promote professional approach to the humanitarian assistance and increase the regional capability for dealing with eventual emergencies.
- Mainstream "DO NO HARM" approach.
- Enhance the skills and co-ordination mechanism for standby emergency personnel within the ACT network.

IV. TARGETED BENEFICIARIES

The participants to the proposed training programmes will comprise both the office and field staff of Regional ACT members and partners.

By improving the way ACT Members respond to emergencies in the region, it is expected that this programme will benefit the vulnerable communities in the region whom ACT membership seek to help. Initially, the programme is expected to cover 8 residential training sessions each made up of 20 participants (ISO2001) standards) in the first one year(2003). However in the second year most of the training sessions are expected to be non-residential and spread across the region in order to involve more participants.

To assist the ACT members select the right candidates for each programme, initial training needs assessment at this level is vital. This will make sure that the programmes address the people who need the particular skill most and that the learning process is progressive. NCA co-ordinating office will, on announcement of each programme, send some guidelines for selecting the right candidates for a particular training programme.

V. PROPOSED CAPACITY BUILDING AREAS

To close the existing capacity gaps the following training areas and competencies have been identified as critical for the region. The programme will be implemented within two year, the first year focusing on programme development and some priority programmes.

CAPACITY BUILDING AREA	COURSE LENGTH	TARGET GROUP	COMPETENCY HIGHLIGHTS
<p>1. EMERGENCY PREPAREDNESS & RESPONSE <i>General skills, approaches and focus areas</i></p>	6 Days	<ul style="list-style-type: none"> - Management Program Officers - Field officers 	<ul style="list-style-type: none"> - Regional Vulnerability and risk assessment; - Disasters & Emergencies - emerging concepts and issues; - Disaster preparedness planning; - key issues in implementation process; - Inter agency coordination mechanism and resource sharing; - The existing capacity for emergencies response; - Joint Assessment & Coordinated fund appeal; - Integrating cross cutting issues in programs; - joint implementation of programmes, joint assessment & coordinated fund appeal; - Humanitarian assistance codes; - Practical approaches mobilization of local resources... - Incorporating gender issues in emergency response - ACT policies & Procedures
<p>2. MEDIA HANDLING COMMUNICATION & COORDINATION IN EMERGENCIES</p>	2 Days	<ul style="list-style-type: none"> - Management; - Program Officers - Community Liaisons Officers 	<ul style="list-style-type: none"> - Early warning systems & communication in emergencies; - Stakeholders in emergencies and their need to know; - Information, assessment & communication needs; - Approaches to media response in disasters; - Approaches coordination in emergencies- <i>Regional Challenges;</i> - <i>Information & resource sharing</i> - Interagency coordination in acute humanitarian assistance; - Consulting & Involving the affected community; - <i>Incorporating media /communication element in disaster plan;</i> - <i>Information Management;</i> - General filing systems, logs and routines for e-mails; - ACT Guidelines on communication in emergencies.

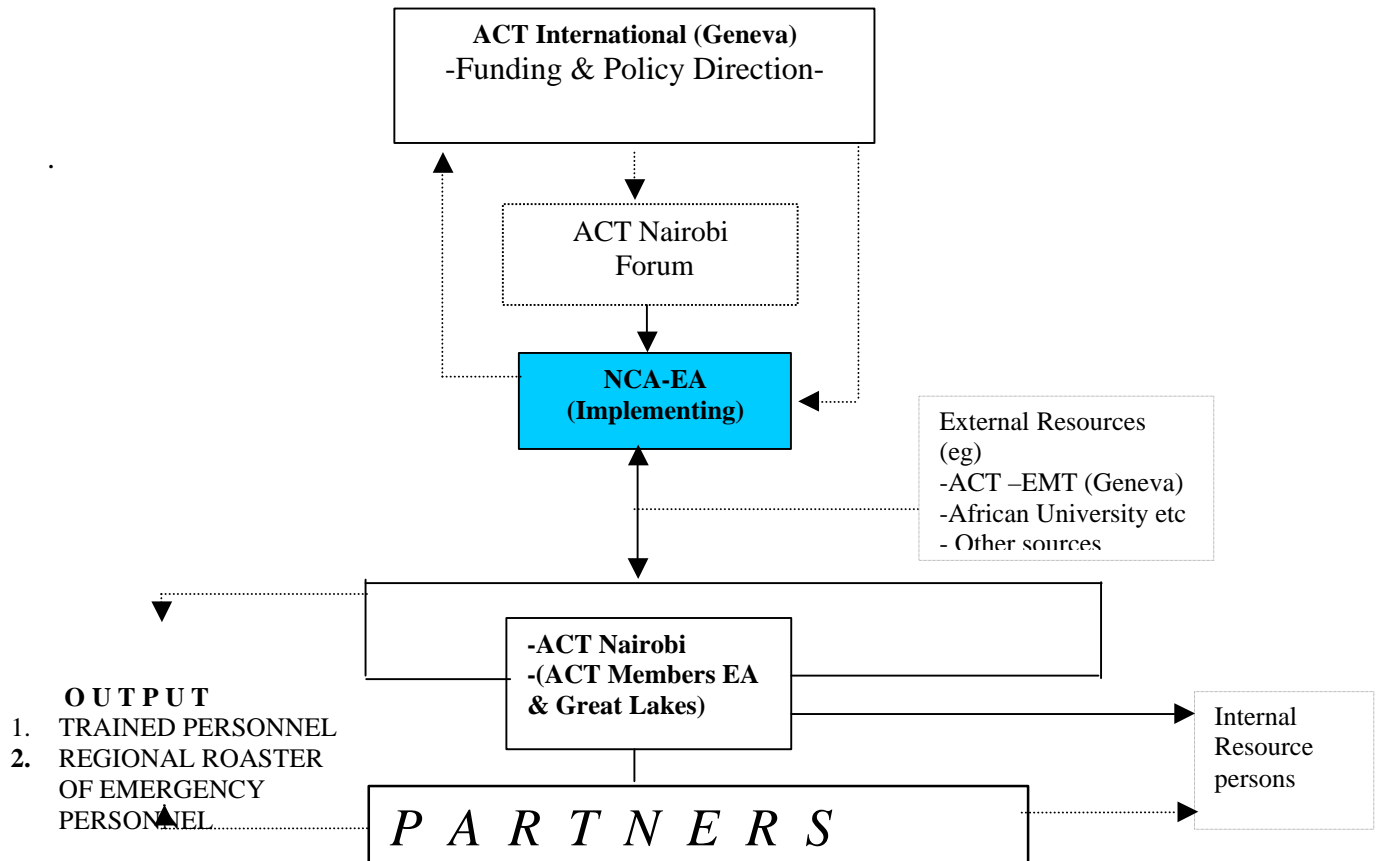
<p>3. PROJECT MONITORING, EVALUATION & REPORTING</p>	2 Days	<ul style="list-style-type: none"> -Program Personnel & Officers -Finance personnel 	<ul style="list-style-type: none"> - Project strategic planning & Monitoring framework; - Approaches to evaluation- <i>Regional challenges</i>; - Basic framework and terms of reference (TOR); - Evaluation Framework -<i>priorities, criteria & costing</i>; - Organization for evaluation Process; - Evaluation team & reporting systems; - ACT Polices and procedures
<p>4. GENDER APPROACHES IN HUMANITARIAN ASSISTANCE</p>	2 Days	<ul style="list-style-type: none"> - Programme/ Relief Officers - Field personnel 	<ul style="list-style-type: none"> - Gender in emergencies- Aspects of Women Conditions; - Women & children in emergencies; - Violence against women; - Practical approaches to gender-fair development and relief work; - Prostitution, sex work, and domestic labor; - Working with Groups - HIV-AIDS and Women in conflicts situations
<p>5. SPHERE standards for Humanitarian assistance Module I: Humanitarian Charter Module II: <ul style="list-style-type: none"> - Water supply & Sanitation - Nutrition Module III: <ul style="list-style-type: none"> - Food Aid - Shelter & site planning - Health services </p>	4 Days	<ul style="list-style-type: none"> -Program Personnel - Relief Officers 	<ul style="list-style-type: none"> - The Regional situation analysis; - Humanitarian Charter- Background and the basis of the standards - Needs assessment and sources of information guidance; - Key indicators; - Applications of minimum standards and good practices in... <i>Water supply & Sanitation, Nutrition, Food aid, Shelter & site planning, Health services</i> - Human resources Capacity & Training; - Supporting the local institutional capacities;
<p>6. Psychosocial rehabilitation in emergency situations.</p>	3 Days	<ul style="list-style-type: none"> -Program officers & nurses - Church Leaders 	<ul style="list-style-type: none"> - The concepts of trauma management - Trauma in emergencies- <i>signs and causes</i> - Effects on various vulnerable groups - Approaches to psycho-social rehabilitation; - Strategies of dealing with trauma; - Involving the affected community; - Supporting local capacity for psychosocial rehabilitation; - Integrating Mental health in emergency management

<p>7. Do No Harm – Local Capacity for Peace</p>	<p>3 Days</p>	<ul style="list-style-type: none"> - Management Program Officers - Field officers - Church Leaders 	<ul style="list-style-type: none"> - Just aid system and capacity for peace; - Advocacy, compassion, justice and participation. - ACT Approaches to just Aid System - Regional security analysis- <i>An overview</i> - Conflicts in emergencies and its effects on: <ul style="list-style-type: none"> 6. <i>Vulnerable groups, Environment, education and development programmes- regional experiences</i> - Approaches to conflict resolutions
<p>8. ACT ORIENTATION FOR REGIONAL STANDBY PERSONNEL</p>	<p>2 Days</p>	<ul style="list-style-type: none"> - Regional Standby personnel 	<ul style="list-style-type: none"> - Introduction ACT Structures - ACT General Policies; - ACT working procedures; - ACT Regional Strategies & priorities; - ACT approaches & communications in Emergencies; - Code of Conduct for the International Red Cross & Red Crescent Movement and NGOs in Disaster Relief; - Co-operation Agreements; - Approaches to emergencies....

VI. ADMINISTRATION, MONITORING & REPORTING

Administration & Co-ordination

This project will be confined to enhancing emergency intervention skills within the ACT ecumenical family. The following figure provides an overview of the proposed mechanism for mobilising resources and participants to various training programmes and the administration structure:



- ANF Capacity building for EP

NCA-EA regional office in Nairobi will be responsible for co-ordination and administration of the capacity building programme. NCA will therefore have the following responsibility as the implementing agent:

- Develop the capacity building programmes on behalf of ACT members based on the existing capacity gaps and regional challenges;
- Ensure that the competency areas and curriculum reflect the ACT strategies, regional challenges and experiences at all levels of emergency intervention
- Consolidate the training materials and resources already existing within the ecumenical family for the purpose of sharing experiences;
- Identify and potential resources persons within the ACT membership & partners.
- Develop a training calendar and training needs assessment guidelines to facilitate members and partners;
- Network with ACT emergency Preparedness team (Geneva), Africa University (Zimbabwe) and other training bodies and institutions for the purpose of enriching the programmes and avoid duplication of efforts;
- Prepare programme evaluation reports to the ANF co-ordination meeting for the purpose of improving the programmes.

The Programme Scope & Continuity

This training programme is entirely geared towards developing emergency intervention skills within the ACT members and partners in twelve different modules (See competency areas page 5). It is envisaged that programme will attract participants from the entire Eastern Africa & the Great Lakes Region.

In The first year (2003), a lot of resources will be spent in developing the training programmes. This means that development cost will be incurred only in the first year while the benefit will be reaped in the subsequent years.

Resource Persons & Local Experiences

The advantage of the tailor-made regional capacity building is that the training programmes will be based on local knowledge and lessons learned from the past emergencies in the region. The simulation exercises will be based on local scenarios to create a practical learning experience.

For the purpose of sharing experiences the programme will as much as possible use the existing resources within the ACT family. The following have been identified as the main sources of resources persons:

- ACT members and Partners.
- Past trainees at the African University.
- ACT EMT Team (Geneva)
- Other External Resources

Valuable inputs are envisaged from ACT International -Geneva on topics related to ACT structure, policies, Guidelines, and co-ordination mechanism. This will help ANF avoid *re-inventing the wheel* in the ACT spirit of resources sharing.

Training Venue & Logistics

The main training centres will be Nairobi, Kigali, Khartoum, Addis Ababa, & Asmara with Nairobi as the central co-ordination point. The nominating members will meet the transportation cost for the participant where this is necessary.

Monitoring Procedures

NCA will be responsible for sending regular updates to all ACT members in the region and to ACT CO Geneva. Each participant to the programme will be required to complete an evaluation form to help the secretariat to progressively improve the scope and relevance of the programmes.

VII. PROPOSED IMPLEMENTATION SCHEDULE 2003

CAPACITY BUILDING AREA	Course length	YEAR 2003											
		Jan	Feb	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec
1. EMERGENCY PREPAREDNESS - <i>General skills</i> - <i>Approaches and</i> - <i>Focus areas</i>	6 Days			24-29 Nairobi									
2. MEDIA HANDLING COMMUNICATION & COORDINATION IN EMERGENCIES	2 Days				21-22								
3. PROJECT MONITORING, EVALUATION & REPORTING	2 Days						10-11						
4. TRAINING THE TRAINER	2 Days										16-17		
5. GENDER APPROACHES IN HUMANITARIAN ASSISTANCE	3 Days					19-21							
6. EFFECTIVE LOGISTICS AND WAREHOUSING	3 Days							16-18					

		Jan	Feb	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec
7. SPHERE STANDARDS OF HUMANITARIAN ASSISTANCE Module I: Humanitarian Charter Module I: - Water supply & Sanitation - Nutrition Module II: - Food Aid - Shelter & site Planning - Health Services	2-Days (1Day for each Module)								11-13				
8 PSYCHOSOCIAL REHABILITATION IN EMERGENCIES	3Days						23-25						
9. DO NO HARM - Local Capacities for Peace	3 Days							21-23					
10. LEADERSHIP & MANAGEMENT IN HUMANITARIAN ASSISTANCE	3 Days								25-27				
11. ACCOUNTING FOR HUMANITARIAN ASSISTANCE	2 Days											10-11	
12 ACT ORIENTATION FOR STANDBY EP PERSONNEL	2 Days					19-21							

VIII. PROPOSED BUDGET FRAMEWORK 2003

CAPACITY BUILDING (Competency) AREAS	COURSE LENGTH	BUDGET ITEM						TOTAL USD
		DEVELOPMENT OF TAILOR- MADE TRAINING MATERIAL		FACILITATION FEE		*PARTICIPATION EXPENSES		
		1. Presentation Materials. 2. Resource Materials. 3. Case & simulation exercises. External resource @ US\$ 250/day.		1. Facilitation expenses. 2. Course evaluation & report) 3. Secretariat expenses. @ US250/day.		1. Lunch & refreshments, accommodation @\$45 per day per person) (Total\$ 45)		
EMERGENCY PREPAREDNESS PROGRAMMES		No. of Days	USD	Total No. of Training Days	US\$	Expected No. of participants	US\$	
1. Emergency Preparedness & Response Programme	6 Days	2	500	6	1,500	20	5,400	7,400
2. Media Handling Communication & Coordination In Emergencies	2 Days	2	500	2	500	20	1,800	2,800
3. Project Monitoring, Evaluation & Reporting	3 Days	2	500	3	750	20	2,700	3,950
4. Gender Approaches In Humanitarian Assistance	3 Days	2	500	3	750	20	2,700	3,950

* It is assumed that this programme will initially be residential. However, depending on workload and availability of participants, we shall organize non-residential programmes at different locations.

5. SPHERE STANDARDS OF HUMANITARIAN ASSISTANCE Module I: Humanitarian Charter Module I: -Water supply & Sanitation -Nutrition Module II: - Food Aid - Shelter & site Planning - Health Services	3-Days	2	500	3	750	<u>20</u>	2,700	3,950
Psychosocial rehabilitation in emergency situations.	3 Days	2	500	3	750	20	2,700	3,950
DO NO HARM <i>- Local Capacity for Peace</i>	3 Days	2	500	3	750	<u>20</u>	2,700	3,950
8. ACT ORIENTATION FOR STANDBY PERSONNEL	2 Days	2	500	2	500	<u>20</u>	1,800	2,800
TOTAL		24	4,000	25	6,250	300	22,500	32,750

IX. BUDGET

<u>Description</u>	<u>Type</u> <u>Unit</u>	<u>No of</u> <u>Units</u>	<u>Unit Cost</u> <u>Kshs.</u>	<u>Budget</u> <u>Kshs.</u>	<u>Budget</u> <u>USD</u>
PROGRAMME DEVELOPMENT & FACILITATION					
Consultancy/Capacity Gaps & Competence Areas	Days	15	19,500	292,500	3,750
Sourcing & development training materials	Days	16	19,500	312,000	4,000
Training & Facilitation Fee	Days	25	19,500	487,500	6,250
Participants expenses	Person	160	3,510	12,480	<u>22,500</u>
Sub Total					36,500
CAPITAL EXPENDITURE					
	LCD Projector	Projector		1	322,062
	322,062	4,129			
LapTop Computer	Computer	1	113,100	113,100	<u>1,450</u>
Sub Total					5,579
FACILITATORS TRAVEL					
Int'l Travel- <i>ACT CO Facilitators</i> (6x \$1600)	Person	4	124,800	499,200	6,400
Local & Regional Travel (12x2x260)	Person		20,280	486,720	<u>6,240</u>
Sub Total					12,640
STATIONARY					
ANF Training Curriculum- (<i>Setting & Printing</i>)	Copies	200	300	60,00	769
Handout Materials	Copies	160	1,852	296,400	3,800
Utilities & Class Stationary	Copies	160	112	17,940	<u>230</u>
Sub Total					4,799
OTHER ADMIN & SUPPORT					
Secretariat Expenses(Mobilisation, training & development)	Programme	10		241,000	<u>3,100</u>
TOTAL ESTIMATED EXPENDITURE					<u>62,618</u>