

Appeal

Central America

Strengthening of ACT National & Regional Fora in Central America LACE 51

Appeal Target: US\$ 242,922

Requested from ACT Alliance: 25,900

Geneva, 14 March 2005

Dear Colleagues,

The devastating experience of Hurricane Mitch in Central America was a turning point in the history of disasters in central America. Mitch destroyed human, natural and institutional resources that have not been and will probably never be recovered. But Hurricane Mitch also left some positive lessons. It instilled an awareness in the population in the region of the high vulnerability of their environment, and the need to learn how to manage the risks and to be prepared to respond to disasters.

Therefore, after Mitch, ACT members in the region became active in the field of disaster preparedness and risk management. They have been very proactive in co-ordinating among themselves and with other humanitarian actors in their area. In 2002, with the support of the ACT Alliance, they carried out a capacity assessment in four countries - El Salvador, Honduras, Guatemala and Nicaragua. The results of the assessment proved to be an incentive to work on co-ordination and increase efforts in capacity building and risk management.

Currently there are four well established ACT national fora in Central America: in Nicaragua -organized in 2000, in Honduras and Guatemala -organized in 2002 and in El Salvador -organized in 2003. At the end of 2003, they organized an ACT regional Forum. In July 2004, they decided to give a more strategic orientation to their work and prepared a national and regional plan to reduce vulnerabilities in Central America through capacity building activities for the ACT Fora, their members and the communities working with them. The proposal that follows includes the activities that they are planning to develop during 2005. The activities focus on:

- Updating of the risks and capacities mapping held in 2002
- Training activities based on the capacity assessment
- Co-ordination activities with other humanitarian actors
- Advocacy activities at the national and regional level
- Visibility activities at the national and regional level

The proposal also includes a proposal for a case study that will help promote, disseminate and support ACT national co-ordination (ACT Fora) within the ACT Alliance.

Project Completion Date:

31 December 2005

Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested

	El Salvador	Guatemala	Honduras	Nicaragua	Regional	Case Study	Target US\$
Appeal Targets	36,700	69,775	52,087	28,960	29,500	25,900	242,922
Less: Pledges/contr recd	36,700	69,775	52,087	28,960	29,500	0	217,022
Balance Requested from ACT Alliance	0	0	0	0	0	25,900	25,900

White Rakuba
Director, ACT Co-ordinating Office

Full details of programmes and budgets are on following pages.

BACKGROUND

In August 2002, ACT International promoted a Capacity Assessment of the ACT members in the Central American region. With the financial support of the ACT funding members working in the region, a consultant was hired with the following objectives:

- To map out institutional capacities in disaster preparedness and response on the part of ACT member organisations and other relevant civil society and government actors in Central America, particularly in Guatemala, Honduras, El Salvador and Nicaragua.
- To undertake an analysis of the organisation and activities of ACT, at the national and regional level, identifying its principal strengths and weaknesses.
- To make recommendations for the future development of ACT at the national and regional level as well as the construction of a common vision.

The study was developed in two dimensions:

- **Institutional capacity** of ACT members and counterparts and other civil society groups and governmental authorities working in disaster preparedness and response, in the four selected countries.
- **Organisation and operation** of the ACT Alliance in Central America.

The study covered four countries: Guatemala, El Salvador, Honduras and Nicaragua and included:

- Local ACT member organisations in the four selected countries.
- ACT funding members that have a presence in the region.
- Counterpart organisations (non ACT members) of ACT funding members in the region, working in the field of disaster preparedness and response.
- Civil society and government agencies that carry out relevant work in the field of disaster preparedness and response

Main conclusions and recommendation of the ACT Central America Capacity Assessment

The population of Central America live in a high risk situation, caused as much by geological threats as by poverty which is prevalent in the area.

The existence of a network like ACT in the region is considered extremely valuable in view of the resources it can mobilise, its efficiency in the execution of those resources, the co-ordination that it promotes among agencies and local organisations as well as its interest in strengthening local capacities. Furthermore, the ACT Alliance in the region has promoted and strengthened ecumenical interaction.

Some of the weaknesses identified were:

- Lack of a regional strategy and co-ordination among ACT member organisations.
- So far ACT has focussed more on emergency response than in disaster preparedness and risk management.
- There is a lack of clarity among the ACT members regarding their regional role as part of the ACT Alliance
- There is a duplication of roles of some ACT members who are simultaneously both funding and implementing members – this is seen as competing with local members
- There is a lack of clarity in who can be a member of ACT and the different categories of members.
- Some local organisations are not aware of the ideas /developments in disaster management.
- A lack of basic knowledge on disaster preparedness was detected amongst the funding agencies as well as on the reality of the region in terms of threats and vulnerabilities. There is also an absence of policy and clear strategies in facing emergency situations.

The main recommendations arising from this study were:

- To set up a discussion process on the construction of the ACT Alliance in the region
- Definition of a regional strategy for disaster preparedness and response

The ACT Alliance evaluation

The ACT Alliance Evaluation carried out in 2003 by John Eriksson and John Borton included a visit to the ACT fora in Central America. The evaluation of the ACT fora in Central America was positive and it was recommended that the fora be viewed as key vehicles for the future development of the alliance, giving meaning to the ACT Alliance at the country level.

The evaluation proposed that the ACT fora be strengthened and that they should take responsibility for, among others:

- Co-operation in disaster prevention projects,
- Responsibility and co-ordination in preparing appeals
- Reinforcing ACT's profile and visibility in the countries.

Their general recommendations were:

- ACT national and regional fora should be given more encouragement and support by the CO, with resources being drawn from the revised EMT program and the proposed new Capacity Building Fund
- Current *Guiding Principles for ACT Fora (National and Regional)* should be revised to give greater emphasis to the role of the fora.

Current situation of the ACT For a in Central America

There are, currently, four ACT national fora functioning in the Central America Region: The Nicaragua Forum which was organized in 2000, the Honduras and Guatemala Fora that were organized in 2002 and El Salvador Forum that was organized in 2003. The organisation and way of functioning of the ACT fora varies from country to country. However, all of them have been very active since their creation trying to improve their own capacities to respond to emergency situations.

The devastating experience of Hurricane Mitch in Central America was a turning point in the history of all central American countries. Its devastating effects destroyed human, natural and institutional resources that could not be recovered. But Hurricane Mitch also left very important lessons that have been capitalized on by the civil society in the region. One of them was the raising of the awareness of the population about the high vulnerability of their environment and the need to take it into account in their daily life. It is from this awareness that the concept of "risk management" has become an important point of reference for all the disaster response and development activities in the region.

ACT members in the region and the ACT national fora have committed themselves to incorporating this concept in all their activities and to disseminating it among the communities in which they are working. With the support of the funding agencies present in the different countries, they have been developing multiple training activities in this field. They have also been working very hard in disaster preparedness activities such as risk mapping, definition of contingency plans, training in disaster response, etc.

Following the recommendations of their capacity assessment and the ACT evaluation, the four national ACT fora in the region established a regional co-ordination to define a regional strategy in support of their co-ordination efforts, to facilitate exchange of experiences as well as to improve the regional capacity in emergency response.

The outcome of these efforts is the following proposal that puts together all the national activities that the ACT Fora plan to develop in 2005.

The main goal of the proposal is to reduce the vulnerabilities faced by the people in Central America, particularly the poor and vulnerable, through capacity building for the national ACT Fora, the members and the communities working with them.

EL SALVADOR

I. REQUESTING ACT MEMBER INFORMATION

ACT EL SALVADOR: The ACT Forum in El Salvador was formed in September 2002. It currently comprises the following ACT members:

- Christian Aid (CAID) El Salvador
- Lutheran World Federation (LWF) El Salvador Program
- Presbyterian Disaster Relief (PDA) Regional office
- Salvadoran Lutheran Synod (SLS)

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

Lutheran World Federation (LWF). LWF, as the current co-ordinating agency of the ACT Forum in El Salvador, will be responsible for the implementation of the proposal according to the guidelines from ACT El Salvador

III. DESCRIPTION of the SITUATION

Due to its geographic location, geological conditions and development El Salvador presents a series of vulnerabilities which can be broken down as follows:

Seismic risk: Among the geological risks, earthquakes have historically caused the most damage to the country.

Volcanic risk: El Salvador is a volcanically active country forming part of the volcanic range of Central America.

Risks due to flooding: Flooding constitutes a serious threat for an important part of the national population.

Risks due to landslides on hillsides: the climatic and morphological characteristics of the country lead to significant problems in the stability of the hillsides, frequently misused with unstable top soil subject to erosion. One of the main causes of landslides is rainfall.

In addition to natural threats such as earthquakes, flooding, hurricanes, landslides, and volcanic eruptions, there are also high levels of poverty exacerbating the situation for the most vulnerable: economic exclusion; poor employment and health conditions; inappropriate housing conditions and the location of numerous communities in risk areas (near ravines, hillsides and volcanoes, sandbanks and flooded areas).

According to the Human Development Report¹, poverty affects 47.5% of the total population in El Salvador, 37.6% of the urban population and 61.2% of the rural population. These percentages were increased by the earthquakes of 2001 which heavily affected La Paz, San Vicente, Usulután y Cuscatlán: the effects of which have meant a relapse of 6 years in the levels of human development, and rendering these areas among the poorest departments of the country along with La Unión, Ahuachapán, Morazán and Cabañas.

1/ INDH. Human Development Report: El Salvador 2001.

IV. TARGETED BENEFICIARIES

The organisations that make up ACT El Salvador, its counterparts and local partners.

V. PROPOSED ASSISTANCE & IMPLEMENTATION

Objectives

- To strengthen ACT national network participant capacities.
- To streamline co-ordination among ACT National network member organisations and their local partners in issues related to emergency response and risk management.
- To design and promote a joint risk management strategy and establish a basic response plan for emergency situations.
- To guarantee that emergency response meets ACT principles and procedures
- To undertake joint efforts in political advocacy at the national and international levels in issues related to emergency response.

Proposed activities:

TRAINING

- 3 workshops about the ACT alliance: Governance, principles and procedures
- 3 workshops on emergency response
 - Damage evaluation and analysis of needs
 - Immediate emergency response mechanisms
 - Alert and appeal management.
 - Sphere project
- 3 workshops on risk management
 - Disaster prevention principles
 - Risk, management maps
 - Local risk management systems
- 3 workshops on advocacy
 - Community organisation and development of community plans and proposals
 - Risk management legal framework
 - Effective advocacy principles and strategy preparation

CONSOLIDATION PROCESS

- Installed capacity diagnosis
 - Human resource and technical and financial assistance diagnosis
 - Update of diagnosis by network and participating organisation
 - Update of government emergency structures and operational proposal.
 - To identify other risk management opportunities and related issues.
- To include 3 prevention and emergency response experiences in one publication.
 - Identification and consolidation of risk management emergency response experiences
 - To validate lessons learned and consolidated in workshops
 - To publish the results of consolidation and workshops.
 - To create and/or update database: document inventory, publications
- To provide adequate conceptual framework on risk management for the national ACT network
 - Research on the viable risk management implementation by the ACT network
 - Workshops to share outputs
 - Publication of shared conceptual frameworks

Timeframe

One Year

V. ADMINISTRATION & FINANCE

Administration and finance will be the responsibility of the Lutheran World Federation, El Salvador Program following ACT El Salvador forum guidelines.

VI. MONITORING, REPORTING & EVALUATIONS

Final reports and the audit will be the responsibility of the co-ordination group formed by representatives of: SLS, CAID, PDA and LWF.

There is agreement that monitoring is the responsibility of LWF, but it may be shared by different organisations, based on geographic area and specialty, at the explicit request of a member of the co-ordination group.

The proposal has two evaluation mechanisms:

- Evaluation during the implementation period of the project (at the end of every three months), involving the active participation of organisations.
- Final evaluation will be carried out at the end of the project, taking all aspects into account. Here again, active participation by the organisations/communities/beneficiaries will be promoted.

Reporting Schedule

- Interim reports due 30 June 2005, to be received by the ACT CO before 31 July 2005
- Final reports due 31 December 2005 to be received by the ACT CO before 28 February 2006
- Audit report due 31 Dec 2005 to be received by the ACT CO before 31 March 2006

VII. CO-ORDINATION

The national ACT network will co-ordinate its work with organisations such as the International Red Cross and Caritas and with agencies in the United Nations System (UNESCO, UNICEF, UNDP and the WFP), as well as with government agencies such as the National Emergency Committee and the National Land Study Service.

The main contact point for the network in the case of a national emergency will be the regional network.

VIII. BUDGET**INCOME**

Lutheran World Federation	5,000
Local contribution ACT El Salvador	10,700
ACT Netherlands/ICCO	<u>21,000</u>
TOTAL INCOME	36,700

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type</u> <u>Unit</u>	<u>No.</u> <u>Units</u>	<u>Unit Cost</u> <u>USD</u>	<u>Budget</u> <u>USD</u>
DIRECT ASSISTANCE				
Training				
ACT and SPHERE workshops	Taller	16	400	6,400
Materials	Lump sum	1	2,400	2,400
Strengthening ACT Forum				
Update capacity assessment	Study	1	1,500	1,500
Mtgs, communications ACT El Salvador	Lump sum	1	3,000	3,000
Data base update	Lump sum	1	400	400
Case Studies (2)	Stuidy	2	500	1,000
Publication	Lump sum	1	1,000	1,000
Risk maps preparation	Map	4	500	2,000
Training in disaster response	Workshop	4	1,000	4,000
Equipment local networks	Networks	4	1,500	6,000
Direct Programme Related Costs				
Trainer	Fees	16	300	<u>4,800</u>
TOTAL DIRECT ASSISTANCE				32,500
TRANSPORT				
Transport	Month	12	100	<u>1,200</u>
TOTAL TRANSPORT				1,200
PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT				
Communications				
Telephone and fax	month	12	50	600
Promotion materials	Lump sum	1	1,000	<u>1,000</u>
TOTAL PERSONNEL, ADMIN & SUPPORT				1,600
AUDIT & MONITORING				
Audit of ACT Funds	lumpsum	1	400	400
Monitoring & Evaluation		1	1000	<u>1,000</u>
TOTAL AUDIT & MONITORING				1,400
TOTAL EXPENDITURE				36,700
Less income				<u>36,700</u>
BALANCE REQUESTED FROM ACT ALLIANCE				0

GUATEMALA

I. REQUESTING ACT MEMBER INFORMATION

ACT GUATEMALA: ACT Guatemala forum was formed in 2002. As defined in its by-laws, it is a network formed by:

- Conferencia de Iglesias Evangélicas de Guatemala (CIEDEG)
- Christian Aid (CAID) Guatemala
- DanChurchAid (DCA)Guatemala
- Lutheran World Federation (LWF) Guatemala
- Norwegian Church Aid (NCA) Regional Office
- TROCAIRE (Non ACT Member)

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

Norwegian Church Aid (NCA) NCA is the current co-ordinating agency of the ACT Forum in Guatemala. They will have the responsibility for the implementation of this proposal under the guidelines and supervision of ACT Guatemala.

III. DESCRIPTION of the SITUATION

The main threats to which Guatemala is exposed rise from the geographic and geo-dynamic characteristics of the country. From the geographic point of view, the country lies between two oceans and a large percentage of the country's territory is made up of highlands and steep mountains. As a result of this the country is affected by meteorological and geophysical phenomena that take the form of hurricanes, periods of stormy weather, flooding, landslides, cold fronts and drought.

In terms of geo-dynamic conditions, the most outstanding physical characteristic of Guatemala is that it lies on the convergence with three tectonic plates (the Coco plate below the Caribbean plate on the Pacific coast, the Caribbean plate and the North American plate. In the latter there is an extensive system of fault lines. In addition to the threat of earthquakes, which affects all the country to different degrees, this tectonic configuration is also the origin of the volcanic threat located in the Pacific mountain range. Currently there are five active volcanoes of which three – the Fuego, Santiaguito and Pacaya volcanoes – are considered highly dangerous.

However, some of the greatest threats to the country are the result of human activity rather than the natural elements such as those described above, or a combination of both. Examples are droughts, flooding and landslides where factors such as the misuse and degradation of the soil, the lack of land-use planning and migration from the countryside to the city, among others, play a decisive role.

The socio-economic situation of most Guatemalan people has deteriorated greatly. The population is either heavily concentrated in certain rural areas or in the few cities. There is little, if any, institutional development in the country and limited capacity to offer infrastructure and basic services to the population. The indigenous populations in general suffer from exclusion. All of this contributes to the deepening of vulnerabilities such as physical weakness in terms of health and nutrition; environmental deterioration and pollution; the precarious form of housing and the lack of access routes and communications to connect populations.

In June / July 2004, ACT Guatemala along with associates of ACT network members, engaged in a consultation project that focused on different regions in the country that were considered at high risk.

The following threats were identified.

- Threat of floods and fires in the South of Petén
- Threat of drought in the chortí area
- Threat of landslides and volcanic eruptions in the highlands
- Threat of floods and droughts in the southern coast and
- a national threat - earthquakes

Four of these threats appear to be the result of the dynamics of nature, but where human action also plays a role in their occurrence or in the deepening of their effects. In fact, these threats (floods, droughts and landslides) are often caused by deforestation, improper use of soil, drying of flood-prone or swampy areas, or the construction of infrastructure without proper environmental precautions. Other human activities that contribute to socio-natural threats are inadequate water resource management, underground and open air mining, the destruction of mangroves, over-exploitation of soil and water, atmospheric contamination etc.

The study of specific threats will also take into account forest **fires** in broad areas of Petén which result mostly from human activities.

Based on this framework, the **intervention** logic proposed emphasises four strongly interrelated components:

- definition of what the threats, vulnerabilities, capacities and limitations are, as well as the various actors in the areas of intervention, with the purpose of establishing different risk scenarios.
- After establishing the risk scenarios, efforts to gather inputs and elements for the organisational and institutional strengthening of the ACT Guatemala network. Basically, this strengthening is aimed at two areas: training at a different levels (local male and female leaders, counterparts and members of the ACT Guatemala network) and promoting co-ordination opportunities and mechanisms in the communities and with the counterparts in the regions and by the ACT network with other national networks (OXFAM, Catholic Church, etc.)
- Based on risk scenarios, the strengthening of the ACT network in Guatemala and the consolidation of co-ordination work and advocacy will be aimed at laws, ordinances and public national and/or municipal policies around emergency response and risk management.
- It is expected that, with the ACT network in Guatemala strengthened and with co-ordination and advocacy work, the ACT network will be more visible and will be in a position to act as an interlocutor between State and civil society agencies in matters related to risk management and emergency response.

IV. TARGETED BENEFICIARIES

Beneficiaries

- Leaders coming from high risk communities that are taking part in ACT Guatemala network associated or partner organisation projects.
- Staff from ACT Guatemala network partner organisations.
- The members of the ACT Guatemala network co-ordination team.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Objectives

- To establish the vulnerabilities and threats, capacities and limitations of response of the members of ACT Guatemala, in order to determine risk scenarios and prepare a capacity building and advocacy proposal

- To promote co-ordination and strengthen emergency response capacity and risk management by local partners, associated organisations and the ACT Guatemala network.
- To develop advocacy related activities in relation to risk management and emergency response.
- To position ACT Guatemala as a recognised humanitarian network with the capacity to promote risk management and emergency response from an integral perspective.

Activities

RESEARCH

Research activities will seek to:

- Produce a descriptive framework of the levels of threat (natural, socio-natural and anthropic) to which Guatemala is subjected.
- Take into account vulnerability factors faced by Guatemala
- Analyse the capacity of the State in terms of emergency response and risk management.
- Analyse the legal and public policy framework related to these issues.
- Set up a database of organisations and consultants who carry out or have carried out activities in the related fields.
- Take into account the humanitarian charter and basic humanitarian response standards for disaster response.
- Consider the diagnosis of local capacity and limitations in ACT Guatemala's scope of work.

CAPACITY BUILDING & RISK MANAGEMENT TRAINING FOR LOCAL PARTNERS & ACT GUATEMALA

Based on the capacity, location and possible risk scenario diagnosis, the following will be sought:

- To strengthen partner and associate participation in the organisations that make up the ACT Guatemala network.
- To establish opportunities for exchanges, co-ordination and alliances for joint action in the face of emergencies and risk management.
- To train community leaders, partner staff or associates in the ACT Guatemala network to promote the approach in their projects and activities.

ADVOCACY

Based on the mapping of humanitarian actors and the legal national framework and public policies, it will be possible to:

- Identify specific advocacy topics.
- Establish strategic alliances to carry out advocacy activities .
- Define the most effective advocacy methodology and strategies.
- Carry out social audit and monitoring efforts to measure progress in the impact of advocacy and implement corrective measures if necessary.

VISIBILITY

The following are some of the visibility activities that are considered a priority:

- Promotion of ACT Guatemala opinions on issues related to emergency response and prevention and risk management in the mass media.
- Holding public events to disseminate ACT Guatemala policies and activities.
- General publications about the nature and objectives of ACT Guatemala, as well as specialised publications on issues related to emergencies and risk management.
- Dissemination of education posters to be displayed in public places, including churches and schools.
- Development of an ACT Guatemala web page for updated information on issues that are relevant to its work. This page may also be a vehicle to further develop ACT Guatemala international relationships.

- Distribution of promotional items such as T-shirts, pens, caps and other items that will help promote the image of ACT.

Timeframe

One year

VI. ADMINISTRATION & FINANCE

Funds will be administered by NCA under supervision of the ACT Fora. NCA will open a separated account for the project.

VII. MONITORING, REPORTING & EVALUATIONS

A Co-ordinator of the activities will be appointed for a period of one year for the purpose of monitoring among the members and ensuring operations. The co-ordinator has the support of an executive secretary.

The **research** component will be the responsibility of consultants who are experienced in risk management and emergency response. Hiring will be based on terms of reference to be approved by the current members of ACT Guatemala:

The **co-ordination and strengthening** component will be the responsibility of a team formed by the current members of the ACT Guatemala network.

The **advocacy and visibility** component will be the responsibility of another team formed by the current members of ACT Guatemala.

On a bi-monthly basis, the Executive Secretary will be responsible for monitoring activities and providing reports based on information provided by the teams and/or consultants who are in charge of each component. An intermediate evaluation will be done after 6 months and a final evaluation will be done at the end of the year.

Reporting Schedule

- Interim reports due 30 June 2005, to be received by the ACT CO before 31 July 2005
- Final reports due 31 December 2005 to be received by the ACT CO before 28 February 2006
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VIII. CO-ORDINATION

Co-ordination efforts will be established at three levels:

- At the ACT Guatemala network level with the members of the network.
- At the counterpart or partner level, particularly in regions where one or more are present.
- At community level

IX. BUDGET**INCOME**

Norwegian Church Aid	12,800
Lutheral World Federation	16,500
Danchurchaid	5,000
ACT Guatemala contribution	15,000
ACT Netherlands/ICCO	<u>20,475</u>
TOTAL INCOME	69,775

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type</u>	<u>No.</u>	<u>Unit Cost</u>	<u>Budget</u>
	<u>Unit</u>	<u>Units</u>	<u>USD</u>	<u>USD</u>
EXPENDITURE				
Coordination				
General Assembly ACT Guatemala partners	Assembly	1	1890	1,890
Monthly meetings ACT Guatemala	Meeting	12	30	360
National coordination meeting	Meeting	1	1260	1,260
Regional meetings in the country	Meeting	12	410	4,920
Disaster response and risk management training				
Materials	Workshop	16	75	1,200
Transport	Workshop	16	640	10,240
Refreshments	Workshop	16	675	10,800
Advocacy				
Training				
Materials	Workshop	8	75	600
Transport	Workshop	8	640	5,120
Refreshments	Workshop	8	675	5,400
Visibility				
Leaflet about ACT	leaflet	1000	0.6	600
Publications	Book	500	5	2,500
Posters	Poster	1000	1.8	1,800
Web page	Lump sum	1	450	450
Promotion	Pens	800	1.5	1,200
Direct related cost				
Trainers risk management	Workshop	16	225	3,600
Trainers advocacy	Workshop	8	225	1,800
Research consultancy	Consultant	1	3035	<u>3,035</u>
TOTAL DIRECT ASSISTANCE				56,775
Transport				
Transport	week	45	32	1,440
Personnel and Administration support				
Staff salaries				
Executive secretary	month	12	755	9,060
AUDIT & MONITORING				
Audit of ACT Funds	Lump sum	1	2,500	2,500
TOTAL EXPENDITURE				69,775
Less income				<u>69,775</u>
BALANCE REQUESTED FROM ACT ALLIANCE				0

HONDURAS

I. REQUESTING ACT MEMBER INFORMATION

ACT HONDURAS: ACT Honduras forum was formed in 2002 and comprises the following:

ADEPES	Pespirens Development Association
Vecinos Mundiales	World neighbours
Alcaldía de Mercedes,	Ocotepeque
MANCOSAB	Commonwealth of five municipalities in Santa Bárbara and Copan
COFEMUNH	Female organisation of university women
ENMUNEH	Liaison for black women in Honduras
Red Comal	Alternative community marketing network
CIDICCO	International information center on coverage crops
CASM	Menonite social action commission
OCDIH	Christian organisation of integral development in Honduras
ASONOG	Association of Non-governmental associations
CAIDCA	Christian Aid in Central America
CCD	Christian development commission
DCA	Dan Church Aid Denmark
ILH	Lutheran church of Honduras
HEKS	Swiss Protestant Church Aid
FLM	Lutheran World Federation
DIAKONIA	Swedish diakonia

II. IMPLEMENTING ACT MEMBER INFORMATION

Swiss Protestant Church Aid, HEKS is the current co-ordinating agency of the ACT Forum in Honduras. Therefore, they will have the responsibility for the implementation of the proposal under the guidelines and supervision of the ACT Honduras.

III. DESCRIPTION of the EMERGENCY SITUATION

Due in part to geographic conditions and to a great extent to living conditions, Honduras has historically been vulnerable to different types of emergencies and disasters, among which are the following:

Floods, mainly caused by tropical storms and hurricanes. The height of mountain ranges and the intensity of tropical rainfall, coupled with the poor use of soil, poor water management, deforestation and the expansion of agricultural sector as well as the extended practice of open mining, results in extensive flooding during the rainy season. This mostly affects the southern, central and north west zones of the country, throughout the “Central Development Corridor” formed by the departments of Choluteca, Francisco Morazán y Cortés. Of all the emergencies, flooding has caused the most damage to infrastructure and human life.

Seismic movements. Unlike other Central American countries, Honduras has not had a history of seismic activity causing massive damages to infrastructure or loss of human life. As a consequence, seismic risk has been ignored though Honduras is located in the western part of a tectonic unit known as the “Caribbean Plate” right next to the convergence with the Coco Plate and the Caribbean Plate.

Other vulnerabilities such as **landslides, fires and droughts** have been documented even less, though one of the most vulnerable areas to these disasters is in the capital.

However, due to impact and loss of human lives hurricanes are perceived as the most serious threats which occur in the country, among which Hurricane Mitch is undoubtedly the most memorable.

IV. TARGET BENEFICIARIES

Direct beneficiaries

The 17 organisations that make up ACT Honduras, its members and partners, will be the direct beneficiaries. The joint action of the network focusing on capacity building and risk management will benefit the work. They will be in a better position to carry out humanitarian activities as well as contribute to the training process and communications, lobbying and advocacy work with national and international agencies.

Indirect beneficiaries

All the people who work as members and partners of the ACT network in Honduras will be indirect recipients of a strengthened ACT. The unity of the ACT network and timely, appropriate and sustainable activities will reduce the impact of negative events on the people and their livelihoods.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal

To contribute to reducing vulnerabilities² in ACT Honduras member organisations through the strengthening, co-ordination and incorporation of a public and private agendas in risk management activities to effectively assist/support the population in any emergency or disaster.

Objectives

- To strengthen the institutional capacities of ACT Honduras network member organisations in emergency preparedness and response, in advocacy and organisation processes with a risk management approach.
- To promote co-ordination mechanisms within and outside the network in order to respond to emergency situations in a timely manner.
- To establish strategic alliances to help reduce the country's vulnerability through fora advocating inclusion of risk management in public policies.

STRENGTHENING OF THE ACT NETWORK

The members of the ACT Honduras network, will acquire knowledge and capacity in risk management, emergency preparedness and response, lobbying and advocacy. They will be empowered through the design and execution of a training process using hands-on learning leading to increased operational capacities in:

- Risk management legal framework
- Emergency preparedness and response training to benefit a total of 30 persons
- Advocacy and lobbying
- Participation by ACT Honduras network members in disaster prevention and response at the national and international level.
- Having more say and hence ownership of the issues among ACT network members at the national and regional level.
- The design, publication and distribution of electronic or printed information documents.
- Members of the ACT network include risk management and/or emergency preparedness and response issues in their institutional activities:

² Capacity by a person or social group to predict, survive and resist the effects of threats or to recover after a disaster.

Once efficient co-ordination mechanisms have been set up the ACT network will ensure that each of its members is active in the building of capacities and risk management through the following actions:

- Preparation of a map showing ACT member operational areas.
- Review and update of the institutional capacity and resource inventory of ACT Honduras.
- Development of regional consultation mechanisms to build capacity, share information and develop a co-ordination strategy.
- Creation of technical disaster teams capable of supporting the Co-ordination Committee in the responsibilities assigned to it by the network.
- ACT Co-ordinating Committee meetings to solve problems and define ACT Honduras network co-ordination mechanisms in relationship to risk management and emergency preparedness/response.
- Regular disaster management meetings and training necessary to build capacity.
- Review, update and distribute the Procedures Guidelines for emergency and disaster response.
- Review and update ACT Honduras standard documents.
- Define effective standards and information systems with all the members of the network.

Improvement of ACT Honduras co-operation and co-ordination with national and international agencies dealing with emergency response and risk management through:

- Regular attendance by all members in Regional ACT Co-ordination Committee meetings.
- Participation in regular co-operation/co-ordination meetings with local authorities and other relevant national and/or international agencies working in the area of emergency preparedness and response
- Identification of other organisations and agencies working in the same areas.
- ACT members signing MoUs with national and local authorities clarifying activities to be undertaken in specific emergency response to ensure effective co-operation and co-ordination and avoid duplication of efforts.
- Establishment of alliances with other bodies for the compilation and distribution of education material on emergency and disaster response and risk management.

LOBBYING & ADVOCACY

ACT Honduras members, in co-ordination with other strategic actors (government, INGO's, UN) at the national and local levels will participate actively in discussions about risk management, emergency preparedness and response:

- To analyse and discuss the National Contingency Law with national and municipal authorities in ACT operational areas.
- To participate in the various discussions and co-ordination meetings for national and sectoral topics.
- To exchange information on experiences and advocacy
- To participate regularly in public fora or events and in international co-operation activities that include these issues on their agendas.

Methodology

An interactive methodology is proposed, with ACT Network members working in a collaborative and transparent manner supporting and complementing each others activities.

The strategy proposed is one of full respect for the individual functions and missions of network members and of territorial space. In the event that more than one organisation is operational in an area, more effective communication mechanisms will be developed between them in order to avoid duplication of efforts and activities.

Fully participative communication between the communities, local authorities and ACT members will be encouraged to ensure effective advocacy work.

Where ACT Honduras members have presence ACT visibility will be promoted.

Advantage will be taken of some of the strengths and special competencies of some ACT network members in order to offer training and opportunities for exchange.

Timeframe

One year

VI. ADMINISTRATION & FINANCE

Management of funds will be the responsibility of the regional HEKS office in Tegucigalpa. There will be a specific account for ACT funds and controls will be defined by the control system of the HEKS office.

A facilitator will be hired, who will be under the direct supervision of the implementing member. He/she will be responsible for the co-ordination and monitoring of the ACT Honduras activities as well as capacity building.

He/she will facilitate the co-ordination and communications of ACT Honduras members; participate in ACT meetings; follow-up of decisions made in meetings; follow-up on the work plans and responsibilities of any committees or working groups that are formed by ACT members. The facilitator will also participate in regional and international activities and maintain contact with donor agencies. ACT visibility will also be one of the responsibilities.

The facilitator will also be responsible for establishing contacts with the government and non-governmental agencies that carry out emergency response and risk management.

VII. MONITORING, REPORTING & EVALUATIONS

The project is divided into three stages, each one lasting one calendar year. The set tasks for each stage will be carried out by the members of ACT who will have tasks distributed among them. The co-ordination committee will assume tasks that are of a national scope.

It is the responsibility of the Co-ordination Committee to monitor the project execution on a monthly basis by reading and analysing the reports of the activities assigned to each network member. This will make it possible to evaluate and measure results and make any adjustments deemed necessary.

Resources for the project will be managed by the Co-ordination Committee through its treasurer, who will be responsible for producing clear, specific and transparent financial reports for donors.

Reporting Schedule

- Interim reports due 30 June 2005, to be received by the ACT CO before 31 July 2005
- Final reports due 31 December 2005 to be received by the ACT CO before 28 February 2006
- Audit report due 31 Dec 2005 to be received by the ACT CO before 31 March 2006

VIII. CO-ORDINATION

Many of the large international organisations such as the European Economic Community, the International Red Cross League and the Red Crescent, OXFAM International, the Office for Disaster Response of the United States, (OFDA – USAID) Catholic Relief Services, (CRS) the United Nations System, (UNOS) the Honduran Red Cross, the Permanent Contingency Committee (COPECO) among others are currently working on these issues.

The ACT Honduras network will collaborate with these national and international organisations that are present in ACT operational areas and take every opportunity to discuss aspects that are common in addressing disasters as well as establish co-operation agreements and co-ordinate activities.

At the same time, concepts and guidelines will be agreed upon which are to be integrated into the lobbying and advocacy process with authorities at different levels.

IX. BUDGET

INCOME

HEKS	10,000
Danchurchaid	15,300
Christian Aid	12,787
Lutheran World Federation	4,000
ACT Netherlands/ICCO	<u>10,000</u>
TOTAL INCOME	52,087

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type</u> <u>Unit</u>	<u>No.</u> <u>Units</u>	<u>Unit Cost</u> <u>USD</u>	<u>Budget</u> <u>USD</u>
ACT Honduras strengthening				
Training ACT members and partners	Workshops	4	2500.00	10000
Meetings ACT members and partners	Workshops	1	1000.00	1000
National meetings	Meetings	2	750.00	1500
Exchange visits	Visits	3	500.00	1500
Publications and documentation	Units	4	150.00	600
Coordination				
Mapping capacities and resources	Map	1	200.00	200
Meeting with all national actors	Meetings	18	189.00	3402
Assembly	Assembly	1	3000.00	3000
Manual in disaster response	Units	1	300.00	300
Legal expenses	Units	2	35.00	70
Training materials	Unit	3	400.00	1200
Advocacy				
Meetings to discuss national laws	Meetings	1	200.00	200
Participation events & public forums	Events	3	267.00	801
TOTAL DIRECT ASSISTANCE				23,773

PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT

Staff salaries

Project coordinator	month	12	1,200	14,400
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Staff benefits

Legal benefits	Lump sum			4,200
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Staff Travel

Per Diems	month	12	200	2,400
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Office Operations

Equipment maintenance	Unit	1	800.00	800
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Rent/services		12	200.00	2,400
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Communications – tel, fax etc	Month	12	50.00	<u>600</u>
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TOTAL PERSONNEL, ADMIN & SUPPORT				24,800
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<u>Description</u>	<u>Type</u> <u>Unit</u>	<u>No.</u> <u>Units</u>	<u>Unit Cost</u> <u>USD</u>	<u>Budget</u> <u>USD</u>
AUDIT & MONITORING				
Audit	Lump sum	1	2,000	2,000
Monitoring & Evaluation				<u>1,514</u>
TOTAL AUDIT & MONITORING				3,514
TOTAL EXPENDITURE				52,087
Less income				<u>52,087</u>
BALANCE REQUESTED FROM ACT ALLIANCE				0

NICARAGUA

I. REQUESTING ACT MEMBER INFORMATION

ACT Nicaragua. ACT Forum in Nicaragua was created in October 2000 and currently comprises:

Christian Medical Action (AMC)
 Council of Evangelical Churches for a Denominational Alliance (CEPAD)
 Christian Aid (CAID) Nicaragua
 Interchurch Center for Theological and Social Studies (CIEETS)
 Swiss Protestant Church Aid (HEKS) Nicaragua
 Lutheran Church of Nicaragua (ILN)
 Lutheran World Relief (LWR), Regional office
 Norwegian Church Aid (NCA) Nicaragua
 Diakonia Sweden, Regional office

II. IMPLEMENTING ACT MEMBER INFORMATION

Interchurch Center for Theological and Social Studies (CIEETS) is the current co-ordinating agency of the ACT Forum in Nicaragua. Therefore, they will have the responsibility for the implementation of the proposal under the guidelines and supervision of the ACT Nicaragua.

III. DESCRIPTION of the EMERGENCY SITUATION

Currently, Nicaragua continues to face various threats and vulnerabilities. This was very evident in the aftermath of Hurricane Mitch in 1998 which uncovered the vulnerability of the population and the institutional incapacity on the part of the government to handle the preparedness phase, as well as the relief, rehabilitation and reconstruction phases. The level of organisation, or lack thereof, was evident in many communities.

The main threats in Nicaragua are:

Volcanic: One of the most serious threats lies in the Pacific zone where there is a chain of 10 volcanoes.

Seismic: This threat lies in the Pacific zone where the volcanoes are also situated. Managua, the capital city, is located in this region and has suffered several catastrophes in the past century. The capital has been destroyed twice by earthquakes that claimed thousands of lives.

Water-related threats. The Atlantic Coast is the most vulnerable to flooding, owing to the vast expanse of deforested land. The situation is similar, but to a lesser degree, on the Pacific Coast, mainly in Sonsocuite.

The country is threatened by **hurricanes** and consequently by flooding every year. In a country with a high degree of deforestation, heavy rainfall easily results in landslides, as in Posoltega on the Casita Volcano, where 2,000 people were killed.

There are also quite serious **droughts** and during 2001 – 2002 there was a substantial loss of cultivated land as a result. The departments which were most affected were: Madriz, Estelí, Nueva Segovia, León, Chinandega, Managua, Masaya.

An additional phenomenon, which exacerbated the drought, was that of El **Niño** which, according to the monitoring carried out by the Nicaraguan Institute for Land Studies, affected seasonal changes in other parts of the world.

As regards other vulnerabilities faced by the population, poverty affects more than 50% of the population and, in terms of the geographic position, coincides with the zones of natural threats in the Pacific and in the centre of the country. The greatest number of poor are found in the departments of Matagalpa (12%), Managua (10%), Chinandega (9%), and southern Atlantic region (9%). Any threat that affects these zones directly affects the poor more severely due to the lack of resources and means to reconstruct their lives.

IV. TARGETED BENEFICIARIES

Direct beneficiaries

The organisations that make up the ACT Nicaragua network, its counterparts and local partners.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal: To contribute to strengthening ACT Nicaragua capacities to disaster prevention and response through capacity building activities.

Objectives:

- To prepare a strategic plan for ACT Nicaragua emergency response.
- To define an intervention model based on the SPHERE standards and existing emergency response methodologies to improve the efficacy of the ACT Nicaragua humanitarian.
- To accompany and support disaster affected population to interact with the local and national authorities
- To put together a national Rapid Response Team that will be available to respond immediately to any emergency.
- To put together contingency plans for ACT Nicaragua member organisations to respond to disasters.

Expected outcomes

- To have a strategic plan for ACT Nicaragua network for 2005-2007.
- To have designed an intervention model and methodologies for emergency response for ACT Nicaragua for the next 3 years

- To have well defined standard emergency response regulations.
- To have an experienced and trained Rapid Response Team.
- To have well prepared institutional contingency plans.

Activities

The ACT for a in the Central American Region have adopted the risk management issue as a strategy to reduce the number of disaster victims. To develop this approach it is necessary to engage in research processes, training in the application of methodologies to identify threats and vulnerabilities, to develop institutional capacities for the emergency phase, and to create a culture of prevention and participation amongst the population.

STRATEGIC PLANNING

- This is expected to be an analytical exercise that defines intervention strategies based on the knowledge of the local reality (network capacity, environmental and social and economic vulnerability of the country). This means developing a proposal with a logical order which is consistent with the institutional mission and policies of each network member, also taking into account the mission and policies of co-operation agencies present in Nicaragua.
- The Strategic Plan of the ACT Nicaragua network forum for the next five years will be prepared with the assistance of a consultant.
- The objective of the network with regard to the victims of disasters, internal collaborators and the positioning and visibility of the network at the national level will be defined.
- Priority action areas: inter-institutional co-ordination mechanisms, alliances with other organisations and/or networks working in humanitarian aid.
- Training needs and the development of expertise among network members will be identified.
- Structure ACT/Nicaragua model and methodology to respond to emergencies for the next 3 years.

Methodologies that facilitate a process and a method for the different types of response will be defined through a participatory process that uses the expertise already available in network member organisations:

- Psychosocial/pastoral response
- Health care
- Water and sanitation
- Nutrition
- Humanitarian aid
- Food security

Emergency intervention standards with ACT Nicaragua forum member agencies.

Based on the global framework and mandate established by ACT International along with the code of conduct for emergency response, a general framework of action or intervention will be defined that covers the different mandates of each one of the network member agencies.

This analysis will lead implementing organisations and forum member to have a single framework of actions and streamline the execution of the different stages of emergency response - mobilisation of teams to the disaster area, damage evaluation, immediate response after the disaster, the development of proposals (appeals) to ACT International, etc.

INTERNATIONAL CO-ORDINATION MEETINGS.

The participation by directors and/or representatives from network member institutions makes it possible to maintain co-ordination and work relationships with the rest of the Central American area countries.

RAPID RESPONSE TEAMS

Each of the member organisations has specialised human resources in different fields: psycho-social, pastoral, health, humanitarian aid, and food security areas who, with proper training, can be utilised in disaster response. They are professionals in public health, psychology, doctors, epidemiologists, nurses, paediatricians, agronomists, risk management specialists among others.

Several teams comprising specialists will be created to respond to any emergencies that occur. Each team will have a Co-ordinator trained in needs assessment. ACT Nicaragua will activate these teams when an emergency occurs. The first to be deployed will be the members of the EDAN team. They will gather information for the co-ordinating team to immediately prepare an emergency response plan and to form the teams of specialists based on the type of disaster and the budget available.

The Rapid Response Team will also prepare institutional emergency plans together with the members of each organisation.

INSTITUTIONAL RISK MANAGEMENT

With the support of the Rapid Response Team, each organisation will prepare an Emergency Plan for various types of risks. They will also incorporate the risk management issue in all phases of the emergency response as well as in the general activities of the organisation.

Methodology

- Strategic planning workshops will be held among ACT Nicaragua members
- Working groups will be formed with Rapid Response Team participants in the case of projects executed by the network, among them Musún, Prinzapolka, Matagalpa and El Salvador.
- Workshops will be organised with representatives of ACT Nicaragua member agencies.
- Ecumenical organisations will reflect and conceptualise the risk management issue.
- Opportunities will be provided for sharing of experiences

Timeframe

One Year

VI. ADMINISTRATION & FINANCE

Fund management will be the responsibility of the Interchurch Center for Theological and Social Studies (CIEETS), the current coordinating agency of ACT Nicaragua. They will establish a separate bank account and the financial controls will be those defined by its control system.

VII. MONITORING, REPORTING & EVALUATIONS

For the purposes of monitoring and operations, a Co-ordinator will be appointed on a rotation basis. He/she will be supported by a technician whose responsibilities will include the monitoring of activities. He/she will deliver implementation reports to the team formed by the members of ACT Nicaragua based on information provided by the teams and/or consultants who are in charge of the implementation of each component. An intermediate evaluation will be done 6 months into the project and a final evaluation will be carried out at the end of the year.

Reports will be provided according to the ACT guidelines following this schedule:

Reporting Schedule

- Interim reports due 30 June 2005, to be received by the ACT CO before 31 July 2005
- Final reports due 31 December 2005 to be received by the ACT CO before 28 February 2006
- Audit report due 31 December 2005 to be received by the ACT CO before 31 March 2006

VIII. CO-ORDINATION

Co-ordination efforts will be established at three levels:

- At the ACT Nicaragua network level with the members of the network.
- At the counterpart or partner level, particularly in regions where one or more have a presence.
- At the community level, among those that can potentially be affected by the same threat

IX. BUDGET

INCOME

Norwegian Church Aid	10,000
Lutheran World Relief	3,000
ACT Netherlands/ICCO	<u>15,960</u>
TOTAL INCOME	28,960

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type</u> <u>Unit</u>	<u>No.</u> <u>Units</u>	<u>Unit Cost</u> <u>USD</u>	<u>Budget</u> <u>USD</u>
Training				
Strategic planning				
2 Workshops-20 participants-3 days	Workshops	2	965	1,930
Definition Intervention model for ACT Nicaragua				
Workshops	Workshops	5	250	1,250
Definition intervention methodologies				
Workshops	Workshops	3	535	1,605
Coordination all ACT members and partners				
Workshops	Workshops	1	670	670
Participation in regional coordinations	Meetings	3	715	<u>2,145</u>
Sub Total				7,600
Direct Programme Related Costs				
Consultant for strategic planning	Workshops	2	1,500	3,000
Consultant for intervention model	Meetings	3	1,000	<u>3,000</u>
Sub Total				6,000
TOTAL DIRECT ASSISTANCE				13,600

TRANSPORT

Fuel	Gallons	374	3	1,197
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PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT

Staff salaries

Project coordinator	Month	12	656	7,870
Account	Month	12	100	1,200

Staff benefits

Coordinator legal benefits	Person	2	656	1,312
Account legal benefits		2	100	200

Staff Travel

Per diem Regional travel	days	15	10	150
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Communications

Telephone, mail	Month	12	100	1,200
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<u>Description</u>	<u>Type</u> <u>Unit</u>	<u>No.</u> <u>Units</u>	<u>Unit Cost</u> <u>USD</u>	<u>Budget</u> <u>USD</u>
Other				
Electricity	Month	12	100	1,200
Bank expenses	Lump sum	1	31	<u>31</u>
TOTAL PERSONNEL, ADMIN & SUPPORT				13,163
AUDIT & MONITORING			1,000	1,000
TOTAL EXPENDITURE				28,960
Less income				<u>28,960</u>
BALANCE REQUESTED FROM ACT ALLIANCE				0

REGIONAL

I. REQUESTING ACT MEMBER INFORMATION

ACT Central America Forum formed in 2004 comprises:

- ACT Guatemala
- ACT Honduras
- ACT Nicaragua
- ACT El Salvador

ACT national fora from Guatemala, El Salvador, Honduras and Nicaragua, met in Monte Carmelo, Tegucigalpa, Honduras on 27 and 28 November 2003 and unanimously decide to create the ACT Central American forum with the purpose of strengthening national, regional and global efforts to better address emergency situations affecting the region. In order to lead this initiative, a Regional Co-ordinating Committee (RCC), formed by the Co-ordinators of National ACT forum, was created.

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

Norwegian Church Aid (NCA) Regional office in Guatemala – is currently the co-ordinating agency for the Central America Forum. They will be responsible for the implementation of this proposal under the guidelines and supervision of the ACT Central America Forum.

III. TARGETED BENEFICIARIES

There will be three type of beneficiaries

Regional co-ordination

- Specialised technicians in the region that make up multi-disciplinary teams for disaster prevention and emergency response in the region.
- Regional network facilitators or co-ordinators

National network organisations

- Counterpart or partner staff that make up the ACT national network
- The members of the ACT Network co-ordination

- Grassroots organisations
- Leaders from high risk communities which are part of partner projects or counterparts of the organisations that make up the ACT network
- Leaders or technicians of other agencies who are working in ACT network operational areas.

Selection criteria

- Each National network will determine who participates in the various activities of this proposal, in co-ordination with local organisations and leaders - if these are activities carried out with grassroots organisations.
- ACT International guidelines will be the framework of the activities.

IV. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Each national co-ordination team will be responsible for the development of a specific component of the activities proposed

- ACT Guatemala: theological reflection and conceptualisation
- ACT Honduras: Emergency operational response teams
- ACT Nicaragua: Regional risk management proposal
- ACT El Salvador: Network strengthening

National Network Strengthening (El Salvador)

- Update of diagnoses by network and participating organisations
- Training plan
 - Share experiences
 - ACT knowledge: Appeals, alerts, reports, etc
 - Knowledge about national domestic laws and government structure mandates
 - Risk Management and SPHERE conceptual framework
- Documentation and publications
- Identify other risk management and related issue opportunities.

Operational Emergency Response Teams (Honduras)

- Guarantee that contingency plans are in place, needs assessment, logistics criteria, early alert systems in each national network.
- Select the multi-disciplinary Rapid Response Teams
- Propose mechanisms which guarantee immediate and effective response actions for national networks in cases of emergency

Development of a Risk Management Plan (Nicaragua)

- Compile information on the research done on risk management and related issues
- Create and/or update databases
- Risk maps by country
- Regional and country-wide action strategies
- Accompany national plans
- Propose permanent accompaniment mechanisms for national networks in the implementation of risk management plans.

Advocacy and Visibility (Honduras and Guatemala)

- Follow-up to Mitch + n process
- Relationships with UN system, the EU, etc.
- Relationships with other networks and INGOs
- Advocacy with national emergency response agencies: Permanent Contingency Committee in

Honduras (COPECO), National Committee for Emergencies in Guatemala (CONRED), National Service to prevent disasters in El Salvador (SINAPRED), National Committee for Emergencies in Nicaragua (COEN).

- Advocacy with regional agencies: Center of coordination to prevent natural disasters in Central America (CEPREDENAC)
- Creation of ACT Central America network webpage

Theological Reflection (Guatemala)

- Development of a Bible-theological conceptualisation of risk management
- Formulation of advocacy proposal for churches and the ACT network

Make-up and operation of committees:

- The proposal is to work on each component through committees, with the participation of each national network in each committee.
- In a consultative process, each national network should identify and propose its representatives to each committee.
- Each committee will be formed by a maximum of 54 members, including a co-ordinator.
- Work will be done preferably through the e-mail
- The following phases are proposed
 - Each committee needs to assume its mandate
 - Create proposals
 - Validate proposals with the ACT Central American network
 - Propose viable forms of proposal implementation
- Each committee will be co-ordinated by a member of the RCC.

V. IMPLEMENTATION SCHEDULE

Description	2005											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Theological reflection, Guatemala												
Prepare proposal document												
Discussion workshop for theological framework												
Sharing/Validation of output document												
Publication												
EROES. Honduras												
Build a database												
Develop a minimum protocol for EROE												
Meeting for the development of the protocol												
Network strengthening. El Salvador												
Regional strengthening workshop												
National multiplication Workshops												
Risk management plan. Nicaragua												
Compilation of experiences												
Preparation (Contact TDR and												

methodology)													
Share basic proposal with countries													
Regional development meeting													
RCC coordinating team meetings													
Regional assembly													
Theoretical, office or systematization work.													
Regional meetings or workshops													
National workshops or activities													
Regional co-ordination team meetings													

VI. ADMINISTRATION & FINANCE

Each national fora will be responsible for the implementation of the component that they have been appointed to develop. The overall management of the funds will be made by the NCA Guatemala, the co-ordinating agency of the ACT regional For a. The administration of the funds at the national level will be made by the co-ordinating agency of the forum in the country.

VII. MONITORING, REPORTING & EVALUATIONS

The national co-ordinating agency of the ACT fora will be responsible for the implementation and reporting. The regional forum and the regional co-ordinating agency will monitor the implementation of the activities . A final evaluation of the regional component will be carried out with the participation of all the national for a. NCA Guatemala will be responsible for the narrative and financial report of this component.

Reporting Schedule

- Interim reports due 30 June 2005, to be received by the ACT CO before 31 July 2005
- Final reports due 31 December 2005 to be received by the ACT CO before 28 February 2006
- Audit report due 31 Dec 2005 to be received by the ACT CO before 31 March 2006

VIII. CO-ORDINATION

ACT Central American network structure

- *General Assembly*: Formed by the delegates of national networks, it defines and approves the ACT Central America network strategies.
- *Regional Co-ordinating Committee (RCC)*: formed by the co-ordinators of national networks, it follows-up on the agreements reached by the Assembly General
- *Working committees*: Ad-hoc groups in charge of implementing specific Assembly General or RCC agreements

Responsibilities of the RCC

- **Co-ordination**
 - ❑ To facilitate effective co-ordination among RCC members
 - ❑ To facilitate co-ordination and communications among national networks
 - ❑ To facilitate liaison with regional civil society in terms of risk management

- To promote the participation of national networks for candidacy in ACT International government bodies
- **Communications and information**
 - Among RCC members
 - To facilitate exchanges among national networks
 - With the representative to the EMCOM
 - With ACT International
 - To raise awareness about ACT International on risk management approaches
 - To make the regional network visible
- **Advocacy and visibility**
 - Nationally: with government, civil society and others
 - Regionally: CEPREDENAC, SICA, OAS, OCHA
 - Internationally: Co-operation agencies, ECHO, ONU, ACT International
- **Capacity strengthening**
 - Identification of training needs and strengthening of national networks
 - Human resource and technical and financial assistance diagnosis
 - Financial management
 - National and regional response capacity
 - Co-ordination and use of regional technical resources to support national processes
 - Encourage research aimed at providing for sustainable interventions

IX. BUDGET

INCOME

Norwegian Church Aid	5,000
Lutheran World Federation	5,000
ACT Netherlands/ICCO	<u>19,500</u>
TOTAL INCOME	29,500

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type</u>	<u>No.</u>	<u>Unit Cost</u>	<u>Budget</u>
	<u>Unit</u>	<u>Units</u>	<u>USD</u>	<u>USD</u>
Strengthening conceptual & theological framework of the ACT For a	Workshop	1	9,500	9,500
Strengthening of the regional Forum	Workshop	1	4,000	4,000
Strengthening of the National Fora	Workshop	4	1,000	4,000
Risk management plans	Workshop	1	9,000	9,000
Regional Asembly	Assembly	1	3,000	<u>3,000</u>
Sub Total				29,500
TOTAL EXPENDITURE				29,500
Less income				<u>29,500</u>
BALANCE REQUESTED FROM ACT ALLIANCE				0

ACT CENTRAL AMERICA FORA CASE STUDY

One of the main conclusions of the ACT Alliance Evaluation, carried out at the end of 2003 was that the ACT fora should be viewed as key vehicles for the future development of the alliance, giving meaning to the ACT Alliance at the country level.

The evaluation proposed that the ACT fora should be strengthened and that they should take responsibility for, amongst others:

- Co-operation in disaster prevention projects,
- Responsibility and co-ordination in preparing appeals
- Reinforcing ACT's profile and visibility in the countries.

The general recommendations were:

- ACT national and regional fora should be given more encouragement and support by the CO, with resources being drawn from the revised EMT program and the proposed new Capacity Building Fund
- Current *Guiding Principles for ACT Fora (National and Regional)* should be revised to give greater emphasis to the role of the fora.

Following these recommendations, the ACT Executive Committee decided in 2004 that some ACT fora case studies should be carried out in 2005 to identify difficulties, advantages and lessons learned that will help promote, disseminate and support ACT national co-ordination (ACT Fora) within the ACT Alliance.

The cases selected are: Liberia, Central America, ACT Nairobi, Mozambique and Bangladesh.

The objectives of the study will be:

- To describe the ACT co-ordination model existing in the country
- Identify main factors for the success or failure of the ACT co-ordination
- Analyse the positive and negative impacts of the ACT co-ordination (ACT Fora) on:
 - the quality of the ACT response in the country
 - the performance of the individual members,
 - the relations with the ACT CO,
 - the relations with the Funding Members,
 - the relations with other humanitarian agencies, government and UN system and
 - the funding of the appeals
- Analyse the impact of the ACT co-ordination (ACT Fora) on the general objectives of the ACT Alliance: ownership, commitment.
- Analyse the impact of the ACT co-ordination (ACT Fora) on the visibility of the ACT Alliance
- Formulate specific recommendations to strengthen the ACT co-ordination in the country studied

The study will be carried out by an external consultant, a local consultant proposed by the ACT members in the region and the ACT CO programme officer responsible for the region.

This proposal refers to the Central America case study that is planned to take place end of August beginning of September. The study will cover El Salvador, Guatemala, Honduras and Nicaragua ACT national Fora and the ACT regional forum.

BUDGET

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
External consultant fees	Days	21	450	9,450
Local consultant fees	Days	18	250	4,500
International travel	Trip	1	1,500	1,500
Travel within the region	Trip	2	1,500	3,000
Perdiem	Days	23	150	3,450
Workshop, meetings	Lump sum			1,600
ACT CO participation	Lump sum			<u>2,400</u>
Total				25,900