

Template of Narrative Report

- Interim Narrative Report
 Final Narrative Report

Report Date:
30.10.2014

Title of Project	SAHAYATA			KTR <u>301039</u>
Country / Region / Place	India	State of Odhisa	Khurdaand Puri Districts	
Start Date	25.08.2014	Period / End:	24.10.2014	
Project Volume Applied For € 5000 (INR 395900)	Sum Already Received € 4500 (INR 346466.25)		Of Which Already Spent € xxxx(INR 397751)	
Project duration	25.08.2014	24.10.2014		
Contracting NGO/Project Partner	<p>Name: DARABAR SAHITYA SANSAD(DSS)</p> <p>Address:At- Sodhua, Po-Dalakasoti, Via-Balipatana Dist- Khurda, Orissa,India PIN- 752102</p> <p>Tel: 91 674 2468744 / 91 9861022440 Email: darbar4@rediffmail.com</p>			
Summary				
<p>Nature of the project : Disaster Response and Relief</p> <p>Name of project: "SAHAYATA" Helping to reduce suffering of 1100 flood affected families in Odisha.</p> <p>Area: 12 villages in Kotakosanga GP of Nimapara block of Puri district, and Kuranjipur GP of Balipatana block of Khordhadist.Orissa,India</p>				
District	Block	GP	Village	
Puri	Nimapada	Kothakusanga	Bakugram	
			Kothakusanga	
			Kasia sasan	
			Sanasirubila	
			Berunha	
			Balipada	
			Resinga	
			Bandhapada	
			Kerandia bindha	
			Jainabad	

Khordha	Balipatana	Kuranjipur	Sanamachhapur
			Dalakasoti

The project villages are situated in low lying deltaic coastal plains of Mahanadi basin in Orissa state. The people mainly belong to agrarian class. Due to flood prone nature of the area the agriculture is always at risk. During last two decades 11 major floods have occurred causing enough damage, especially crop loss, loss of houses and livelihood, loss of infrastructure etc. This has resulted in food insecurity, livelihood insecurity, large scale distress sale and indebtedness of the community. Migration has emerged as a coping phenomenon of the community, where large scale migration(around 50 to 60%) take place from the area. The nature of migration is mainly illegal, unregistered and unsafe. Although it brings money to the economy, still has large scale deprivations on the grounds of poor human right status, poor social security status and poor psycho social health of the women in migrant families.

Govt has not attempted in a big way by promoting large scale livelihood coping mechanisms till date. It has done some work for draining out the flood waters to the sea by opening river mouths, digging drainage channels etc. But lot to be needed in the front of livelihood coping mechanisms as well as community based preparedness activities.

Target group / Beneficiaries

The project was implemented in 12 villages of Kotakosanga Gram panchayat of Nimapara block of Puri district and Kuranjipur gram panchayat of Balipatana block of Khordha district, Orissa(India). A location map annexed. The population affected comprise 21% scheduled castes and above 60% BPLs. There are no scheduled tribes in the area.

Initially DSS proposed for 40 villages which were severely affected. Those villages included the programme villages of AWO / Madhyam supported livelihood project area. But considering available resources of upto 5000 euro, AWO advised to restrict the programme area to AWO supported(livelihood project) area only.

DSS tried it's best to limit the response to the AWO supported(livelihood project) villages which were 12 in Nimapara block of Puri district. While making initial assessment DSS selected some 10 villages from the AWO supported(Livelihood project) area which were most affected and left 2 villages which were not badly affected. In addition to that, 10 villages DSS selected 2 more villages from Kuranjipurpanchayat of Balipatana block of khordha district, which were badly affected and also come under MKSP/NRLM/Madhyam project area, which are also considered as co-funding project with AWO supported(Livelihood) project. Thus, DSS selected the villages from the existing project area as well which are severely affected.

DSS selected 1100 households which were severely affected by flood by selecting the criteria like

- i) Whose house was under water for more than 3 days
- ii) Who could not cook for at least for 3 days
- iii) Whose house was damaged(fully/partially)
- iv) Women headed households
- v) Land less labour, small and marginal farmer
- vi) Whose farm fields and crop was severely affected / washed away.

The targeted 1100 households covered 6750 population directly with food and WATSAN support.

Under Food and WATSAN support each family(household) received 2 kg Flattened rice, one kg sugar, 500 ml cooking oil, one kg dal, 2 pieces of soaps, 6 pieces(one packet) of sanitary napkins. Secondly each village was supplied with one packet of bleaching powder to clean the village surroundings and drinking water sources. Thirdly different categories of beneficiaries like women, children, youth and general were targeted with hand washing training and demonstrations.

Problem analysis and target group analysis (causal connexion of circumstances leading to a problem to be addressed by the project)

The project villages are situated in low lying deltaic coastal plains of Mahanadi basin in Orissa state. The people mainly belong to agrarian class. Due to floodprone nature of the area the agriculture is always at risk. During last decade 5 major floods have occurred causing enough damage, especially

crop loss. This resulted in large scale migration from the area.

The Floods this year:

Heavy rains since 1st week of August resulted in flooding large areas of state of Orissa. All major river systems in Orissa had caused the floods, the largest out of that is Mahanadi system. First of all heavy rains occurred in Chhatigarh, the upstream of Hirakud dam, which forced the dam authorities to open 55 gates of the dam discharging 10 lakh cusecs of water for 3 a days at a stretch. Secondly 3 major tributaries of Mahanadi contributed large amount of water due to rains in downstream. This caused rise in water level in delta area of Mahanadi where distributaries were overflowing, making number of breaches on the embankments. After 7 days the water level in rivers are steady and shows the signs of receding. But the misery of thousands of marooned families continued and some of the villages were still marooned.

Thousands of households were affected by floods. Since people in the area were used to floods and this was not flash flood for them, they took their time to shift to safer places. It took around two days to get a village to submerge completely disrupting the road communication.

People from low laying parts of villages had shifted to nearby villages which were situated in higher lands. Many of them had taken shelter in school buildings on higher areas and some are on the canal embankments. Some stayed back in the villages on roof tops of pucca buildings, but totally cut off.

The government relief came to villages very late (after 3 days of submergence) and was very less in quantity compared to need. Since there was difficulty in cooking(no fire wood), people could not cook also. They managed with the dry food stock they had and tried to manage from neighbours. Immediate dry food supply was an immediate need.

Drinking water was a big problem as all the wells and tube wells had been submerged. There was every likelihood of people being affected by contaminated water. Since they defecated in the same water for days together, it was obvious that health hazard was going to happen. There was the issue of ensuring supplying clean drinking water in the area.

Ensuring fodder for animals was a big issue. As all land are submerged, there was acute shortage of fodder for animals now and the same situation would prevail for long period, until unless out side supply was ensured. Animals sharing the same living place with internally displaced population, was also another probability for health hazards.

The project proposed to address 3 basic needs of the affected community which topped the priority list. The DSS team have interacted with the affected community who had expressed and prioritised the need.

1. Dry food assistance for immediate feeding
2. Drinking water and sanitation

These components were planned and intended to help the affected community to come out of the emergency and help reduce their physical vulnerability to emergency.

Project preparations: (needs assessment, field coordination, procurement, recruitment)

DSS had the experience of working in disasters for last a decade. It's disaster unit was closely monitoring the floods since it's forecast by weather department and govt during the consecutive depressions in Bay of Bengal. The situation of Hirakud dam on river Mahanadi was closely monitored. The water discharge from dam, daily rains and the future forecast was also monitored.

DSS team was alert and started the field assessment(rapid assessment) in 5 districts within 3 days starting on 4th August 2014. including Puri and Khordha. While sharing the information with government and international humanitarian agencies, it also started writing proposals, assessing supplies and coordinating with others. At the same time the initial response team also started responding with biscuits and water pouches in most affected and marooned villages of Puri and Khordha out of DSS's own fund.

Finally the proposal was accepted by AWO for funding for a response in existing(AWO supported livelihood project) 12 target villages. Once the COC was signed the response team was formed for the project and they started the ground work. .

The procurement was conducted using the procurement policy of the DSS. The main features were like

having a procurement committee, inviting tenders/ quotations(minimum 3), examining them and finalising the supplier on the basis of lowest quote and placing purchase order to the finalist.

The relief goods were supplied to central warehouse, which was situated in DSS head office, considering the safety and security of the items.

Implementation (Objectives, Results, Activities)

To achieve the result of the project different activities were conducted. Fore most coordination with the stake holder was ensure and was done at feild level and from DSS head office at Sodhua. It was also quite challenging to enter into the villages due to high flood water initially and continuous rains afterwards. The team used boats during initial assessment and early response.

Then the following process was followed for distribution.

- The project staff with volunteers conducted village level meetings(with whom) and finalised the list of beneficiaries using the criteria described overleaf.
- Distribution tokens were issued to selected beneficiaries with date of distribution.
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- On the particular date specific quantity for a village was despatched from central warehouse to particular village distribution centre preferable a community/ school building.
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- DSS staff and volunteers with presence of village leaders, panchayat representatives and cooperative leaders, distributed the specific items one by one.
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- Simultaneously a small team also educated/ demonstrated the “hand washing” to different categories of the community like school children, women, men etc.
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- Women volunteers went to households and educated the women on menstrual health and distributed sanitary napkin kits. Especially the young and adolescent girls were taught the basics.
- There was a display on the banner at the place of distribution displaying the village name, the date of distribution and the quantities of each item distributed per family.
- Bleaching powder packets were distributed in villages. The volunteers of DSS demonstrated the well and tube well purification by chlorination. Secondly they also mobilised villagers to apply bleaching powders to waste water channels and garbage dumps.
- There was a complain cum suggestion box where villagers could drop their complains and suggestions. This could guide DSS to rectify different aspects of relief distribution further.

Primary Objective (Intended Impact)

To bring relief to some of the worst affected 1,100 families in 12 villages in flood affected area.

Secondary Objective (Defined Outcomes)

- a.To meet the short term food need of 1,100 households severely affected by floods.
- b. To help improve the water & sanitation and personal hygiene condition of the families.

Results Achieved (Outputs and Use of Outputs)

- Basic food supplies(Two kg flattened rice, one kg sugar, one kg dal, 500 ml cooking oil) distributed to 1100 severely flood affected families who meet their immediate food need. Up to a fortnight after the flood hit, the affected families could not cook because their houses were

under water for a week and the woven was wet and was not fit for cooking. During this period the families needed readymade food like flattened rice and sugar, biscuits, bread etc. The project supplied flattened rice and sugar which met the immediate food need of the affected community. This also helped reducing health risk due to food need. A case study annexed.

- WATSAN materials consisting 2 pieces of soaps and 1 packet containing 6 pieces of sanitary napkins were distributed per family.
- Hand washing demos were conducted in 9 villages targeting women groups, school children and menfolk.
- Thirdly bleaching powders were applied to on polluted water channels, garbage dumps and near the drinking water sources. Fourthly DSS volunteers chlorinated the tube wells and open wells to purify the drinking water sources.

All these activities helped reducing the health risk emerged out of the flood. This not only reduced health risk, but also helped the communities adopting good personal hygiene behavior which will help them in normal time as well as during future disasters.

Activities Carried Out

- Initially the project team was formed taking 9 manpower out of which 6 were supported under this project on 25th august 2014.
- Beneficiary targeting was conducted for a week at village level for 1100 most affected households. The project staff with volunteers conducted village level meetings and finalised the list of beneficiaries using the criteria described overleaf.
- Distribution tokens were issued to selected beneficiaries with date of distribution.
- On the particular date(from 1st September to 15th September 2014) specific quantity for a village was despatched from central warehouse to particular village distribution centre preferable a community/ school building.
- DSS staff and volunteers with presence of village leaders, panchayat representatives and cooperative leaders, distributed the specific items one by one.
- Simultaneously a small team also educated/ demonstrated the “hand washing” to different categories of the community like school children, women, men etc.
- Women volunteers went to households and educated the women on menstrual health and distributed sanitary napkin kits. Especially the young and adolescent girls were taught the basics.
- There was a display on the banner at the place of distribution displaying the village name, the date of distribution and the quantities of each item distributed per family.
- There was a complain cum suggestion box where villagers could drop their complains and suggestions. This could guide DSS to rectify different aspects of relief distribution further.
- Field monitoring was conducted by senior management and project head every alternate day. The CEO conducted 2 field visits during the distribution.
- Reporting of the distribution and other activities were done by CEO and project head.

Implementation Difficulties / Problems encountered during implementation and solutions

- The Response was delayed (one week to 10 days) due to delay in
 - » Resource mobilisation
 - » Coordination
 - » Lack of contingent fund at DSS
 - » Pre positioned stock at DSS

Due to flood water and rains, DSS staff could not venture in to cut off villages for 2/3 days, because very

few boats were available in the field.

Due to delay in resource mobilisation(confirmation), the response was delayed for one week. The materials could have more utility at the time of critical period.

The project funding had insufficient admin budget in terms of field travel, staff and visibility etc.

It was good that AWO advised to do some extension/ capacity building in the field of health and sanitation, which DSS could do to some extent. But it could have done more impactfully if DSS staff had that orientation earlier and also some earmarked funds for that were allocated in the budget.

Above all DSS could not comply with the minimum standards of humanitarian response because of the target number and available funds. There are other aspects to it like Govt package, which is very small. So it was a difficult question to answer during that critical period that whether to go for a standard sized kit for a few target households(with given budget) or to cover a comparatively larger number of households(in the same geography and under same project area) with a small sized kit, even larger than Govt kit.

However it was a learning for DSS to shape the future disaster response programmes trying as much as to standardise as per sphere standard.

Monitoring and Evaluation (Method, frequency)

1. The project head was monitoring the field every day looking at beneficiary selection, token issue, distribution, quantity, complain and suggestion, hand washing, village cleaning, tube well purification etc. The method used was physical verification, interaction with beneficiary, interaction with the male and women groups. He has also instructed the staff and volunteers on the field itself for taking correctional measures. Every morning he was conducting a short meeting with all staff and volunteers and discussed on his observations, findings from last day. The complains and feed backs were reviewed and correctional measures were taken. The main complains were on exclusion issues. Almost all complainants complained that they have been excluded. As correctional measures DSS staff and volunteers again rechecked the list of beneficiaries with the village committee and reconfirmed the number. In no case it was found that there was a case of exclusion as per agreed selection criteria. Similarly there were number of telephone calls which were attended regularly and village visits were intensified to recheck the complains. This process took longer time to finalise the distribution list at DSS.
2. The CEO was monitoring the field operation, procurement , stock, accounts every week.
3. AWO team monitored the project on 14th and 15th October 2014.

Lessons learnt

- Community participation at all levels of any programme is key for success of the programme.
- Timeliness and appropriateness of the response ensures effectiveness. During this response, DSS was little behind the time(one week). Although DSS thought of proposing an alteration, again it thought that it would be more time consuming to get it approved and finally delivering to community. Thus it stuck to the original proposal.
- DSS could plan and distribute right kind of materials, but it felt that the quantity was less compared to a standard.
- Women and children are potential agents for success. During the response they were the main change agents in the community in health and sanitation education. Hand washing demos were most successful in case of school children and women. DSS learnt that with long years of disaster response, it should have got it's team trained in health and hygiene and basic sanitation techniques.
- Chlorination of wells and tube wells could have been started little earlier not waiting for the food distribution so that clean drinking water could be available to community a week earlier. The disaster unit of DSS will include WATSAN in it's contingency plan with a small contingent fund for future disasters.
- Beneficiary selection has always a challenge for the implementing partner like DSS on the field. It has been difficult to convince the community on targeting the most vulnerable when every family was affected. It requires a strong and understanding community to understand the situation of scarce resources and it's effective use. But in the present time all our Govt sponsored development works implemented by decentralised decision makers(Panchayatiraj

institutions) which not only believe in “equality” in approach but also practice the equal benefit to all, rich and poor alike. Govt relief is also distributed equally. So it is not only challenging for NGO to operate, but sometimes becomes almost impossible. During the present response DSS tried to make targeting as proper as possible through series of discussions with villagers and institutions like Cooperative and SHGs. DSS felt that if a prior preparedness programme was done, then the targeting could have been much easier and time saving.

- Livelihood restoration is more needed than a delayed relief. But it is quite challenging to bring balance between the changing time and emerging need amidst scarce resources with more demand. Above all DSS need to bring the balance in a situation where decision making is also little time taking.
- Longer term development activities with DRR features and CBDP activities could lessen the risk and vulnerability of communities.

Alterations Required from Project Plan

Alteration was required due to little delay in response. DSS proposed for food distribution(dry and cooking both). But by the time the actual distribution started, the community needed raw food materials the most. Dry food was of less importance compared to raw food materials. So a change in budget line was felt. But anticipating a lengthy procedure for getting the changes approved, DSS abandoned the idea. Because due to delay in changing, new need could have emerged.

Visibility, Media response

DSS undertook following measures to ensure visibility and media response.

1. At each distribution site, a banner was displayed showing the DSS and AWO name and logo, the name of village, date of distribution, items and quantity of distribution, telephone number for complain etc.
2. Distribution staff / volunteers wore T-shirts with DSS and AWO logo.
3. Local newspaper representative were invited to 2 distribution sites. One representative of odia daily(PRAMEYA) visited one distribution site, but could not publish the news till date. DSS is trying to publish a story on the whole exercise(flood response project) on an odia daily.
4. PRI functionaries were present at all the distribution sites.

Coordination with other actors in the field (Government bodies, UN OCHA, other NGOs)

No other NGO/INGO was operating in the area where DSS distributed the relief materials. Govt. distributed food relief as per it's norms.

DSS informed the local administration at block and district level about the response. It also informed the state level NGO coordination about the response. The BDO, Balipatana and BDO Nimapada were informed through correspondence on 5th and 6th of September. After completion of the distribution, the information was shared with district emergency officer of khordha district.

Recommendations and Comments

Based on the learning of this response and all past responses DSS will focus on following strategic activities in a longer term to improve the community level resilience for reducing the disaster risks.

Please elaborate more on the recommendations to improve the response in future and way forward

- DSS will prepare a comprehensive plan and demonstrate a “community resilience” project integrating “livelihood security” and “climate change adaptability”.
- DSS will advocate and demonstrate PRI capacity enhancement in Disaster Mgmt. and Risk reduction.
- DSS will strengthen it's disaster management unit with appropriate skills, contingent fund and strong donor networking . Rapid response Unit will be strengthened with training and exposure in key responses like health and sanitation, education, humanitarian standards etc.

- DSS will implement CDBP(community based disaster programme) and DRR(disaster risk reduction) programmes in selected vulnerable villages
- DSS will implement community based water and sanitation programmes in vulnerable villages.
- DSS will promote women and child health in the area.
- DSS will strengthen SHGs and cooperatives for improving livelihood conditions of the poor and vulnerable
- DSS will focus on skill training and youth employability.
- DSS will focus on social and financial inclusion of migrant families, forced to migrate mainly due to continuous floods and cyclones
- DSS will continue develop organisational learning in DRR and community resilience.

We look forward to an effective partnership with AWO which will be

- Long term(CBDP & DRR)
- Sustainable(Development, community Empowerment)
- Strategic (Capacity Building of Disaster unit of DSS)
- Inter organisational learning and networking among partners in India & south east Asia.

With the report please provide the following documents:

- Logical Framework (implemented according to plan) : attached
- Financial report: attached
- Staff list : attached in anex)
- Beneficiary_list: already sent earlier
- Photographs suitable for publication: already submitted to monitoring team on 15.10.14

Kedareswar Chaudhury

*Secretary
Darabar Sahitya Sansad
Arapada, Khurda*

, Signature of Partner NGO

LOGICAL FRAMEWORK

	<u>INTERVENTION LOGIC</u>	<u>BASELINE DATA</u>	<u>OBJECTIVELY VERIFIABLE INDICATORS</u>	<u>SOURCES OF VERIFICATION</u>	<u>RISKS AND ASSUMPTIONS</u>
<u>INTENDED IMPACT</u>	Relief supported provided to 1200 flood affected households in terms of food, WASH and vegetable seed kits to and help them back to predisaster conditions.		<ul style="list-style-type: none"> • 1200 flood affected hhs received food in accordance to SPHERE suggested indicators families are 		

	<u>INTERVENTION LOGIC</u>	<u>BASELINE DATA</u>	<u>OBJECTIVELY VERIFIABLE INDICATORS</u>	<u>SOURCES OF VERIFICATION</u>	<u>RISKS AND ASSUMPTIONS</u>
			<p>Morbidity rate does not go high</p> <ul style="list-style-type: none"> • Out migration does not go high. • 		
<p>EXPECTED OUTCOMES (Direct Benefit for Beneficiaries, Utilization of Outputs) <i>Please define 1 Outcome per project component, name and number all Outcomes</i></p>	<ul style="list-style-type: none"> • Food security of 1200 HH is ensured for a critical period(a week) • Livelihood of 350 vegetable farmers are restored through vegetable cultivation 		<ul style="list-style-type: none"> • There is no starvation cases reported in the families at least for a week. • The rate of indebtedness does not go high. • 	<ul style="list-style-type: none"> • Monitoring report • Case studies 	<ul style="list-style-type: none"> • Funding arranged • Staff are in place • Relief goods available in market • There is no fresh flood or outbreak of diseases.
<p>OUTPUTS <i>Please name and number all Outputs</i></p>	<ul style="list-style-type: none"> • Basic food materials distributed among affected families(1200) who meet their immediate food and WASH need. • Vegetable seed kits(350) distributed among affected farmers(mainly cooperative members). 		<ul style="list-style-type: none"> • 1200 HH received food kit consisting 2 kg flat rice, 1 kg sugar, 1 kg dal, 0.5 litre of cooking oil) • 350 farmers household received 1 vegetable seed kit each. • 	<ul style="list-style-type: none"> • Distribution Muster roll • Distribution Muster roll • Photographs 	<ul style="list-style-type: none"> • Funding arranged • Staff are in place • Relief goods available in market • There is no fresh flood or outbreak of diseases.
<p>ACTIVITIES</p>	<p>Preparation 1. Team</p>		<p>Means: 1. Relief</p>	<p>Costs: 1. Relief</p>	<ul style="list-style-type: none"> • Funding

	<u>INTERVENTION LOGIC</u>	<u>BASELINE DATA</u>	<u>OBJECTIVELY VERIFIABLE INDICATORS</u>	<u>SOURCES OF VERIFICATION</u>	<u>RISKS AND ASSUMPTIONS</u>
<u>Please name and number all Activities</u>	<u>formation</u> 2. <u>Beneficiary selection</u> 3. <u>Procurement & storage</u> <u>Distribution</u> 1. <u>Distribution at villages</u> 2. <u>Monitoring of distribution</u>		<u>materials</u> 2. <u>Personnel</u> 3. <u>Office/godown</u>	<u>goods & measures</u> <u>:Rs.</u> <u>348550</u> 2. <u>Personnel-Rs.20000</u> 3. <u>Transport & storage-Rs.23500</u> 4. <u>Other cost(office, monitoring,visibility, audit)-Rs.16000</u>	<u>arranged</u> <ul style="list-style-type: none"> • <u>Staff are in place</u> • <u>Relief goods available in market</u> - <ul style="list-style-type: none"> • <u>There is no fresh flood or outbreak of diseases.</u>