

For 'new-line' in text fields pres [ALT] and [ENTER] keys on keyboard (do not insert spaces to create line shift)  
Please do not change the format of the form (including name of page) as this may prevent proper registration of project data.



For new proposals, please complete the tab for 'Project Document', 'Budget' and 'Locations'

## Project Document

### 1. COVER (to be completed by organization submitting the proposal)

(A) Organization*	Danish Refugee Council (DRC)			
(B) Type of Organization*	<input type="checkbox"/> UN Agency <input checked="" type="checkbox"/> International <input type="checkbox"/> Local NGO			
(C) Project Title*	Emergency shelter response for fire affected IDPs in Bossaso IDP settlements			
Please use a precise and informative title that accurately reflects the project.				
(D) CAP Project Code	N/A	Not required for Emergency Reserve proposals outside of CAP.		
(E) CAP Project Ranking	please select	Required for proposals during Standard Allocations.		
(F) CHF Funding Window*	Emergency Reserve			
(G) CAP Budget	\$ -	Must be equal to total amount requested in current CAP.		
(H) Amount Request*	\$ 79,048.75	Equals total amount in budget. Grey cells are completed automatically.		
(I) Project Duration*	3 months	No longer than 6 months for proposals to the Emergency Reserve.		
(J) Primary Cluster*	Shelter			
(K) Secondary Cluster	Protection	Only indicate a secondary cluster for multi-cluster projects.		
(L) Beneficiaries	Total*	Men	Women	Children under 18
	9240	2234	2839	4167
As part of the beneficiaries, list any other groups of relevance (e.g. children under 5, IDPs, pastoralists)				
	People in HE	People in AFLC	Indicate group name	Indicate group name
(M) Location	Region(s) and District(s) only, precise locations should be annexed			
	<input type="checkbox"/> Awdal <input type="checkbox"/> Bay <input type="checkbox"/> Gedo <input type="checkbox"/> L. Juba <input type="checkbox"/> M. Juba <input type="checkbox"/> Mudug <input type="checkbox"/> Sanaag <input type="checkbox"/> Togdheer <input type="checkbox"/> Bakool <input checked="" type="checkbox"/> Galgaduud <input type="checkbox"/> Hiraa <input type="checkbox"/> L. Shabelle <input type="checkbox"/> M. Shabelle <input type="checkbox"/> Nugaal <input type="checkbox"/> Sool <input type="checkbox"/> W. Galbeed			
(N) Implementing Partners (List name, acronym and budget)	1	Danish Refugee Council (DRC)	Budget:	\$ 74,849
	2		Budget:	\$ -
	3		Budget:	\$ -
<b>(O) Focal Point and Details - Provide details on agency and Cluster focal point for the project (name, email, phone).</b>				
Agency focal point for project:	Name:	Peter Klansoe	Title:	Regional Director, Horn of Africa & Yemen
	Email:	<a href="mailto:peter.klansoe@drc.dk">peter.klansoe@drc.dk</a>	Phone: *	=Interim Report/IB58/158
	Address:	Danish Refugee Council, Lower Kabete Road (Ngecha Junction), 00800 Westlands, Nairobi, Kenya		

### 3. BACKGROUND AND NEEDS ANALYSIS (please adjust row size as needed)

(A) Describe the project rationale based on identified issues, describe the humanitarian situation in the area, and list groups consulted.*	Bossaso town hosts the largest number of Internally Displaced Persons (IDPs) in Puntland with 26 official IDPs camps. The total number of IDPs is 49,215. The security situation in Bossaso has deteriorated during the April - July 2011 period leading to increased protection concerns among IDPs, who live in deplorable conditions. Inadequate protection interventions targeting IDPs has affected their capacity to access habitable shelter, livelihood opportunities and adequate security. In July 2010, over 900 IDPs were deported to from Bossaso to South Central by the Puntland government. During the same period, five IDPs settlements experienced fire outbreaks leaving 1,540 families homeless. This situation raises serious protection concerns given the current summer season, which is characterised by strong monsoon winds and extremely hot weather. Affected IDPs, UNOCHA, UNICEF, UNHCR, WFP, local authorities, government representatives, cluster members and members of the NGO Consortium have met, consulted and discussed how best to assist the affected families.
(B) Describe in detail the capacities and needs in the proposed project locations. List any baseline data. If necessary, attach a table with information for each location.*	In July 2010, Bossaso IDP settlements experienced the worst fire outbreaks during the year. Five IDPs settlements were affected leaving 1,540 households homeless. Affected households do not have the capacity to re-build their temporary make-shift shelters. Women are the most affected. Many households are headed by women and children following the massive deportation of young men between the ages of 25 - 40 years from Bossaso to South Central Somalia. Other protection concerns include sexual and gender based violence, child labour and prostitution in a bid to earn income to meet basic needs. On 02/08/2010 the IWG conducted a rapid assessment in 5 IDPs settlements - 100 bush, 55 bush, 10 bush, Biyo Kulule and Bulo Elay and the team identified all humanitarian gaps on the ground. Emergency shelter for IDPs remain the most urgent need as highlighted during a meeting of the all stakeholders. No organization is assisting IDPs with emergency shelter, a reason why DRC in close consultation with UNOCHA is requesting for funds to fill this gap for the homeless families.
(C) List and describe the activities that your organization is currently implementing to address these needs.	Currently, Danish Refugee Council has been trucking water for all the fire affected families, enhancing access to water for 1,540 households. In addition, it has participated in the interagency needs assessment led by UNOCHA and provided relevant inputs to other agencies who are currently providing different forms of assistance. DRC is also undertaking the necessary preparatory work as it awaits the approval of this emergency proposal, which include, identification of potential vendors for the proposed building sticks and plastic ropes.

### 4. LOGICAL FRAMEWORK (to be completed by organization)

(A) Objective*	Support 1,540 Fire Affected IDP Households in Bossaso to re-build their transitional shelters.
(B) Outcome 1*	1,540 IDP fire affected households in Bossaso receive shelter construction materials.
(C) Activity 1.1*	Purchase and procurement of 3,100 bundles of wooden sticks, 3,100 sisal/plastic ropes and 3,100 toolkits for 1,540 IDP households.
(D) Activity 1.2	Distribution of shelter construction materials to 1,540 IDP households.

(E) Activity 1.3	Supervision and monitoring of transitional shelter construction/rehabilitation.		
(F) Indicator 1.1*	Logistics	Number of bundles of wooden sticks procured and used for construction	<b>Target:*</b> 3,100
		Number of sisal/ plastic ropes procured and used for construction	<b>Target:</b> 3,100
		Number of tool kits procured and distributed	<b>Target:</b> 3,100
(G) Indicator 1.2	Shelter	No of transitional shelters constructed/rehabilitated and in use	<b>Target:</b> 1,540
	Shelter	Weekly and monthly progress reports, and post-distribution reports prepared and shared with stakeholders	<b>Target:</b> Weekly, monthly and post-distribution reports
(H) Indicator 1.3			
<b>(I) Outcome 2</b>	Build the capacity of 15 persons (10 field marshalls and 5 settlement leaders) on fire-fighting		
(J) Activity 2.1	Conduct training for 15 persons on fire-fighting		
(K) Activity 2.2	Procurement and distribution 50 fire beaters, 50 buckets, 5 loads of sand, 15 whistles, 15 jackets, 15 torches		
(L) Activity 2.3	Monitoring and evaluation of fire-fighting preparedness		
(M) Indicator 2.1	Logistics	Number of persons trained on fire-fighting	<b>Target:</b> 75
		Number of fire beaters (250) and buckets (250) procured and distributed	<b>Target:</b> 500
		Number of whistles (75), jackets (75) and torches (75) procured and distributed	<b>Target:</b> 225
(N) Indicator 2.2	Logistics	Loads of sand procured and distributed	<b>Target:</b> 25
(O) Indicator 2.3	Shelter	Training report and monthly fire-fighting demos	<b>Target:</b> 12
<b>(P) Outcome 3</b>			
(Q) Activity 3.1			
(R) Activity 3.2			
(S) Activity 3.3			
(T) Indicator 3.1	please select		<b>Target:</b>
(U) Indicator 3.2	please select		<b>Target:</b>
(V) Indicator 3.3	please select		<b>Target:</b>
<b>(W) Implementation Plan*</b> Describe how you plan to implement these activities	<p>The planned steps are discussed below:- (1). Conduct a verification exercise for all affected 1,540 families in consultation with other shelter cluster members and local authorities. (2). Identify a vendor to purchase the required construction materials using DRC procurement procedures. (3) Purchase of 3,100 bundles of wooden sticks. (4) Purchase 3,100 sisal/plastic ropes, (5) Purchase of digging hand tools composed of 310 borers and 310 shovels. (6) Distribution of all Shelter maintenance materials such as wooden sticks, ropes, digging tools. (7) Monitoring and supervision of shelter maintenance activities. (8) Training of 15 persons on fire-fighting (9) Preparation of a report. IDP Camps Targeted - 100 Bush (821 HH), 55 Bush (74 HH), 10 Bush (126 HH), Biyo Kulule (238 HH), Buulo Elay (281 HH). Existing capacity will be utilized to implement the project, as the protection and advocacy department in DRC Puntland has the capacity and experience in implementing emergency shelter response projects. For this particular response, the project will be supervised by the department's Coordinator and Program Officer. Additional staffing costs are premised on the fact that existing staff will devote a percentage of their time to ensure efficient and effective implementation of this project. These include: Advocacy and Protection coordinator spending 50% of their time for one month, Shelter Officer devoting 50% of their time for three months, one Community Development Worker will dedicate 100% of their time for three months, one Procurement Assistant and Procurement Officer devoting 30% of their time each for one month. Expatriate field staff will include a Chief Engineer, Documentation, Monitoring and Evaluation Officer who will spend 30% of their time for one and three months respectively. The Program Manager will dedicate 10% of their time to this project. Staff supporting the project implementation, accountability and reporting include the Grants Manager (5% per month for 3 months), the Financial Controller (10% per month for 3 months) and the Human Resources Manager (5% per month for 3 months).</p>		

## 5. MONITORING AND EVALUATION (to be completed by organization)

**(A)** Describe how you will monitor, evaluate and report on your project activities and achievements, including the frequency of monitoring, methodology (site visits, observations, remote monitoring, external evaluation, etc.), and monitoring tools (reports, statistics, photographs, etc.). Also describe how findings will be used to adapt the project implementation strategy.

Monitoring and evaluation will be part of the project cycle management and shall be conducted throughout the whole period with high intensity commencing immediately after distribution of the shelter materials till completion of the project. Before commencement of the project, DRC will meet all stakeholders including beneficiaries, local authorities, opinion leaders UN agencies and other INGOs and LNGOs to share the project objectives and expected outcomes. A project implementation plan (PIP) and monitoring and evaluation plan (MEP) will then be developed to act guiding references of the performance and quality measurement. The PIP and MEP will also be used to define the necessary steps and standards for the project as well as benchmarks for measuring the outcome and quality of the project on completion. During implementation of the project, focus group discussions (FGD) and key informants' interviews (KII) will be conducted with settlement leadership and beneficiaries to ensure that the project is on schedule and is being implemented to the expectations of all stakeholders. Feedback on the process and quality of implementation will be sought and incorporated in subsequent activities.

The Protection and Advocacy Coordinator and the Shelter Officer will monitor progress of the activities on a weekly basis, based on a monitoring and evaluation checklist derived from the PIP and MEP. The shelter officer will prepare weekly and monthly reports on the plans versus the achievements with proper justification of any deviation in project's performance.

Quality of programme delivery will be monitored bi-weekly by the Program Manager, Chief Engineer and the Documentation, Monitoring and Evaluation Officer. A summary of this monitoring will be reflected in the end project report. Compliance of the benchmarks of Humanitarian Accountability Partnership (HAP) will be monitored in all the steps of this project. This will be done with the support of the DRC Programme Officer in charge of HAP, the Regional Grant Manager, Financial Controller and the Human Resources Manager. All the processes and activities will be properly documented and also reported according to the CHF reporting requirements. Any relevant illustrations shall be done using photographs or annexes of reports. An end project survey will be carried out by DRC, the beneficiaries and relevant stakeholders. This report will reflect on the impact on targeted communities.

Activity	Timeframe					
	Please select 'weeks' for projects up to 6 months, and 'months' for projects up to 12 months					
	Week 1-4	Week 5-8	Week 9-12	Week 13-16	Week 17-20	Week 20-24
Materials 1.1* procurement	XXX					
Materials transportation 1.2	XX	X				
Materials 1.3 distribution		XXX				
Monitoring and 2.1 Supervision		XXX	XXX			
2.2						
2.3						
3.1						
3.2						
3.3						

**6. OTHER INFORMATION (to be completed by organization)**

<p><b>(A) Coordination with other activities in project area</b></p> <p>List any other activities by your or any other organizations, in particular those in the same cluster, and describe how you will coordinate your proposed activities with them</p>	<b>Organization</b>	<b>Activity</b>		
	1 UNOCHA	Sharing of information and progress on regular basis.		
	2 INGOs in Shelter/NFcluster	Coordination of interventions, information and experience sharing		
	3 UNICEF/UNHCR	Provision of plastic sheets		
	4 UNHCR	Provision of sanitary pads		
	5 UNICEF	Psycho social support and added support to MCHs		
	6 UNICEF	Repair of damaged latrine doors, hygiene and sanitation awareness		
	7 WFP	One month half-ration GFD		
	8			
	9			
10				
<p><b>(B) Cross-Cutting Themes</b></p> <p>Please indicate if the project supports a Cross-Cutting theme(s) and briefly describe how. Refer to Cross-Cutting respective guidance note</p>	<b>Cross-Cutting Themes (Yes/No)</b>	<b>Outline how the project supports the selected Cross-Cutting Themes.</b>	<b>Write activity number(s) from section 4 that supports Cross-Cutting theme.</b>	
	<b>Gender</b>	Yes	Women headed most vulnerable households will be given first priority during the	1.2, 1.3
	<b>Capacity Buil</b>	Yes	This being an emergency response, needs will be identified and appropriate	1.3