

Emergency Contingency Plan
Institute of Development Affairs (IDEA)

March 2017



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Section 1: Responsibilities and Coordination

1.1 Humanitarian Management Team (HMT)

Name& Designation	Contact Number and E-mail	Role
Nazmul Haque Executive Director	01712176667, 0821761928 idea.sylhet@yahoo.com	Response engagement, Response Plan and Proposal, Deploying Human Resource, Government approval,
Touhidul Hoque Chowdhury Assistant Director (Programming & Planning)	01712985168 touhidul_hc@yahoo.com	Situation Monitoring and Need Assessment
Mitaly Chakraborty Assistant Director (Admin & Finance)	01712622278 mitaly121@gmail.com	Procurement and Logistics
Nazim Ahmed Assistant Director (Field Operation)	01720979393 na_eco@yahoo.com	Field Operation and coordination
Jubayer Ahmed Technical Officer	01711385512 jubayerahmed@gmail.com	Information and Communication

1.2 Roles and Responsibilities of Team Members

Role	Name and Designation	Remarks
Situation Monitoring and Need Assessment	Touhidul Hoque Chowdhury Assistant Director (Programming & Planning)	Project Manager & Team Leader
Response engagement	Nazmul Haque Executive Director	Senior Management Team
Response Plan and Proposal	Nazmul Haque Executive Director	Touhidul Hoque Chowdhury Assistant Director (Programming & Planning)
Field Operation	Nazim Ahmed Assistant Director (Field Operation)	Project Manager & Team Leader
Deploying Human Resource	Nazmul Haque Executive Director	Md. Shahinur Rahman Field Operation Coordinator
Procurement and Logistics	Mitaly Chakraborty Assistant Director (Admin & Finance)	Procurement committee
Finance and Budget Control	Soumen Roy Finance Officer	Nazrin Sultana Laskar Accountant
Government approval	Nazmul Haque Executive Director	Touhidul Hoque Chowdhury Assistant Director (Programming & Planning)
Information and communication	Jubayer Ahmed Technical Officer	Nazmul Haque Executive Director

1.3 Internal Decision making and Coordination process

IDEA Executive Director will call meeting with Senior Management Team (SMT) based on the Situation Report recommendations. The meeting will decide on the activation of

Contingency Plan. This would follow by staff deployment decision. Response focus of IDEA will be based on the discussion and decision of SMT.

1.4 Media Communication and information management

IDEA will support joint need assessment initiated by OXFAM and other donors. It will mobilize its own staff for small scale need assessment. IDEA will also collect government SOS and D form to get update information.

Information Management		
Timing/Frequency	Item	Responsibility
Within 24 hrs	Situation report	Touhidul Hoque Chowdhury Assistant Director (Programming & Planning)
With in 48 hrs	Activation of CP	Nazmul Haque Executive Director
Daily update up to 7 days	Situation report update	Touhidul Hoque Chowdhury Assistant Director (Programming & Planning)
After 1 week	Assessment	Touhidul Hoque Chowdhury Assistant Director (Programming & Planning)

Communication		
Timing/Frequency	Item	Responsibility
Within 3 days	Briefing	Jubayer Ahmed Technical Officer
Regularly	News clippings collection, photography	Jubayer Ahmed Technical Officer
Regularly	Attend coordination meeting	Tamanna Ahmed Advocacy Associate

1.5 Humanitarian Policy and Advocacy

Humanitarian policy and advocacy has been the supplementary priority for IDEA. However, IDEA initiate lobby meeting with MP, Upazila Chairman, UP Chairman and support advocacy initiative to networks like: csrl, GROW, SSAB and when ever donor encourages, not mandated by IDEA. IDEA initiates common appeal on behalf of local NGOs in emergency situation.

1.6 Fund Raising and Management Model

Generally IDEA prepares project proposal for emergency response based on situation report and primary discussion with the institutional donor led by ED using internal capacity. IDEA encourages private sector funding through CSR activity of organizations. At least for 15 days initial recovery response and submit to donors for funding. There is some restricted fund provision for immediate emergency intervention. IDEA can spend up to Tk 1,500,000 with approval of ED but post approval is required. In case of this advancing donor's concurrence of fund and government approval of the said is required.

Section 2: General Information

2.1 Date of First Production of this Plan: March 2013

2.2 Date of update of the Contingency Plan: March 2017

2.3 Contact person for updating Contingency Plan:

Name: Touhidul Hoque Chowdhury

Designation: Assistant Director (Programming & Planning)

Mobile phone: 01712985168

Email: touhidul_hc@yahoo.com

2.4 Next Update Date of this Plan: March 2018

Section 3: External Context

3.1 Summary of Hazards of the Working Area

Major disasters	Location	Time	Observations
Flood	Sylhet division	1998 1988	Severe flood
Flash Flood	Sylhet division	2010 2007 2004	Severe flood

Flood, Flash Flood history

The working area is frequently affected by flash flood and monsoon flood which damage crops, dueling houses and domestic animals. Early flooding is almost regular phenomena which inundates most of the haors of Sylhet division during the mid April to May due to surge of hilly waters comes from the Indian state of Meghalaya, cause failure of harvesting of paddy (boro) crops as most of the haors protection embankments overflowed with rain water.

Most of the rivers in these areas are originated from nearby hilly area of India. When heavy rainfall occurs in the hilly region of India, water quickly moves towards the Haor area of Bangladesh through a number of rivers and Khals. As a result, when flash flood due to sudden heavy rainfall creates pressure on the water resources system, water easily overflow and create breaching at several locations on the submersible embankment eventually quickly enter into the haor area.

The floodwater not only carries the water but also a huge amount of sediment originated mainly from hill. Productivity of land decreased due to sedimentation as result of cross boundary flow. The plains remain flooded for about 6 to 7 months. During the rainy season, the haors turn into a vast inland sea within which the villages appear as islands. Occasional high winds during July to September generate large waves in the haor, which may cause considerable damage to homesteads.

3.2 Key or important Humanitarian Actors for IDEA

a. INGOs and UN Agencies

Stakeholder	Role in Emergency	Relationship to the IDEA	Actions to Improve Relationship During Preparedness
BRAC	Fund transfer	Partnership & good relationship	Disaster partnership
HSI	Fund & technical support	Project based partnership & good relationship	Long term partnership
Oxfam	WaSH, EFSL, technical and Capacity Building	Project based partnership & good relationship	Long term partnership
CDMP	Fund and technical support	Partnership & good relationship	Long term partnership with UNDP

b. Donor Agencies

Stakeholder	Role in Emergency	Relationship to the NGO	Actions to Improve Relationship During Preparedness
SDC	Fund, technical and Capacity Building and Management assistance	Partnership & good relationship	Long term partnership
DFID	Fund and equipment support	No partnership yet	Disaster partnership
UNDP	Fund and equipment support	No partnership yet	Disaster partnership
UNICEF	Fund and equipment support	No partnership yet	Disaster partnership

C. GoB Agencies

Stakeholder	Role in Emergency	Relationship to the IDEA	Actions to Improve Relationship During Preparedness
District Administration at Sylhet, Sunamgonj, Hobigonj and Moulvibazar	Lead in response	Good relationship & coordination	
UDMC & UzDMC, DDMC of Sylhet, Sunamgonj, Hobigonj and Moulvibazar			

Section 4: IDEA Programme in Bangladesh

Institute of Development Affairs (IDEA) was formed in 1993. It has started project activities with the help of foreign donors since 1996. Central support office of IDEA is based in Sylhet city while it has branches to operate field activities and established partnership with other NGOs in different corners of Sylhet division. IDEA has been implementing multidimensional activities targeted to develop socio-economic condition of poor people living in different underserved areas.

4.1 Organization's experience in disaster related projects for last three years

Name of the Project	Working Area	Project Focus
Livelihoods Promotion for Development of Poor (LPDP) Project	Jamalganj, Sunamgonj	Disaster risk reduction and livelihood recovery. Establish Rights of Poor and Marginalized people, asset development, ensure access to social services. Building capacity of LGIs, CBOs and communities for mutual accountability and transparency.
Household Advancement through Opportunity Renovation (HAOR) Project	Sulla, Sunamgonj	Disaster risk reduction and livelihood recovery. Establish Rights of Poor and Marginalized people, asset development, ensure access to social services. Building capacity of LGIs, CBOs and communities for mutual accountability and transparency.
Raising Peoples' Voice for Climate Justice and Comprehensive Agrarian Reform in Haor Area (CSRL)	Sylhet, Moulvibazer, Hobigonj, Sunamgonj, Kishoregonj and Brahmanbaria	Awareness raising on access to water body of the fisherfolks and haor food security through advocacy campaign.
IDEA-OHCB Project	Sylhet Sadar, Sylhet	Capacity building of the organization and its staffs on emergency response management.

4.2 Coordination

IDEA maintains its coordination efforts with other actors in the emergency situation through sharing its plan and other related information involving existing partners. It also utilizes different platform such as CSRL of OXFAM for coordination. IDEA has previous experience of emergency response as secretariate role. Attending monthly district coordination meeting at a regular basis it has created a solid foundation of rapport and cooperation at the district level. IDEA also extends capacity building support to local government and Disaster Management Committee.

4.3 Summary of Key Lessons

Key lessons	Evaluation Source	Action point taken/ will be taken
In 2004 we seconded existing staff from regular projects to flood relief and rehabilitation without training in three Upazilas of Sunamgonj. Regular programmes suffered due to non-involvement/turnover of staff. It would be better to implement programme with the involvement of	Internal monitoring and evaluation findings.	<ul style="list-style-type: none"> Initiatives taken to train staff on DRR and emergency management and develop organizational

staff trained on DRR.		capacities.
During flood 2004 and 2005 we directly implemented flood relief and rehabilitation programme. Due to lack of participation of local government and elite groups in primary survey and beneficiary selection, distribution of relief and rehabilitation goods were hindered by them.	Regular monitoring and final report.	<ul style="list-style-type: none"> • Involvement of local government in different projects. • Community participation emphasized.

4.4 Gender Analysis in Emergency

IDEA experienced that shelter places usually in a primary school where large room for both man and women with no separate toilet facility for women. Emphasis on women and DAP friendly shelter place with WaSH & primary healthcare support needs to prioritized. Security at shelter place with strong monitoring, engaging staff, UDV, UDMC and community has to be installed for gender based violence (GBV) protection mechanism to act on real time disaster.

Response package should focus on women's special need including hygiene kit, cloth, support for lactating mother, children etc. Deploy female staffs proportionate to the number of women beneficiaries affected by disaster. IDEA has some lesson learnt including ensure same wage for both male and female labor, separate shed for lactating mother for breast feeding and day care system engaging elderly women for different training intervention, logical division of labor among man and women.

In case of DAP, pregnant women, elderly people and in absence of nominee support package should be distributed through visiting household. Loss of asset and livestock need to be checked engaging vigilant community, natural leaders, youth volunteer where applicable. Shelter for poultry and livestock particularly in haor area emphasized because these are the sole asset for livelihoods of poor community. Updated Pre-crisis database maintained at organization level. Monitoring tool & complaint mechanism should be practiced in gender aspect in response operation.

(Detailed analysis in Annex 09)

Section 5: Scenarios

Possible scenarios	Potential impact	District likely to be severely affected	Summary of IDEA likely response and priority sectors: IDEA Target, 5,000 men, women and children (1000 families). Budget approx. BDT 15 lac	Government & other actors response
Flash Flood and monsoon flood in Sylhet division of the country, leaving thousands of people marooned.	<ul style="list-style-type: none"> • Situation has affected 10 upazillas out of total 12 in Sylhet district • In addition to some of the wards in Sylhet City Corporation. • 8,028 people have taken shelter in 38 shelters opened by local government • Women & children are more vulnerable • Threat of GBV at shelter • No separate place for pregnant and lactating mother & Wash facility • An unspecified number are reported displaced and taking shelter in relative's houses. • 435610 people in 72 unions of 9 upazillas are affected. • 1907 earthen households are damaged totally while 14938 no of earthen households are partially damaged. • No major casualties found in the area but • Livelihood of the people in that areas are heavily affected. 	Sylhet, Sunamgonj, Hobigonj and Moulvibazar districts	<ul style="list-style-type: none"> • Regular monitoring of the flood situation and Market <p>Support Coordinated Assessment based initiate by Development Partner</p> <ul style="list-style-type: none"> • Staff deployment for data collection • Overall supervision support <p><u>Within 3 days support</u> Support Dry Food and initial NFI</p> <ul style="list-style-type: none"> • Based on predefined package <p>Primary Health Support</p> <p><u>For at least 15 days support based on need assessment</u></p> <p>Food Ration</p> <ul style="list-style-type: none"> • Based on need predefined package will modify <p>Non Food Item</p> <ul style="list-style-type: none"> • Based on need predefined package will modify <p>WASH support</p> <ul style="list-style-type: none"> • Based on need predefined package will modify <p>Recovery</p> <ul style="list-style-type: none"> • Mound, dyke and earthen road maintenance 	<ul style="list-style-type: none"> • Search and Rescue • Emergency & temporary shelter, • Distribution of Food item and Non Food Items, • WASH intervention • Trauma healing • Counselling • Medical treatment, • Relocation • Emergency and temporary school for children • Transportation and telecommunication support • Gender & protection

Section 6: Response strategy and resources

6.1 Strategy

a. Objective

To strengthen the disaster affected people effort through supplementary assistance with the local government.

b. Engagement Criteria

- If govt declares disaster in working area
- If 10% population is displaced from their own homestead
- 50% Upazilas of the a district crops are affected

c. Trigger indicator

At least 5000 population (1000 family)

d. Sector focus

IDEA emergency response sectoral focus for intervention:

- Emergency food particularly dry food (chira, fortified biscuit, molasses, salt) and initial non-food items (match box, candle, shari, lungi, gamcha). Primary health support such as ORS, helozen tab, safe drinking water, mosquito courtain, health support through helth camp
- Food ration for each family for 15 days in 2nd phase include rice, puls, salt, soyabin oil, nudles and cream biscuit
- WaSH support for family such as sanitary napkin, safe drinking water, establishing emergency latrine/ dap latrine (focus on women and disable), ORS and Zink tab
- Recovery:
 - Mound, dyke and earthen road maintenance
 - Cash for work
 - House maintenance
 - Water and latrine maintenance
 - Agriculture input support
 - Foder for cattle

e. Geographical coverage

IDEA will response in any area Sylhet division. If donor requests IDEA will response in haor area of B Baria, Kishoregonj and Netorkona. Main focus is Sylhet division.

f. Mode of operation

IDEA will treat banificiary and non-banificiary equally. Response operation will be conducted directly through existing and recruited staff and volunteer. It will operate jointly with other peer NGOs and through network parter organization. Also, IDEA will response through local government partnership. IDEA will not distribute support package scatterly.

g. Priorities groups

IDEA's priority groups in emergency response include:

- Household displaced from his/ her own homestead
- Women headed households
- Family having
 - ✓ children under 5 years of age
 - ✓ disable member in the family
 - ✓ old age member in the family
 - ✓ pregnant/ lactating mother in the family

h. Intervention Time Span

1 st phase (early response for 72 hours)	2 nd phase (Emergency relief, Early recovery and rehabilitation for 15 days)
<u>Dry Food:</u> 5 Kg chira, 1 box (12 pack- Energy plus, Tip) fortified biscuit, 2 Kg molaces, 1 Kg salt	<u>Food ration for each family:</u> 30 kg rice, 5 kg puls, 2 kg salt, 3 litre soyabin oil, 5 packet nudles, 5 packet cream biscuit
<u>Initial NFI:</u> match box, candle, <u>shari, lungi, gamcha</u> (2 sets)	<u>WaSH support for family:</u> Sanitary napkin, safe drinking water, establishing emergency latrine/ dap latrine (focus on women and disable), ORS, Zink tab
<u>Primary health support:</u> ORS, helozen tab, safe drinking water, mosquito coil or net, health support through health camp	<u>Recovery:</u> Mound, dyke and earthen road maintenance, Cash for work, House maintenance, Water and latrine maintenance, Agriculture input support, Foder for cattle
<u>Food ration in temporary shelter:</u> 10 kg rice, 2 kg puls, 1 kg salt, 1 litre soyabin oil	

6.2 Resource Plan

a. Financial Resources

Source of Funding	Fund type	Funding size	Timeline	Authorised to Request	Comment
Contingency Fund					
General fund	Restricted	BDT 15 lac	With in 3 days	ED	Based on donor commitment
Existing Partnership with INGO					
Oxfam	Restricted	-	With in 7 days	ED	Based on joint need assessment and PP submission
HSI	Restricted	-	Within 1 Month	ED	Based on joint need assessment and PP submission
WaterAid	Restricted	-	Within 1 Month	ED	Based on joint need assessment and PP submission
UN Pre-Qualification					
CDMP	Restricted	-	Within 3 Month	ED	Based on joint need assessment and PP submission
External Donors	Type	History	Sector	Scale	Comment
AusAID	Local fund	2004 & 2007 flash flood	Health	Small	Informal relationship
UNICEF	Local fund	Partner in Humanitarian capacity building	WaSH	Small	Applied for partnership

b. Human Resource

IDEA has a group of staffs who have experience in emergency response in different level. While implementing different projects which have disaster as a component at different times IDEA has developed this human resource though turnover is a common phenomenon. There are 27 staffs trained on basic disaster management, 3 gender expert, 21 WaSH experts, 2 PHE, 500 volunteers at field level, 1 physician, 3 nurse, 80 Traditional birth attendance (TBAs), 60 community paramedics (CP), 5 livelihoods experts, 9 Agriculture specialist, 9 livestock specialist. Across the management levels from field to head office there are 20 trained staffs capable of delivering service on different aspects of logistic, procurement, distribution, management, making proposal etc. IDEA has 150 field level staff having their constant and frequent interaction with community. Most of them are at least graduates. Initially day long orientation along with basic organizational information and compliances were given and more emphasis is given on the job training.

c. Logistic Resource

IDEA has logistics preparedness in some aspect. In initial emergency response this has been appearing very useful. In emergency response IDEA extends cooperation with materials and staff along with government agencies to the distress flood affected people. The logistical supports from the organization at the response area include 31 motorcycle, 23 bicycle, Life jacket & lifebuoy, 1 microbus, 5 ton storage capacity, 14 offices, field officers are equipped with computer/laptop, mobile phone, photocopier, multimedia projector and internet facility.

Section 7: Annexes

Annex	Document Name	Version	Date	File Name and source	Status	Owner
01	Contingency Planning Process-TOR	V1	Dec'13	TOR Contingency Planning Process; Office docs drive	Final	Touhidul Hoque Chowdhury
02	List of participants-Contingency Plan 2013	V1	11 Feb'13	List of participants-CP; Office docs drive	Final	Touhidul Hoque Chowdhury
03	IDEA Procurement committee	V1	02 May'16	IDEA Procurement committee; Office docs drive	Final	Touhidul Hoque Chowdhury
04	Map of IDEA geographical coverage	V1	02 Jan'13	Map IDEA coverage; Office docs drive	Final	Touhidul Hoque Chowdhury
05	IDEA geographical coverage (Upazila)	V1	02 Jan'13	IDEA locations; Office docs drive	Final	Touhidul Hoque Chowdhury
06	List of program coverage and partners	V1	04 Feb'13	List of projects; Office docs drive	Final	Touhidul Hoque Chowdhury
07	Staff list of IDEA	V1	04 Feb'13	Staff list of IDEA-CP; Office docs drive	Final	Touhidul Hoque Chowdhury
08	IDEA asset description indicating sub-offices	V1	04 Feb'13	IDEA asset; Office docs drive	Final	Touhidul Hoque Chowdhury
09	Gender Analysis in CP	V1	27 April'14	Gender Analysis in CP; Office docs drive	Final	Touhidul Hoque Chowdhury
10	Staff Skill Roster	V1	18 April'16	Staff Skill Roster; Office docs drive	Final	Touhidul Hoque Chowdhury
11	Pre-crisis database	V1	07 June'14	Pre-crisis database; Office docs drive	Final	Touhidul Hoque Chowdhury
12	List of participants-CP update	V1	14 Mar'17	List of participants-CP update; Office docs drive	Final	Touhidul Hoque Chowdhury