



# GO-NGO Protocol *for* Emergency Management



*Assam State Disaster Management Authority (ASDMA)  
Government of Assam*

*Submitted by:*



*Gurgaon, India*

*Cell: +91-9811310841/9899592306*

*E-mail: nmprusty@yahoo.co.in, nmprusty51@gmail.com*

This document is developed in view that it will be useful to have a protocol which both, Govt. of Assam and the NGOs would adhere to for effective, efficient, timely and qualitative emergency response and management in the state. The document focuses on (1) Effective and efficient coordination to meet needs and aspirations of affected community in strengthening pre-disaster preparedness, disaster risk reduction, mitigation and post-disaster response, rehabilitation and recovery; and (2) Identifying specific activities that can be undertaken by NGOs in demonstrating spirit of Collaboration, Cooperation and partnership with Government in working towards a disaster resilient Assam.

The document is developed by Center for Development and Disaster Management Support Services (CDDMASS – A Strategy Center), a Gurgaon based non-profit organization in close consultation with Assam State Disaster Management Authority (ASDMA, Govt. of Assam), and senior technical experts in the sector including Prof. N.V.C. Menon (Former Member, NDMA), Mr. Bhaskar Barua (Senior Development Administrator), Mr. N.M. Prusty (Senior Humanitarian Practitioner), Mr. Sujoy Chaudhury (Senior Development and Disaster Management Professional) and Mr. Raman Kumar (Disaster Management and Humanitarian Practitioner). The document was developed in pure consultative and participatory process and captures views and inputs from all key stakeholders from Govt., NGOs, academia, community, PRIs etc.

**For more details, please contact:**

**Assam State Disaster Management Authority (ASDMA)**

Govt. of Assam, Assam Secretariat, Dispur

Phone: +91-361-2237221

Fax: +91-361-2237010

E-mail: [asdmaghy@gmail.com](mailto:asdmaghy@gmail.com), [statedmcontrolroomassam@gmail.com](mailto:statedmcontrolroomassam@gmail.com)

Website: <http://sdmassam.nic.in/>

# Abbreviations

---

AeA	: Aid-et-Action
ANC	: Ante Natal Care
ANM	: Auxiliary Nurse Midwife
ARLDF	: Asian Rural Life Development Foundation
ASDMA	: Assam State Disaster Management Authority
ASHA	: Accredited Social Health Activist
AWC	: Angan Wadi Center
AWW	: Angan Wadi Worker
CA	: Chartered Accountant
CASA	: Church's Auxiliary for Social Action
CBO	: Community Based Organization
CCA	: Climate Change Adaptation
CDDMASS	: Center for Development and Disaster Management Support Services
CRPD	: Convention on the Rights of Persons with Disabilities
CRS	: Catholic Relief Services
CSO	: Civil Society Organization
DC	: District Collector
DDMA	: District Disaster Management Authority
DEOC	: District Emergency Operation Center
DFY	: Doctors For You
DM	: District Magistrate
DM Act	: Disaster Management Act (2005)
DRR	: Disaster Risk Reduction
DSS	: Decision Support System
EHA	: Emmanuel Hospitals Association
EoS	: Expression of Solidarity
FAO	: Food and Agriculture Organization
FAQs	: Frequently Asked Questions
FGD	: Focused Group Discussion
GIS	: Geographical Information System
GNM	: General Nursing and Midwifery
GO	: Government Organization
GP	: Gram Panchayat
HC	: Humanitarian Coordinator
HCT	: Humanitarian Country Team
HH	: Household
HPC	: High Powered Committee
HR	: Human Resource
HSC	: Health Sub Center
IAG	: Inter Agency Group

IASC	: Inter Agency Standing Committee
IDP	: Internally displaced People
IFRC	: International Federation of Red Cross and Red Crescent Societies
IGSSS	: Indo Global Social Service Society
INGO	: International Non Government organization
IOM	: International Organization for Migration
IRCS	: Indian Red Cross Society
JRNA	: Joint Rapid Needs Assessment
LCPs	: Local Capacities for Peace
LT	: Laboratory Technician
MMU	: Mobile Medical Unit
MNREGA	: Mahatma Gandhi National Rural Employment Guarantee Act
MOU	: Memorandum of Association
NCRMP	: National Cyclone Risk Management Project
NDMA	: National Disaster Management Authority
NE	: North East
NEDSSS	: North East Diocesan Social Service Society
NFI	: Non Food items
NGO	: Non Government Organization
OCHA	: Office for Coordination of Humanitarian Affairs
ODMM	: Orissa Disaster Mitigation Mission
OSDMA	: Odisha State Disaster Management Authority
OT	: Operation Theater
P/CWD	: People / Children with Disabilities
PDNA	: Post Disaster Needs Assessment
PDS	: Public Distribution System
PHC	: Primary Health Center
PHED	: Public Health Engineering Department
PLWHA	: People Living With HIV/AIDS
PRA	: Participatory Rural Appraisal
PWD	: Persons With Disabilities
RVC	: Rural Volunteers Center
SADD	: Sex Age Disaggregated Data
SC	: Scheduled Caste
SEC	: State Executive Committee
ST	: Scheduled Tribe
SWOT	: Strengths, Weaknesses, Opportunities, Threats
TB	: Tuberculosis
TNTRC	: Tamil Nadu Tsunami Resource Center
UN	: Unite Nations
UNDP	: United Nations Development Programme
UNHCR	: United Nations High Commissioner for Refugees
UNICEF	: United Nations Children’s Fund
URS	: Unified Response Strategy

WASH : Water, Sanitation and Hygiene  
WFP : World Food Programme  
WHO : World Health organization  
WVI : World Vision India

# Table of Contents

---

<i>Abbreviations.....</i>	<i>3</i>
<i>Table of Contents.....</i>	<i>6</i>
<i>SECTION 1: INTRODUCTION.....</i>	<i>10</i>
1. Introduction.....	10
1.1 Preamble:.....	10
1.2 Roles of Government/ASDMA and NGOs:.....	10
1.3 Why a GO-NGO Protocol:.....	12
2. Objectives of the GO-NGO Protocol.....	14
2.1 Primary Objective:.....	14
2.2 Secondary Objectives.....	14
3. Scope of the GO-NGO Protocol.....	15
3.1 Scope of the GO-NGO Protocol in Natural Disasters:.....	15
3.2 Scope of the GO-NGO Protocol in Man-made Disasters:.....	15
4. State level GO-NGO Coordination Mechanism.....	16
5. District Level GO-NGO Coordination Mechanism.....	17
6. When the GO-NGO Protocol will be activated:.....	17
<i>SECTION 2: GO-NGO Protocol for Disaster Preparedness.....</i>	<i>19</i>
7. Strengthening Disaster Preparedness at the State Level.....	19
7.1 Facilitation Mechanism for Strengthening Disaster Preparedness at the State Level	20
7.2 Facilitation Mechanism for Strengthening Disaster Preparedness at the District Level	21
7.3 Role of NGOs and CBOs in Providing and Disseminating Alert and Warning Messages:	22

7.4 Role of NGOs and CBOs in Search, Rescue and Evacuation .....23

7.5 Role of NGOs and CBOs in running temporary relief camps .....23

7.6 Role of NGOs and CBOs in capacity building.....25

SECTION 3: GO-NGO Protocol for Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA) and Mitigation .....27

8. Role of NGOs and CBOs in DRR, CCA and Mitigation .....27

8.1 Role of NGOs in DRR, CCA and Mitigation .....27

8.2 Mainstreaming DRR, CCA and Mitigation in Planning and Programming.....28

SECTION 4: GO-NGO Protocol for Emergency Response .....30

9. Basic principles of Government support to NGOs for Disaster Management.....30

10. Mechanisms for government support to NGOs in Disaster Management .....33

11. Potential areas of NGO contributions in disaster management.....34

11.1 Role of NGOs in Post-Disaster Damage and Needs Assessment .....36

11.2 Role of NGOs in Planning .....37

11.3 Role of NGOs in Fund raising.....38

11.4 NGOs Role in designing appropriate rehabilitation strategy .....38

11.5 NGOs Role in implementation of appropriate rehabilitation strategy.....38

11.6 NGOs Role in formulating recovery strategy .....39

11.7 Role of NGOs in implementing recovery strategy.....39

11.8 Role of NGOs in Emergency Response .....39

SECTION 5: GO-NGO Protocol for Post-Disaster Rehabilitation .....43

12. Role of NGOs in Post-Disaster Rehabilitation.....43

12.1 Role in Assessment.....43

12.2 Role in Planning.....44

12.3 Role in Fund raising.....44

12.4 Role in designing rehabilitation strategy.....44

12.5 Role in implementation of rehabilitation strategy.....44

SECTION 6: GO-NGO Protocol for Post-Disaster Recovery.....46

13. Role of NGOs in formulating recovery strategy.....46

14. Role of NGOs in implementing recovery strategy.....46

SECTION 7: GO-NGO Protocol for Conflict Resolution and Grievance Redressal.....48

15. Basic principles of conflict resolution and grievance redressal .....48

16. Framework of conflict resolution and grievance redressal .....49

17. Mechanism for conflict resolution and grievance redressal .....53

SECTION 8: Go-NGO Protocol in Man-made Disasters and Ethnic Conflict.....56

18. Role of NGOs in man-made disasters and ethnic conflict.....56

19. Role of Government, ASDMA and DDMA in man-made disasters and ethnic conflict  
56

20. Mechanisms for assisting government officials in man-made disasters and ethnic  
conflict.....57

SECTION 9: FINANCIAL ASSISTANCE TO NGOs FROM ASDMA and DDMA.....58

21. Basic principles of government support to NGOs for disaster management.....58

22. Potential areas of NGO contributions in disaster management.....58

23. Mechanisms for government support to NGOs in disaster management.....59

SECTION 10: AUDIT OF STAKEHOLDER EFFORTS IN DISASTER MANAGEMENT .....60

24. Transparency and Accountability in Disaster Management by the State Government  
60

25. Transparency and Accountability in NGOs' efforts in disaster management.....60

26. Third party audit of disaster management efforts by stakeholder groups .....61

27. Social audit of disaster management efforts by stakeholder groups.....61

28. System of incentives and disincentives.....61

29. Financial and legal commitments.....62

29.1 Financial Commitment on the part of Govt./ASDMA .....62

29.2 Financial Commitment on the part of NGOs .....63



29.3 *Legal Commitment on the part of Govt./ASDMA* .....64  
29.4 *Legal Commitment on the part of NGOs* .....64

*Section 11: Operationalising the GO-NGO Protocol for Emergency Management in Assam* ....65

**ANNEXURES**.....79

*Annex 1 - Partnership Assessment Tool* .....79

*Annex 2 - Due Diligence Measure – Declaration of Honour for hiring NGO Services* .....92

*Annex 3 - Memorandum of Understanding (MOU) sample* .....94

*Annex 4 - Memorandum of Understanding (MOU) (Simpler Version)*..... 102

*Annex 5 - Assam NGO Mapping*..... 105

*Annex 6 - Assam Consultation Participants List*..... 108

*Annex 7 - Rapid needs assessment format (Village level)* ..... 110

*Annex 8 - Rapid needs assessment format (District level)* ..... 115

*Annex 9 - Rapid needs assessment format for Urban disasters (Ward level)* ..... 119

*Annex 10 - Rapid needs assessment format for Urban disasters (District level)*..... 124

*Annex 11 - Rapid needs assessment format for Drought situation (Village level)* ..... 128

*Annex 12 - Rapid needs assessment format for Drought situation (District level)* ..... 134

*Annex 13 - Rapid needs assessment format for Civil Strife or Conflict situation (Village or Ward level)* 138

*Annex 14 - Rapid needs assessment format for Civil Strife or Conflict situation (District level)* 144

# SECTION 1: INTRODUCTION

---

## 1. Introduction

### 1.1 Preamble:

Disasters all over the world lead to loss of numerous lives and cause immense damage to both private and public property. The incidence, intensity and frequency of disasters as well as the sufferings caused by them have grown over the years. Natural disasters such as floods, earthquakes, droughts, fires, avalanches and the like have been with humanity since long. The other category of disasters is man-made disasters, caused by human actions/inaction or negligence. Increasingly, nowadays the more frequent and intense occurrence of natural disasters is attributed to climate change.

In India, many parts of the country are vulnerable to disasters such as floods, earthquakes, forest fires, as well as train/road/air/boat accidents that occur quite often, causing loss of human as well as animal lives and both individual as well as common property. Assam is vulnerable to many hazards such as annually recurring floods which affect the state in some years up to five times annually, river bank erosion, sand-casting on crop lands, earthquakes and landslides. Two earthquakes of intensity of 8.7 on the Richter scale impacted the state very badly in 1897 and 1950. The latter had a long lasting adverse effect as the river bed of the mighty Brahmaputra was raised, with consequent impact on the river's characteristics.

### 1.2 Roles of Government/ASDMA and NGOs:

Governments in the states as well as the central government manage disasters as part of the basic functions of governance. Traditionally the district administration (District Magistrate/ Collector/ Deputy Commissioner) pools resources from other agencies for dealing with disasters and emergencies. Along with the government agencies, the DM/DC utilizes of the services of Non Government Organizations also. Most NGOs carry out development programming interventions during normal times, sometimes in specific sectors like health, water and sanitation, education, etc. or with specific constituencies like women and children, people with disabilities, elderly people, etc. Normally government officials carry out rescue, provision of temporary shelter and food as necessary, post-disaster damage assessment, estimate the damages caused by disasters, and distribute relief to disaster-affected communities according to prescribed government norms. Associating NGOs that carry out sectoral/constituencies

development activities normally, for targeted operations in those sectors during post-disaster situations will improve the efficiency of disaster management.

Under the administrative system prevailing in our country, the state governments traditionally have the primary responsibility for dealing with disasters. The central government usually provides support both financially as well as operationally by extending assistance of the defence service personnel and equipment and coordination with out of state agencies. The traditional disaster management machinery had been managing disasters for over a century and a half with many states having a well established system for dealing with disasters and relief codes have been formulated. In the wake of two major disasters, the Orissa Super Cyclone in 1999 and the Gujarat earthquake in 2001, both of which resulted in deaths of thousands and untold loss of property, the Government of India took steps to bring about a central legislation with the objective of dealing with disasters more effectively. The National Disaster Management Act was enacted in 2005, which among other provisions, provided for setting up of the National Disaster Management Authority, as well as State Disaster Management Authorities in the states and District Disaster Management Authorities at the operational level.

The National Disaster Management Act, realizing the necessity and significance of the role of NGOs in disaster management, specifically provides for NGOs. A few of the relevant provisions are as follows.

- ✓ Clause 22, Sub Section (2) (f): State Executive Committee may evaluate preparedness at all governmental and non-governmental levels to respond to any threatening disaster situation or disaster and give directions, where necessary, for enhancing such preparedness.
- ✓ Clause 22, Sub Section (2) (j): Advise, assist and coordinate the activities of the departments of the governments of the State, District Authorities, statutory bodies and other governmental and non-governmental organizations engaged in disaster management.
- ✓ Clause 30, Sub Section (2) (xiii): Facilitate community training and awareness program for prevention of disaster or mitigation with the support of local authorities, governmental or non-governmental organizations.
- ✓ Clause 30, Sub Section (2) (xix): Advise, assist and coordinate the activities of the departments of the government at district level, statutory bodies and other governmental and non-governmental organizations in the district engaged in the disaster management.

- ✓ Clause 30: For the purpose of assisting, protecting or providing relief to the community, in response to any threatening disaster situation or disaster, District Authority may –
- ✓ Sub-Section (L): Ensure that the non-governmental organizations carry out their activities in an equitable and non-discriminatory manner.

### **1.3 Why a GO-NGO Protocol:**

There are number reasons why such a protocol is thought of:

- ✓ NGOs, along with the community are often the first responders. They are, or are perceived to be closer to the ground realities. This is particularly true of grass-root level NGOs.
- ✓ NGOs working as front line institutions with closer interface with community on multiple issues of community concern both in the context of community development and disaster management tend to offer synergy with GOs and this will likely lead to better service delivery in Disaster Management and possibly better Disaster Risk Reduction and mitigation efforts, it is desirable that the functioning of NGOs as well as government agencies working in tandem is brought on to a common platform.
- ✓ While government interventions are often universal the NGO projects are always targeted to specific geographic area, specific societal segments and specific sectors (themes) therefore it is understood that both efforts combined together could greater benefit to the people.
- ✓ Collaborative action will ensure complementarities, avoid duplication and help targeted action thus enhancing the over al efficiency of disaster management interventions in the best interest of the community.
- ✓ A protocol in other words a well articulated process of engagement could probably facilitate the aforesaid combined action. Moreover disaster related actions always call for faster, efficient and targeted intervention hence a collaborative action of the NGOs alongside the Government could probably ensure this.
- ✓ A protocol will enhance understanding of respective roles and strengths of both government and NGOs, increase the efficacy of functioning of agencies of both, eliminate/reduce possible areas of misunderstanding or friction and result in better availability of service to those affected.
- ✓ Since, before entering into a protocol both parties would have an opportunity of assessing each other's strengths and weaknesses, subsequent technical/procedural problems may not arise.

- ✓ Interactions with many NGOs show a large measure of opinion in favour of a protocol based on equity and mutuality. Such a protocol would put the relationship between government agencies and NGOs on a firm footing, removing the disparity in size between the government, which is huge and NGOs some of which may be very small.

### **1.3.1 Benefits for ASDMA:**

The strengths of ASDMA are-the legitimacy provided to it by the DM Act, political will due to its leadership by the Chief Minister and the support and cooperation of officials of all departments and district officials through the DDMA through which all the vast resources of government can be accessed. On the other hand, the NGOs bring obvious strengths to the functioning of GOs such as ASDMA because of their technical expertise, grass root knowledge and experience, proven track record vis-à-vis persons/groups with special needs because of their specialized functioning in specific sectors or with specific constituencies, etc The avenues through which organizations such as ASDMA will be better equipped to carry out DM, DRR, CCA and mitigation are by strengthening multi-stakeholder partnership, enlisting the help of the social and corporate sectors, creating greater public awareness through electronic and print media, etc. Partnership between NGOs and bodies such as ASDMA can lead to greater gender sensitivity, enhanced awareness of the needs of disadvantaged groups such as children, the physically and mentally challenged, and the ability to provide required humanitarian relief to these sections.

### **1.3.2 Benefits for the DDMA:**

A protocol will bring about greater clarity in engaging with civil society, optimizing the efficiency of disaster management interventions during normalcy and during disaster situations. Partnership between NGOs and DDMA can make DDMA and other government agencies more open to gender issues, awareness of the needs of people with special problems such as the physically and mentally challenged, and the ability to provide required humanitarian relief to these sections. In many local situations, particularly grass root level NGOs or field level functionaries of NGOs in general may possess more up to date knowledge of developing situations.

### **1.3.3 Benefits for the Civil Society:**

A protocol will result in a more level playing field, greater flexibility in engaging with civil administration at the state and district levels. The biggest advantage will be in removing uncertainties in respect of the legal and systemic environment, allowing

the NGOs to function within a known framework. It will also provide avenues to the NGOs to seek remedies and different ways of circumventing field problems once the ASDMA/DDMAs are with them on the same page. The NGOs dealing with specific sectors/groups will be better equipped to fulfill the deliverables with the resources of the government machineries being available through the ASDMA/DDMAs. Civil society will feel empowered and it is likely that greater impetus for volunteering would result. NGOs by working with the government will be able contribute significantly in augmenting the capacities of the community organizations, local citizen groups with whom often they work on any developmental initiatives. Similar benefits also could accrue to the PRIs by engaging NGOs to undertake such capacity building activities.

**1.3.4 Benefits for the Community and the Disaster Affected People:**

They will be benefitted by the functioning of the NGOs and the government agencies in a synchronized/coordinated manner. The result will be better service delivery in regard to disaster relief, disaster risk reduction and possibly mitigation. The needs of marginalized sections will be better recognized and solutions provided. Members of the community who work with the NGOs will in fact be transformed into active players dealing with disasters rather than mere seekers of assistance. Affected persons will thus feel more empowered having an active role in helping themselves as well as others, rather than remain passive receivers.

**2. Objectives of the GO-NGO Protocol**

**2.1 Primary Objective:**

The primary objective of the protocol is to bring about transparency in the relationship between government and NGOs and to provide a way of optimizing the effective, purposeful and timely coordinated functioning of NGOs and ASDMA/DDMAs and other government agencies in all phases of disaster management, namely pre-disaster, during disaster and post-disaster in an atmosphere informed by trust.

**2.2 Secondary Objectives**

2.2.1 To enable the ASDMA/DDMAs to assess the capability, intent and soundness of NGOs desirous of working with the former in the area of disaster management. An assessment tool is suggested for this purpose. At the same time it will enable NGOs to acquire knowledge about the procedures and requirements of

government so that both sides can arrive at proper understanding of mutual needs and pre-requisites for optimally functioning together.

- 2.2.2 To have available a model MOU that may be entered into between NGOs and ASDMA/DDMAs that will provide for all essential ingredients for proper understanding of the tasks of various stakeholders and mutual expectations.
- 2.2.3 To devise a mechanism designed to provide for a means of coordinated functioning to meet the aspirations of affected people and for guidance in pre-disaster, during disaster and post disaster situations.
- 2.2.4 To ensure that clear understanding of all government rules and regulations that NGOs are required to follow is arrived at after detailed consideration at the time of entering into the relationship.
- 2.2.5 To establish a suitable arrangement for facilitating financial dealings between ASDMA/DDMAs and NGOs if funding is part of the agreement.

### **3. Scope of the GO-NGO Protocol**

#### **3.1 Scope of the GO-NGO Protocol in Natural Disasters:**

During natural disasters, very often before government functionaries reach a place of occurrence, the local community and NGOs, particularly grass-root level organizations arrive at the scene and render such assistance as possible within their means. During floods, landslides and earthquakes, local NGOs often are in a better position to guide rescue and relief efforts. These NGOs also provide the foot soldiers in the shape of volunteers to help in running relief camps. The Go-NGO protocol has therefore to cover a wide gamut of activities by NGOs in case of natural disasters. All NGOs entering into the protocol should be deemed to be cleared by the authorities such as DCs/DMs/Collectors to carry on all activities included in the protocol without let or hindrance. The conditions and the coverage of the protocol has to be communicated to all government agencies/departments of the government which will have to respect the protocol signed by the ASDMA/DDMAs in letter and spirit and cause no undue obstruction to the functioning of the NGOs.

#### **3.2 Scope of the GO-NGO Protocol in Man-made Disasters:**

The protocol will provide that in cases of disasters due directly or indirectly to acts of terrorism and ethnic conflicts, NGOs and civil society organizations will have to play their roles in a circumspect manner, subject to the administrative exigencies of the situation, under the overall oversight of the Relief Commissioner and the DCs/DMs/Collectors due to the likelihood of any situation turning volatile. The protocol will also lay down guidelines for monitoring and supervision of activities NGOs in such

circumstances. In order to obviate any local level official misjudging the situation, suitable guidelines will be part of the protocol.

#### **4. State level GO-NGO Coordination Mechanism**

##### **4.1 Existing Coordination Mechanisms among NGOs**

###### **4.1.1 Inter Agency Group (IAG) in Assam:**

The IAG Assam is a vibrant and active body. Earlier it was functioning under an informal arrangement. Since 2004, however, the IAG has been a registered body, with a three year rotational executive. There are about forty members of the IAG Assam who are considered as the lead players in disaster management. The membership to this collective is always open for new members to join though they prescribe certain pre-requisites like their commitment to quality and accountability in humanitarian action. The executive committee meets regularly to take stock of available information, review the situation, under take rapid analysis carried out by the different participating agencies and field level NGOs, review the requirements relating to relief supplies, vis-a-vis the provision of relief from the State Government/District Administrations, and coordinate relief/supplies distribution, to avoid duplication of efforts. The coordination by the IAG with the government agencies proves useful, filling in the gaps in information available to, and activities by both sides, leading to improved delivery of disaster management.

###### **4.1.2 Sphere India network in Assam:**

Sphere India is the National Coalition of Humanitarian Agencies working in the country. Sometime in 2002 on the aftermath of two consecutive severe natural calamities striking the east and west coast of the country (Orissa super cyclone and Gujarat Bhuj earth quake) it was conceived by the leaders of key humanitarian agencies in the country and the then Central Relief Commissioner of the Government of India. It started as an informal setup attempting to offer a collaborative platform all humanitarian players in the country. By now it has turned into a formal network of humanitarian organizations. The core philosophy behind this coalition approach is to offer a common platform that promotes quality, accountability and collaborative action in all aspects of disaster management. As it gets formalized the concept was extended to the state and district level and thus the emergence of the IAG approach at state and



district level. The relation between the National Coalition (Sphere India) and the State level Coalition (IAG) is principled, the later is not a subordinate organization of the former though the philosophy of networking and collaborative action has flown from the concept and constitution of Sphere India. The IAG Assam and as a matter of fact all other state IAGs are also autonomous state coalitions of humanitarian organizations. The state units of several member agencies of Sphere India (both National and International humanitarian organizations) along with state level humanitarian organizations are members of the IAG Assam. Thus an organic linkage between the national level coordination and state level coordination has been established. Sphere India in the event of large scale disasters in Assam coordinate humanitarian action through the IAG Assam, attempts to project the ground situation to the national and international humanitarian community through solidarity appeal that helps in the flow of nongovernmental humanitarian assistance to the state of Assam. Sphere India also extends technical support to IAG Assam in their conducting Rapid Assessment as well as detailed Multi Sectoral damage assessment that is used by the member agencies to plan their response and recovery actions. This assessment reports are often shared with the counterpart government agencies though it is currently happening more informally, presumably the adoption of a GO-NGO Protocol will help in formal sharing and use of the assessment reports by both government and NGOs.

#### **5. District Level GO-NGO Coordination Mechanism**

Following the experience of IAG Assam similar initiatives have been made at district as well as sub district level and these are called as District and Sub District IAGs. They are also autonomous in character and governance and follow the similar philosophy as IAG Assam. Most likely these collaborative platforms will become formal entities in course of time and as a result it will be able to provide a platform for collaborative and collective action among the local players including the government.

#### **6. When the GO-NGO Protocol will be activated:**

The trigger mechanism for activation of the GO-NGO Protocol could be for multiple purposes not necessarily for disaster relief only though it could be one main intent. The protocol can be used for disaster preparedness, mitigation, prevention, community resilience building, mainstreaming with development efforts of the state, climate change adaptation related activities. Thus the trigger for activation

could be left to the concerned departments/authorities within the state and district government as they find it necessary and desirable.

## SECTION 2: GO-NGO Protocol for Disaster Preparedness

---

### 7. Strengthening Disaster Preparedness at the State Level

India's multi-hazard profile and vulnerability to natural and man-made disasters creates enormous development issues and problems. The state alone cannot address all these issues and challenges. When it comes to disaster preparedness in a state, it is not only the responsibility of state government. Right from the community to everyone in the society has a responsibility towards making the state better prepared towards disasters.

Disaster Preparedness aims at establishing a standing capacity at all levels to respond to a range of different hazardous situations that may result in a disaster. This includes for example early warning systems, ongoing risk and vulnerability assessment, capacity building, etc. It requires careful efforts to combine knowledge, technology, expertise, institutional capacities, management skills, and practical experience for optimum results and success in disaster risk reduction. This also needs collaboration between state and civil society. The state can effectively link up with NGOs' strengths in terms of knowledge, technology, skills, resources; expertise offered by specialist institutions with grassroots experience, organizational capacity, participatory management skills, and community based initiatives etc.

NGOs have become important players over last few decades in the development process across the globe, engaged in wide ranging activities starting with community development to training, policy research, and advocacy. Their organizational flexibility, informal work style, and close engagement with grassroots communities enable them to deliver services to people at lower costs. NGO sector has always been very vibrant in India, and is based on the concept of volunteerism and care for the fellow citizens.

NGOs have been playing a significant role in providing humanitarian assistance to disaster-affected people in most of the severe disasters. In the recent past, the role of NGOs in disaster management (DM) has started changing from providing post-disaster relief to strengthening pre-disaster preparedness and mitigation through capacity building, public awareness campaigns, mock exercises, workshops and conferences, etc.

NGOs have been playing important role in disaster preparedness, risk reduction, response and relief etc. across the world. Many international NGOs specifically focus on providing

humanitarian aid to disaster victims. In India, NGOs played a significant role in emergency response and rehabilitation following recent disasters.

The High Powered Committee (HPC) had recommended a nationwide network of NGOs for coordinated action encompassing all aspects of disaster management. The DM Act, 2005 provided the legislative back-up to this endeavour by entrusting the SECs with the responsibility to advise, assist, facilitate and coordinate the activities of NGOs engaged in DM.

### **7.1 Facilitation Mechanism for Strengthening Disaster Preparedness at the State Level**

In countries like India, challenges for effective disaster preparedness and risk reduction in terms of limited resources, logistic and infrastructure facilities etc. cause many problems, and this can be effectively dealt with by optimal use of available financial and human resources, organizational energies and support systems and this can't be achieved without effective GO-NGO partnership.

The experiences of civil society actors in many immediate post-disaster situations, facing serious operational constraints in extending their services to the disaster-affected communities, makes it imperative to search for appropriate institutional mechanisms for efficient coordination between multiple stakeholders before, during and after disasters, especially in disaster-prone areas which face recurring disasters.

The DM Act 2005 provides the statutory legitimacy for the required institutional mechanisms at the national, state and district levels for drawing up and monitoring the implementation of disaster management plans, ensuring measures by the arms of the Government for prevention and mitigating effects of disasters and for undertaking a holistic, coordinated and prompt response to any disaster situation.

The Act also envisions accountability and multi-stakeholder participation, including coordination of the activities of the NGOs at various levels. Sections 38 (2)(a), 22(2)(j) and 30(2)(xix) of the Act mandate every State Government, SEC of SDMA and DDMA respectively for collaboration with stakeholder agencies including NGOs for the purpose of improving the effectiveness of DM.

#### ***Key Components and Role of NGOs at State Level:***

##### **a) Institutional Arrangements**

- a. Facilitate formation and participate in state level task forces
- b. Advocate for establishment of SDMA-NGO Advisory Committee

- b) **Coordination Mechanism** – Assist in developing and participate state level GO-NGO Inter-Agency Coordination Mechanism.
- c) **Contingency Planning** – Assist in developing, piloting, validation and updating of state level Disaster Management Plans
- d) **Capacity Building**
  - a. Facilitate detailed assessment of current needs and capacities at state level
  - b. Facilitate and participate in Training and Mock drills of different stakeholders
- e) **Hazard Monitoring, Forecasting and Early Warning** – Establish linkages with authorities for hazard monitoring and provide last mile connectivity for EW dissemination.
- f) **Information and Knowledge Management and Communication**
  - a. Facilitate, support and establish mechanisms for information dissemination before, during and after disasters
  - b. Collect, manage and process data during and after each disaster
  - c. Research and promote best practices

## **7.2 Facilitation Mechanism for Strengthening Disaster Preparedness at the District Level**

The role of the humanitarian agencies and NGOs is to complement the government effort in reaching out to the communities to be better prepared for responding to disasters. The potential of utilizing existing organizational networks like SHGs, youth groups, farmers groups, village health committees, village education committees, etc for creating greater public awareness on strengthening disaster preparedness at the local levels can be explored by NGOs very effectively. The NGOs can contribute immensely as facilitators to introduce the thematic expertise and good practices as well as results of action research, policy interventions and knowledge management in the implementation of government programmes through large social mobilization exercises.

NGOs and CBOs provide a forum for organized community based actions and also facilitate such initiatives. Operating at the grass root level, these organizations have a clear understanding of the local needs, customs and traditions and are thus more suited to undertake local level DRR initiatives along with the community including identification of vulnerable groups, risk assessment and vulnerability reduction initiatives.

Special care must be taken by NGOs to protect and provide for all affected groups in a non-discriminatory manner and according to their specific needs. The specific concerns and measures for the vulnerable groups along with some other important issues pertaining to gender, protection, social inclusion and environment are cross cutting issues that have been incorporated at all relevant places in different sections of these Guidelines.

***Key Components and Role of NGOs at District Level:***

**a) Institutional Arrangements**

- a. Facilitate formation and participate in district level task forces
- b. Advocate for establishment of DDMA-NGO Advisory Committee

**b) Coordination Mechanism** – Assist in developing and participate district level GO-NGO Inter-Agency Coordination Mechanism.

**c) Contingency Planning** – Assist in developing, piloting, validation and updating of district level Disaster Management Plans

**d) Capacity Building**

- a. Facilitate detailed assessment of current needs and capacities at district level
- b. Facilitate and participate in Training and Mock drills of different stakeholders

**e) Hazard Monitoring, Forecasting and Early Warning** – Establish linkages with multiple stakeholders for hazard monitoring and provide last mile connectivity for EW dissemination.

**f) Information and Knowledge Management and Communication**

- a. Facilitate and establish mechanisms for information dissemination before, during and after disasters;
- b. Collect, manage and process data during and after each disaster;
- c. Research, develop, document and disseminate best practices for replicability and scale up.

**7.3 Role of NGOs and CBOs in Providing and Disseminating Alert and Warning Messages:**

Sections 35 and 38 of Disaster Management Act 2005 specifically emphasize the coordination of actions with NGOs. The **National Policy on Disaster Management** also states the national vision for community mobilization and participation in Disaster Management and aims to provide momentum and sustenance through the collective efforts of all government agencies and NGOs. There is emphasis on community based

disaster management, including *last mile integration of the policy, plans and execution and early warning dissemination*. Promoting a productive partnership with NGOs is a prominent thrust area in the National Policy.

**Early Warning Alerts and Dissemination:** National, State and Local Governments receive alerts and warnings which serve as common protocol for initial emergency evacuation and saving lives as well as moving pre-positioned stocks to the potential disaster areas. However, due to lack of prior agreements with SDMAs, DDMA's and local administration, NGOs and CSOs face difficulties in responding to disasters and providing humanitarian assistance to the disaster-affected communities. Future GO-NGO coordination and collaboration agenda must effectively consider coordination with NGOs and CBOs in the dissemination of early warnings, alerts and evacuation with mobilization of community, livestock and life-survival materials to safer zones.

#### **7.4 Role of NGOs and CBOs in Search, Rescue and Evacuation**

Timely response to disasters can save many lives but it also remains a difficult task to achieve. In India majority of people live in dispersed rural settlements with inadequate communication facilities. NGOs' involvement can make it possible by helping to reach humanitarian aid to marooned victims and initiating restoration work at the earliest. Government and NGOs can ensure proper sharing of responsibility in the disaster response process by adequate coordination of efforts between them.

Recovery and reconstruction programmes require raising awareness of people and their rejuvenated spirit. This is an important part of GO-NGO coordination. NGOs can also get involved in some short-term rehabilitation activities included food security, creation of community assets, reviving schools, social mobilization and group formation, etc.

There is a growing need for GO-NGO collaboration in synergizing their experience of disaster management in India towards a greater preparedness for response through facilitation of mutual capacity building, shared roles and responsibilities and institutionalization of a collaborative and coordination mechanism towards building a disaster resilient India.

#### **7.5 Role of NGOs and CBOs in running temporary relief camps**

The ***Disaster Management Act 2005*** mandates NGOs to act in an equitable and non-discriminatory manner for the purpose of assisting or protecting the disaster affected

communities or for providing relief to the affected communities or while dealing with any effects of threatening disaster situations and has fixed the responsibility to monitor this on SEC and DDMA's of the State *vide sections 24(j) and 34 (l)* respectively. The above provisions ensure that the concerned DM interventions being addressed are supported and facilitated by the civil society organizations working at the grass roots and also takes care of the ground realities.

In case of involving NGOs in running a temporary relief camps after a disaster, where there is no prior experience of GO-NGO coordination, some problems may arise. The absence of any clear framework for information sharing and coordination with NGOs can make it difficult to identify the real beneficiaries who need relief after a disaster. At the same time there is a tendency among bigger NGOs to steal the media attention and they are not so concerned about needy people. These issues can be addressed by setting up an NGO Coordination Cell to facilitate interface between NGOs and government departments.

Post disaster, in the short term, NGOs respond with relief materials and services while in the long term some of them contribute to long term recovery, reconstruction and rehabilitation as well as community based disaster risk reduction. The diversity of response strategies that come with NGOs help complement each other and in turn complement Government work. Some NGOs specialize in delivering sectoral response like health, food, water & sanitation, food security and livelihoods etc. while the others target their response towards vulnerable children, elderly, handicapped, excluded, etc among the affected population.

While running temporary relief camps the NGOs should incorporate some important features in their functioning:

- (i) They should imbibe humanitarian approach while conducting the relief camps
- (ii) Their approach should be neutral and non-discriminatory. There should be no bias with any group and no one should be left unattended on any ground
- (iii) Do no harm – NGOs and their staff should be trained and capacitated so that there is no harm to affected community
- (iv) NGOs/CBOs involved in running temporary relief camps should be made accountable to the community they serve and also to the concerned government department.
- (v) It is always advisable to involve the affected population in the decision making proves and routine functions to run the relief camps in order to avoid any conflict or issues.



- (vi) Culture and customs of the affected population should be respected in the relief camps for acceptability of efforts put in by NGOs.

### **7.6 Role of NGOs and CBOs in capacity building**

Capacity building of community and all concerned stakeholder is an important part of disaster preparedness and risk reduction. NGOs are recognized for their community based initiatives. They can start new initiatives for community capacity building by building functional groups comprising women, farmers, water users, and youth and strengthen their capacities to carry out specific tasks.

There is a large scope for improving the engagement of NGOs in DM and on efficiently utilizing their unique advantages and core competencies by strengthening humanitarian coalitions, alliances and NGO networks. There is also need to strengthen public awareness, capacity building and knowledge management. The National Policy on Disaster Management clearly lays down the roles and responsibilities of stakeholders in disaster preparedness, mitigation, disaster risk reduction and response. It also encourages the NGOs to work for awareness generation, empowerment and training of communities for disaster risk reduction. The role of NGOs, CBOs and other stakeholders has been recognized as potential partners in the Policy.

Capacity Building with regard to NGOs is about strategies for establishing the institutions, creating the organization and training of personnel and coordination of such training as an integrated effort for the effective management of disasters; identification of existing resources and resources to be acquired or created; and the process of acquiring or creating resources for imparting training programmes like the preparation of a training calendar, identification of target trainees, preparation of resource materials, mobilization of trainers, funds and preparation of a delivery strategy through institutional networks.

The strong linkages which NGOs have with grass-root communities can be effectively harnessed for creating greater public awareness on disaster risk and vulnerability, initiating appropriate strategies for strengthening the capacity of stakeholder groups to improve disaster preparedness, mitigation and improving the emergency response capacities of the stakeholders.

Information for mitigation purposes at community level has to be delivered in different forms, level of details and packaging for the various stakeholder groups, with a special focus on frontline workers. NGOs have a direct role in the sensitization, orientation,

education and training of most of the local stakeholders, and an indirect role through advocacy for promoting education in higher and specialized levels.

# SECTION 3: GO-NGO Protocol for Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA) and Mitigation

---

## 8. Role of NGOs and CBOs in DRR, CCA and Mitigation

The role of NGOs has been crucial in all phases of disaster management. A focused DRR/CCA/Mitigation programme envisages improved integration of these issues with our developmental work and will require increased efforts to strengthen the capacities of vulnerable sections, thereby lessening the impact that disasters have upon them.

Past experience shows that NGOs can make sector specific interventions leading to effective DRR/CCA and mitigation, such as livelihood, community organization, community asset creation, self-help group formation, etc. This accelerates social and economic recovery after disasters. While the state can go for a wider and universalistic approach, NGOs could adopt a community-oriented approach and cater to needs of vulnerable groups who otherwise find it hard to cope with the impact of disasters.

In addition to techno-intensive solutions, the success of disaster preparedness in any state also depends upon effective community-based approaches to risk reduction and management, in which NGOs have a bigger role to play. Without proper collaboration between Government and NGOs, initiatives in disaster response, mitigation, and reduction will not bear any fruit.

Mitigation, if mainstreamed appropriately, is an integral part of the development process, and can in a very subtle way achieve a lot of benefits in terms of avoided disasters. Prevention/Mitigation and preparedness form the two prongs of the DRR strategy. Since NGO movements across the country are already working with the marginalized and excluded sections of society on a variety of development projects, their activities can be mainstreamed with disaster mitigation work and can lead to an inclusive DM approach.

### 8.1 Role of NGOs in DRR, CCA and Mitigation

Several barriers have to be removed to strengthen GO-NGO collaboration. Common misperceptions that government and NGOs hold against each other have to be

removed. NGOs see government as keen to restrict freedom of NGOs through authoritarian control, insensitive to civil society concerns, and opposed to transparency and accountability. The government views NGOs as more vocal and less active, opposed to any move to ensure transparency and accountability, donor driven, obsessed with sectoral issues, over critical of govt. policies, and blind to macro-challenges of development.

In addressing the emerging concerns of climate change adaptation and mitigation, NGOs can play a very significant role in working with local communities and introducing innovative approaches based on the good practices followed in other countries. The risk and vulnerability assessment focuses on long-term disaster mitigation. The assessment related components of a decision support system include the mapping of hazards, vulnerabilities and capacities. Moreover, local action planning can be effective to find viable solutions that are based on local capacities and understanding of the context. Such planning is being increasingly done by NGOs in many states of the country down to the village and neighbourhood level.

## **8.2 Mainstreaming DRR, CCA and Mitigation in Planning and Programming**

NGOs will take up the role of facilitators to promote following components as disaster mitigation initiatives of developmental planning or disaster preparedness planning:

- (i) Multi hazard mapping, including development of different hazard maps at community levels and collating them for block, district and higher levels, using PRA, remote sensing and GIS based community information systems.
- (ii) Vulnerability mapping, including local level assessment covering geographical location, structures, occupations, living pattern, cultural practices etc.
- (iii) Capacity mapping, including identifying capacities from community level upwards, incorporating indigenous coping practices and identifying capacities of CBO and NGOs.
- (iv) Action planning for disaster mitigation, based on local actions towards targeted achievements of avoidance of adverse impact of disasters through multi-stakeholder participation, should extend to participatory implementation and monitoring processes.

Most NGOs understand the link between disasters and development, and hence mainstream DRR into short, medium and long term disaster management plans. Mainstreaming DRR/CCA into development and mitigation programmes can be done at various levels:

- (i) By integration in to development policies
- (ii) Mainstreaming into developmental strategies
- (iii) Capacity building and training
- (iv) Mainstreaming into project cycle management etc.

NGOs should have a clear cut policy on DRR, CCA and mitigation issues, which commit that their developmental projects are protected and disaster resilient and do not inadvertently or advertently become the cause for any future disasters. Similarly, their disaster related projects should be part of sustainable development and should not further increase people's vulnerability to disasters.

Climate change is related to its variability, extreme weather events such as flash floods and cyclones, stresses such as erosion and water stresses, and resultant loss of land, livelihoods and displacement are impending disasters needing immediate attention for mitigation. The following areas of work may be taken up by NGOs to complement and supplement the efforts of the governments.

- (i) Climate change mitigation is the process of reducing the green house gas emissions arising from human actions, and is critical for reducing future climate change. NGOs need to take up appropriate campaigns to promote actions for reducing emissions, primarily in the urban and upper economic bracket communities.
- (ii) Climate change adaptation is the process of aligning lifestyles and support systems to cope with the inevitable impacts of unavoidable climate change. This is a prime area of climate concerns for NGOs, and requires concerted efforts. Initiatives to be taken up include adoption of processes, technologies and products that help survive the inevitable level of climate change with minimal adverse impact. In fact disaster risk reduction is a major component of climate change adaptation.
- (iii) Natural resource management is an important area of work for NGOs and relates to both mitigation and adaptation. NGOs need to work on management of natural resources through participatory and community based processes.
- (iv) NGOs can take up an important role in information dissemination to the public, and advocacy to local governments, corporations, institutions, development agencies, office bearers and policy decision makers.

## SECTION 4: GO-NGO Protocol for Emergency Response

---

### 9. Basic principles of Government support to NGOs for Disaster Management

9.1 In the Disaster Management Act 2005 enacted by both houses of the Parliament in December 2005, there are several sections which relate to the role of NGOs in disaster management in India. For instance, while listing the functions of the State Executive Committee (SEC) of the State Disaster management Authority (SDMA), Section 22 (2) (j) stipulates: without prejudice to the generality of the provisions of sub-section (1), the State Executive Committee may advise, assist and coordinate the activities of the Departments of the Government of the State, District authorities, statutory bodies and other governmental and non-governmental organizations engaged in disaster management.

In Section 24 (j) under the Powers and functions of the State Executive Committee in the event of threatening disaster situation, the Act stipulates: For the purpose of, assisting and protecting the community affected by disaster or providing relief to such community, or preventing or combating disruption or dealing with the effects of any threatening disaster situation, the State executive Committee may ensure that the non-governmental organizations carry out their activities in an equitable and non-discriminatory manner.

Under Section 30 (2) (xix) describing the Powers and functions of District Authority, the Act prescribes: Without prejudice to the generality of the provisions of sub-section (1), the District Authority may advise, assist and coordinate the activities of the Departments of the Government at the district level, statutory bodies and other governmental and non-governmental organizations in the district engaged in the disaster management.

Under Section 34 (l) while listing the Powers and functions of District Authority in the event of any threatening disaster situation or disaster, the Act stipulates that for the purpose of assisting, protecting or providing relief to the community, in response to any threatening disaster situation or disaster, the District Authority may ensure that the non-governmental organizations carry out their activities in an equitable and non-discriminatory manner.

While listing the measures to be undertaken by the Government for disaster management, under Section 35 (2) (g), the Act stipulates that “in particular and without prejudice to the generality of the provisions of subsection (1), the measures which the Central Government may take under that sub-section include measures with respect to all or any of the following matters, namely: coordination with the United Nations agencies, international organizations and governments of foreign countries for the purposes of this Act.

Under Section 38 (1), the Act prescribes that “subject to the provisions of this Act, each State Government shall take all measures specified in the guidelines laid down by the National Authority and such further measures as it deems necessary or expedient for disaster management. Under Section 38 (2) (a), the Act prescribes that “the measures which the State Government may take under sub-section (1) include measures with respect to all or any of the following matters, namely: - coordination of actions of different departments of the Government of the State, the State Authority, District authorities, local authority and other non-governmental organizations”.

9.2 The role of NGOs in disaster management in Assam, viewed in the context of its relationship with ASDMA and the Government of Assam, has to be seen as a combination of the following:

- ✓ Complementarity
- ✓ Supplementarity
- ✓ Mutuality
- ✓ Reciprocity

The principles of transparency, accountability and mutual assessment must govern the relationship between the Government Organizations and NGOs in Assam. In the backdrop of sensitive undercurrents of militancy and ethnic conflicts in a few pockets in the State, the NGOs have to also play a role as watchdogs to ensure that the Government officials are vigilant while simultaneously ensuring that the poor and marginalized sections of the society are not victimized, harassed, discriminated against and excluded. The GO-NGO engagement will be guided by the principles of equality and equity with adequate level playing field for both the groups of actors in the larger public interest. The NGOs may bring in human resources, technical experts, financial resources, in-kind donations of relief supplies, etc. in post-disaster situations, but their deployment will be made in consultation with the ASDMA and the concerned DDMA officials. ASDMA may designate one of its officials as the NGO Liaison Officer who will be the civil society focal point in ASDMA. The NGO Liaison Officer in ASDMA will

facilitate the GO-NGO Coordination before, during and after natural disasters, man-made disasters and extreme events.

9.3 The State Government, ASDMA and the District Disaster Management Authorities have observed that most non-governmental organizations prefer to focus on one sector or thematic area and also in specified geographical areas where they have been present and carrying out development programming interventions or humanitarian programming interventions in the past. Several NGOs are not willing to work in difficult locations like Dhemaji and other remote locations, making certain areas under-served by NGOs and certain others over-served by NGOs. There is a need for decongesting the geographic locations that are densely covered by NGOs while simultaneously ensuring that some of the NGOs are deployed by the District Disaster Management Authorities (DDMAs) and by the district administrations in the under-served and remote locations.

9.4 In the event of any major disaster which has affected large number of villages in several districts, the humanitarian assistance organizations working at the state level must seek a meeting with the ASDMA officials and offer their support to provide emergency relief to the disaster-affected communities. ASDMA may explore the options of establishing a State Level NGO Task Force in Disaster Management or strengthen the Inter Agency Group (IAG) and make it more inclusive and broad-banded. In the event of any disaster, it is always more effective to engage with the civil society organizations and NGOs through one platform.

9.5 At the district level also, the DDMAs can consider establishing a District Level NGO Task Force in Disaster Management. Several districts in Assam have district level Inter Agency Groups (IAGs). Wherever the IAGs exist, the district administration and DDMAs may explore recognizing these as platforms for GO-NGO engagement and may strengthen them, make them more inclusive and broadband their membership and outreach.

9.6 Whenever any disaster occurs, the NGOs working at the district levels must also report to the concerned District Disaster Management Authorities and inform the officials about their willingness to work in the disaster-affected areas. Details on the nature of proposed support to be extended and the coverage area in terms of number of households, number of households, population, sectoral and thematic interventions, if any, etc. must be shared with the DDMA officials.

9.7 In the case of the NGOs who have deployed their financial and technical resources in a disaster situation, the performance audit, financial audit and social audit may be carried out by designated auditors and other appropriate stakeholder groups. The resources



deployed by the government may also be subjected to the same categories of audit, with ASDMA taking the lead in the country to subject itself to social audit.

9.8 The NGOs, ASDMA and DDMA officials may agree to subject themselves to self-assessment and also mutual assessment to identify the Strengths, Weaknesses, Opportunities and Threats (SWOTs) to create an enabling environment of GO-NGO Partnership and collaboration in the best interests of good governance and good practices in humanitarian programming in Assam. On the lines of Service Delivery Act, ASDMA may consider formulating a Charter of Mutual engagement in Assam, which will be the first of its kind in South Asia.

9.9 ASDMA may consider developing a Charter for the Security of authorized Humanitarian assistance personnel of the government and NGOs who may have to face threats of loss of lives or grievous physical injury in natural disasters, man-made disasters or extreme events. This Charter may prescribe modalities of assured compensation like insurance if such situations arise during the line of duty.

## **10. Mechanisms for government support to NGOs in Disaster Management**

10.1 As there are a large number of registered NGOs in the state of Assam functioning at the state level and at various district levels, there is a need to establish a robust institutional mechanism so that the ASDMA and the Government of Assam can have a direct interface with the NGOs. It has been seen that some of the NGOs misuse or abuse their role in the society and take advantage of the facilities and resources without adequate accountability. However, by and large, the NGOs have played an extremely significant role in providing humanitarian assistance to the disaster-affected communities in several major disasters affecting the State of Assam. The high seismic risk, landslide risk and recurring flood risk in the state of Assam makes it a critical imperative to enlist the services of NGOs to work in close collaboration with the state Government, ASDMA and the district administration officials to identify credible NGOs with a track record of selfless service in extending their support to disaster-prone communities before, during and after disasters. ASDMA may consider empanelment of NGOs for specific sectors and thematic areas. In the case of outstanding and selfless service to the disaster-affected communities, ASDMA may recommend the names of NGO leaders for special recognition by the Governor of Assam or the Chief Minister of Assam. The benchmarking of NGOs by the ASDMA and by district administration will bring a sense of competition and recognition to NGOs who perform outstanding service. ASDMA may consider such

NGOs who have been recognized thus for outstanding service for specific allocation of resources from the ASDMA or the DDMA for community mobilization, capacity building of various stakeholder groups, etc.

10.2 As a part of working for a disaster-resilient Assam, ASDMA has set up teams in all the districts of Assam to support the district administration in strengthening the disaster resilience of disaster-prone communities. During the financial year 2014-2015, funds have been allocated to the district administration to support NGOs in strengthening disaster preparedness and emergency response capacities in the disaster-prone areas. An Inter Agency Group (IAG) has been established by NGOs working in the field of humanitarian assistance at the state level in Assam, but this needs to be considerably strengthened, made more inclusive and broad-based. In lower Assam, the civil society organizations have established a Lower Assam NGO Forum, but this forum also needs to be made more inclusive and broad based.

10.3 It has been observed that some of the NGOs have very strong technical skills and proficiency in using state-of-the-art applications of Information Technology, including software applications like Geographical Information Systems (GIS), Decision Support Systems (DSS) and Knowledge Management tools like Expert systems, Digital elevation Models, etc. ASDMA may explore the synergy of using such support from NGOs with proven track record by sharing base maps and necessary demographic and technical information for developing necessary knowledge management products for ASDMA and the DDMA wherever possible.

## **11. Potential areas of NGO contributions in disaster management**

NGOs can play constructive roles during all phases of disaster management. As the NGOs have closer contacts with grass root communities, they are able to capture feedback on the needs of the disaster-prone communities. The NGOs can work very closely with the elected representatives of the people as well as with the local officials in ensuring that the community needs are reflected in local decentralized planning efforts.

NGOs have developed sector-specific competencies in humanitarian assistance programming in the same way in which they have developed sector-specific competencies in development programming. The presence of several agencies with similar and overlapping mandates in humanitarian programming sometimes creates conflicts in the field. The effective coordination of NGOs is necessary to ensure that they work in close co-operation with government officials at the state, district and sub-district level. This will also facilitate the delivery of services to disaster-affected communities without excluding any

geographical area or specific communities. Effective coordination can also help in minimizing the overlaps, speeding up the decision making process, mapping the areas where NGOs are working and identifying areas where the support has not reached.

At the global level, in December 1991, the General Assembly resolution 46/182 laid the foundations of the current international humanitarian coordination system. However, in several mega-disasters, it was found that coordination of the NGOs still continued to pose serious challenges. After the Indian Ocean tsunami of 26th December 2004, a major reform of humanitarian coordination, known as the Humanitarian Reform Agenda, was introduced in 2005 by the international humanitarian assistance organisations led by the United Nations. The Humanitarian Reform Agenda of 2005 recommended the Cluster Approach among the several steps prescribed to improve predictability, accountability and partnership. The Inter Agency Standing Committee (IASC) designates the Clusters which are groups of humanitarian organizations, both UN and non-UN, in each of the main sectors of humanitarian action, e.g. water, health and logistics, with clear responsibilities of coordination. In sectors like health, education, water supply, sanitation and hygiene, shelter, social protection, several NGOs have made significant contributions both in development programming interventions and in humanitarian assistance programming interventions. The United Nations agencies have been advocating for the need of cluster leaders to ensure smooth coordination of sector-specific needs of disaster-affected communities.

The core functions of a cluster at the country-level are:

- ✓ Supporting service delivery by providing a platform for agreement on approaches and elimination of duplication;
- ✓ Informing strategic decision-making of the Humanitarian Coordinator / Humanitarian Country Team (HC/HCT) for the humanitarian response through coordination of needs assessment and gap analysis and prioritization;
- ✓ Planning and strategy development including sectoral plans, adherence to standards and funding needs;
- ✓ Advocacy to address identified concerns on behalf of cluster participants and the affected population;
- ✓ Monitoring and reporting on the cluster strategy and results; recommending corrective action where necessary; and
- ✓ Contingency planning, preparedness, capacity building, etc. where needed and where capacity exists within the cluster.

The 11 Cluster Leads identified by the IASC for effective coordination of humanitarian assistance and humanitarian programming before, during and after the occurrence of disasters are the following:

Sl.	Sector	Cluster Lead Agency
1.	Agriculture	FAO
2.	Health	WHO
3.	Food Security	WFP and FAO
4.	Logistics	WFP
5.	Emergency Communications	OCHA and WFP
6.	Education	UNICEF and Save the Children
7.	Early Recovery	UNDP
8.	Camp Co-ordination and Camp Management	IOM and UNHCR
9.	Nutrition	UNICEF
10.	Protection	UNHCR and UNICEF
11.	Shelter	UNHCR and IFRC

In the case of Assam, ASDMA may decide to assign lead roles to various International NGOs, national NGOs and NGO networks to coordinate specific sectors or thematic areas, depending upon their sectoral mandates and proven track record. Some of the development organizations and humanitarian assistance organizations work with specific constituencies like children, elderly, women, adolescent girls, people with disabilities (PWD), people living with HIV/AIDS (PLWHA), etc. It will be useful for the ASDMA and DDMA to compile a list of such organizations with details of their preferred constituencies so that in the event of a disaster, if people who fall in these categories require specific assistance when they are in temporary relief camps or even when they return to their villages, such organizations can be contacted to provide the required support and address the felt needs of these people. ASDMA has to be vigilant about NGOs who discriminate against disaster-affected people on the basis of caste, class, religion or gender.

### **11.1 Role of NGOs in Post-Disaster Damage and Needs Assessment**

NGOs can play an extremely important role in carrying out Post Disaster Needs Assessment of disaster-affected communities and also in undertaking Post Disaster Damage Assessment, either through an Inter Agency Framework or jointly with Government officials at the state, district and sub-district levels. In the immediate aftermath of the Kashmir floods in September 2014, Sphere India carried out a Joint

Rapid Need Assessment (JRNA) of a few flood-affected villages. The JRNA template formats, annexed, could be used as a prototype for developing a Post Disaster Needs Assessment (PDNA) format by ASDMA.

## **11.2 Role of NGOs in Planning**

11.2.1 Most of the NGOs have technical skills, experience and knowledge about micro-planning at the village level. Many of them engage the services of highly qualified and experienced professionals with multi-disciplinary skill sets. In the immediate post-disaster phase, the NGOs will be able to extend their support to the local administration officials in search and rescue, emergency first aid, disposal of dead bodies and animal carcasses, post-disaster damage and needs assessment, mobilization and distribution of relief supplies, establishing temporary relief camps, co-ordination, information management, creating public awareness on rights and entitlements of disaster victims, etc. In the case of disruption in the delivery of services like safe drinking water, power supply, etc. the NGOs can support the local administration officials by arranging for the provision of safe drinking water, supply of bleaching powder and chlorine, and diesel sets etc. The NGOs will also be able to extend their support in the provision of sanitation, health care, education, livelihoods diversification, capacity building through training, etc.

11.2.2 The Sphere India has launched an action research project called Unified Response Strategy (URS) to build common understanding among different stakeholders for an organized and coordinated response. The vision is to bring stakeholders at state level on a common platform, map the resources, capacities and vulnerabilities to identify gaps and overlaps and gradually build a common understanding for common assessments, common response planning and common monitoring and evaluation processes. The need for building local capacities for coordination has been a key learning from the response to some of the mega disasters in last decade. The Orissa Disaster Mitigation Mission (ODMM) for Orissa super cyclone in 1999, Kutch Nav Nirman Abhiyaan (Abhiyaan) for Gujarat earthquake in 2002, Tamil Nadu Tsunami Resource Centre (TNTRC) in Indian Ocean Tsunami in 2004/05 and Sphere coordination in Indian Kashmir for South Asian earthquake in 2005 emerged as local innovations and implementation of the Unified Response Strategy for humanitarian coordination in India. These early experiences inspired the initiation of an inter agency collaborative program called “Unified Response Strategy” with long term perspective to build local capacities for humanitarian coordination and create a

continuous process to develop a common approach to emergency response by all humanitarian actors.

11.2.3 The Unified Response Strategy (URS) has been implemented by Sphere India during the 2007 floods in Bihar, Assam and Odisha, the Kosi floods in Bihar, floods in Odisha and Assam in 2008, the floods in Andhra Pradesh and Karnataka and cyclone Aila in West Bengal in 2009, Leh flash floods and cloud burst, Floods in Western Uttar Pradesh and Drought in West Bengal in 2010, and more recently the floods in Kashmir in 2014.

### **11.3 Role of NGOs in Fund raising**

In Uttar Pradesh, a few District Disaster Management Authorities (DDMAs) have been established as autonomous societies registered under the Societies Registration Act of 1860. This can provide opportunities for the DDMAs to receive funds from multi-lateral or bilateral donors, charitable trusts, corporate sector through corporate social responsibility funds, etc. As outlined by the Thirteenth Finance Commission, NGOs can play an extremely important role in disaster mitigation by raising resources through micro-insurance and micro finance products. The idea of establishing the District Innovation Fund with 90 % of the cost for cutting edge level responsive solutions to be financed out of the DIF and the remaining 10% from contributions by the public or NGOs. This provides a new window of opportunity for NGOs to raise resources for disaster preparedness, risk reduction or mitigation, and emergency response.

### **11.4 NGOs Role in designing appropriate rehabilitation strategy**

NGOs can play an extremely important role in designing contextually relevant rehabilitation strategies. Often it is found that temporary rehabilitation requirements in mega disasters are addressed by shifting the disaster-affected communities who have become homeless to schools in the neighborhood. This affects the education of the school children and ignores the urgency of finding solutions to the shelter needs of the households who have been made homeless due to the disasters. In the case of recurring disasters like floods which affect the villages every year and cause enormous loss of lives, disruption of livelihoods, etc. the local administration, in consultation with local NGOs, may explore innovative and sustainable solutions.

### **11.5 NGOs Role in implementation of appropriate rehabilitation strategy**

The rehabilitation strategy has to be designed preferably in consultation with the disaster-affected communities through an inclusive and participatory process. This will

help in bringing in ownership of the disaster-affected households in the rehabilitation process. It has also been observed that owner-driven reconstruction and rehabilitation projects will provide sustainable and successful results, because of the involvement of the disaster-affected communities in the reconstruction of their damaged houses. A policy on owner-driven reconstruction of damaged houses may be developed by ASDMA, in consultation with NGOs who have experience in designing innovative shelter solutions.

### **11.6 NGOs Role in formulating recovery strategy**

Most of the NGOs who have been working in humanitarian programming in India and in other disaster-prone countries in the developing world, are proficient in good practices of post-disaster recovery initiatives. Due to the expansion of information dissemination opportunities because of the internet, the good practices in the design, development and implementation of post-disaster recovery strategies can be accessed by NGOs and adapted to the local context in Assam. ASDMA may invite some of the leading NGOs to develop a recovery strategy for Assam based on their experiences. A state level workshop can be convened to discuss the proposed strategy and fine tune it through consultations with multi-disciplinary professionals and disaster management experts.

### **11.7 Role of NGOs in implementing recovery strategy**

NGOs can play an extremely significant role in implementing the recovery strategy by adopting villages where the post-disaster rehabilitation and recovery strategies can be implemented. The NGOs have the procedural flexibility of experimenting with innovative design options. Apart from dedicated donor funds, the NGOs can also target corporate social responsibility funds and explore the options of working with district administration officials in designing, implementing and closely monitoring innovative recovery strategies. ASDMA may encourage such frugal innovations and support such initiatives by NGOs.

### **11.8 Role of NGOs in Emergency Response**

#### **11.8.1 Role of NGOs in Post Disaster Damage and Needs Assessment**

If officials responsible for organizing post-disaster relief operations are to make effective decisions about the deployment of resources it is essential that they be properly informed. They must have appropriate and timely information about what has happened, what needs to be done, and what resources are available. Their decisions can save lives, minimize injury damage and loss, prevent



escalation, prevent secondary hazards and inform people who need to know. Well-organized response will also help to build confidence and enhance credibility.

Relief operations are, in essence, the management of information and resources, based on assessments and reports. Information is needed at all levels of administration but the nature of the information required will vary from one level to another. Good assessments and reporting require forethought; the assessment and reporting system should be established in preparedness planning.

Some of the data required is already available in the form of baseline data (maps, population statistic etc.), which must however be accessible, but this baseline data must be supplemented by real-time information (mostly in the form of incoming reports from various sources after the disaster).

There is a clearly defined sequence to the process of managing information – converting raw data to useful information. Passing on information is every bit as important as receiving it. Below is the model sequence of information management:

1. Information “in”
2. Sorting (grading, collating, discarding what is unreliable)
3. Evaluation
4. Decision making
5. Information “out” (dissemination)
6. Action

#### **11.8.2 Role of NGOs in Assisting ASDMA and DDMA in PDNA and Joint Assessments**

NGOs have a significant role in post-disaster needs assessments and joint assessments. Since they are present on ground and may reach to the affected communities and area in least possible time, they may gather the most accurate and needed information on a real time basis which may help in provisioning for relief and response at the earliest.

NGOs may be of help by promoting and contributing in a collaborative pooling of existing information which of immense help for initial and rapid assessments. A considerable amount of information is almost always available about the context



(e.g. political, social, economic, security, conflict and natural environment) and the people (such as their sex, age, health, culture, spirituality and education).

NGOs may also be of significant help in needs-based assessments which cover all disaster-affected populations. Understanding of vulnerabilities and groups in the communities enables the NGOs to identify the needs and priorities of people less easily accessed but often at risk, such as persons with disabilities, older people, housebound individuals, children and youths, who may be targeted as child soldiers or subjected to gender-based violence.

### **11.8.3 Role of NGOs in Technical Support to ASDMA and DDMA for inclusive emergency response**

NGOs have deeper understanding of the issues and challenges faced by the people and groups who often get excluded from the relief, response programs. Such people and groups include children, orphans, women, pregnant & lactating women, widows, women headed households, old aged people, persons with disabilities, people living with HIV-AIDS, minority groups etc. NGOs may pay special attention and considerations so that these people and groups are part of the relief, response programs and receive appropriate and dignified support.

### **11.8.4 Role of NGOs in Trauma care and Psycho social support**

Some of the greatest sources of vulnerability and suffering in disasters arise from the complex emotional, social, physical and spiritual effects of disasters. Many of these reactions are normal and can be overcome with time. It is essential to organize locally appropriate mental health and psychosocial supports that promote self-help, coping and resilience among affected people. Humanitarian action is strengthened if at the earliest appropriate moment, affected people are engaged in guiding and implementing the disaster response. In each humanitarian sector, the manner in which aid is administered has a psychosocial impact that may either support or cause harm to affected people. Aid should be delivered in a compassionate manner that promotes dignity, enables self-efficacy through meaningful participation, respects the importance of religious and cultural practices and strengthens the ability of affected people to support holistic well-being. NGOs being sensitive to the subject may play very crucial role in addressing the issues and challenges in this.

#### **11.8.5 Role of NGOs in addressing the needs of People with Disability**

The World Health Organization (WHO) estimates that between 7 and 10 per cent of the world's population – including children and older people – live with disabilities. Disasters and conflict can cause increased incidence of impairment and subsequent disability. The UN Convention on the Rights of Persons with Disabilities (CRPD) defines disability as an evolving concept that results from the interaction between persons with impairments (which may be physical, sensory, intellectual or psychosocial) and the attitudinal and environmental barriers that hinder their full and effective participation in society on an equal basis with others. It is, therefore, the presence of these barriers that prevent persons with disabilities from fully and meaningfully participating in, or benefiting from, mainstream humanitarian assistance programmes. The new CRPD makes specific reference to the safety and protection of persons with disabilities in conflict and emergency situations (Article 11).

Relief providers and NGOs must take into consideration the particular abilities, skills, resources and knowledge of individuals with different types and degrees of impairments. It is also important to remember that persons with disabilities have the same basic needs as everyone else in their communities. In addition, some may also have specific needs, such as replacement of aids or appliances, and access to rehabilitation services. Furthermore, any measures targeting persons with disabilities must not lead to their separation from their family and community networks.

Finally, if the rights of persons with disabilities are not taken into consideration in humanitarian responses, a huge opportunity is lost to rebuild communities for all people. It is essential, therefore, to include persons with disabilities in all aspects of relief and recovery. This requires both mainstreamed and targeted responses.

## SECTION 5: GO-NGO Protocol for Post-Disaster Rehabilitation

---

### 12. Role of NGOs in Post-Disaster Rehabilitation

The role of NGOs remains crucial in all phases of disaster management namely relief, response, rehabilitation, reconstruction, recovery, preparedness and mitigation. NGOs play a very crucial role as a link between the community and the government. They are the players who are in close touch with the frontline workers and the communities. They have better, closer and realistic understanding of the situation on ground, the community institutions, local culture, tradition, needs, food habits, shelter patterns, livelihoods etc.

In the purview of this strength, the NGOs may play very important role in not only making the relevant information available to the government authorities but also in the interpretation of the information to help in capturing the actual needs of the affected communities. The quality of this information and its interpretation makes it much useful which is beyond mere statistics.

#### 12.1 Role in Assessment

The NGOs have grass-root presence and strong linkages with the communities. This puts them in a much better capacity in appreciating and understanding the local needs and vulnerabilities. The local presence of the NGOs makes them more acceptable among the affected communities and the communities feel more connected to them. This local level connection facilitates in assessment of the actual needs and concerns at the ground zero level.

Besides helping in the immediate damage and needs assessment, the NGOs play very important role in the periodic assessments as well which happen on regular basis to keep track of the changing situation and needs.

One very important aspect of NGOs' contribution in assessments is their support in multi-sectoral and multi-agency assessment which is very important to bring out qualitative and quantitative information of different sectors.

## **12.2 Role in Planning**

Once the needs of the affected communities are identified and prioritized through proper multi-sectoral and multi-agency assessments, the next important level of efforts comes as planning for the post-disaster rehabilitation. In this stage, the NGOs may play a very important role of

## **12.3 Role in Fund raising**

The post disaster rehabilitation programmes require lot of funds and resources at various levels to implement the programme and meet the specific needs of the affected communities. NGOs may play role in highlighting the damage, impact and needs of the affected communities to the remote stakeholders through quality assessments, interpretation of local situation & assessment information and a comprehensive multi-sectoral, multi-agency response planning thus demonstrating a collaborative action. They may also demonstrate pilots and share replicable and scalable practices to the outer world. Expression of Solidarity (EoS) and joint appeal for the people in need may also be facilitated and supported by the local NGOs who possess on-ground information and have the most accurate and updated understanding of the situation.

## **12.4 Role in designing rehabilitation strategy**

NGOs have deeper understanding of the local context, culture, tradition, practices, sectoral needs and the perception/expectations of the communities; hence they are in better position to support in design of an appropriate and responsive rehabilitation strategy. An effective rehabilitation strategy should always consider the communities' needs, their expectations, their livelihoods & economy, shelter patterns, and the key vulnerabilities. The NGOs, by virtue of their better connects with the communities and the on ground situations, possess this strength and skill of understanding and appreciation to these key aspects, hence they may contribute significantly in the design of the rehabilitation strategy.

## **12.5 Role in implementation of rehabilitation strategy**

The implementation of the rehabilitation strategy again involves sincere considerations of various issues as listed above while designing the rehabilitation strategy. Another important factor that requires serious attention while implementation is mitigation of long-term environmental impacts which is often neglected. In no way, the relief, rehabilitation and/or recovery efforts should have any long term negative impact on the environment, hence appropriate steps should be taken to ensure this. The management of natural environmental resources should be considered at all planning levels. For example, where the need to provide shelter for affected populations has a significant adverse impact on the natural environment through the depletion of local environmental resources, the long-term effects should be minimized through complementary environmental management and rehabilitation activities.

The NGOs play an important role in ensuring the quality delivery of the rehabilitation programs and they act as facilitators as well as social monitors representing the communities for the overall process of rehabilitation. They may put efforts to ensure that minimum standards and benchmarks are followed and efforts are taken to make the programs inclusive. They may also put efforts to ensure that appropriate steps are taken to integrate and mainstream disaster risk reduction (DRR) and climate change adaptation (CCA) measures in the rehabilitation strategy.

## SECTION 6: GO-NGO Protocol for Post-Disaster Recovery

---

### 13. Role of NGOs in formulating recovery strategy

NGOs recognize the primary role and responsibility of the affected state to provide timely assistance to those affected, to ensure people's protection and security and to provide support for their recovery. A combination of official and voluntary action is crucial to effective prevention, response, and recovery, and in this regard the NGOs have an essential role to play in supporting the authorities. NGOs have role in assisting the government authorities in fulfilling their responsibilities towards affected communities wherever they are insufficient.

Recovery efforts must consider future hazards and vulnerabilities in order to build communities back safer and promote stronger resilience. In many parts of the world as well as in India, climate change is already beginning to have an impact on patterns of risk; traditional knowledge of hazards, vulnerabilities and capacities needs to be combined with assessments of future climate risks.

There are several cross-cutting themes which focus on particular areas of concern in disaster response and recovery; and address individual, group or general vulnerability issues. Few of these cross cutting themes are issues pertaining to Children, Disaster risk reduction, Climate change, Environment, Gender, HIV-AIDS, Older people, Persons with disabilities, Psychosocial support etc. NGOs may play significant role in addressing these issues effectively during the formulation of the recovery strategy.

### 14. Role of NGOs in implementing recovery strategy

The implementation of a recovery strategy requires ground level presence, understanding of the issues, context, local needs, perceptions, expectations, tradition, culture, practices on different sectors etc. An NGO having its roots in the communities, possesses all these attributes and hence is the best player to support in implementation of the recovery strategy. NGOs may also bring value through their skills of correct interpretation of the issues and ability to identify acceptable and appropriate solutions to them.

Another important value addition that NGOs may do is bringing participation from the communities in the implementation processes and making it a process that is owned and managed by the affected communities themselves.

From their experience and understanding, NGOs may also contribute in the participatory analysis of vulnerability which is crucial for effective implementation of the recovery strategy. Meaningful participation of different groups of women and men and appropriate local organizations and institutions at all stages of the implementation is vital. It is critical to engage women in project design and implementation, and NGOs may facilitate this better.

# SECTION 7: GO-NGO Protocol for Conflict Resolution and Grievance Redressal

---

## 15. Basic principles of conflict resolution and grievance redressal

**Principle for Conflict Resolution (Do No Harm Principle):** Aid is not neutral in the midst of conflict. Aid and how it is administered can cause harm or can strengthen peace capacities in the midst of conflicted communities. All aid programmes involve the transfer of resources (food, shelter, water, health care, training, etc.) into a resource-scarce environment. Where people are in conflict, these resources represent power and wealth and they become an element of the conflict. Some people attempt to control and use aid resources to support their side of the conflict and to weaken the other side. If they are successful or if aid staffs fail to recognize the impact of their programming decisions, aid can cause harm. However, the transfer of resources and the manner in which staff conduct the programmes can strengthen local capacities for peace, build on connectors that bring communities together, and reduce the divisions and sources of tensions that can lead to destructive conflict.

To do no harm and to support local capacities for peace requires:

- ✓ Careful analysis of the context of conflict and the aid programme, examining how aid interacts with the conflict, and a willingness to create options and redesign programmes to improve its quality
- ✓ Careful reflection on staff conduct and organizational policies so that the "implicit ethical messages" that are sent communicate congruent messages that strengthen local capacities for peace.

**Principle for Grievance Redressal:** No matter how good an organization's quality management system is, an organization is not impervious to processes needing improvement, fraud, or abuse of power. Therefore, a good quality management system must recognize the risks of processes not functioning as planned, malpractice, manipulation, and exploitation. The organization should enable the people it aims to assist (its beneficiaries) and other stakeholders to raise complaints and receive a response through an effective, accessible and safe process.



## 16. Framework of conflict resolution and grievance redressal

### Framework for conflict resolution (The Do No Harm Framework):

The Seven Steps of **The DO NO HARM “Analytical Framework”** provide a tool for mapping the interactions of assistance and conflict and can be used to plan, monitor and evaluate both humanitarian and development assistance programmes. The Framework is NOT prescriptive. It is a descriptive tool that:

1. identifies the categories of information that have been found through experience to be important for understanding how assistance affects conflict;
2. organizes these categories in a visual lay-out that highlights their actual and potential relationships; and
3. helps us predict the impacts of different programming decisions.

#### ***Step 1: Understanding the Context of Conflict***

Step one involves identifying which conflicts are dangerous in terms of their destructiveness or violence. Every society has groups with different interests and identities that contend with other groups. However, many—even most—of these differences do not erupt into violence and, therefore, are not relevant for DO NO HARM analysis. DO NO HARM is useful for understanding the impacts of assistance programmes on the socio/political schisms that cause, or have the potential to cause, destruction or violence between groups.

#### ***Step 2: Analyzing DIVIDERS and TENSIONS***

Once the important schisms in society have been identified, the next step is to analyze what divides the groups. Some **DIVIDERS** or sources of **TENSION** between groups may be rooted in deep-seated, historical injustice (root causes) while others may be recent, short-lived or manipulated by subgroup leaders (proximate causes). They may arise from many sources including economic relations, geography, demography, politics or religion. Some may be entirely internal to a society; others may be promoted by outside powers. Understanding what divides people is critical to understanding, subsequently, how our assistance programmes feed into, or lessen, these forces.

***Step 3: Analyzing CONNECTORS and LOCAL CAPACITIES FOR PEACE***

The third step is analysis of how people, although they are divided by conflict, remain also connected across sub-group lines. It is found that in every society in conflict, people who are divided by some things remain connected by others. Markets, infrastructure, common experiences, historical events, symbols, shared attitudes, formal and informal associations; all of these continue to provide continuity with non-war life and with former colleagues and co-workers now alienated through conflict. Similarly, it is found that all societies have individuals and institutions whose task it is to maintain intergroup peace. These include justice systems (when they work!), police forces, elders groups, school teachers or clergy and other respected and trusted figures. In warfare, these “**LOCAL CAPACITIES FOR PEACE**” are not adequate to prevent violence. Yet, in conflict-prone, active conflict and post-conflict situations they continue to exist and offer one avenue for rebuilding non-war relations. To assess the impacts of assistance programmes on conflict, it is important to identify and understand **CONNECTORS** and **LOCAL CAPACITIES FOR PEACE** (LCPs).

***Step 4: Analyzing the Assistance Programme***

Step four of the DO NO HARM Framework involves a thorough review of all aspects of the assistance programme. Where and why is assistance offered, who are the staff (external and internal), how were they hired, who are the intended recipients of assistance, by what criteria are they included, what is provided, who decides, how is assistance delivered, warehoused, distributed?

***Step 5: Analyzing the Assistance Programme's Impact on DIVIDERS and CONNECTORS (using the concepts of RESOURCE TRANSFERS and IMPLICIT ETHICAL MESSAGES)***

Step five is analysis of the interactions of each aspect of the assistance programme with the existing DIVIDERS/TENSIONS and CONNECTORS/LCPs.

We ask: Who gains and who loses (or who does not gain) from our assistance? Do these groups overlap with the DIVISIONS we identified as potentially or actually destructive? Are we supporting military activities or civilian structures? Are we missing or ignoring opportunities to reinforce CONNECTORS? Are we inadvertently undermining or weakening LCPs?

We ask: What resources are we bringing into the conflict? What impact are our RESOURCE TRANSFERS having?

We ask: What messages are we giving through the way in which we work? What impact are we having through our IMPLICIT ETHICAL MESSAGES? Each aspect of programming should be reviewed for its actual and potential impacts on D/Ts and C/LCPs.

***Step 6: Considering (and Generating) Programming Options***

Finally, if our analysis of 1) the context of conflict; 2) DIVIDERS and TENSIONS; 3) CONNECTORS and LOCAL CAPACITIES FOR PEACE; and 4) our assistance programme shows that our assistance exacerbates intergroup DIVIDERS, then we must think about how to provide the same programme in a way that eliminates its negative, conflict-worsening impacts. If we find that we have overlooked local peace capacities or CONNECTORS, then we should redesign our programming not to miss this opportunity to support peace.

***Step 7: Test Programming Options and Redesign Project***

Once we have selected a better programming option is crucially important to re-check the impacts of our new approach on the DIVIDERS and CONNECTORS

The Do No Harm framework for conflict resolution is generally used by a group of practitioners familiar with the context and project. In this sense, most data is drawn from the participants. However, there are times when information gaps are identified and data is collected from other sources to improve the quality of the analysis.

It does not include explicit conflict and peace indicators. However, there are many implicit indicators that can be made explicit, through a community-based process of indicator development. Such indicators could include a just distribution of resources, creating or strengthening networks of relationships across divisions, strengthening good governance, the use of participatory processes for decision making, supporting traditional or indigenous mechanisms for conflict resolution and reconciliation, inclusion of diversity of ethnic or religious groups, gender, or youth in programme activities and leadership structures.

**Framework for Grievance Redressal:**

A complaints-handling mechanism is a process through which an organization can redress serious issues and is an essential component of a quality management system. An effective complaints-handling procedure will be accessible to and safe for all stakeholders. It should also be noted that it requires a procedure that is accessible to others, most notably staff and humanitarian partners, as power dynamics will be at play within organizations. To this end, a grievance procedure should be in place to deal with staff complaints, and a system for dealing with problems and concerns between the organization and its humanitarian partners should be instituted.

When developing and implementing complaints-handling mechanisms, organizations should bear in mind vulnerability issues, as well as gender and power dynamics of the context they are working in. Within any crisis affected community, large or small, there will be power dynamics and political, social and cultural norms that may impact directly on peoples' opportunity to participate. Organizations must ensure that these dynamics are properly assessed in order to inform their programming and their interactions with communities. Particular attention should always be paid to the specific needs of women, and to ensuring they have a voice in the design and implementation of complaints-handling systems.

As a result of these assessments, extra measures should be taken to ensure that the complaints procedure is accessible to the most vulnerable and socially excluded, for instance by using methods for soliciting feedback that are culturally and socially appropriate. Organisations should also provide a variety of means for giving feedback to accommodate the needs of those who are unable to read or write, or articulate their concerns for other reasons.

An accountable organization should consider handling complaints as a positive process that can:

- Provide an indicator that a process or plan is not working
- Safely highlight a concern
- Provide a respectful means for addressing grievances
- Increase transparency
- Provide valuable management information
- Protect the dignity of users
- Highlight cases of fraud, inefficiency, or abuse.

## 17. Mechanism for conflict resolution and grievance redressal

**Conflict Resolution Mechanism:** The Do No Harm framework can be applied with the following steps:

1. **Gathering the facts:** Using the categories of Dividers and Connectors, think hard about the current situation (it is preferable to have a team which regularly discusses these issues). Regions where there are conflicts are dynamic. It is important to update your understanding of the context regularly. Among the elements to consider are (a) historical issues and how they play out in the present; (b) external influences and how they affect the local context; and (c) which issues are broad in their impact, affecting a large number of people, and which are narrow, affecting a smaller number of people yet still important.

Analyze the context of conflict to know about:

- a. Dividers, sources of tension, capacities for violence
  - b. Connectors, local capacities for peace
  - c. Unpack the assistance project, list the details of the project
2. **Analyzing the facts:** Analyze assistance's impact on the context of conflict through
    - a. ***Resource Transfers:*** Assistance is a vehicle for providing resources to people who need them. Assistance's most direct impacts on conflict are a result of the introduction of resources (food, health care, training, shelter, improved water systems, etc.) into conflicts. Assistance resources represent both wealth and power in situations where these matter in intergroup struggle. What resources are provided, how they are distributed and to whom, and who decides about these matters all affect the economy of war (or peace) and intergroup competition or collaboration.
    - b. ***Implicit Ethical Messages:*** Assistance also affects conflict environments through IMPLICIT ETHICAL MESSAGES. These are the impacts that assistance workers feel their own actions and attitudes have on conflict. They include the ways that assistance workers operate to reinforce the modes and moods of warfare or, alternatively, to establish non-conflictual relations, mutual respect and intergroup collaboration.

3. **Programming Alternatives:** Generate options for alternative ways of implementing the project
  - a. Generate options → quantity generates quality!
  - b. Test the options → verify they do not at the same time have other negative impacts
  - c. Choose options for redesign

**Grievance Redressal Mechanism:** A grievance redressal or complaint handling mechanism should have the following components:

1. The organization shall define and document a complaints procedure, covering:
  1. the people it aims to assist, staff and other stakeholders who have the right to raise a complaint and receive a response;
  2. the purpose and limitations of the procedure;
  3. how complaints can be raised;
  4. the steps taken to deal with the complaints, the procedure for investigating them and the response time frame;
  5. the process for fast-tracking allegations of exploitation and abuse, including those of a sexual nature;
  6. confidentiality, non-retaliation, appeal and support for people who complain and any witnesses; and
  7. the process for safely referring to a third party people who complain if the complaint is about issues the organization cannot handle, such as medical attention and psychological, social or legal support.
2. The organization shall identify and put in place complaints procedures that are based on the preferences of the people it aims to assist, staff and other stakeholders, after consulting them.
3. The organization shall ensure that the people it aims to assist, staff and other stakeholders understand the complaints procedure.
4. The organization shall ensure that it handles complaints in line with its procedure and that it acts upon complaints.

5. The organization shall work with its partners to agree on how they will raise and handle complaints against each other in a safe and accessible way, and to put this agreement into practice.
6. The organization shall work with its partners to agree on ways in which they will enable the people they aim to assist to raise complaints with the partners, including when partners will refer the complaint to the organization, and to put this agreement into practice.
7. The organization shall work with its partners to improve how partners meet requirements 1 to 4.

## SECTION 8: Go-NGO Protocol in Man-made Disasters and Ethnic Conflict

---

### 18. Role of NGOs in man-made disasters and ethnic conflict

Ethnic violence refers to violence expressly motivated by ethnic hatred and ethnic conflict. It is commonly related to political violence, and often the terms are interchangeable, or one is used as a pretext for the other when politically expedient. Ethnic violence in organized, sustained form is known as ethnic conflict or warfare (race war), in contrast to class conflict, where the dividing line is social class rather than ethnic background.

In most of the ethnic conflicts, the minority or members of a particular community are affected and are unable to access their entitlements and support from Government to meet their basic needs.

NGO may facilitate mapping / identification of vulnerable and affected communities in the ethnic conflict cases and support them in getting their entitlements and support from Government and other sources such as NGOs themselves.

They may also play role in identifying connectors and local capacities of peace and support them in their good intent. Thus, gradually the extremism will also reduce and long term peace and harmony may be established.

### 19. Role of Government, ASDMA and DDMA in man-made disasters and ethnic conflict

In most of the cases of ethnic conflicts, it is experienced that the access is restricted and any agency willing to support the affected communities, does not get easy access to the areas. It is equally experienced by the NGOs as well and even by those who are present in the affected areas also. Sometimes, the NGOs are asked not to operate until the situation and law & order are maintained and brought back to normal. However, it is also evident that NGOs may play a crucial role in peace building and harmony and most importantly, they may support the affected and needy people with the required resources of the hour such as food, clothes, medicines, shelter support, and so.



Government may facilitate entry and visits of the support providers to the affected communities so that they may reach to the people. They may also provide escort service and protection to the support/relief providers so that their own life is not at risk.

**20. Mechanisms for assisting government officials in man-made disasters and ethnic conflict**

NGOs may be helpful in analysis of the context of conflict and understanding the dividers and tension causing elements and issues. This will help in addressing these issues in a better way. Being present in the local communities, NGOs may also help in identifying the connectors and local capacities and binding elements which may act as catalyst to bringing peace and harmony among the communities.

NGO people may work as volunteers to support the efforts of the government in bringing peace and maintaining law and order. They may also play role of information providers to help in closer understanding of the issues. In some cases, NGOs may also play roles of warning dissemination and help preventing major loss and damage.

## SECTION 9: FINANCIAL ASSISTANCE TO NGOs FROM ASDMA and DDMA

---

### 21. Basic principles of government support to NGOs for disaster management

Any partnership will have financial element in it though there are nonfinancial partnerships at times. The government agencies should address the financial elements under any partnership with NGOs in a very sensitive and responsive manner. This is because mostly the NGO partners likely to engaged in any government program will have very slender financial strength; we are resorting to partnership with NGOs not because of their robust financial strength unlike commercial contractors. The partnership is in view of their inherent strength to reach out, connect with the community especially with the marginal and vulnerable sections, their ability to take the state programs to the reach of the community. Therefore there is a need for due sensitivity and responsiveness from the government agencies towards such potential NGO partners.

### 22. Potential areas of NGO contributions in disaster management

The NGOs as said above bring a whole lot non financial non structural strength to the area of disaster management. Though the document wish to recognize the limitation of financial contribution of NGOs to the disaster management programs it also intend to present opportunity the NGOs have for integrating and synergy building with government initiatives. Often this can be done through Non Financial partnerships. Sometimes the NGO own program resource can be positioned to leverage government as well as non government resource for scale up. NGOs often receive loans/grants from various donor agencies and it is always the intentions of the donors that their contribution gets leveraged with other public/government resource; NGO partners will have a major role in doing so. Sometimes core program resource could come from NGO partner out of its institutional donor funding and supplementary program resource come from the government and vice versa. The NGO partner should be willing to share such information with the government as well as to the institutional donor in a transparent and diligent manner.

### **23. Mechanisms for government support to NGOs in disaster management**

This can come through several ways:

- Contributing for the cost of activities
- Grant in aid
- Soft loan
- Combination of loan and grant
- Revolving fund
- Venture fund for innovations and pilots
- Leverage fund (matching contribution with other donor fund)
- Linking NGOs with institutional funding agencies with a sovereign guarantee
- Risk financing for innovations
- Subsidy
- Grant for agency cost where the activity cost is met by donor funding or vice versa

## SECTION 10: AUDIT OF STAKEHOLDER EFFORTS IN DISASTER MANAGEMENT

---

### **24. Transparency and Accountability in Disaster Management by the State Government**

The government agency could consider putting up in its website the program strategy, policy, operating procedure, FAQs to promote transparency and accountability. While there is a provision for audit by the government's own audit arm, it could also consider announcing its willingness to accept and honor independent audit by professional CA firms. Both process audit as well as item audit could be introduced. All major capital procurements if there in any project it should be backed by an audit certificate both from the point of view of quality of item procured (preferable from a reputed technical auditor) as well as from the dimension of the financial expenditure and procurement procedure followed (from a qualified financial auditor such as CA firm).

### **25. Transparency and Accountability in NGOs' efforts in disaster management**

Similar to above, Transparency and Accountability in NGOs' efforts in disaster management is very important. NGOs willing to partner with the government in implementing disaster management initiatives should come forward to honor the above conditionality which form a part of the government measure towards improving quality and accountability in governance. NGOs also should demonstrate their adherence to appropriate process of due diligence and integrity to management of financial records and reporting through their process of checks and balances. NGOs should if required share their financial management policy with the government agencies with whom they intend entering into any partnership. Presence of robust internal control system (regular book keeping, regulatory compliance, periodical internal and statutory audit, approved procurement policy, HR policy etc.) and adhering to professional systems and practices for their own projects do demonstrate their commitment to the principle quality and transparency.

## **26. Third party audit of disaster management efforts by stakeholder groups**

The protocol can provide for a provision of introducing Third Part Independent Audit of the project implementation process. This can be for the entire process or a part of the process as agreed by both the government and its NGO Partner, for example OSDMA has introduced **THIRD PARTY QUALITY AUDIT** for the implementation of the NCRMP (National Cyclone Risk Management Project funded by the World Bank. This could be done at the instance of the Bank but such a provision if kept under this protocol it will help both the government (state as well as sub district level) and it's NGO Partner in complying to the provisions agreed by both parties for the execution of a particular project. Further such an audit will bring in fairness and transparency in the project implementation management process thus stakeholder confidence in public action will get enhanced. This audit process need not be seen as an instrument for fault finding rather it can be seen as an approach to ensure in process implementation course correction so as to ensure program quality.

## **27. Social audit of disaster management efforts by stakeholder groups**

Social Audit is being widely used by both government as well as Non Government Organizations for checking the program quality and compliance. It is a practice followed both nationally as well as internationally. It is seen as mandatory in many of India's umbrella programs like MNRGA etc. State governments have set up Directorate of Social Audit within their Panchayati Raj departments to gradually institutionalize it for all large scale all grass root community based programs. The idea of introducing it within the scope of this protocol is to bring in transparency and mutual accountability in the implementation of the partnership projects that help enhancing stakeholder confidence. Again this audit process need not be seen as an instrument for fault finding but more as an in course correction mechanism.

## **28. System of incentives and disincentives**

Such provisions are made to motivate quality and timely implementation of projects. While it can be argued that a contract/agreement should be good enough to ensure compliance but it is generally seen that introducing incentives which is often extended to the actors at the disaggregate level which motivates. Similarly the disincentives help in guarding irregularities and failures. Such provisions can be customized on project to project basis depending on its nature, complexity and timings etc. Such an element can

be so designed that it becomes a part a whole community centric approach of the government and the partner NGOs. The resultant action ultimately help improving program quality and stakeholder confidence building.

## **29. Financial and legal commitments**

It is a duty paramount hence very essential that all commitments made by both parties with respect to fiancé and legal aspects are strictly adhered in the true spirit of partnership. The conventional instruments of compliance like submission of the periodical progress reports, audit reports, minutes of stakeholder consultations etc are made mandatory. In a typical government project a particular NGO is to undertake execution it becomes duty paramount that the NGO delivers as agreed, all financial transactions are maintained as per standard accounting procedure prevalent in our country and no action in the process should not violate the laws of the land, if required suitable skilled person should be engaged by the NGO to ensure compliance. On the other hand the government agency should ensure project monitoring, release of fund timely and in a fair manner in full respect to the law of the land. The spirit of partnership and joint action should guide both parties so that effectiveness of project implementation is best seen and felt by the stakeholders especially the community at the base of the societal pyramid. Therefore it is essential that the instrument of engagement should be free from any ambiguity and all compliance requirements from both parties are factored well. In case any new dimension gets identified in the course of implementation it should be incorporated through an addendum and gets agreed by both parties. Periodical finding from the third Party quality audit and social audits should not only help in compliance but also in improving quality of partnership.

### **29.1 Financial Commitment on the part of Govt./ASDMA**

It is necessary that the government agency enforces The stakeholder consultations that were conducted as a part of the development of this protocol brought out the opinion from the participating NGO leaders that there is a greater need for the government to be sensitive to the needs of the NGO with respect to the compliance as agreed under the instrument of engagement (MOU). Often the release of fund gets unduly delayed and undesirable considerations come into play resulting in hardship in the project implementation, partner NGOs are non profits and mostly without a very strong fund base that could help them to finance the activities upfront for an extended

and prolonged period through the implementation. Failure in timely and proper release of fund therefore affects implementation both in terms of quality and timeliness, compromises are made much against the intent of the NGO partners. This ultimately minimizes stakeholder confidence in the program and there emerge an element of mutual distrust and litigations. Large commercial and for profit organizations address these differences through arbitration and other legal recourse provided but such a route becomes impossible for a NGO partner purely due to lack of strong fund base. Therefore it may be necessary to provide for funding at shorter intervals, releasing advances in part for major elements of work etc can be incorporated in the agreement for execution. If necessary provision for interest payment at bank rate for the period of delay could be incorporated in the agreement for execution that helps in avoiding financial stress to the NGO partner and acts as a disincentive to the government agency in handling such matter.

## **29.2 Financial Commitment on the part of NGOs**

In the aforesaid stakeholder consultations it came out mostly from the government functionaries that in the NGO managed projects often they come across poor quality compliance, severe time delay, and poor reporting especially with respect to financial reporting. Therefore the NGO partner must recognize the importance of compliance through proper reporting especially with respect to financial reporting. It needs to be well supported with evidence of expenditure and audit by a professional auditor. Increasingly NGO should use GPS and digital photography as a part of it's monitoring on ground and proper evidence of action should be provided to the partner government agency periodically. Such elements need to be provided for the instruments of engagement drawn between the government and NGOs at the outset and whenever found necessary amendments are done to the instruments of engagement. There could be a provision for periodical review meetings between the senior government functionaries and the respective NGO leader to review the implementation process and compliance quality so as to continuously identify constraints and shortcomings at both ends and help resolving it thus improving program quality and building mutual trust between the two important stakeholders in the development.

### **29.3 Legal Commitment on the part of Govt./ASDMA**

The stakeholder consultations had revealed that both parties should stay fully legal compliant, the government participants had expressed strong views in favor of this requirement. Therefore it may be very necessary that the government agency involved in the partnership with NGO must demonstrate its commitment to legal process in a true spirit of partnership, the instruments of engagements are legally vetted prior to execution, should be simple for interpretation and compliance, should be free from loopholes and hidden cover for either party, the draft should be agreed by the partner NGO, forcible execution or execution under duress should be avoided. Possible areas of dispute should get identified from time to time through the periodical monitoring meetings provided under the instrument of engagement, such potential disputes should be addressed upfront in a true spirit of partnership so that it does not precipitate and become an area of dispute that might not only the program quality but also affect the project implementation.

### **29.4 Legal Commitment on the part of NGOs**

On the other hand the NGO has an equally important responsibility to stay compliant to the laws of the land. Since they are the front line connect with the community in any partnership project they must ensure that community is well informed of the legality of any action and also made them continuously aware of actions being taken from time to time and how it does not infringe upon their legal rights, ambiguity and misgivings if any are well captured, discussed with government counter parts, if necessary appropriate legal opinions are taken and accordingly actions taken, community kept informed. Our legal system though is available to judicate in any dispute it should be the endeavor of the partners to avoid litigation as much as possible.



# Section 11: Operationalising the GO-NGO Protocol for Emergency Management in Assam

This section provides an easy guide and checklist to the users, both the NGOs and ASDMA/DDMAs (hereafter reference to ASDMA covers DDMA also, wherever applicable/likewise, State/District) on how to use the GO-NGO protocol. This document is divided into sections similar to the Protocol and covers the key points of each section. It highlights the main roles of the NGOs as well as the Authority (both ASDMA and DDMA) in respect of each key area of action.

Wherever necessary, for details of each section and the relevant action areas, the main document may be referred to.

## SECTION 2: GO-NGO Protocol for Disaster Preparedness

Key areas of action	Role of ASDMA	Role of NGOs
<b>Institutional Arrangements</b>	<ol style="list-style-type: none"> <li>1. <i>Notify and form a state (and further at district) level task force(s) for disaster management</i></li> <li>2. <i>Notify and form an Advisory Committee(s) at state level (and further at district level) comprising of SDMA members and NGO representatives</i></li> </ol>	<ul style="list-style-type: none"> <li>• Facilitate formation and participation in state level task forces</li> <li>• Advocate for establishment of SDMA-NGO Advisory Committee(s)</li> </ul>
<b>Coordination Mechanism</b>	<ol style="list-style-type: none"> <li>3. <i>Develop the state (and district) level GO-NGO Inter-Agency Coordination platform and call for regular meetings (every quarter)</i></li> </ol>	<ul style="list-style-type: none"> <li>• Assist in developing and participation in state level GO-NGO Inter-Agency Coordination Mechanism(s)</li> </ul>
<b>Contingency Planning</b>	<ol style="list-style-type: none"> <li>4. <i>Develop the State and District Disaster Management Plan(s) (SDMP and DDMPs)</i></li> <li>5. <i>Update the SDMP and DDMPs every year (with active participation of NGOs)</i></li> </ol>	<ul style="list-style-type: none"> <li>• Assist in developing, piloting, validation and updating of State level Disaster Management Plans</li> </ul>

<p><b>Capacity Building</b></p>	<p>6. <i>Establish and operationalize CB institutions</i>          7. <i>Conduct capacity building needs assessment</i>          8. <i>Identify areas of capacity building</i>          9. <i>Conduct capacity building activities for various stakeholders</i></p>	<ul style="list-style-type: none"> <li>• Facilitate detailed assessment of current needs and capacities at state level</li> <li>• Facilitate and participate in Training and Mock drills involving different stakeholders</li> </ul>
<p><b>Hazard Monitoring, Forecasting and Early Warning</b></p>	<p>10. <i>Monitor the key hazards for any potential disaster situations</i>          11. <i>Produce early warning information for various disasters and disseminate to all stakeholders</i></p>	<ul style="list-style-type: none"> <li>• Establish linkages with authorities for hazard monitoring and provide last mile connectivity for EW dissemination</li> </ul>
<p><b>Information and Knowledge Management and Communication</b></p>	<p>12. <i>Produce and Disseminate relevant information before, during and after disasters</i>          13. <i>Collect real-time information from disaster affected areas and share with relevant stakeholders</i>          14. <i>Collect, compile and publish best practices and learning from each disaster situation</i></p>	<ul style="list-style-type: none"> <li>• Facilitate, support and establish mechanisms for information dissemination before, during and after disasters</li> <li>• Collect, manage and process data during and after each disaster</li> <li>• Research and promote best practices</li> </ul>
<p><b>Providing and Disseminating Alert and Warning Messages</b></p>	<p>15. <i>Coordinate with NGOs and CBOs in the dissemination of early warnings, alerts and evacuation with mobilization of community, livestock and life-survival materials to safer zones</i></p>	<ul style="list-style-type: none"> <li>• GO-NGO coordination and collaboration agenda must effectively consider coordination with NGOs and CBOs in the dissemination of early warnings, alerts and evacuation with mobilization of community, livestock and life-survival materials to safer zones</li> </ul>
<p><b>Search, Rescue and Evacuation</b></p>	<p>16. <i>Allocate responsibility to NGOs and CBOs for disaster response</i>          17. <i>Develop and disseminate IEC materials</i></p>	<ul style="list-style-type: none"> <li>• Sharing of responsibility in the disaster response process by adequate coordination of efforts between SDMA/ Government agencies and NGOs.</li> <li>• Awareness generation</li> </ul>

	<p>18. <i>Identify capable NGOs and allocate responsibility for short-term rehabilitation activities such as food security, creation of community assets, reviving schools, social mobilization and group formation etc.</i></p> <p>19. <i>Organize joint capacity building programs (for GO-NGO)</i></p>	<ul style="list-style-type: none"> <li>• Short-term rehabilitation activities such as food security, creation of community assets, reviving schools, social mobilization and group formation etc.</li> <li>• Sharing and synergizing disaster management experiences of SDMA and other Government agencies and NGOs for better preparedness for response through facilitation of mutual capacity building, shared roles and responsibilities and institutionalization of a collaborative and coordination mechanism</li> </ul>
<p><b>Running temporary relief camps</b></p>	<p>20. <i>Promote humanitarian approach and principles through trainings and policies</i></p> <p>21. <i>Promote principles of Do-No-Harm (conduct trainings and orientation programs)</i></p> <p>22. <i>Promote various quality and accountability initiatives (Sphere, HAP and others such) through trainings and exposure</i></p> <p>23. <i>Establish and strengthen the community groups and committees so that they can participate and support in decision making and other functions.</i></p>	<ul style="list-style-type: none"> <li>• Imbibe humanitarian approach while conducting relief camps</li> <li>• Do-No-Harm principles should be followed</li> <li>• Ensure accountability to the community and Govt.</li> <li>• Involve the affected population in decision making.</li> </ul>

### SECTION 3: GO-NGO Protocol for Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA) and Mitigation

Key areas of action	Role of ASDMA	Role of NGOs
<p><b>DRR, CCA and Mitigation</b></p>	<p><i>24. Formulate and disseminate guidelines and checklists for state specific DRR and CCA measures</i></p> <p><i>25. Document and publish good practices on mainstreaming of DRR and CCA</i></p>	<ul style="list-style-type: none"> <li>• Make sector specific interventions leading to effective DRR/CCA and mitigation, such as livelihood, community organization, community asset creation, self-help group formation, etc</li> <li>• Adopt community-oriented approach and cater to needs of vulnerable groups</li> <li>• Mainstreaming of DRR and CCA</li> <li>• Working with local communities and introducing innovative approaches based on the good practices followed in other places</li> </ul>
<p><b>Mainstreaming DRR, CCA and Mitigation in Planning and Programming</b></p>	<p><i>26. Conduct multi-hazard mapping including different hazard maps at community levels and collating them for block, district and higher levels, using PRA, remote sensing and GIS based community information systems.</i></p> <p><i>27. Engage capable NGOs in the above process</i></p> <p><i>28. Conduct village level HRVCA to understand local vulnerabilities and identify entry points for mainstreaming of DRR and CCA measures in ongoing programs in the village level. Capable NGOs may be engaged for this process.</i></p>	<ul style="list-style-type: none"> <li>• Take up the role of facilitators to promote following components:             <ul style="list-style-type: none"> <li>○ Multi hazard mapping, including development of different hazard maps at community levels and collating them for block, district and higher levels, using PRA, remote sensing and GIS based community information systems.</li> <li>○ Vulnerability mapping, including local level assessment covering geographical location, structures, occupations, living pattern, cultural practices etc.</li> </ul> </li> </ul>

	<p>29. <i>Issue guidelines for Social and Environmental Impact Assessment (SEIA) of development projects of NGOs, corporate and others.</i></p> <p>30. <i>Develop and disseminate checklists/ questionnaires for conduct of SEIA.</i></p> <p>31. <i>Promote technology and products that help negating the impacts of climate change, and/or provide options for better efficiency of natural resources.</i></p> <p>32. <i>Organize regional innovation seminars/ programs to invite good practices/ technologies for the above.</i></p>	<ul style="list-style-type: none"> <li>○ Capacity mapping, including identifying capacities from community level upwards, incorporating indigenous coping practices and identifying capacities of CBO and NGOs.</li> <li>○ Prepare action plans for disaster mitigation, based on local action aimed at avoidance of adverse impact of disasters through multi-stakeholder participation</li> <li>○ Adopt Participatory implementation and monitoring processes.</li> <li>● Disaster related projects of NGOs should be part of sustainable development and should not increase people’s vulnerability to disasters</li> <li>● Take up efforts for CCA:             <ul style="list-style-type: none"> <li>○ Take up appropriate campaigns to promote steps for reducing emissions of Green House gases, primarily in the urban and upper economic bracket communities.</li> <li>○ Adoption of processes, technologies and products that help survive the minimal inevitable level of climate change with minimal adverse impact.</li> </ul> </li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>○ Work on natural resource management through participatory and community based processes.</li> <li>○ Information dissemination to the public, and advocacy to local governments, corporations, institutions, development agencies, office bearers and policy decision makers.</li> </ul>
--	--	--

### SECTION 4: GO-NGO Protocol for Emergency Response

Key areas of action	Role of ASDMA	Role of NGOs
<p><b>General</b></p>	<p><i>33. Establish/strengthen task force for effective disaster management (or promote existing inter-agency groups).</i></p> <p><i>34. Conduct mapping of affected areas, needs, responses and gaps; and share the same to relevant stakeholders.</i></p> <p><i>35. Direct interested NGOs to work in the geographic areas and sectors which are under-served.</i></p> <p><i>36. Seek audit of NGOs who deliver support in disaster response.</i></p> <p><i>37. Conduct and publish audit reports of ASDMA and DDMA's own interventions (specially, open for social audit).</i></p>	<ul style="list-style-type: none"> <li>● Meet ASDMA and DDMA's in the event of a disaster and share the details of available resources and action plans.</li> <li>● Obtain, collate and make available to SDMA details of the nature of proposed support required to be extended and the coverage area in terms of number of households, population, sectoral and thematic interventions, if any. .</li> <li>● Seek advice and direction from ASDMA about area and sectors in which to intervene.</li> <li>● Conduct performance audit, financial audit and social audit of participating NGOs, and publish results.</li> </ul>

	<p><i>38. Develop Charter for the Security of Humanitarian assistance personnel of government, and NGOs who may have to face threats of loss of lives or grievous physical injury in natural disasters, man-made disasters or extreme events. This Charter may prescribe modalities of assured compensation like insurance if such situations arise during the line of duty.</i></p>	
<p><b>Use of technology</b></p>	<p><i>39. Share base maps and necessary demographic and technical information with select NGOs and technical agencies for developing necessary knowledge management products for ASDMA and the DDMA's wherever possible.</i></p>	<ul style="list-style-type: none"> <li>• Develop strong technical skills and proficiency in IT, Geographical Information Systems (GIS), Decision Support Systems (DSS) and Knowledge Management tools like Expert systems, Digital elevation Models, etc. should share their resources and skills for use in building resilience and improved disaster management in the state.</li> </ul>
<p><b>Sector leads for disaster response and management</b></p>	<p><i>40. Conduct NGO mapping to develop a matrix of agencies working in the state (mapping criteria may be geographical presence in different districts and the sectors they work in). This may be done through a web portal with NGO registration and facility for adding / updating information.</i></p>	<ul style="list-style-type: none"> <li>• NGOs to share details of their work areas (geographic work area as well as sector/area of expertise), mandate, specific sector to ASDMA and DDMA's.</li> <li>• NGOs not to discriminate against disaster-affected persons on the basis of caste, class, religion or gender.</li> </ul>



	<p>41. <i>Map agencies on their sectoral expertise and experience and assign roles to various I/NGOs to coordinate specific sectors or thematic areas, depending upon their sectoral mandates and proven track record.</i></p> <p>42. <i>Be vigilant about NGOs who discriminate against disaster-affected people on the basis of caste, class, religion or gender, and take them off the register if found appropriate.</i></p>	
<b>Post-Disaster Damage and Needs Assessment</b>	<p>43. <i>Engage NGOs at various levels to be part of multi-sector PDNA exercise.</i></p>	<ul style="list-style-type: none"> <li>• Coordinate with ASDMA and DDMA to support in multi-sector PDNA</li> </ul>
<b>Post disaster rehabilitation and recovery</b>	<p>44. <i>Invite NGOs with proven experience for formulation of appropriate rehabilitation and recovery strategy</i></p> <p>45. <i>Promote owner-driven reconstruction</i></p> <p>46. <i>Conduct state level workshop to discuss the proposed strategy and fine tune it through consultations with multi-disciplinary professionals and disaster management experts</i></p>	<ul style="list-style-type: none"> <li>• Design appropriate and contextual rehabilitation and recovery strategy based on the needs and locally available resources (use of experience of the same from other disasters and areas)</li> <li>• Implement the rehabilitation and recovery strategy by adopting villages where the post-disaster rehabilitation and recovery strategies can be implemented.</li> </ul>
<b>Emergency response</b>	<p>47. <i>Invite NGOs working specifically with vulnerable groups to ensure inclusion of these groups in emergency relief and response programs.</i></p> <p>48. <i>Engage NGOs having experience of PSS to efficiently address the trauma and psycho social issues in post disaster situations.</i></p>	<ul style="list-style-type: none"> <li>• Pay special attention and considerations to vulnerable and excluded groups (such as children, orphans, women, pregnant &amp; lactating women, widows, women headed households, old aged people, persons with disabilities, people living with HIV-AIDS, minority groups etc.) so that these people and groups are</li> </ul>



	<p><i>49. Give opportunity and space to agencies working with PWDs to ensure that rights and needs of these people are addressed appropriately.</i></p>	<p>part of the relief, response programs and receive appropriate and dignified support</p> <ul style="list-style-type: none"> <li>• Address the issues and challenges related to trauma care and psycho social support in the disaster affected communities</li> <li>• Consider the particular abilities, skills, resources and knowledge of individuals with different types and degrees of impairments, and appropriately engage them in the response programming and address their needs</li> </ul>
--	---	--

### SECTION 5: GO-NGO Protocol for Post-Disaster Rehabilitation

Key areas of action	Role of ASDMA	Role of NGOs
<p><b>Assessment and planning for rehabilitation</b></p>	<p><i>50. Form a multi-sectoral and multi-agency assessment team to understand the rehabilitation needs and priorities</i></p> <p><i>51. Formulate guidelines for use of minimum standards for relief, and implement the response programs in adherence to the minimum standards.</i></p>	<ul style="list-style-type: none"> <li>• Conduct/support in multi-sectoral and multi-agency assessment which is very important to bring out qualitative and quantitative information of different sectors.</li> <li>• Support the design of rehabilitation program to identify and address specific needs of the vulnerable groups who may get excluded in relief assistance.</li> <li>• Flag the importance of minimum standards of relief for different sectors, and contribute efforts for suitable rehabilitation planning which considers this.</li> </ul>

<p><b>Fund raising</b></p>	<p>52. <i>Take help from NGOs in highlighting the damage, impact and needs of the affected communities to the remote stakeholders so that sufficient support may be mobilized.</i></p> <p>53. <i>Give platform to NGOs to demonstrate pilots and share replicable and scalable practices to the outer world.</i></p> <p>54. <i>Release joint appeal (GO-NGO) and expression of solidarity for the people in need.</i></p>	<ul style="list-style-type: none"> <li>• Highlight the damage, impact and needs of the affected communities to the remote stakeholders through quality assessments, interpretation of local situation &amp; assessment information and a comprehensive multi-sectoral, multi-agency response planning thus demonstrating a collaborative action.</li> <li>• Demonstrate pilots and share replicable and scalable practices to the outer world.</li> <li>• Facilitate and release Expression of Solidarity (EoS) and joint appeal for the people in need</li> </ul>
<p><b>Rehabilitation strategy</b></p>	<p>55. <i>Engage NGOs in development of rehabilitation strategy (through Inter-agency groups or the task forces)</i></p> <p>56. <i>Give responsibility and space to NGO platforms to monitor the programs and share feedbacks</i></p> <p>57. <i>Use minimum standards in the programs</i></p> <p>58. <i>Vet the rehabilitation strategy and program through DRR and CCA angle and ensure that enough measures are taken to integrate them.</i></p>	<ul style="list-style-type: none"> <li>• Support in developing an effective rehabilitation strategy which considers the communities' needs, their expectations, their livelihoods &amp; economy, shelter patterns, and the key vulnerabilities</li> <li>• Act as facilitators as well as social monitors representing the communities for the overall process of rehabilitation</li> <li>• Contribute efforts to ensure that minimum standards and benchmarks are followed and the programmes are inclusive.</li> <li>• Contribute efforts to ensure that disaster risk reduction (DRR) and climate change adaptation (CCA) measures are integrated in the rehabilitation strategy.</li> </ul>

## SECTION 6: GO-NGO Protocol for Post-Disaster Recovery

Key areas of action	Role of ASDMA	Role of NGOs
<b>Recovery strategy</b>	<i>59. Harness the experience of NGOs in formulation and implementation of recovery strategy through engaging them in the planning phase</i>	<ul style="list-style-type: none"> <li>• Consider future hazards and vulnerabilities in order to build communities back safer and promote stronger resilience.</li> <li>• Consider issues related to vulnerable groups and cross cutting issues and appropriately incorporate in the strategy</li> </ul>

## SECTION 7: GO-NGO Protocol for Conflict Resolution and Grievance Redressal

Key areas of action	Role of ASDMA	Role of NGOs
<b>Conflict resolution</b>	<p><i>60. Form a coordination platform to bring together representatives of different groups on a common discussion table and facilitate positive and result-oriented discussions</i></p> <p><i>61. Monitor the programs of different groups/agencies whether they are promoting peace and harmony or otherwise. Take appropriate measures as per the situation.</i></p>	<ul style="list-style-type: none"> <li>• Assist in identifying which conflicts are dangerous in terms of their destructiveness or violence</li> <li>• Identify dividers and sources of tensions in the society to understand how the assistance programmes feed into, or lessen these forces.</li> <li>• Identify connectors or local capacities for peace who may play crucial role in rebuilding peaceful and harmonious relations</li> <li>• Conduct in-depth analysis of assistance programmes to see whether they reduce or increase tensions among community</li> <li>• Analyze the Assistance Programme's Impact on DIVIDERS and CONNECTORS to understand whether the</li> </ul>

		<p>program supports the connectors and weakens the dividers or its working opposite</p> <ul style="list-style-type: none"> <li>• Improve the programme design to ensure that it reduces the social tensions</li> </ul>
<b>Grievance redressal</b>	<p><i>62. Ensure that each organization/ NGO who seeks to work with ASDMA has a comprehensive, safe, accessible, and easy to understand &amp; use complaints procedure, and they practice it.</i></p> <p><i>63. Develop, document and publish its own (ASDMA and DDMA's) complaints procedure.</i></p>	<ul style="list-style-type: none"> <li>• Define and document a comprehensive, safe, accessible, and easy to understand &amp; use complaints procedure.</li> </ul>

## SECTION 8: Go-NGO Protocol in Man-made Disasters and Ethnic Conflict

Key areas of action	Role of ASDMA	Role of NGOs
<b>Management of man-made disasters and ethnic conflicts</b>	<p><i>64. Facilitate entry and visits of the support providers to the affected communities so that they may reach to the people.</i></p> <p><i>65. Provide escort service and protection to the support/ relief providers so that their own life is not at risk.</i></p> <p><i>66. Engage credible local NGOs in peace keeping and harmony efforts.</i></p>	<ul style="list-style-type: none"> <li>• Facilitate mapping / identification of vulnerable and affected communities in the ethnic conflict cases and support them in getting their entitlements and support from Government and other sources such as NGOs themselves.</li> <li>• Identifying connectors and local capacities of peace and support them in their good intent.</li> <li>• Provide local volunteers to support the efforts of the government in bringing peace and maintaining law and order.</li> <li>• Act as information providers to help in closer</li> </ul>

		<p>understanding of the issues.</p> <ul style="list-style-type: none"> <li>• Play roles of warning dissemination and help preventing major loss and damage.</li> </ul>
--	--	--

## SECTION 9: FINANCIAL ASSISTANCE TO NGOs FROM ASDMA and DDMA's

Key areas of action	Role of ASDMA	Role of NGOs
<b>Financial cooperation</b>	<p><i>67. Formalize non-financial partnership for initiatives where NGOs may contribute with their knowledge, skills, experience and their presence in the communities.</i></p> <p><i>68. Supplement existing resources of partner NGO with Govt. resources for better coverage and efficiency</i></p>	<ul style="list-style-type: none"> <li>• Integrate and build synergy with govt. programs and initiatives</li> <li>• Position your own program resource to leverage government as well as non government resource for scale up</li> </ul>

## SECTION 10: AUDIT OF STAKEHOLDER EFFORTS IN DISASTER MANAGEMENT

Key areas of action	Role of ASDMA	Role of NGOs
<b>Transparency and accountability</b>	<p><i>69. Put up in its website the program strategy, policy, operating procedure, FAQs to promote transparency and accountability</i></p> <p><i>70. Accept and honor independent audit of its programs by professional CA firms</i></p> <p><i>71. Conduct Third Party Independent Audit of programs in partnership with NGOs</i></p>	<ul style="list-style-type: none"> <li>• Put up in its website the program strategy, policy, operating procedure, FAQs to promote transparency and accountability</li> <li>• Accept and honor independent audit of its programs by professional CA firms</li> <li>• Share their financial management policy and other organization policies with govt.</li> <li>• Practice robust internal</li> </ul>

	<p><i>72. Conduct social audit of implemented programs</i></p>	<p>control system (regular book keeping, regulatory compliance, periodical internal and statutory audit, approved procurement policy, HR policy etc.) and adhere to professional systems and practices for their own projects do demonstrate their commitment to quality and transparency.</p> <ul style="list-style-type: none"> <li>• Conduct social audit of implemented programs</li> </ul>
<p><b>Financial and legal commitments</b></p>	<p><i>73. Ensure project monitoring, release of fund timely and in a fair manner in full respect to the law of the land</i></p> <p><i>74. Instrument of engagement should be free from any ambiguity and all compliance requirements from both parties should be factored well</i></p> <p><i>75. In case any new dimension gets identified in the course of implementation it should be incorporated through an addendum and gets agreed by both parties.</i></p>	<ul style="list-style-type: none"> <li>• Deliver the project as agreed, all financial transactions should be maintained as per standard accounting procedure prevalent in our country and no action in the process should violate the laws of the land.</li> <li>• Hire suitable skilled person to ensure compliance.</li> </ul>

# ANNEXURES

---

## Annex 1 - Partnership Assessment Tool

### CDDMASS – ASDMA GO NGO PROTOCOL FOR DISASTER MANAGEMENT.

## Questionnaire

### Instructions

This questionnaire asks questions about different aspects of your current partnership with the Government of Assam. It will take about 75 minutes to complete.

The questionnaire allows you to express your opinions and provide information about your experiences. By answering the questions, you will help ASDMA learn about the strengths and weaknesses of the partnership between your organization and the State Government, and provide us with clues to steps that your partnership can take in order to improve the collaboration process. The answers that you give will be used by ASDMA to assess the suitability of your organization to partner with the Government of Assam in Disaster Management.

There is no right or wrong answer to the questions. Thoughtful and honest responses will give this consultation the most valuable information. **Please answer every question.**

### SECTION 1

Instructions to complete the questionnaire:

- Please use a BLUE or BLACK pen.
- Please read the questions carefully before answering. Answers should be brief and you can use “bullets’ to explain your response.
- Please return the completed questionnaire in a manner that protects your anonymity, as instructed by the facilitators of the consultation.

## A. INCEPTION

1. What is the name of your organization? Please provide the contact details of your organization's Head Office.

2. Do you have a State level office, if yes, Please provide the contact details of your State Level Office.

3. Please provide the name / s and current designations of all members, representing your organization in this consultation.

- i.
- ii.
- iii..
- iv.

4. Is Disaster Management a core programme area of your organization? If yes, could you *briefly* describe your work in the context of expertise and outreach both nationally (where applicable) and locally (state level/ district level/ Block level/ village level).



5. Does your organization work on its own (reaching out to beneficiaries directly with own staff) or does it collaborate with others to reach out to beneficiaries?

6. If you work in collaboration with others to reach out to beneficiaries and to achieve your programme objectives, how do you decide whom to collaborate with?

7. Does your organization collaborate with any Government department /agency to deliver the organization's Disaster Management programme objectives? If yes, could you name the department / agency you are collaborating with? Is this collaboration at the state/ district / block level?

8. Please explain briefly, the nature of the collaboration in terms of the expectations of your organization from the collaborating Government department /agency.

9. Has your organization been ever invited by a government department /agency to collaborate with it to deliver rural sanitation objectives in the state / district /block level? If yes. How was the invitation extended?

10. Is there a written expression of this collaboration? If yes, what is the nature of this written expression? Please explain your response. (*Would you also be amenable to provide us with a copy of the written expression of collaboration?*)

11. Does the written expression of collaboration, adequately define your organization's expectations from the collaborating department / agency? If No, would you like to explain the inadequacy?

12. Would you consider the collaboration between your organization and that of the Government department /agency to be a case of "Partnership"? If yes, would you consider the partnership with the government department / agency to be on the same lines as say your partnership with an implementation NGO? Please explain your response *briefly*.

13. What would you consider to be very important for a "Good Partnership".

## SECTION 2:

### Instructions for completing Section 2

- Please read the answer choices before marking your answer.
- Answer each question by placing a legible check mark "√" or "X" in the box to the left of your answer, like this:

[ √ ] Extremely well                      OR                      [ X ] Extremely well

- Please answer all questions.

### A. Synergy

Please think about the department / agency and people that are participants in your collaboration / partnership to deliver Disaster Management objectives and answer the following questions.

- a. By working together, how well are you able to identify new and creative ways to solve problems?

[   ] Extremely well  
[   ] Very well  
[   ] Somewhat well  
[   ] Not so well  
[   ] Not well at all

- b. By working together, how well are you able to include the views and priorities of the people impacted by the partnership's work?

[   ] Extremely well  
[   ] Very well  
[   ] Somewhat well  
[   ] Not so well  
[   ] Not well at all

- c. By working together, how well are you able to develop goals that are widely understood and supported by the partners?

[   ] Extremely well  
[   ] Very well  
[   ] Somewhat well  
[   ] Not so well  
[   ] Not well at all

- d. By working together, how well are you able to implement strategies that are most likely to work in the community?
- Extremely well
  - Very well
  - Somewhat well
  - Not so well
  - Not well at all
- e. By working together, how well are you able to clearly communicate to people in the community how the partnership's actions will address problems that are important to them?
- Extremely well
  - Very well
  - Somewhat well
  - Not so well
  - Not well at all

## B. LEADERSHIP

Please think about the people who provide either formal or informal leadership in this partnership. Please rate the total effectiveness of your partnership's leadership in each of the following areas:

- a. Taking responsibility for the partnership
- Excellent
  - Very good
  - Good
  - Fair
  - Poor
  - Don't know
- b. Inspiring or motivating people involved in the partnership
- Excellent
  - Very good
  - Good
  - Fair
  - Poor
  - Don't know

c. Empowering people involved in the partnership

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

d. Communicating the vision of the partnership

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

e. Working to develop a common language within the partnership

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

Please rate the total effectiveness of your partnership's leadership in:

f. Fostering respect, trust, inclusiveness, and openness in the partnership

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

g. Creating an environment where differences of opinion can be voiced

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

h. Resolving conflict among partners

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

i. Combining the perspectives, resources, and skills of partners

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

Please rate the total effectiveness of your partnership's leadership in:

j. Recruiting diverse people and organizations into the partnership

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

### C: Efficiency

1. Please choose the statement that best describes how well your partnership uses the partners' financial resources.

- The partnership makes excellent use of partners' financial resources.
- The partnership makes very good use of partners' financial resources.
- The partnership makes good use of partners' financial resources.
- The partnership makes fair use of partners' financial resources.
- The partnership makes poor use of partners' financial resources.

2. Please choose the statement that best describes how well your partnership uses the partners' in-kind resources (e.g., skills, expertise, information, data, connections, influence, space, equipment, goods).

- The partnership makes excellent use of partners' in-kind resources.
- The partnership makes very good use of partners' in-kind resources.
- The partnership makes good use of partners' in-kind resources.
- The partnership makes fair use of partners' in-kind resources.

The partnership makes poor use of partners' in-kind resources.

3. Please choose the statement that best describes how well your partnership uses the partners' time.

The partnership makes excellent use of partners' time.

The partnership makes very good use of partners' time.

The partnership makes good use of partners' time.

The partnership makes fair use of partners' time.

The partnership makes poor use of partners' time.

## D: Administration and Management

We would like you to think about the administrative and management activities in your partnership. Please rate the effectiveness of your partnership in carrying out each of the following activities:

a. Coordinating communication among partners

Excellent

Very good

Good

Fair

Poor

Don't know

b. Coordinating communication with people and organizations outside the partnership

Excellent

Very good

Good

Fair

Poor

Don't know

c. Organizing partnership activities, including meetings and projects

Excellent

Very good

Good

Fair

Poor

Don't know

d. Preparing materials that inform partners and help them make timely decisions

Excellent

Very good

Good

- Fair
- Poor
- Don't know

## E: Decision Making

a. How comfortable are you with the way decisions are made in the partnership?

- Extremely comfortable
- Very comfortable
- Somewhat comfortable
- A little comfortable
- Not at all comfortable

b. How often do you support the decisions made by the partnership?

- All of the time
- Most of the time
- Some of the time
- Almost none of the time
- None of the time

c. How often do you feel that you have been left out of the decision making process?

- All of the time
- Most of the time
- Some of the time
- Almost none of the time
- None of the time

## F: Benefits of Participation

For each of the following benefits, please indicate whether you have or have not received the benefit as a result of participating in the partnership.

a. Enhanced ability to address an important issue

- Yes
- No

b. Development of new skills

- Yes
- No



- c. Heightened public profile
  - Yes
  - No
- d. Increased utilization of my expertise or services
  - Yes
  - No
- e. Acquisition of useful knowledge about services, programs, or people in the community
  - Yes
  - No
- f. Enhanced ability to affect public policy
  - Yes
  - No
- g. Development of valuable relationships
  - Yes
  - No
- h. Enhanced ability to meet the needs of my constituency or clients
  - Yes
  - No
- i. Ability to have a greater impact than I could have on my own
  - Yes
  - No

As a result of your participation in the partnership, have you experienced the following benefits?

- j. Ability to make a contribution to the community
  - Yes
  - No
- k. Acquisition of additional financial support
  - Yes
  - No

## G: Drawbacks of Participation

For each of the following drawbacks, please indicate whether or not you have or have not experienced the drawback as a result of participating in this partnership.

- a. Diversion of time and resources away from other priorities or obligations
  - Yes
  - No
- b. Insufficient influence in partnership activities
  - Yes
  - No
- c. Viewed negatively due to association with other partners or the partnership
  - Yes
  - No
- d. Frustration or aggravation
  - Yes
  - No
- e. Insufficient credit given to our organization / me for contributing to the accomplishments of the partnership
  - Yes
  - No

## H: Comparing Benefits and Drawbacks

So far, how have the benefits of participating in this partnership compared to the drawbacks?

- Benefits greatly exceed the drawbacks
- Benefits exceed the drawbacks
- Benefits and drawbacks are about equal
- Drawbacks exceed the benefits
- Drawbacks greatly exceed the benefits

## I: Satisfaction with Participation

- a. How satisfied are you with the way the people and organizations in the partnership work together?
- Completely satisfied
  - Mostly satisfied
  - Somewhat satisfied
  - A little satisfied
  - Not at all satisfied
- b. How satisfied are you with your influence in the partnership?
- Completely satisfied
  - Mostly satisfied
  - Somewhat satisfied
  - A little satisfied
  - Not at all satisfied
- c. How satisfied are you with your role in the partnership?
- Completely satisfied
  - Mostly satisfied
  - Somewhat satisfied
  - A little satisfied
  - Not at all satisfied
- d. How satisfied are you with the partnership's plans for achieving its goals?
- Completely satisfied
  - Mostly satisfied
  - Somewhat satisfied
  - A little satisfied
  - Not at all satisfied
- e. How satisfied are you with the way the partnership is implementing its plans?
- Completely satisfied
  - Mostly satisfied
  - Somewhat satisfied
  - A little satisfied
  - Not at all satisfied

Annex 2 - Due Diligence Measure – Declaration of Honour for hiring NGO Services

**DECLARATION OF HONOUR**

**AS DUE DILIGENCE MEASURE FOR NGO PARTNERSHIP**

I the undersigned,....., hereby confirm that neither I ..... nor any of our staff members suffer from any of the following grounds of ineligibility or disqualification for partnering with the Government of Assam to implement Disaster Management activities/ projects /programmes in .....block, of district.....in Assam.

1. Engaging in corrupt, criminal, fraudulent, collusive, coercive or any illegal practices or activities; having involvement in any criminal organization.
2. Being bankrupt or being wound up, having our affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, being the subject of proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations
3. Found guilty of serious breach in any procurement procedure
4. Convicted of an offence concerning my/their professional conduct by a judgment of a competent authority which has the force of *res judicata*; (i.e. against which no appeal is possible)
5. Declared in breach of contractual obligations within the framework of any procurement procedure by any donor in the past
6. Being party to a conflict of interest within the framework of this procurement procedure
7. Not being in compliance with obligations relating to the payment of taxes under the law of the land in India
8. Not being in compliance with the basic social rights, working conditions and labour legislation of the state and country of registration or in the areas where the organization has worked
9. Using Child labour.
10. Having been found guilty of any serious professional misconduct

11. Having made inaccurate statements or misrepresentations in supplying information to clients and partners

SIGNED:

POSITION:

ORGANISATION'S NAME:

FULL ADDRESS:

KEY CONTACT PERSON:

CONTACT NUMBERS AND E-MAIL ID

Annex 3 - Memorandum of Understanding (MOU) sample

Memorandum of Understanding (MOU)]

THIS MOU is made on this the ....., two thousand and ..... between the Assam State Disaster Management Authority incorporated in the State of Assam, India and carrying on its activities in Assam and having its office at .....Guwahati, through its CEO , based at Guwahati (hereinafter called ASDMA which term shall include its heirs and assigns) party of the First Part; and

..... NGO a society registered under the Societies Registration Act and having its office at .....

..... Party of the Second Part and this is stated as MOU or Agreement in the following text throughout this document and to be treated as so;

WHEREAS ASDMA is a organization engaged in prevention and mitigation of disasters, disaster risk reduction and management of disaster relief, rescue, recovery and rehabilitation of the disaster affected community ; and is operating in Assam since.....AND Whereas ....., a NGO is a charitable society registered under the Societies Registrations Act; 1860 (Act no. 21 of 1860) or a Not for Profit Company registered under Indian Companies Act,1953 (whatever is applicable), herein after stated as the NGO confirms that it is fully competent to enter into the Agreement and receive grants, loans, and/or any other forms of financial support and take steps in respect of all matters relating to disaster management, embracing prevention, preparedness and mitigation, disaster risk reduction and management of rescue, relief, recovery and rehabilitation of disaster affected community and is desirous of taking action in the aforementioned area in partnership with ASDMA.

WHEREAS the parties have arrived at the following Agreement after negotiations:

Therefore, This MOU/Agreement Witnesseth as Under

1. That the parties to this Agreement have discussed, mutually agreed and accepted the plan of action to be taken by both parties in case of disasters striking in the areas where the NGO is active, a copy of which is appended as Schedule 'A' to this MOU/Agreement. The Project plan that includes the Activity Implementation Plan and Financial Plan (where applicable) have also been agreed to, by the parties,.
2. That the parties share the common objective of effective disaster management as outlined in Schedule A and have therefore entered into a partnership to enhance the efficiency of the steps necessary to provide disaster management services to the affected areas and people.  
.....  
..... The present plan to be implemented by the NGO in partnership with ASDMA, is in conformity with the constitution and objectives of both ASDMA and the NGO.
3. ASDMA has obtained government and donor approval, where necessary, for this partnership and the activities envisaged in the plan of action.

.....  
...

4. The parties agree that the life of the Partnership MOU/Agreement will be for..... Months/Years starting from ..... 20xx to ....., 20xx. This will be contingent on a joint review of the project by both parties after ... months using jointly developed indicators, as defined in Schedule B.

5. NGO .....undertakes and Covenants with ASDAMA as under:

- a) that the plan of action as detailed in Schedule 'A' shall be carried out in jointly selected areas in the state of ASSAM as agreed with ASDMA;
- b) that the direct beneficiaries of the activities undertaken would be disaster affected people in the impacted areas.....as mentioned at Schedule 'A' in Assam;
- c) that the project will be carried out by the NGO in conformity with the minimum financial practices as per Indian Accounting Standards, within the time schedule as agreed ;
- d) that any deviation and/or change in the agreed areas, targets and/or time schedule will be carried out by the NGO only with the consent of ASDMA in writing;
- e) that the NGO will be responsible for the implementation of the plan of action and will, therefore, be responsible for administering the funds received from ASDMA exclusively for the purpose agreed to;
- f) that the NGO will work in close coordination with the DDMA, local communities and Government departments to facilitate the community's access to basic disaster management services and improve the overall quality of life;
- g) that the NGO will use the funds in accordance with the agreed financial plan outlined in Schedule C. No variances will be made from the budget without prior approval of ASDMA in writing. Any funds which are not utilized in accordance with this Agreement shall be returned to ASDMA;
- h) that the NGO will use funds received under this Agreement exclusively for the purpose of the project as agreed under this Agreement, and will not use ASDMA funds directly or indirectly for the following goods or activities:  
.....  
.....  
.....  
.....  
.....
- i) that the NGO will not use ASDMA funds for activities financed by another donor/agency, and will not use funds from other donors/agencies for activities funded by ASDMA;

- j)** that the NGO will segregate the funds received under the project in its accounts. Receipt and expenditure of such funds should be shown separately in the books of the NGO;
- k)** that the NGO will maintain separate records and vouchers in support of funds claimed and expended under this Agreement for the inspection by ASDMA officials/nominees as and when required. Such records shall be maintained by the NGO till the ASDMA issues a certificate in respect of the accounts or three years from the date of completion of activities forming the subject of this MOU/Agreement, whichever is earlier;
- l)** that for the purpose of this Agreement and implementation of the project the financial year may be taken as starting on the first day of April and closing on the 31st day of March of the succeeding year;
- m)** that the NGO will furnish to ASDMA necessary budget, financial plan as well as a quarterly statement of the amounts received and expended by it; as per the format and schedule determined by ASDMA, along with the utilisation certificate of the same;
- n)** that the NGO will get its project accounts audited and furnish audited financial statement in respect of the amounts received as well as expenditure incurred to ASDMA, within 90 days of the close of the Financial Year (April-March), during the tenure of this MOU/Agreement. This shall be further supported by the NGO's own audited balance sheet within 3 months of the closing year;
- o)** that the NGO will appoint the requisite number of staff for the project within one month of signing the MOU/Agreement and make them available to ASDMA for imparting technical/managerial training as and when required;
- p)** that the NGO will submit quarterly project progress reports to ASDMA within two weeks of the close of each quarter of the financial year state above;
- q)** that the NGO shall not sell, mortgage, transfer, hire out or otherwise dispose of any asset (s) and/or vehicle(s) purchased or created out the assistance received from ASDMA unless previous consent of ASDMA has been obtained and the NGO will have no claim or lien of any nature over the assets/funds provided by ASDMA to NGO as part of this MOU/Agreement;
- r)** that the NGO will not enter into any sub contract with any other organization(s), firm(s), institution(s), or individual(s) for completion of activities for which the NGO has been provided funds by ASDMA, without prior approval and written authorization by ASDMA, unless these have been planned and described in the said project activity implementation plan at Schedule "A".
- s)** that the NGO will ensure that all procurements are made as per ASDMA's procurement policy, unless the NGO has any procurement policy of its own which is included in the financial plan and is thus deemed to be approved by ASDMA;



- t) that the NGO will be responsible for the safe keeping and return, in good condition and order all ASDMA's property(s), if any, which may be issued or assigned to the NGO or as may have been purchased from funds under this MOU/Agreement;
- u) that the NGO will insure all assets created out of the funds received from ASDMA, above the value of Rs. .... and accident insurance for the staff both short term and regular to be engaged in the implementation of activities covered under this MOU/Agreement, the cost of the insurance premium if any will be included as legitimate expenditure out of funds received from ASDMA during the entire period of validity of the MOU/ Agreement against all comprehensive risks of fire, theft and other risks on such terms as ASDMA may require with ASDMA being named as "OWNER" of such assets on the insurance policy;
- v) that the interest earned out of ASDMA funds, if any, will be utilised for purposes covered under this MOU/Agreement in a manner to be decided jointly by the NGO and ASDMA;
- w) that the NGO shall initially bear all costs, levies or expenses as may result out of legal execution of this MOU/Agreement or in the enforcement by ASDMA of any provision in the Court of Law and will be a legitimate charge on the funds provided by ASDMA;
- x) that NGO shall promptly inform ASDMA of any and all circumstances precluding, preventing or seriously jeopardizing the implementation of the agreed activities in pursuance of this MOU/Agreement;
- y) that ASDMA shall have rights in and to the technical data that emerges from the activities under this MOU/Agreement and this data can be used by the NGO with the written consent of ASDMA;
- z) that the NGO shall not take out any copy right in respect of the logos, trademarks, plated materials, communications and training aids, intellectual property, and software developed using the funds received from ASDMA The NGO is encouraged to use and freely distribute the material developed during this project without claiming any copyright on the said material.

**6. ASDMA Covenants with the NGO as under:**

- a) to provide funds (if necessary ) to the NGO for the agreed activities as mentioned in the Schedule 'A' to this MOU/ Agreement, subject to satisfactory progress of the activities as per agreed milestones and receipt of timely progress and financial reports. The NGO agrees to maintain openness for monitoring visits to project area by ASDMA, its authorised consultants, Donor(s) and Government officials, whenever required; such plans of visits will be coordinated / facilitated by ASDMA in consultation with the NGO.
- b) to provide technical/managerial support to the office bearers/staff of the NGO, if required, and resources are available for the same.
- c) ASDMA will reserve the copyright of any financial monitoring application software if required to be developed specifically for monitoring of activities under this

MOU/Agreement. ASDMA will reserve the authorisation to the copyright of all study and training material, monitoring application software and other material developed for the project and/or funded by ASDMA. These materials can be used by both parties on mutual agreement.

- d) Funds will be disbursed on a quarterly basis for activities as per the activity plan (Schedule A) to this agreement). Beyond this consolidated amount, the NGO will receive no allowance, remuneration, compensation or benefits of any nature, whatsoever from ASDMA
- e) Payment will be made in favour of the NGO by crossed cheque/draft payable at Bank of xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx branch xxxxxxxxxxxxxxxxxxxxxxxxxxxx. The payment will be made after deducting the appropriate applicable TDS as per the income tax rules. However, no income tax will be deducted if a certificate of income tax exemption is produced to this effect by the NGO.
- f) Operating cost and capacity building grant would be released to the NGO by ASDMA in Instalments subject to the satisfactory completion of such activities as reimbursements or as advance subject to acceptance by ASDMA of activities plan thereof and it will be done on a quarterly basis based on the activities plan.
- g) the parties agree that ASDMA and/or its' authorised consultants will periodically review/monitor/evaluate the progress made by the NGO towards achievement of intermediate objectives and milestones as mutually defined in Schedule 'A', and the processes expected of it, the findings of the review will be discussed jointly by both parties and corrective measures if any to be required to be taken by either parties will be taken.
- h) The monitoring plans will be developed jointly by ASDMA and the NGO. ASDMA will organise baseline, midterm and final evaluation of activities of the project (Schedule "A") jointly with the NGO. The NGO will modify the Activity plan (Schedule "A") or any part thereof, as warranted by the monitoring, evaluation and appraisal studies, etc. Such modification(s) will be by mutual consent of both parties and will be in writing that will automatically form a part of this MOU/Agreement.
- i) ASDMA will be responsible for informing the NGO well in time about all clearances to be obtained from various government agencies for the joint activities planned and for obtaining the same.
- j) ASDMA will assume no responsibility or liability for any injuries, death or any legal action in respect of office bearers, employees/agents/ functionaries of the NGO arising out of any activity related to the project. The NGO shall indemnify and hold ASDMA harmless from all liabilities, losses, costs and expenses suffered or incurred by ASDMA due to action of the NGO.
- k) The need for modifications/changes, if any, in this MOU/Agreement during its life, will be jointly assessed and negotiated by ASDMA and the NGO. In the case of disagreement, ASDMA's discretion will be final.

- l) This MOU/Agreement will remain in force (unless terminated earlier as provided under this agreement) during the life of the project, subject to the provisions under this agreement up to the completion date from the date of signing of both the parties.
- m) Allocation and release of funds to the NGO is contingent upon the performance in the previous reporting period and availability of funds with ASDMA for conducting their activities under this project.

**7. The terms of payment will be as follows:**

- a) The NGO will submit a call forward on a quarterly basis for the release of funds.
- b) ASDMA will release the approved instalment within 7 working days of receipt of call forward provided that all financial and programmatic requirements have been fulfilled by the NGO
- c) ASDMA will provide 10 % of the quarterly budget as a contingency. If the amount of previous quarter's contingency is not used, it will roll over to the next quarter.
- d) If ASDMA fails to release funds within the stipulated time in spite of satisfactory performance, and NGO is required to continue with the implementation activities in the interest of the project ASDMA by using borrowed resource either from it's own other portfolios and desires ASDMA's consideration for meeting the interest cost there of ASDMA will reimburse such additional costs associated with maintaining its activities.

**8. Release of Payment:** The payment will be made as follows:

- a) The first instalment comprising of an amount equivalent to Rs. \*\*\*\*\*/ (in words) will be released as an advance within 15 days on signing of the Agreement.
- b) The second instalment equivalent to an amount of Rs. \*\*\*\*\*/ (in words) will be released upon receipt of the first periodical report ( as defined under the activity plan in Schedule "A"), ASDMA's review of the statement of expenses for the period and call forward submitted by the NGO.
- c) The third instalment of equivalent to an amount of Rs. \*\*\*\*\*/ (in words) will be released upon receipt of the second periodical report, ASDMA's review of the statement of expenses for the period and call forward submitted by the NGO.
- d) The fourth instalment equivalent to an amount Rs. \*\*\*\*\*/ (in words) will be released upon receipt of the third periodic report, ASDMA's review of the statement of expenses for the period and call forward submitted by the NGO.
- e) A final accounting will be done at the end of FOUR such instalments, it could be for the full year or part year as the case may be, and the NGO" will either return/refund to ASDMA any unused funds or adjust against the next instalment due but only after ASDMA's review of the fourth periodical report and statement of expenses for the entire period.

**9. Early termination, suspension of disbursement, and repayment thereof**

- a) The MOU/Agreement may be terminated by either party. The notice should be in writing by giving sixty days notice in advance, by either partners (ASDMA, NGO).
- b) In case of wilful breach of contract by the NGO, ASDMA will terminate the contract with immediate effect and may demand repayment of the entire amount.

- c) In case of the NGO withdrawing from this MOU/Agreement unilaterally without due notice, ASDMA reserves the right to and may recover from the NGO the funds released and/or the assets created out of the released funds if required through due process of law..
- d) In the event, the funds granted are being misused or improperly used or not used for the purposes indicated under the activity implementation plan under Schedule "A", ASDMA will be entitled to stop further disbursement and reclaim unutilised funds and/or assets created out of released funds. If necessary due process of law will also apply in case of such misconduct.

**10. ASDMA may not suspend disbursements unless:**

- a) Obligations under this Agreement or the project proposal and other agreed plans pertinent to the Agreement have been violated by the NGO.
- b) The NGO fails to meet the standards referred to in the project and/or expected of it, as determined by ASDMA.
- c) The NGO is unable to prove that the financial contribution has been used for the stipulated purpose.
- d) Extraordinary circumstances arisen that preclude or seriously jeopardize the implementation, the operation, or the purpose of the project.

If any of the conditions as specified above in (10 a) occur, and has not been rectified within a period of 30 days or as determined by ASDMA, then ASDMA may demand immediate refund from the NGO, the entire disbursed amount within the notice period of termination of the MOU/Agreement.

In case (10 b) occurs and has not been rectified in spite of prior capacity building exercises by ASDMA and negotiations between the parties (ASDMA and NGO) within a period of 30 days, ASDMA may stop further disbursement of funds and demand REFUND of unutilized funds and surrender of assets created out of the released funds.

### **Waiver of Breach**

The failure of either party to this MOU/Agreement to object to or take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as waiver of such conduct.

### **Arbitration**

Any dispute which is not settled by mutual agreement shall be at the option of either party and, upon written notice to the other party, be settled by arbitration. The arbitration shall be conducted in accordance with the rules then prevailing of the Indian Arbitration Association. Arbitration shall take place in Guwahati / New Delhi and the proceeding shall be held in English language. In any such arbitration, there shall be appointed three arbitrators, one appointed by each of the parties and the third arbitrator, unless selected by agreement between the other arbitrators, shall be appointed by the Indian Arbitration Association.

### **Nature of Disbursements**

The nature of disbursements under this Agreement by ASDMA is financial contributions / technical inputs to the approved project activities. The financial contributions may therefore be in kind, Indian Rupees or foreign contribution at the discretion / availability of ASDMA and as

such among other Acts and Regulations is specifically covered under the foreign contribution (Regulation) Act 1976 in India as amended from time to time.

IN WITNESS WHEREOF, the parties have signed on the day mentioned above.

ASDMA

NGO

**Annex 4 - Memorandum of Understanding (MOU) (Simpler Version)**

**Memorandum of Understanding (MOU)**

THIS MOU is made on this the ....., two thousand and ..... between the Assam State Disaster Management Authority incorporated in the State of Assam, India and engaged in prevention and mitigation of disasters, disaster risk reduction and management of disaster relief, rescue, recovery and rehabilitation of the disaster affected communities in Assam and having its office at .....Guwahati, through its CEO , based at Guwahati (hereinafter called ASDMA ; and ..... , an NGO which is a society registered under the Societies Registrations Act; 1860 (Act no. 21 of 1860) or a Not for Profit Company registered under Indian Companies Act,1953 (whichever is applicable), here in after stated as the NGO. and having its office at .....con firms that it is fully competent to enter into the Agreement. takes part The NGO takes part in disaster management activities, embracing prevention, preparedness and mitigation, disaster risk reduction and management of rescue, relief, recovery and rehabilitation of disaster affected community and wants to act in DM in partnership with ASDMA.

**Both ASDMA and the NGO** have arrived at the following Agreement after negotiation.

1. That ASDMA and the NGO have discussed, mutually agreed and accepted the plan of action to be taken by both parties in case of disasters striking in the areas where the NGO is active. The Plan of Action includes the Activity Implementation Plan and Financial Plan (where applicable) and all these have also been agreed to.
2. That ASDMA and the NGO share the common objective of effective disaster management and have therefore entered into a partnership to enhance the efficiency of the steps necessary to provide disaster management services to the affected areas and people in the Gram Panchayats / villages of .....in.....block/s of ..... district / s. The present plan to be implemented by the NGO in partnership with ASDMA is in conformity with the constitution and objectives of both ASDMA and the NGO.
3. That ASDMA and the NGO agree that the MOU/Agreement will be valid for..... Months/Years starting from ..... 20xx to ..... 20xx. This will be contingent on a joint review of the Plan and activities by both after ... months using indicators developed together.
4. **The NGO undertakes as follows:**
  - a) That the plan of action as contained in the agreement shall be carried out in jointly selected areas in the state of ASSAM as agreed with ASDMA; it will be responsible for administering the funds received from ASDMA exclusively for the purpose agreed to. No variances will be made from the budget without prior approval of ASDMA in writing. Any funds which are not utilized in accordance with this Agreement shall be returned to ASDMA.
  - b) That the plan of action will be carried out by the NGO in conformity with the minimum financial practices as per Assam Government Financial Rules and Subsidiary Rules , within the time schedule as agreed ;



- c) that any deviation and/or change in the agreed areas, targets and/or time schedule will be carried out by the NGO only with the consent of ASDMA in writing;
- d) that the NGO will work in close coordination with the DDMA, local communities and Government departments to facilitate the community's access to basic disaster management services and improve the overall quality of life;
- e) that the NGO will get its project accounts audited and furnish audited financial statement in respect of the amounts received as well as expenditure incurred to ASDMA, within 90 days of the close of the Financial Year (April-March), during the tenure of this MOU/Agreement. This shall be further supported by the NGO's own audited balance sheet within 3 months of the closing year;
- f) That NGO shall promptly inform ASDMA of any and all circumstances precluding, preventing or seriously jeopardizing the implementation of the agreed activities in pursuance of this MOU/Agreement;

**5. ASDMA undertakes as follows:**

- a) To provide funds (where necessary) to the NGO for the agreed activities of this MOU/ Agreement, subject to satisfactory progress of the activities as per agreed milestones and receipt of timely progress and financial reports.
- b) To provide technical/managerial support to the office bearers/staff of the NGO, if required, and resources are available for the same.
- c) Funds will be disbursed on an instalment basis for activities as per the Plan of Action of this agreement. Beyond this consolidated amount, the NGO will receive no allowance, remuneration, compensation or benefits of any nature, whatsoever from ASDMA
- d) ASDMA will be responsible for informing the NGO well in time about all clearances to be obtained from various government agencies for the joint activities planned and for obtaining the same.
- e) The need for modifications/changes, if any, in this MOU/Agreement during its life, will be jointly assessed and negotiated by ASDMA and the NGO. In the case of disagreement, ASDMA's discretion will be final.
- f) This MOU/Agreement will remain in force (unless terminated earlier as provided under this agreement) during the life of the project, subject to the provisions under this agreement up to the completion date from the date of signing of both the parties.
- g) Allocation and release of funds to the NGO is contingent upon the performance in the previous reporting period and availability of funds with ASDMA for conducting their activities under this project.

**6. Early termination, suspension of disbursement, and repayment thereof.**

- The MOU/Agreement may be terminated by either party. The notice should be in writing by giving sixty days notice in advance, by either partner (ASDMA, NGO).
- In case of wilful breach of contract by the NGO, ASDMA will terminate the contract with immediate effect and may demand repayment of the entire amount.
- In the event, the funds granted are being misused or improperly used or not used for the purposes indicated under the plan of action, ASDMA will be entitled to stop further disbursement and reclaim unutilised funds and/or assets created out of released funds. If necessary due process of law will also apply in case of such misconduct.

ASDMA may not suspend disbursements unless:

- Obligations under this Agreement or the project proposal and other agreed plans pertinent to the Agreement have been violated by the NGO or when NGO fails to meet the standards referred to in the project and/or expected of it, as determined by ASDMA.
- The NGO is unable to prove that the financial contribution has been used for the stipulated purpose or when extraordinary circumstances arisen that preclude or seriously jeopardize the implementation, the operation, or the purpose of the project.

7. **Waiver of Breach:** The failure of either party to this MOU/Agreement to object to or take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as waiver of such conduct.

8. **Arbitration:** Any dispute which is not settled by mutual agreement shall be at the option of either party and, upon written notice to the other party, be settled by arbitration. The arbitration shall be conducted in accordance with the rules then prevailing of the Indian Arbitration Association.

**9. Nature of Disbursements**

The nature of disbursements under this Agreement by ASDMA is financial contributions / technical inputs to the approved project activities. The financial contributions may therefore be in kind, Indian Rupees or foreign contribution at the discretion / availability of ASDMA and as such among other Acts and Regulations is specifically covered under the foreign contribution (Regulation) Act 1976 in India as amended from time to time.

**IN WITNESS WHEREOF**, the parties have signed on the day mentioned above.

**ASDMA**

**NGO**



## Annex 5 - Assam NGO Mapping

Sl. No.	Name	Organization Name	Email	Mobile	Organization landline No.	Office
1.	Mrinal Gohain	Actionaid India	<a href="mailto:mrinal.gohain@actionaid.org">mrinal.gohain@actionaid.org</a>	9435144959		Guwahati
2.	Netaji Basumatary	Indo Global Social Service Society/IGSSS	<a href="mailto:netaji@igsss.net">netaji@igsss.net</a>	9435406347	0361-2457704	Guwahati
3.	Geeta Majumdar	Catholic Relief Services/CRS	<a href="mailto:geeta.mazumdar@crs.org">geeta.mazumdar@crs.org</a>	9435550551	0361-2227724	Guwahati
4.	Pranab Panging	AeA, NE Regional Office	<a href="mailto:pranab.panging@aide-et-action.org">pranab.panging@aide-et-action.org</a>	9435540587	0361 2229693,	Guwahati
5.	Noni Saikia	SATRA	<a href="mailto:satrasipajhar@yahoo.co.uk">satrasipajhar@yahoo.co.uk</a>	9435185878		Sipajhar, Darrang
6.	Samuel Therieh	World Vision India/WVI	<a href="mailto:samuel_therieh@wvi.org">samuel_therieh@wvi.org</a>			Guwahati
7.	L. Meru	CASA-NE Regional Office	<a href="mailto:casaguwahati@gmail.com">casaguwahati@gmail.com</a>	9435404678		Guwahati
8.	Girin Chetia	NEADS	<a href="mailto:neads_jorhat@yahoo.co.in">neads_jorhat@yahoo.co.in</a>	9954451278		Jorhat
9.	Jonas Lakra	Caritas India	<a href="mailto:jonas@caritasindia.net">jonas@caritasindia.net</a>	9864155688		Guwahati
10.	Luit Goswami	Rural Volunteer Centre/RVC	<a href="mailto:rvcassam@gmail.com">rvcassam@gmail.com</a> <a href="mailto:ruralvolunteerscentre@gmail.com">ruralvolunteerscentre@gmail.com</a>	9435089275		Dhemaji
11.	Fr. Varghese Velickakam	North East Diocesan Social Service Society/NEDSS	<a href="mailto:frvarghesev@gmail.com">frvarghesev@gmail.com</a> <a href="mailto:nedssf@rediffmail.com">nedssf@rediffmail.com</a>	9207411522, 9436026430	0361-2521562	Guwahati
12.	Arman Ali	Shishu Sarothi	<a href="mailto:shishu_sarothi@yahoo.com">shishu_sarothi@yahoo.com</a>	9864102555	0361-2470990 /2478912	Guwahati
13.	AK Goldsmith	Asian Rural Life Development Foundation (ARLDF)	<a href="mailto:goldsmithamritk@gmail.com">goldsmithamritk@gmail.com</a> <a href="mailto:arldf.nei@gmail.com">arldf.nei@gmail.com</a>	9435196398	91-361-2131675 91-361-2383143	Guwahati
14.	Tushar Rane	UNICEF	<a href="mailto:trane@unicef.org">trane@unicef.org</a>		03612-235151	Guwahati
15.	Zubin Zaman	OXFAM India	<a href="mailto:zubin@oxfamindia.org">zubin@oxfamindia.org</a>	9831034706		Kolkatta
16.	Pankaj Bezbaruah	AFPRO	<a href="mailto:atfguwahati@gmail.com">atfguwahati@gmail.com</a>	9085055215		Guwahati
17.	Mrs. Renuka Devi Borkotoki	Assam State Branch, Indian Red Cross Society	<a href="mailto:ircsassam@yahoo.com">ircsassam@yahoo.com</a>	9435405301/ 9864038524		Guwahati

**GO-NGO Protocol for Emergency Management in Assam**

18.	Dr. Pratibha Milton	Emanuel Hospital Association (EHA) c/o, Baptist Christian Hospital, Tezpur	<a href="mailto:pratibha@eha-health.org">pratibha@eha-health.org</a>	9435563746	255152 ext 140	Tezpur, Sonitpur,
19.	Ruchira Neog	Voluntary Health Association Assam	<a href="mailto:vhaofassam@gmail.com">vhaofassam@gmail.com</a>		361-2656785/713	Guwahati
20.	Meghali Senapati	TISS-NERC	<a href="mailto:tissnerc@gmail.com">tissnerc@gmail.com</a>	9435553422		Guwahati
21.	Dr. Manisha Behal	NEN	<a href="mailto:assammen@yahoo.co.uk">assammen@yahoo.co.uk</a>	9435197151	361- 2603833	Guwahati
22.	Mr. Swapan Banerjee	LWSIT	<a href="mailto:assam@lws.org">assam@lws.org</a>	8486788516	9954986087	Kokrajhar
23.	Mahidhar Pathak	EREC	<a href="mailto:mpguw2@rediffmail.com">mpguw2@rediffmail.com</a>	9864066613	9085066613	Guwahati
24.	Prithibhusan Deka	GVM	<a href="mailto:gvmassam@gmail.com">gvmassam@gmail.com</a>	9864292294		Nalbari
25.	Wilfred Toppno	PAD	<a href="mailto:wiltopno@gmail.com">wiltopno@gmail.com</a>	9435186899		Golaghat
26.	David Kujur	IAG Secretariate	<a href="mailto:iagassam@gmail.com">iagassam@gmail.com</a>	7399016122		Guwahati
27.	Hiren Kalita	Ajagar Social Circle	<a href="mailto:ajagarsocialcircle@yahoo.co.in">ajagarsocialcircle@yahoo.co.in</a>	9435725238		Goalpara
28.	Fr. Anil	Guwahati Gana Sava Society	<a href="mailto:abhggss@yahoo.com">abhggss@yahoo.com</a>	9678133593		Guwahati
29.	Rajan Pydimalla	ADRA	<a href="mailto:rajan@adraindia.org">rajan@adraindia.org</a>	7838381984	0124-4056634	Kolkatta
30.	Nilondra Tanya	HelpAge India	<a href="mailto:nilondra@gmail.com">nilondra@gmail.com</a>	9435196694	011-41688955	Guwahati
31.	Dr. Mridul Deka	Doctors For You (DFY)	<a href="mailto:officedfy@gmail.com">officedfy@gmail.com</a> , <a href="mailto:mridul.deka@doctorsforyou.org">mridul.deka@doctorsforyou.org</a>	9324334359		Guwahati
32.	Sundar Daniel	NEICORD	<a href="mailto:charity@neicord.org">charity@neicord.org</a> <a href="mailto:sundar.daniel.gau@gmail.com">sundar.daniel.gau@gmail.com</a> ,	9435598165		Guwahati
33.	Mintu Devnath	ACTED INDIA	<a href="mailto:mintudebnath.m@gmail.com">mintudebnath.m@gmail.com</a>	8472872427		Jorhat
34.	Wahida Rehman Saay	Morigaon Mahila Mehfil (MMM)	<a href="mailto:mahilamehfil@yahoo.co.in">mahilamehfil@yahoo.co.in</a>	9435164216		Morigaon
35.	Dwijendra Sahariah	SSTEP	<a href="mailto:sstepghy@gmail.com">sstepghy@gmail.com</a> , <a href="mailto:dsahariah@gmail.com">dsahariah@gmail.com</a>	9864980691		Guwahati
36.	Raju Narzary	NERSWN	<a href="mailto:raju.nerswn@gmail.com">raju.nerswn@gmail.com</a>	9435720307		Kokrajhar
37.	Jenny Liang	Action Northeast Trust (The	<a href="mailto:jenniferliang07@gmail.com">jenniferliang07@gmail.com</a>	9859978991		Chirang

		ANT)				
38.	Bablu Dey	Green Hut Nature's Trust	ghncne@gmail.com	9435225604		Kokrajhar
39.	Tasaduk Ariful Hussain	Mercy Corps	<a href="mailto:tahussain@in.mercycorps.org">tahussain@in.mercycorps.org</a>	9435054775		Dibrugarh
40.	Islamik Relief	Sibghatullah Ahmed	sibghatullah.ahmed@islamic-relief.org.in anfarfoundation@gmail.com		9435571518 Abdul Hasib	Nogaon
41.	Rajan Mohanty	Save the Children	r.mohanty@savethechildren.in	8811019982		Guwahati
42.	Debnarayan Bej	FADV - Fondazione L'Albero della Vita	<a href="mailto:bej@alberodellavita.org">bej@alberodellavita.org</a>	9475264091	033 – 24229984	Kolkatta

## Annex 6 - Assam Consultation Participants List

S. No.	Name	Organization /Department	Contact Number/ E-mail
1.	Bhaskar Barua	CDDMASS	9435011862
2.	NVC Menon	CDDMASS	9810111328
3.	Sujoy Choudhary	CDDMASS	9831690323
4.	NM Prusty	CDDMASS	9811310841
5.	Kumar Gaurav	CDDMASS	9650328213
6.	David K.	DDMA	9835066260
7.	Nabin ch. Das	Civil Defense	9954700364
8.	Probein kumar	PHED	9435090728
9.	Abdur Rehman	PHED	9401590728
10.	Hiren Gogoi	JDC	9435055961
11.	Hemen Das	JDC	9435095985
12.	Dr. Topan Ch.	DHS	9435170435
13.	Goutam Bordalai	SAGPBS	7399873943
14.	Junathan Gowala	NEICORD	7896839145
15.	Khanmuna Khas Hong	NEICORD	7896839145
16.	Hemanta kr. Gohain	IRCS	9435093669
17.	Ronit P	IRCS	8254953936
18.	Chilta majan B	ZSWO	9435189193
19.	Col. MN Nata	ZSWO	9859920403
20.	Ranjit Hazarika	Civil Defense	9435096041
21.	Tritha Prasad S	NEADS	9957852794
22.	Jolymoni Saikia	NEADS	9935823195
23.	Arfan Hussain	SEWA	9954480814
24.	Nipen Bose	REPLICA	9613593983
25.	Pullin Phukon	NDDMSWS	NA
26.	Surya Jyoti Borah	IRCS	8724873987
27.	Nipen Sarmah	FIRE Services	9706109353
28.	Ronny Rajkumar	DDMA	9435292948
29.	PP sarah	DDMA	9864240264
30.	Sanjib Dar	DDMA`	9854735679
31.	Indrani B	CDPO	9207304100
32.	Dr. N. Rehman Bora	District Social Welfare Officer	9706082549
33.	Simanta Sarmah	Civil Defense	9435149301
34.	Ghanshyam Das	AC	8749954212
35.	Pushpadhar Neor	Krishak Nyas	9435225754
36.	D. hatika	DDMA	9678468787
37.	Akhil Ch. Baruah	SURJUDAYA	9954428004

38.	Dilip Kakoti	MAA	8721876992
39.	Noni Gopal Dutta	SURJUDAYA	8724894181
40.	Emen Mcarthy	ACTED	9899210174
41.	Dr. A.H.Rehman	DHS	9854192560
42.	Brojen C	JAPI	7399667601
43.	Dipak Chakroborthy	IRCS	8473864837
44.	RJ Bora	DDMA	9859032678
45.	Elias L	SEWA	9435725098
46.	Rahul	ACTED	NA
47.	Mintu Debnath	ACTED	NA
48.	Barsing P	IRCS	9707608735
49.	Prem Krishna Gogoi	DDMA	9864855138
50.	Anjan Borsoloi	DEOC	8751091517
51.	Mritupan K.	DEOC	9613157364
52.	Tilah Baruah	DEOC	8486159208
53.	M. Hazarika	DEOC	9435446834

Annex 7 - Rapid needs assessment format (Village level)

INDIA – RAPID Needs Assessment Format Phase 1 – Initial Days (1-25 days in the immediate aftermath of a disaster) Village Level Assessment Format An India Humanitarian Collective Action						To be Used by the <b>Humanitarian Agency/ NGO</b> To be used at the <b>Village/ Hamlet Level</b>	
A. SPECIFIC LOCATION OF AFFECTED POPULATION							
1. Nature of disaster	2. State	3. District	4. Block	5. G P	6. Village/ Hamlet	7. Total number of HH in village?	
7. GPS			North		East		
8. Total number of Hamlets?				9. Number of affected Hamlets?			
10. Estimated HH affected?							
11. Approximate no. of people dead?	12. Approximate no. of people missing?	13. Approximate no. of people injured?	14. Approximate no. of people displaced?	15. Location of displaced people			
				<input type="checkbox"/> Public building <input type="checkbox"/> Formal camps <input type="checkbox"/> Other.....			
16. Please provide the disaggregated data in numbers for the affected population (if possible- based on Secondary data etc)							
Children upto 14 years	Wom en	Men	P/Cwd 1	Women Pregnant and nursing (0-6 months)	Minorities (Plz ask in the end)	SC/ST	
17. How high is the water logging (current situation)				<input type="checkbox"/> 1-3 ft <input type="checkbox"/> above 3 ft			
18. Accessibility to village				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Comments/ Suggestions/ Additional Information:							
B. WASH							
19. Approximate number of HH in the Village without access to safe drinking water due to disaster?							
20. Access to water for all people including disabilities/ST/SC/Minorities (Post disaster)?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
21. Is the water available at the source enough for short-term and longer-term needs for all groups in the population?				<input type="checkbox"/> Sufficient for Short term (for 1 weeks) <input type="checkbox"/> Partly (for 2 weeks) <input type="checkbox"/> Long term sufficiency (beyond 3 weeks) <input type="checkbox"/> Inf. unavailable			
22. Do people have enough water containers for storage?				<input type="checkbox"/> Yes <input type="checkbox"/> No			

1 People / Children with disabilities

23. What are the excreta disposal practices?	Pre disaster	Post disaster
	<input type="checkbox"/> Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines	Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines
24. Is the water source contaminated or at risk of contamination		<input type="checkbox"/> Yes <input type="checkbox"/> No
25. What was the practice on menstrual hygiene pre disaster? and do they still have access to them (ask women and girls/ANM/AWW/ASHA worker)?		<input type="checkbox"/> Cloth <input type="checkbox"/> Sanitary Napkins <input type="checkbox"/> Any other <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Any Other
Pls give your suggestion/ recommendation or additional information		

**C. SHELTER**

26. Total number of Shelter Damage (approx.)	Fully	Partially	No Damage
29. Are the relief camps accessible to Person with Disability?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
30. Number of HH in need of immediate shelter?			
31. What is the immediate exposure elements weather wise that concern you?		<input type="checkbox"/> Rains/Snow <input type="checkbox"/> Cold <input type="checkbox"/> Mosquitos <input type="checkbox"/> Darkness <input type="checkbox"/> Heat <input type="checkbox"/> Snakebites <input type="checkbox"/> Wild Animals <input type="checkbox"/> Any other (specify)	
32. Availability of Non Food Items with families		<input type="checkbox"/> Kitchen Utensils <input type="checkbox"/> hygiene materials <input type="checkbox"/> Cloths <input type="checkbox"/> Stove <input type="checkbox"/> Fuel, <input type="checkbox"/> Blankets <input type="checkbox"/> Bedsheets <input type="checkbox"/> Torch Lights and lighting solutions <input type="checkbox"/> Any other(specify)	

Comments/ Suggestions/ Additional Information:

**D. FOOD, NUTRITION AND LIVELIHOODS**

33. What is the food availability at HHs in the affected area?		<input type="checkbox"/> less than a week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> more than a month	
34. Are there significant changes in the total amount of food that people are eating since the disaster, on average?	Female	Male	Children
	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable
35. Do people have access to Govt. programs on food and nutrition (post disaster)? Name them if any		<input type="checkbox"/> AWC <input type="checkbox"/> PDS <input type="checkbox"/> Any other .....	
36. Are markets in the affected area functioning and accessible?		<input type="checkbox"/> Fully <input type="checkbox"/> Partly <input type="checkbox"/> Not functioning <input type="checkbox"/> Inf. Unavailable	
37. Approximate number of HH whose livestock are affected			
38. What is the availability of fodder in the affected area?		<input type="checkbox"/> less than a week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> more than a month	

39. Which livelihoods are likely to be most affected? (If others, please specify)	For female	For male

Comments/ Suggestions/ Additional Information:

**E. EDUCATION**

40. Are children going to school/ educational institutional post disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

41. If No pls specify the reason (tick all that apply)	<input type="checkbox"/> No teachers	<input type="checkbox"/> No students
	<input type="checkbox"/> Infrastructure damage	<input type="checkbox"/> No Midday Meal
	<input type="checkbox"/> Study materials damaged	<input type="checkbox"/> School not accessible
	<input type="checkbox"/> Schools used as shelter	<input type="checkbox"/> Inf. Unavailable
	<input type="checkbox"/> Any other .....	

42. How soon will the schools become functional?	<input type="checkbox"/> within 15 days <input type="checkbox"/> within 30 days <input type="checkbox"/> Beyond 30 days
--	---

Comments/ Suggestions/ Additional Information:

**F. HEALTH**

43. Medical/ health facilities/ service providers in the Village are functional?		Pre disaster	Post disaster
	Health Sub-Centers (HSC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Primary Health Centers (PHC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Health camps	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Doctors/Medical In-charge	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Nurses (GNM)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ANM/ ASHA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Informal providers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

43. What are the main reasons for health facilities not functioning post disaster? (If other, please specify)	<input type="checkbox"/> Shortage of staffs	<input type="checkbox"/> Damage to building
	<input type="checkbox"/> Lack of Supplies/medicine	<input type="checkbox"/> Fully functional
	<input type="checkbox"/> Medical equipment/ instruments	<input type="checkbox"/> Location if not accessible
	<input type="checkbox"/> Others (please specify).....	

44. Do people have access to the following health services post disaster?	<input type="checkbox"/> Outpatient consultations	<input type="checkbox"/> Antenatal /post natal check ups
	<input type="checkbox"/> Routine Immunization	<input type="checkbox"/> Basic essential obstetric care
	<input type="checkbox"/> Emergency essential obstetric care/ Institutional delivery <input type="checkbox"/> Don't know	

45. Are there any health concerns as a result of the disaster? (If other, please specify)	<input type="checkbox"/> People injured	<input type="checkbox"/> Dead bodies (people/animals)
	<input type="checkbox"/> Communicable disease	<input type="checkbox"/> Ante-natal Care
	<input type="checkbox"/> Psycho social <input type="checkbox"/> Other.....	

46. No of pregnant women in 7- 8 <sup>th</sup> month of pregnancy?	
--	--

Comments/ Suggestions/ Additional Information:

**G. PROTECTION**

47. Are there major protection concerns (post disaster) (select all that apply)- Note: (Inf. NA)

a) What are the risks?	<input type="checkbox"/> Sexual abuse violence	<input type="checkbox"/> No domestic violence
------------------------	--	---



	<input type="checkbox"/> Harmful traditional practices <input type="checkbox"/> Trafficking <input type="checkbox"/> Child abuse and exploitation <input type="checkbox"/> Discrimination (Caste based, related to HIV, gender etc.) <input type="checkbox"/> Inf. NA
b) Breakdown of law and order (looting crime, theft)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
c) Presence of armed non-state actors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
d) Violence(s) between members of displaced community and/or host community	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
e) Threat from host community	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
f) Unaccompanied children (registration, family tracing?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
g) Loss of legal documents(s) <sup>2</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
h) Are the persons with special needs more at risk. (i.e. disabilities, elderly, single-headed household, single women)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
i) No arrangements for the remains of the deceased/ carcasses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
j) Are Safe and private facilities available for women and girls	<input type="checkbox"/> Latrines <input type="checkbox"/> Bathing <input type="checkbox"/> Living spaces <input type="checkbox"/> Inf. NA
k) Whether people have freedom of movement or are forced to stay in danger zones	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA

Comments/ Suggestions/ Additional Information:

**H. INFORMATION SOURCES**

(please indicate the sources of information used in compiling this report)

Please tick all that apply	Name	Phone Number
<input type="checkbox"/> Affected community respondent(male)		
<input type="checkbox"/> Affected community respondent (female)		
<input type="checkbox"/> Affected community respondent (PWD)		
<input type="checkbox"/> Village Parishad Chairman		
<input type="checkbox"/> Village / GP Secretary		
<input type="checkbox"/> Ward Member		
<input type="checkbox"/> Anganwadi Worker		
<input type="checkbox"/> I/NGOs (please name organization)		
<input type="checkbox"/> Direct Observations of assessment team		
<input type="checkbox"/> Philanthropists (please name agency/ Group)		
<input type="checkbox"/> Other.....		
48. Name of Interviewer		<input type="checkbox"/> Female <input type="checkbox"/> Male
		Contact Number:

<sup>2</sup> Ration card, voter id, land documents, insurance, immunization cards, ANC cards, health cards (birth registration, marriage, etc.)

49. Interviewer Organization			
50. Date and time of Interview			
51. Choose Interview type	<input type="checkbox"/> Female FGD	<input type="checkbox"/> Male FGD	<input type="checkbox"/> Children FGD <input type="checkbox"/> Elderly FGD
52. Type of Community	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> General <input type="checkbox"/> Minority <input type="checkbox"/> Mixed group
53. Number of Volunteers available in village			
54. Task Force available in village			
Suggestions and recommendation of Interviewer			

Annex 8 - Rapid needs assessment format (District level)

INDIA – RAPID Needs Assessment Format Phase 1 – Initial Days (1-25 days in the immediate aftermath of a disaster) District Level Assessment Format			To be Used by the Partner Agency To be used at the District Level	
An India Humanitarian Collective Action				
1. Date of assessment (DD/MM/YY):				
A. AGENCY CONTACT INFORMATION				
Please provide information of the contact person from the agency				
2. Name of the Agencies in the team				
3. Team Leader		4. Contact Number of team leader		
B. BASIC INFORMATION				
5. Name of the District:		9. Total population of the district:		
6. Total number of Blocks		Total:		
7. Total number of Gram panchayats/ Halket :		Male:		
		Female:		
8. Total number of Villages		ST:		
		SC:		
C. DISASTER EVENT				
10. Date and time of disaster/start of disaster (If it can be specified):				
11. Type of disaster:		<input type="checkbox"/> Cyclone <input type="checkbox"/> Flood <input type="checkbox"/> Water-logging <input type="checkbox"/> Landslide <input type="checkbox"/> Tsunami <input type="checkbox"/> Cold Wave <input type="checkbox"/> Earthquake <input type="checkbox"/> Wind storm/Tornado <input type="checkbox"/> Lightning <input type="checkbox"/> Epidemic/Outbreak <input type="checkbox"/> Avalanche/ Snowstorm <input type="checkbox"/> Drought <input type="checkbox"/> Heat Wave <input type="checkbox"/> Conflicts <input type="checkbox"/> Road Accidents <input type="checkbox"/> Other.....		
12. Category of the area affected by the disaster (Predominantly):		13. Description of the area affected by the disaster (Predominantly):		<input type="checkbox"/> Coastal <input type="checkbox"/> Hilly <input type="checkbox"/> Island <input type="checkbox"/> Plain <input type="checkbox"/> _____
14. Total no. of blocks affected				
15. Most severely affected blocks and villages		Blocks Name	GPs	Villages
9. Approximately how many people are dead?	10. Approximately how many people are missing?	11. Approximately how many people are	12. Approximately how many people have	

		injured?	been displaced?
13. Where are people living in the affected villages since the disaster? (Tick all that apply; If other, please specify)	<input type="checkbox"/> Spontaneous settlement (outside homes/ in clusters on high lands) <input type="checkbox"/> Pre-disaster location (original home) <input type="checkbox"/> Collective center/public building / community structures <input type="checkbox"/> Pre-disaster location (original village, but not original home, house damaged) <input type="checkbox"/> Formal Camps <input type="checkbox"/> Other.....		

14. How many camps are operational in the district	Run By	Numbers	People residing
	Govt Run		
	NGO run		
	Informal		
	Other groups run		

15. Has accessibility to the affected area been reduced by the disaster? <input type="checkbox"/> Not accessible <input type="checkbox"/> partially <input type="checkbox"/> accessible	16. Type of accessibility reduced: (If other, please specify) <input type="checkbox"/> Road <input type="checkbox"/> Telecommunications <input type="checkbox"/> Bridge <input type="checkbox"/> Market <input type="checkbox"/> Power/ Electricity <input type="checkbox"/> Other.....
--	---

17. How many livestock are affected by disaster? (Please tick one category): <input type="checkbox"/> 0% = None 1-25% (Up to approximately ¼ of the population) <input type="checkbox"/> 26-50% (Between ¼ and ½ of the population) <input type="checkbox"/> 50% - 100% (More than ½ of the population)	18. Provide details of the livestock losses Dead _____ Missing _____ Injured _____ Displaced _____
--	--

**D. POST DISASTER SCENARIO DEVELOPMENT**

19. What are the present weather conditions: (If other, please specify)	<input type="checkbox"/> Normal <input type="checkbox"/> Heavy Rain <input type="checkbox"/> Very cold <input type="checkbox"/> Windy <input type="checkbox"/> Hot <input type="checkbox"/> Humid <input type="checkbox"/> Cloudy <input type="checkbox"/> Other.....
20. In the coming two weeks, the situation in the disaster affected area is most likely to:	<input type="checkbox"/> Stay the same <input type="checkbox"/> Improve <input type="checkbox"/> Worsen
21. What factors could make the situation for affected people worse? (If other, please specify)	<input type="checkbox"/> Continuous heavy rain <input type="checkbox"/> Water level rising <input type="checkbox"/> Aftershock <input type="checkbox"/> Disease Outbreak <input type="checkbox"/> No rain <input type="checkbox"/> Water logging <input type="checkbox"/> Caste/ ethnic violence <input type="checkbox"/> Other.....

22. Health Facilities at district level:

No. of Doctor	Facilities available in the hospital	
No. of paramedical staff		
Functional blood banks		
OT (operation theatre)		
Ward Facilities		

**E. AVAILABLE RESOURCES, COPING STRATEGIES AND SUPPORT REQUIRED**

23. Outline resources available at the district level in the following sectors:

Sector	Is extra assistance required?	Comment on what assistance is required.

a) WASH	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
b) Shelter and non-food items	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
c) Food	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
d) Livelihoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
e) Education	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
f) Health	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
g) Protection ( Gender Based Violence, Dalit issues and children)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
h) Nutrition -relates to Sufficiency etc	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			
24. How many NGOs are working in the district?				
25. How would the assessment team describe the immediate overall relief needs in this District (needs in coming days and weeks):	<input type="checkbox"/> Serious need of assistance <input type="checkbox"/> Some need of assistance <input type="checkbox"/> Needs can be managed with resources available at Gram Panchyat/ Block level			
26. Which appear to be the highest priority for immediate assistance? (rank up to, but no more than three)		Water		Sanitation
		Shelter		Bedding and blankets
		Clothing		Food (nutrition?)
		Livelihoods		Education
		Livestock		
		Health		Protection/security?
27. How would you describe the recovery needs in this District (needs in coming three or more months):	<input type="checkbox"/> Serious need of assistance <input type="checkbox"/> Some need of assistance <input type="checkbox"/> Block/ GP and communities coping strategies will be enough			
Any further comments or observations:				

Sources of information and data:



Annex 9 - Rapid needs assessment format for Urban disasters (Ward level)

<b>INDIA – RAPID Needs Assessment Format</b> <b>Phase 1 – Initial Days</b> (1-25 days in the immediate aftermath of a disaster) <b>Ward Level Assessment Format</b>					To be Used by the <b>Humanitarian Agency/ NGO</b> To be used at the <b>Town/</b>	
<b>An India Humanitarian Collective Action</b>						
<i>Please put data based on SADD- Sex Age Disaggregated Data</i>						
<b>A. SPECIFIC LOCATION OF AFFECTED POPULATION</b>						
1. Nature of disaster	2. State	3. District	4. Town/City	5. Ward/ Colony/Slum	6. Total no. of HH in Ward/ Colony/Slum	
7. GPS coordinates (latitude and longitude)			North		East	
8. Total number of wards/colonies/slums?				9. Number of affected wards/colonies/slums?		
10. Estimated HH affected?						
11. Approximate no. of people dead?	12. Approximate no. of people missing?	13. Approximate no. of people injured?	14. Approximate no. of people displaced?	15. Location of displaced people		16. Approx. No. of commercial buildings damaged?
				<input type="checkbox"/> Public building <input type="checkbox"/> Formal camps <input type="checkbox"/> Other.....		
17. Please provide the disaggregated data in numbers for the affected population (if possible- based on Secondary data etc)						
Children upto 14	Women	Men	P/Cwd <sup>3</sup>	Women Pregnant and nursing (0-6 months)	Minorities (Plz ask in the end)	SC/ST (Plz ask in the end)
18. How high is the water logging			<input type="checkbox"/> 1-3 ft <input type="checkbox"/> above 3 ft			
Accessibility to the habitat area			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Comments/ Suggestions/ Additional Information:						
<b>B. WASH</b>						
19. Approximate no. of HH in the city/ward without access to safe drinking water due to disaster?						
20. Access to water for all people including disabilities/ST/SC/Minorities (Post disaster)?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable			

<sup>3</sup> People / Children with disabilities

21. Is the water available at the source enough for short-term and longer-term needs for all groups in the population?	<input type="checkbox"/> Sufficient for Short term (for 1 weeks) <input type="checkbox"/> Partly (for 2 weeks) <input type="checkbox"/> Long term sufficiency (beyond 3 weeks) <input type="checkbox"/> Inf. unavailable	
22. Do people have enough water containers for storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
23. What are the excreta disposal practices?	Pre Disaster	Post disaster
	<input type="checkbox"/> Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines	<input type="checkbox"/> Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines
24. Is the water source contaminated or at risk of contamination		
25. What was the practice on menstrual hygiene pre disaster? and do they still have access to them (ask women and girls/ANM/AWW/ASHA worker)?	<input type="checkbox"/> Cloth <input type="checkbox"/> Sanitary Napkins <input type="checkbox"/> Any other <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Any Other	

Comments/ Suggestions/ Additional Information:

**C. SHELTER**

26. Shelter Damage	Fully	Partially	No Damage
27. Are the relief camps accessible to Person with Disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable		
28. Number of HH in need of immediate shelter?			
29. What are the exposure elements that concern you?	<input type="checkbox"/> Rains/Snow <input type="checkbox"/> Cold <input type="checkbox"/> Mosquitos <input type="checkbox"/> Darkness <input type="checkbox"/> Heat <input type="checkbox"/> Snakebites <input type="checkbox"/> Wild Animals <input type="checkbox"/> Any other (specify)		
30. Availability of Non Food Items with families	<input type="checkbox"/> Kitchen Utensils <input type="checkbox"/> hygiene materials <input type="checkbox"/> Cloths <input type="checkbox"/> Stove <input type="checkbox"/> Fuel, <input type="checkbox"/> Blankets <input type="checkbox"/> Bedsheets <input type="checkbox"/> Torch Lights and lighting solutions <input type="checkbox"/> Any other(specify)		

Comments/ Suggestions/ Additional Information:

**D. FOOD, NUTRITION AND LIVELIHOODS**

*Explanation on how to interpret the severity criteria in the food security questions:*

*Less than 20% = Low damage; 20-50% = Moderate damage; 50% - 100% = Severe damage*

31. What is the food availability at HHs in the affected area?	<input type="checkbox"/> less than a week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> more than a month		
32. Are there significant changes in the total amount of food that people are	Female	Male	Children
	<input type="checkbox"/> Amount	<input type="checkbox"/> Amount	<input type="checkbox"/> Amount decreased



eating since the disaster, on average?	decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	<input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable
33. Do people have access to Govt. programs on food and nutrition (post disaster)? Name them if any	<input type="checkbox"/> AWC <input type="checkbox"/> PDS <input type="checkbox"/> Any other .....		
34. Are markets in the affected area functioning and accessible?	<input type="checkbox"/> Fully <input type="checkbox"/> Partly <input type="checkbox"/> Not functioning <input type="checkbox"/> Inf. unavailable		
35. What is the estimated financial loss due to shop, commercial building/ crop or land damage?			
36. Approximate no. of HH whose assets have been affected?			
37. Which livelihoods are likely to be most affected? (If others, please specify)	For Female		For Male
Comments/ Suggestions/ Additional Information:			

**E. EDUCATION**

38. Are children going to school/ educational institutional post disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39. If No pls specify the reason (tick all that apply)	<input type="checkbox"/> No teachers <input type="checkbox"/> No students <input type="checkbox"/> Infrastructure damage <input type="checkbox"/> No Midday Meal <input type="checkbox"/> Study materials damaged <input type="checkbox"/> School not accessible <input type="checkbox"/> Schools used as shelter <input type="checkbox"/> Inf. Unavailable <input type="checkbox"/> Any other .....
40. How soon will the schools become functional?	<input type="checkbox"/> within 15 days <input type="checkbox"/> within 30 days <input type="checkbox"/> Beyond 30 days
Comments/ Suggestions/ Additional Information:	

**F. HEALTH**

41. Medical/ health facilities/ service providers in the Village are functional?		Pre disaster	Post disaster
	Health Sub-Centers (HSC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Primary Health Centers (PHC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile Medical Units (MMU)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ambulances	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Doctors/Medical In-charge	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Nurses (GNM)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ANM/ ASHA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Laboratory Technician (L.T)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Informal providers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
42. What are the main reasons for health facilities not functioning? (If other, please specify)	<input type="checkbox"/> Shortage of staffs <span style="float:right;"><input type="checkbox"/> Damage to building</span> <input type="checkbox"/> Lack of Supplies/medicine <span style="float:right;"><input type="checkbox"/> Fully functional</span> <input type="checkbox"/> Medical equipment/ instruments <span style="float:right;"><input type="checkbox"/> Location if not accessible</span> <input type="checkbox"/> Others (please specify).....		
43. Do people have access to the following health services post disaster?	<input type="checkbox"/> Outpatient consultations <span style="float:right;"><input type="checkbox"/> Antenatal /post natal check ups</span> <input type="checkbox"/> Routine Immunization <span style="float:right;"><input type="checkbox"/> Basic essential obstetric care</span> <input type="checkbox"/> Emergency essential obstetric care/ Institutional delivery <span style="float:right;"><input type="checkbox"/> Don't know</span>		
55. Are there any health concerns as a result of the disaster? (If other, please specify)	<input type="checkbox"/> People injured <span style="float:right;"><input type="checkbox"/> Dead bodies (people/animals)</span> <input type="checkbox"/> Communicable disease <span style="float:right;"><input type="checkbox"/> Ante-natal Care</span> <input type="checkbox"/> Psycho social <span style="float:right;"><input type="checkbox"/> Other.....</span>		
44. No of pregnant women in 7- 8 <sup>th</sup> month of pregnancy?			
Comments/ Suggestions/ Additional Information:			
<b>G. PROTECTION</b>			
45. Are there major protection concerns (select all that apply)- Note: (Inf. NA) Inf. unavailable			
a) What are the risks?	<input type="checkbox"/> Sexual abuse <span style="float:right;"><input type="checkbox"/> No domestic violence</span> <input type="checkbox"/> Harmful traditional practices <span style="float:right;"><input type="checkbox"/> Trafficking</span> <input type="checkbox"/> Child abuse and exploitation <span style="float:right;"><input type="checkbox"/> Discrimination (Caste based, related to HIV, gender etc.)</span> <input type="checkbox"/> Inf. NA		
b) Breakdown of law and order (looting crime)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
c) Presence of armed non-state actors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
d) Violence(s) between members of displaced community and/or host community	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
e) Threat from host community	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
f) Unaccompanied children (registration, family tracing?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
g) Loss of legal documents(s) <sup>4</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
h) Are the persons with special needs more at risk. a. (i.e. disabilities, elderly, single-headed household, single women)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
i) No arrangements for the remains of the deceased/ carcasses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
j) Are Safe and private latrines/bathing facilities available for women and girls	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
k) Are Safe living spaces available for women and girls	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
l) Whether people have freedom of movement or are forced to stay in danger zones	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA		
Comments/ Suggestions/ Additional Information:			

<sup>4</sup> Ration card, voter id, land documents, insurance, immunization cards, ANC cards, health cards (birth registration, marriage, etc.)

H. INFORMATION SOURCES (please indicate the sources of information used in compiling this report)			
Please tick all that apply	#s	Name	Phone Number
<input type="checkbox"/> Affected community respondent(male)			
<input type="checkbox"/> Affected community respondent (female)			
<input type="checkbox"/> Affected community respondent (PWD)			
<input type="checkbox"/> Ward Member			
<input type="checkbox"/> Anganwadi Worker			
<input type="checkbox"/> I/NGOs (please name organization)			
<input type="checkbox"/> Direct Observations of assessment team			
<input type="checkbox"/> Philanthropists (please name agency/ Group)			
<input type="checkbox"/> Other.....			
46. Name of Interviewer		<input type="checkbox"/> Female <input type="checkbox"/> Male	Contact Number:
47. Interviewer Organization			
48. Date and time of Interview			
49. Choose Interview type	<input type="checkbox"/> Female FGD <input type="checkbox"/> Male FGD <input type="checkbox"/> Children FGD <input type="checkbox"/> Elderly FGD		
50. Type of Community	<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> General <input type="checkbox"/> Minority <input type="checkbox"/> Mixed group		
51. Number of Volunteers available in town			
52. Task Force available in town			
Suggestions and recommendation of Interviewer			

Annex 10 - Rapid needs assessment format for Urban disasters (District level)

<b>INDIA – RAPID Needs Assessment Format</b> <b>Phase 1 – Initial Days</b> <b>(1-25 days in the immediate aftermath of a disaster)</b> <b>District Level Assessment Format</b>			To be Used by the <b>Partner Agency</b> To be used at the <b>District Level</b>	
<b>An India Humanitarian Collective Action</b>				
<i>Please put data based on SADD- Sex Age Disaggregated Data</i>				
1. Date of assessment (DD/MM/YY):				
Please provide information of the contact person from the agency				
2. Name of the Agency				
3. Address:				
4. Focal Point		5. Contact Numbers		
6. Designation		7. E-Mail		
8. Website		9. Twitter @		
<b>A. BASIC INFORMATION</b>				
10. Name of the District:		11. Total population affected(s):		
12. Name of Towns/Cities				
13. Name of the Block:		Total:		
14. Names of the Gram panchayats/ Halket :		Male:		
		Female:		
15. Names of Villages <sup>5</sup>		ST:		
		SC:		
<b>B. DISASTER EVENT</b>				
16. Date and time of disaster/start of disaster (If it can be specified):				
17. Type of disaster: (If other, please specify)		<input type="checkbox"/> Cyclone <input type="checkbox"/> Flood <input type="checkbox"/> Water-logging <input type="checkbox"/> Landslide <input type="checkbox"/> Tsunami <input type="checkbox"/> Cold Wave <input type="checkbox"/> Earthquake <input type="checkbox"/> Wind storm/Tornado <input type="checkbox"/> Lightning <input type="checkbox"/> Epidemic/Outbreak <input type="checkbox"/> Avalanche/ Snowstorm <input type="checkbox"/> Drought <input type="checkbox"/> Heat Wave <input type="checkbox"/> Conflicts <input type="checkbox"/> Road Accidents <input type="checkbox"/> Other.....		
18. Category of the area affected by the disaster (Predominantly):		19. Description of the area affected by the disaster (Predominantly):		<input type="checkbox"/> Coastal <input type="checkbox"/> Hilly <input type="checkbox"/> Island <input type="checkbox"/> Flood plain <input type="checkbox"/> _____
20. Total no. of Towns/blocks affected				

<sup>5</sup> Please add the GP/ village list and the demographic details as annexure

21. Most severely affected blocks with percentage (Please tick one per category): <input type="checkbox"/> 0% = None <input type="checkbox"/> 1-25% (Up to approximately ¼ of the population) <input type="checkbox"/> 26-50% (Between ¼ and ½ of the population) <input type="checkbox"/> 50% - 100% (More than ½ of the population)		Town/ Blocks Name	Population affected %	
22. Total no. of Gram Panchayats affected				
23. Approximately how many people are dead? Only fill out if known (disaggregated data if possible)	24. Approximately how many people are missing? Only fill out if known (disaggregated data if possible)	25. Approximately how many people are injured? Only fill out if known (disaggregated data if possible)	26. Approximately how many people have been displaced? Only fill out if known (disaggregated data if possible)	
27. Where are people living in the affected Town/villages since the disaster? (Tick all that apply; If other, please specify)	<input type="checkbox"/> Spontaneous settlement (outside homes/ in clusters on high lands) <input type="checkbox"/> Pre-disaster location (original home) <input type="checkbox"/> Collective center/public building / community structures <input type="checkbox"/> Pre-disaster location (original village, but not original home, house damaged) <input type="checkbox"/> Formal Camps <input type="checkbox"/> Other.....			
28. How many camps are operational in the district	Run By	Numbers	People residing	
	Govt Run			
	NGO run			
	Informal			
	Other groups run			
29. Has accessibility to the affected area been reduced by the disaster?	30. Type of accessibility reduced: (If other, please specify)			
<input type="checkbox"/> Not accessible <input type="checkbox"/> partially <input type="checkbox"/> accessible	<input type="checkbox"/> Road <input type="checkbox"/> Telecommunications <input type="checkbox"/> Bridge <input type="checkbox"/> Market <input type="checkbox"/> Power/ Electricity <input type="checkbox"/> Other.....			
31. How many livestock are affected by disaster? (Please tick one category): <input type="checkbox"/> 0% = None 1-25% (Up to approximately ¼ of the population) <input type="checkbox"/> 26-50% (Between ¼ and ½ of the population) <input type="checkbox"/> 50% - 100% (More than ½ of the population)	32. Provide details of the livestock losses Dead _____ Missing _____ Injured _____ Displaced _____			
<b>C. POST DISASTER SCENARIO DEVELOPMENT</b>				
33. What are the present weather conditions: (If other, please specify)	<input type="checkbox"/> Normal <input type="checkbox"/> Heavy Rain <input type="checkbox"/> Very cold <input type="checkbox"/> Windy <input type="checkbox"/> Hot <input type="checkbox"/> Humid <input type="checkbox"/> Cloudy <input type="checkbox"/> Other.....			
34. In the coming two weeks, the situation in the disaster affected area is most likely to:	<input type="checkbox"/> Stay the same <input type="checkbox"/> Improve <input type="checkbox"/> Worsen			
35. What factors could make the situation for affected people worse? (If other, please specify)	<input type="checkbox"/> Continuous heavy rain <input type="checkbox"/> Water level rising <input type="checkbox"/> Aftershock <input type="checkbox"/> Disease Outbreak <input type="checkbox"/> No rain <input type="checkbox"/> Water logging <input type="checkbox"/> Caste/ ethnic violence <input type="checkbox"/> Other.....			

36. Health Facilities at district level:			
No. of Doctor		Facilities available in the hospital	
No. of paramedical staff			
Functional blood banks			
OT (operation theatre)			
Ward Facilities			

37. In the worst case scenario, how many people and livestock might this affect?	Population	Livestock

**D. AVAILABLE RESOURCES, COPING STRATEGIES AND SUPPORT REQUIRED**

38. Outline resources available at the district level in the following sectors:

Sector	Is extra assistance required?	Comment on what assistance is required.
i) WASH	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
j) Shelter and non-food items	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
k) Food	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
l) Livelihoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
m) Education	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
n) Health	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
o) Protection ( Gender Based Violence, Dalit issues and children)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
p) Nutrition -relates to Sufficiency etc	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	

39. How many NGOs are working in the district?

40. How would the assessment team describe the immediate overall relief needs in this District (needs in coming days and weeks):	<input type="checkbox"/> Serious need of assistance <input type="checkbox"/> Some need of assistance <input type="checkbox"/> Needs can be managed with resources available at Gram Panchyat/ Block level

41. Which appear to be the highest priority for immediate assistance? (rank up to, but no more than three)	Water	Sanitation
	Shelter	Bedding and blankets
	Clothing	Food (nutrition?)
	Livelihoods	Education
	Livestock	
	Health	Protection/security?

42. How would you describe the recovery needs in this District (needs in coming three or more months):

- Serious need of assistance
- Some need of assistance
- Block/ GP and communities coping strategies will be enough

Any further comments or observations:

Sources of information and data:

Annex 11 - Rapid needs assessment format for Drought situation (Village level)

INDIA – RAPID Needs Assessment Format for Drought Situation Village Level Assessment Format					To be Used by the Humanitarian Agency/ NGO To be used at the Village/ Hamlet Level	
<b>An India Humanitarian Collective Action</b>						
<b>A. SPECIFIC LOCATION OF AFFECTED POPULATION</b>						
1. State	2. District	3. Block	4. GP	5. Village/ Hamlet	6. Total number of HH in village?	
7. GPS coordinates (latitude and longitude)		North		East		
8. Total population of Hamlets?				No. of affected hamlets?		
9. Estimated HH affected?						
10. Approximate no. of people dead?	11. Approximate no. of people missing?	12. Approximate no. of people injured?	13. Approximate no. of people displaced?	14. Location of displaced people		
				<input type="checkbox"/> Public building <input type="checkbox"/> Formal camps <input type="checkbox"/> Other.....		
15. Please provide the disaggregated data in numbers for the affected population (if possible- based on Secondary data etc)						
Children upto 14 years	Women	Men	P/Cwd <sup>6</sup>	Women Pregnant and nursing (0-6 months)	Minorities	SC/ ST
16. Since how long drought situation has been prevailing?						
Comments/ Suggestions/ Additional Information:						
<b>B. WASH</b>						
17. Approximate number of HH in the Village without access to safe drinking water due to disaster?						
18. What are the current sources of drinking water?				<input type="checkbox"/> Open <input type="checkbox"/> Springs <input type="checkbox"/> Pond <input type="checkbox"/> Pipe water supply <input type="checkbox"/> Tube well		

<sup>6</sup> People / Children with disabilities



19. Access to water for all people including disabilities/ST/SC/Minorities (Post disaster)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable
20. Is the water available at the source enough for short-term and longer-term needs for all groups in the population?		<input type="checkbox"/> Sufficient for Short term (for 1 weeks) <input type="checkbox"/> Partly (for 2 weeks) <input type="checkbox"/> Long term sufficiency (beyond 3 weeks) <input type="checkbox"/> Inf. unavailable
21. Is the water available at the sources is enough for short and longer term for livestock?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable
22. Do people have enough water containers of appropriate size and type?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable
23. What are the excreta disposal practices?	Pre disaster	Post disaster
	<input type="checkbox"/> Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines	<input type="checkbox"/> Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines
24. Is the water source contaminated or at risk of contamination		<input type="checkbox"/> Yes <input type="checkbox"/> No
25. What was the practice on menstrual hygiene pre disaster? and do they still have access to them (ask women and girls/ANM/AWW/ASHA worker)?		<input type="checkbox"/> Cloth <input type="checkbox"/> Sanitary Napkins <input type="checkbox"/> Any other _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Any Other
Comments/ Suggestions/ Additional Information:		
<b>C. SHELTER</b>		
26. Is shelter an issue as a result of drought?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable
27. Approximate number of persons living in camps?		<input type="checkbox"/> None <input type="checkbox"/> A few <input type="checkbox"/> Some <input type="checkbox"/> Many <input type="checkbox"/> Inf. unavailable
28. Availability of Electricity		<input type="checkbox"/> Yes <input type="checkbox"/> No
29. How many HH displaced		<input type="checkbox"/> None <input type="checkbox"/> A few <input type="checkbox"/> Some <input type="checkbox"/> Many <input type="checkbox"/> Inf. Unavailable
30. What is the nature of location of Host family houses?		<input type="checkbox"/> some other village <input type="checkbox"/> some other city
31. Approximate number of households in need of shelter?		<input type="checkbox"/> None <input type="checkbox"/> A few <input type="checkbox"/> Some <input type="checkbox"/> Many <input type="checkbox"/> Inf. unavailable
32. What are the exposure elements that concern you?		<input type="checkbox"/> Rains/Snow <input type="checkbox"/> Cold <input type="checkbox"/> Mosquitoes <input type="checkbox"/> Darkness <input type="checkbox"/> Heat <input type="checkbox"/> Snakebites <input type="checkbox"/> Wild Animals <input type="checkbox"/> Others _____
33. Are alternative places available to people who require shelter (e.g. community shelters or buildings that can be used as collective centers)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable
34. Number and nature of operational Govt. shelters? (specific number)		

35. Availability of enough safe spaces for storage of crops/ fodder?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
36. Availability of enough safe spaces for livestock?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
37. Availability of NFI		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable	
Comments/ Suggestions/ Additional Information:			
<b>D. FOOD, NUTRITION AND LIVELIHOODS</b>			
38. What is the food availability at HHs in the affected area?		<input type="checkbox"/> less than a week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> more than a month	
39. Change in food consumption pattern of affected household during drought		<input type="checkbox"/> Reduced <input type="checkbox"/> Severely Reduced <input type="checkbox"/> No change	
40. Are there significant changes in the total amount of food that people are eating since the disaster, on average?	Female	Male	Children
	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable
41. Are markets in the affected area functioning and accessible?		<input type="checkbox"/> Fully <input type="checkbox"/> Partly <input type="checkbox"/> Not functioning <input type="checkbox"/> Inf. Unavailable	
42. Do markets have stock of food?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
43. Changes in price for the essential commodity in market?		<input type="checkbox"/> Increased <input type="checkbox"/> Decreased <input type="checkbox"/> No change	
44. % of community who can afford to buy food from market?		<input type="checkbox"/> 0% <input type="checkbox"/> 1-25% <input type="checkbox"/> 26 -50% <input type="checkbox"/> 51 -75% <input type="checkbox"/> 76 -100%	
45. What is the severity of damage of the major crop/crops due to drought?		<input type="checkbox"/> Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> No damage	
46. Approximate number of HH whose livestock are affected			
47. How has the availability of fodder for domestic animals been affected?		<input type="checkbox"/> Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> No damage	
48. Which livelihoods are likely to be most affected? (If others, please specify)	For Female	For Male	
Comments/ Suggestions/ Additional Information:			

E. EDUCATION			
49. Are children going to school/ educational institutional post disaster?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
50. If No pls specify the reason (tick all that apply)		<input type="checkbox"/> No teachers <input type="checkbox"/> Infrastructure damage <input type="checkbox"/> Study materials damaged <input type="checkbox"/> Schools used as shelter <input type="checkbox"/> Any other .....	<input type="checkbox"/> No students <input type="checkbox"/> No Midday Meal <input type="checkbox"/> School not accessible <input type="checkbox"/> Inf. Unavailable
51. What kind of facilities are present in schools / premises		<input type="checkbox"/> Drinking Water	<input type="checkbox"/> Toilets
52. How soon will the schools become functional?		<input type="checkbox"/> within 15 days	<input type="checkbox"/> within 30 days <input type="checkbox"/> Beyond 30 days
Comments/ Suggestions/ Additional Information:			
F. HEALTH			
53. Status of health facilities/ service providers in the Village		Pre disaster	Post disaster
	Health Sub-Centers (HSC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Primary Health Centers (PHC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Health camps	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Doctors/Medical In-charge	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Nurses (GNM)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ANM/ ASHA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Informal provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
54. What are the existing and primary health problems and risks:	Communicable	Non Communicable	
	<input type="checkbox"/> Diarrhea <input type="checkbox"/> Cholera <input type="checkbox"/> Dengue <input type="checkbox"/> Malaria <input type="checkbox"/> TB <input type="checkbox"/> Any other	<input type="checkbox"/> Diabetes <input type="checkbox"/> Hypertension <input type="checkbox"/> Heart diseases <input type="checkbox"/> tobacco/drug use <input type="checkbox"/> Any other	
47. What are the numbers of pregnant women in terms of	3 <sup>rd</sup> trimester (7 <sup>th</sup> month onwards)	Nursing mothers having child upto 2 years of age	
48. Are the sexual and reproductive health needs of pregnant and adolescent women addressed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

49. Are there services and supplies available for clean and safe delivery, safe abortion, emergency obstetric care and newborn services etc?	<input type="checkbox"/> Yes <span style="margin-left: 200px;"><input type="checkbox"/>No</span>
55. Are there any underlying health concerns in Village? (information should come from pre-disaster knowledge)	<input type="checkbox"/> Malnutrition <span style="margin-left: 100px;"><input type="checkbox"/>Communicable diseases</span> <input type="checkbox"/> No underlying concerns <span style="margin-left: 100px;"><input type="checkbox"/>Dehydration</span> <input type="checkbox"/> Diarrhoea <span style="margin-left: 100px;"><input type="checkbox"/>Respiratory infection</span> <input type="checkbox"/> Fever with rashes <span style="margin-left: 100px;"><input type="checkbox"/>Other.....</span>

Comments/ Suggestions/ Additional Information:

**G. PROTECTION**

56. Are there major protection concerns (select all that apply)- Note: (Inf. NA) Inf. unavailable

<ul style="list-style-type: none"> <li>What are the risks?</li> </ul>	<input type="checkbox"/> Sexual abuse domestic violence <span style="float: right;"><input type="checkbox"/> No</span> <input type="checkbox"/> Harmful traditional practices Trafficking <span style="float: right;"><input type="checkbox"/></span> <input type="checkbox"/> Child abuse and exploitation Discrimination (Caste based, related to HIV, gender etc.) <span style="float: right;"><input type="checkbox"/></span> <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Breakdown of law and order (looting crime)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Presence of armed non-state actors</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Violence(s) between members of displaced community and/or host community</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Threat from host community</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Unaccompanied children (registration, family tracing?)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Loss of legal document</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Split families (family members separated from others)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Are the persons with special needs more at risk. (i.e. disabilities, elderly, single-headed household, single women)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>No arrangements for the remains of the deceased/ carcasses</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Are Safe and private facilities available for women and girls</li> </ul>	<input type="checkbox"/> Latrines <input type="checkbox"/> Bathing <input type="checkbox"/> Living spaces <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Whether people have freedom of movement or are forced to stay in danger zones</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA

Comments/ Suggestions/ Additional Information:

Please tick all that apply	Name	Phone Number
<input type="checkbox"/> Affected community respondent(male)		
<input type="checkbox"/> Affected community respondent (female)		
<input type="checkbox"/> Village Parishad Chairman		
<input type="checkbox"/> Village / GP Secretary		
<input type="checkbox"/> Ward Member		
<input type="checkbox"/> Anganwadi Worker		
<input type="checkbox"/> I/NGOs (please name organization)		
<input type="checkbox"/> Direct Observations of assessment team		
<input type="checkbox"/> Philanthropists (please name agency/ Group)		
<input type="checkbox"/> Other.....		
57. Name of Interviewer		<input type="checkbox"/> Female <input type="checkbox"/> Male Contact Number:
58. Interviewer Organization		
59. Date and time of Interview		
60. Choose Interview type	<input type="checkbox"/> Female FGD <input type="checkbox"/> Male FGD <input type="checkbox"/> Children FGD <input type="checkbox"/> Elderly FGD	
61. Type of Community	<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> General <input type="checkbox"/> Minority <input type="checkbox"/> Mixed group	
62. Number of Volunteers available in village		
63. Task Force available in village		
Suggestions and recommendation of Interviewer          		

Annex 12 - Rapid needs assessment format for Drought situation (District level)

<b>INDIA – RAPID Needs Assessment Format Phase 1 – Initial Days District Level Assessment Format</b>		<b>To be Used by the Partner Agency To be used at the District Level</b>	
<b>An India Humanitarian Collective Action</b>			
<i>Please put data based on SADD- Sex Age Disaggregated Data</i>			
1. Date of assessment (DD/MM/YY):			
<b>A. AGENCY CONTACT INFORMATION</b>			
<i>Please provide information of the contact person from the agency</i>			
2. Name of the Agency			
3. Address:			
4. Focal Point		5. Contact Numbers	
6. Designation		7. E-Mail	
8. Website		9. Twitter @	
<b>B. BASIC INFORMATION</b>			
10. Name of the District:		11. Total population of the Village(s):	
12. Name of the Block:		Total:	
13. Names of the Gram panchayats/ Halket :		Male:	
		Female:	
14. Names of Villages <sup>7</sup>		ST:	
		SC:	
<b>C. DISASTER EVENT</b>			
15. Date and time of disaster/start of disaster (If it can be specified):			
16. Type of disaster: (If other, please specify)		<input type="checkbox"/> Cyclone <input type="checkbox"/> Flood <input type="checkbox"/> Water-logging <input type="checkbox"/> Landslide <input type="checkbox"/> Tsunami <input type="checkbox"/> Cold Wave <input type="checkbox"/> Earthquake <input type="checkbox"/> Wind storm/Tornado <input type="checkbox"/> Lightning <input type="checkbox"/> Epidemic/Outbreak <input type="checkbox"/> Avalanche/ Snowstorm <input type="checkbox"/> Drought <input type="checkbox"/> Heat Wave <input type="checkbox"/> Conflicts <input type="checkbox"/> Road Accidents <input type="checkbox"/> Other.....	
17. Category of the area affected by the disaster (Predominantly):		18. Description of the area affected by the disaster (Predominantly):	
<input type="checkbox"/> Urban-City/ Town <input type="checkbox"/> Rural/Village		<input type="checkbox"/> Coastal <input type="checkbox"/> Hilly <input type="checkbox"/> Island <input type="checkbox"/> Plain <input type="checkbox"/> _____	
19. Total no. of blocks affected			

<sup>7</sup> Please add the GP/ village list and the demographic details as annexure

20. Most severely affected blocks with percentage (Please tick one per category): <input type="checkbox"/> 0% = None <input type="checkbox"/> 1-25% (Up to approximately ¼ of the population) <input type="checkbox"/> 26-50% (Between ¼ and ½ of the population) <input type="checkbox"/> 50% - 100% (More than ½ of the population)		Blocks Name	Population affected %
21. Total no. of Gram Panchayats affected			
22. Approximately how many people are affected?	23. Approximately how many people are displaced?	24. Approximately how many people are migrated?	If yes Migrated to where?
25. Where are people living in the affected villages since the disaster? (Tick all that apply; If other, please specify)	<input type="checkbox"/> Pre-disaster location (original home) <input type="checkbox"/> Formal Camps <input type="checkbox"/> Other.....		
26. How many camps are operational in the district	Run By	Numbers	People residing
	Govt Run		
	NGO run		
	Informal		
	Other groups run		
27. How many livestock are affected by disaster? (Please tick one category): <input type="checkbox"/> 0% = None <input type="checkbox"/> 1-25% (Up to approximately ¼ of the population) <input type="checkbox"/> 26-50% (Between ¼ and ½ of the population) <input type="checkbox"/> 50% - 100% (More than ½ of the population)		28. Provide details of the livestock losses  Dead _____ Missing _____ Injured _____ Displaced _____	
<b>D. DISASTER SCENARIO DEVELOPMENT</b>			
29. What are the present conditions: (If other, please specify)	<input type="checkbox"/> Normal <input type="checkbox"/> Hostile <input type="checkbox"/> Other.....		
30. In the coming two weeks, the situation in the disaster affected area is most likely to:	<input type="checkbox"/> Stay the same <input type="checkbox"/> Improve <input type="checkbox"/> Worsen		
31. What factors could make the situation for affected people worse? (If other, please specify)	<input type="checkbox"/> Caste/ ethnic violence <input type="checkbox"/> security concerns <input type="checkbox"/> Gender based violence <input type="checkbox"/> Human trafficking <input type="checkbox"/> suicide <input type="checkbox"/> Other.....		
32. Health Facilities at district level:			
No. of Doctor		Facilities available in the hospital	
No. of paramedical staff			
Functional blood banks			
OT (operation theatre)			

Ward Facilities				
<b>E. AVAILABLE RESOURCES, COPING STRATEGIES AND SUPPORT REQUIRED</b>				
33. Outline resources available at the district level in the following sectors:				
Sector	Is extra assistance required?	Comment on what assistance is required.		
q) WASH	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
r) Shelter and non-food items	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
s) Food	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
t) Livelihoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
u) Education	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
v) Health	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
w) Protection ( Gender Based Violence, Dalit issues and children)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
x) Nutrition -relates to Sufficiency etc	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. Unavailable			
34. How many NGOs are working in the district?				
35. How would the assessment team describe the immediate overall relief needs in this District (needs in coming days and weeks):		<input type="checkbox"/> Serious need of assistance <input type="checkbox"/> Some need of assistance <input type="checkbox"/> Needs can be managed with resources available at Gram Panchyat/ Block level		
36. Which appear to be the highest priority for immediate assistance? (rank up to, but no more than three)		Water		Sanitation
		Shelter		Bedding and blankets
		Clothing		Food (nutrition?)
		Livelihoods		Education
		Livestock		Protection/security?
		Health		Fodder
37. How would you describe the recovery needs in this District (needs in coming three or more months):		<input type="checkbox"/> Serious need of assistance <input type="checkbox"/> Some need of assistance <input type="checkbox"/> Block/ GP and communities coping strategies will be enough		
Any further comments or observations:				



Sources of information and data:

**Annex 13 - Rapid needs assessment format for Civil Strife or Conflict situation (Village or Ward level)**

<b>INDIA – RAPID Needs Assessment Format for Civil Strife</b>				<b>To be Used by the Humanitarian Agency/ NGO</b>			
<b>Village or Ward Level Assessment Format</b>				<b>To be used at the Village/ Hamlet / Ward Level</b>			
<b>An India Humanitarian Collective Action</b>							
<b>A. SPECIFIC LOCATION OF AFFECTED POPULATION</b>							
1. Nature of disaster	2. State	3. District	4. Block	5. GP	6. Village/ hamlet / Ward	7. Total no. of HH in village	
8. GPS coordinates (latitude and longitude)			North		East		
9. Total population of Hamlet			No. of affected hamlet?				
10. Estimated HH affected?							
11. Approximate no. of people dead?	12. Approximate no. of people missing?	13. Approximate no. of people injured?	14. Approximate no. of people displaced?	15. Location of displaced people?			
				<input type="checkbox"/> Public building <input type="checkbox"/> Formal camps <input type="checkbox"/> Other.....			
16. Please provide the disaggregated data in numbers for the affected population (if possible- based on Secondary data etc)							
Children upto 14 years	Women	Men	P/Cwd <sup>8</sup>	Women Pregnant and nursing (0-6 months)		Minorities (plz ask in the end)	SC/ST (plz ask in the end)
17. What is the reason they have displaced?							
Comments/ Suggestions/ Additional Information:							

<sup>8</sup> People / Children with disabilities

B. WASH			
18. Approximate number of HH in the Village without access to safe drinking water due to disaster?			
19. Access to water for all people including disabilities/ST/SC/Minorities (Post disaster)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
20. Is the water available at the source enough for short-term and longer-term needs for all groups in the population?		<input type="checkbox"/> Sufficient for Short term (for 1 weeks) <input type="checkbox"/> Partly (for 2 weeks) <input type="checkbox"/> Long term sufficiency (beyond 3 weeks) <input type="checkbox"/> Inf. unavailable	
21. Do people have enough water containers of appropriate size and type?		<input type="checkbox"/> None <input type="checkbox"/> A few <input type="checkbox"/> Some <input type="checkbox"/> Many <input type="checkbox"/> Inf. unavailable	
22. What are the current excreta disposal practices?	Pre disaster		Post disaster
	<input type="checkbox"/> Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines		<input type="checkbox"/> Open Areas <input type="checkbox"/> Household/ <input type="checkbox"/> Community Latrines
23. Is the water source contaminated or at risk of contamination		<input type="checkbox"/> Yes <input type="checkbox"/> No	
24. What was the practice on menstrual hygiene pre disaster? and do they still have access to them (ask women and girls/ANM/AWW/ASHA worker)?		<input type="checkbox"/> Cloth <input type="checkbox"/> Sanitary Napkins <input type="checkbox"/> Any other <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Any Other	
Comments/ Suggestions/ Additional Information:			
C. SHELTER			
25. Total no. of shelter damage (approx.)		Fully	Partially
			No damage
26. What is the status of the household?		<input type="checkbox"/> Permanent resident excluding returnee <input type="checkbox"/> Returnee <input type="checkbox"/> IDP <input type="checkbox"/> Refugee <input type="checkbox"/> Inf. unavailable	
27. How long will they stay out from their own house?			
28. Are they planning to go back to their original site/home?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
29. Are the relief camps accessible to Person with Disability?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
30. Number of HH in need of immediate shelter?			
31. What was your house made of in the original place ? before displacement.		<input type="checkbox"/> Concrete House <input type="checkbox"/> Mud house <input type="checkbox"/> Other	
32. What are the exposure elements that concern you?		<input type="checkbox"/> Rains/Snow <input type="checkbox"/> Cold <input type="checkbox"/> Mosquitos <input type="checkbox"/> Darkness <input type="checkbox"/> Heat <input type="checkbox"/> Snakebites <input type="checkbox"/> Wild Animals <input type="checkbox"/> Others _____	
33. Availability of Non Food Items with families		<input type="checkbox"/> Kitchen Utensils <input type="checkbox"/> hygiene materials <input type="checkbox"/> Cloths <input type="checkbox"/> Stove <input type="checkbox"/> Fuel, <input type="checkbox"/> Blankets <input type="checkbox"/> Bedsheets <input type="checkbox"/> Torch Lights and lighting solutions <input type="checkbox"/> Any other(specify)	

Comments/ Suggestions/ Additional Information:

**D. FOOD, NUTRITION AND LIVELIHOODS**

34. What is the food availability at HHs in the affected area?  
 less than a week     1-3 weeks  
 1 month                       more than a month

35. Are there significant changes in the total amount of food that people are eating since the disaster, on average?	Female	Male	Children
	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable	<input type="checkbox"/> Amount decreased <input type="checkbox"/> Amount same <input type="checkbox"/> Inf. unavailable

36. Do people have access to Govt. programs on food and nutrition (post disaster)? Name them if any  
 AWC     PDS  
 Any other .....

37. Are markets in the affected area functioning and accessible?  
 Fully     Partly     Not functioning     Inf. Unavailable

38. Approximate number of HH whose livestock are affected

39. What is the availability of fodder in the affected area?  
 less than a week     1-3 weeks  
 1 month                       more than a month

40. Which livelihoods are likely to be most affected? (If others, please specify)	For female	For male

Comments/ Suggestions/ Additional Information:

**E. EDUCATION**

41. Are children going to school/ educational institutional post disaster?  
 Yes                                       No

42. If No pls specify the reason (tick all that apply)

<input type="checkbox"/> No teachers <input type="checkbox"/> Infrastructure damage <input type="checkbox"/> Study materials damaged <input type="checkbox"/> Schools used as shelter <input type="checkbox"/> Any other .....	<input type="checkbox"/> No students <input type="checkbox"/> No Midday Meal <input type="checkbox"/> School not accessible <input type="checkbox"/> Inf. Unavailable
--	--

43. How soon will the schools become functional?  
 within 15 days     within 30 days     Beyond 30 days

Comments/ Suggestions/ Additional Information:

**F. HEALTH**

44. Medical/ health facilities/ service providers in the Village are functional?		Pre disaster	Post disaster
	Health Sub-Centers (HSC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Primary Health Centers (PHC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Health camps	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Doctors/Medical In-charge	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Nurses (GNM)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ANM/ ASHA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Informal providers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
56. What are the main reasons for health facilities not functioning post disaster? (If other, please specify)	<input type="checkbox"/> Shortage of staffs <input type="checkbox"/> Damage to building <input type="checkbox"/> Lack of Supplies/medicine <input type="checkbox"/> Fully functional <input type="checkbox"/> Medical equipment/ instruments <input type="checkbox"/> Location if not accessible <input type="checkbox"/> Others (please specify).....		
57. Do people have access to the following health services post disaster?	<input type="checkbox"/> Outpatient consultations <input type="checkbox"/> Antenatal /post natal check ups <input type="checkbox"/> Routine Immunization <input type="checkbox"/> Basic essential obstetric care <input type="checkbox"/> Emergency essential obstetric care/ Institutional delivery <input type="checkbox"/> Don't know		
45. Are there any health concerns as a result of the disaster? (If other, please specify)	<input type="checkbox"/> People injured <input type="checkbox"/> Dead bodies (people/animals) <input type="checkbox"/> Communicable disease <input type="checkbox"/> Ante-natal Care <input type="checkbox"/> Psycho social <input type="checkbox"/> Other.....		
46. No of pregnant women in 7- 8 <sup>th</sup> month of pregnancy?			
Comments/ Suggestions/ Additional Information:			
<b>G. PROTECTION</b>			
47. Are there major protection concerns (select all that apply)- Note: (Inf. NA) Inf. unavailable			
• What are the risks?	<input type="checkbox"/> Sexual abuse <input type="checkbox"/> No domestic violence <input type="checkbox"/> Harmful traditional practices <input type="checkbox"/> Trafficking <input type="checkbox"/> Child abuse and exploitation <input type="checkbox"/> Discrimination (Caste based, related to HIV, gender etc.) <input type="checkbox"/> Inf. NA		
• Breakdown of law and order (looting crime, theft)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inf. NA
• Presence of armed non-state actors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inf. NA
• Violence(s) between members of displaced community and/or host community	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inf. NA
• Threat from host community	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inf. NA
• Forced return or relocation to your own location	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inf. NA
• Do you have threat from other community group in your previous location, in case you return back?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inf. NA
• Are there institutions/children homes in this area that provide care for orphans or separated children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Are there any children in this community who are involved in types of work that are harsh and dangerous for them	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inf. NA
• If yes what kind of services do they provide	<input type="checkbox"/> Day care <input type="checkbox"/> Residential care <input type="checkbox"/> Recreational activities <input type="checkbox"/> Other (specify)		

<ul style="list-style-type: none"> <li>Where do you think the risks of abuse are high/highest for children</li> </ul>	<input type="checkbox"/> At home <input type="checkbox"/> in camp <input type="checkbox"/> in school <input type="checkbox"/> on the way to market <input type="checkbox"/> on the way to school
<ul style="list-style-type: none"> <li>Presence or risk of human trafficking</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Split families (family members separated from others)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Unaccompanied children (registration, family tracing?)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Persons with special needs (i.e. disabilities, elderly, single-headed household, single women)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Discrimination against ethnicity (indigenous peoples)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>No arrangements for the remains of the deceased/ carcasses</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Are Safe and private facilities available for women and girls</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA
<ul style="list-style-type: none"> <li>Whether people have freedom of movement or are forced to stay in danger zones</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. NA

Comments/ Suggestions/ Additional Information:

**H. INFORMATION SOURCES**

**(please indicate the sources of information used in compiling this report)**

<b>Please tick all that apply</b>	<b>#s</b>	<b>Name</b>	<b>Phone Number</b>
<input type="checkbox"/> Affected community respondent(male)			
<input type="checkbox"/> Affected community respondent (female)			
<input type="checkbox"/> Village Parishad Chairman			
<input type="checkbox"/> Village / GP Secretary			
<input type="checkbox"/> Ward Member			
<input type="checkbox"/> Anganwadi Worker			
<input type="checkbox"/> I/NGOs (please name organization)			
<input type="checkbox"/> Direct Observations of assessment team			
<input type="checkbox"/> Philanthropists (please name agency/ Group)			
<input type="checkbox"/> Other.....			

48. Name of Interviewer	<input type="checkbox"/> Female <input type="checkbox"/> Male	Contact Number:
49. Interviewer Organization		
50. Date and time of Interview		

51. Choose Interview type	<input type="checkbox"/> Female FGD <input type="checkbox"/> Male FGD <input type="checkbox"/> Children FGD <input type="checkbox"/> Elderly FGD
52. Type of Community	<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> General <input type="checkbox"/> Minority <input type="checkbox"/> Mixed group
53. Number of Volunteers available in village	
54. Task Force available in village	
Suggestions and recommendation of Interviewer	

**Annex 14 - Rapid needs assessment format for Civil Strife or Conflict situation (District level)**

<b>INDIA – RAPID Needs Assessment Format Phase 1 – Initial Days District Level Assessment Format</b>			<b>To be Used by the Partner Agency To be used at the District Level</b>	
<b>An India Humanitarian Collective Action</b>				
<i>Please put data based on SADD- Sex Age Disaggregated Data</i>				
1. Date of assessment (DD/MM/YY):				
<b>A. AGENCY CONTACT INFORMATION</b>				
<i>Please provide information of the contact person from the agency</i>				
2. Name of the Agency				
3. Address:				
4. Focal Point		5. Contact Numbers		
6. Designation		7. E-Mail		
8. Website		9. Twitter @		
<b>B. BASIC INFORMATION</b>				
10. Name of the District:				11. Total population of the Village(s):
12. Name of the Block:				Total:
13. Names of the Gram panchayats/ Halket :				Male:
				Female:
14. Names of Villages <sup>9</sup>				ST:
				SC:
<b>C. DISASTER EVENT</b>				
15. Date and time of disaster/start of disaster (If it can be specified):				
16. Type of disaster: (If other, please specify)		<input type="checkbox"/> Cyclone <input type="checkbox"/> Flood <input type="checkbox"/> Water-logging <input type="checkbox"/> Landslide <input type="checkbox"/> Tsunami <input type="checkbox"/> Cold Wave <input type="checkbox"/> Earthquake <input type="checkbox"/> Wind storm/Tornado <input type="checkbox"/> Lightning <input type="checkbox"/> Epidemic/Outbreak <input type="checkbox"/> Avalanche/ Snowstorm <input type="checkbox"/> Drought <input type="checkbox"/> Heat Wave <input type="checkbox"/> Conflicts <input type="checkbox"/> Road Accidents <input type="checkbox"/> Other.....		
17. Category of the area affected by the disaster (Predominantly):		<input type="checkbox"/> Urban-City/ Town <input type="checkbox"/> Rural/Village		18. Description of the area affected by the disaster (Predominantly):
				<input type="checkbox"/> Coastal <input type="checkbox"/> Hilly <input type="checkbox"/> Island <input type="checkbox"/> Flood plain <input type="checkbox"/> _____
19. Total no. of blocks affected				
20. Most severely affected blocks with percentage (Please		Blocks Name		Population affected %

<sup>9</sup> Please add the GP/ village list and the demographic details as annexure



tick one per category): <input type="checkbox"/> 0% = None <input type="checkbox"/> 1-25% (Up to approximately ¼ of the population) <input type="checkbox"/> 26-50% (Between ¼ and ½ of the population) <input type="checkbox"/> 50% - 100% (More than ½ of the population)			
21. Total no. of Gram Panchayats affected			
22. Approximately how many people are dead? Only fill out if known (disaggregated data if possible)	23. Approximately how many people are missing? Only fill out if known (disaggregated data if possible)	24. Approximately how many people are injured? Only fill out if known (disaggregated data if possible)	25. Approximately how many people have been displaced? Only fill out if known (disaggregated data if possible)
26. If yes? Displaced to where?			
27. Where are people living in the affected villages since the disaster? (Tick all that apply; If other, please specify)	<input type="checkbox"/> Spontaneous settlement (outside homes/ in clusters on high lands) <input type="checkbox"/> Pre-disaster location (original home) <input type="checkbox"/> Collective center/public building / community structures <input type="checkbox"/> Pre-disaster location (original village, but not original home, house damaged) <input type="checkbox"/> Formal Camps <input type="checkbox"/> Other.....		
28. How many camps are operational in the district	Run By	Numbers	People residing
	Govt Run		
	NGO run		
	Informal		
29. Has accessibility to the affected area been reduced by the disaster?		30. Type of accessibility reduced: (If other, please specify)	
<input type="checkbox"/> Not accessible <input type="checkbox"/> partially <input type="checkbox"/> accessible		<input type="checkbox"/> Road <input type="checkbox"/> Telecommunications <input type="checkbox"/> Bridge <input type="checkbox"/> Market <input type="checkbox"/> Power/ Electricity <input type="checkbox"/> Other.....	
31. How many livestock are affected by disaster? (Please tick one category): <input type="checkbox"/> 0% = None 1-25% (Up to approximately ¼ of the population) <input type="checkbox"/> 26-50% (Between ¼ and ½ of the population) <input type="checkbox"/> 50% - 100% (More than ½ of the population)		32. Provide details of the livestock losses Dead _____ Missing _____ Injured _____ Displaced _____	
<b>D. POST DISASTER SCENARIO DEVELOPMENT</b>			
33. What are the present conditions: (If other, please specify)		<input type="checkbox"/> Normal <input type="checkbox"/> Hostile <input type="checkbox"/> Other.....	
34. In the coming two weeks, the situation in the disaster affected area is most likely to:		<input type="checkbox"/> Stay the same <input type="checkbox"/> Improve <input type="checkbox"/> Worsen	
35. What factors could make the situation for affected people worse? (If other, please specify)		<input type="checkbox"/> Caste/ ethnic violence <input type="checkbox"/> security concerns <input type="checkbox"/> Gender based violence <input type="checkbox"/> Human trafficking <input type="checkbox"/> Other.....	

36. Health Facilities at district level:			
No. of Doctor		Facilities available in the hospital	
No. of paramedical staff			
Functional blood banks			
OT (operation theatre)			
Ward Facilities			

**E. AVAILABLE RESOURCES, COPING STRATEGIES AND SUPPORT REQUIRED**

37. Outline resources available at the district level in the following sectors:

Sector	Is extra assistance required?	Comment on what assistance is required.
y) WASH	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
z) Shelter and non-food items	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
aa) Food	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
bb) Livelihoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
cc) Education	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
dd) Health	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
ee) Protection ( Gender Based Violence, Dalit issues and children)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	
ff) Nutrition -relates to Sufficiency etc	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inf. unavailable	

38. How many NGOs are working in the district?

39. How would the assessment team describe the immediate overall relief needs in this District (needs in coming days and weeks):

Serious need of assistance  
 Some need of assistance  
 Needs can be managed with resources available at Gram Panchyat/ Block level

40. Which appear to be the highest priority for immediate assistance? (rank up to, but no more than three)	Water	Sanitation
	Shelter	Bedding and blankets
	Clothing	Food (nutrition?)
	Livelihoods	Education
	Livestock	Protection/security?
	Health	

41. How would you describe the recovery needs in this District (needs in coming three or more months):

- Serious need of assistance
- Some need of assistance
- Block/ GP and communities coping strategies will be enough

Any further comments or observations:

Sources of information and data: