

# Contingency Plan (CP)



**NGO FORUM  
FOR PUBLIC HEALTH**

4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh

**NGO Forum for Public Health  
Contingency Plan (CP)**



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## Introduction:

Contingency planning aims to prepare an organization to respond well to an emergency and its potential humanitarian impact. Such planning is a management tool, involving all sectors, which can help ensure timely and effective provision of humanitarian aid to those most in need when a disaster occurs.

## 1. Section 1: Responsibilities and Coordination

### 1.1 Humanitarian Coordination Team (HCT)

| Name& Designation   | Contact Number and E-mail  | Role   |
|---|--|--|
| Mr. S.M.A. Rashid<br>Executive Director                     | Mobile: 01713379978<br>email: <a href="mailto:ngof@bangla.net">ngof@bangla.net</a>       | Trigger decision & approvals.  |
| Mr. Joseph Halder<br>Head, Advocacy & Information           | Mobile: 01711678980<br>email: <a href="mailto:joseph@ngof.org">joseph@ngof.org</a>       | Information Management,<br>Advocacy and Communication  |
| Mr. Rizwan Ahmed<br>Head, National Resource Centre          | Mobile: 01711541700<br>email: <a href="mailto:rizwan@ngof.org">rizwan@ngof.org</a>       | Joint Needs Assessment (JNA),<br>Proposal & Response Plan<br>Development                       |
| Mr. Md. ZiaulHaque<br>Head, Field Operation                 | Mobile: 01720090669<br>email: <a href="mailto:zia@ngof.org">zia@ngof.org</a>             | Information Collection &<br>Dissemination, Response<br>Operation, Coordination &<br>Monitoring |
| Mr. IqbalRabbani<br>Manager, HR & Admin                     | Mobile:01757323000<br>email: <a href="mailto:iqbal@ngof.org">iqbal@ngof.org</a>          | Deploying Human Resources  |
| Mr. Paul D' Costa<br>Manager, Finance & Accounts            | Mobile: 01711442737<br>email: <a href="mailto:paul@ngof.org">paul@ngof.org</a>           | Finance and Budget Control   |
| Mr. Saha Dipak Kumar<br>Manager, Advocacy &<br>Information  | Mobile: 01714013373<br>email: <a href="mailto:dipak.aic@ngof.org">dipak.aic@ngof.org</a> | Government Approval  |
| Mr. Rokibul Hasan Talukder,<br>Material Development Officer | Mobile: 01718075871<br>email: <a href="mailto:rokib@ngof.org">rokib@ngof.org</a>         | Procurement  |
| Mr. M. K. Anam<br>Procurement & Logistic Officer            | Mobile: 01912404830<br>email: <a href="mailto:anam@ngof.org">anam@ngof.org</a>           | Logistic support   |

### 1.2 Roles and Responsibility

| Role   | Name and Designation                               | In absence of   |
|--|--|---|
| Trigger decision & approval.   | Mr. S.M.A. Rashid<br>Executive Director            | Designated by ED  |
| Information, Communication<br>and Advocacy                               | Mr. Joseph Halder<br>Head, Advocacy & Information  | Mr. SahaDipak Kumar<br>Manager, Advocacy &<br>Information   |
| Joint Needs Assessment (JNA),<br>Proposal & Response Plan<br>Development | Mr. Rizwan Ahmed<br>Head, National Resource Centre | Mr.AbdusSalam Miah, Head,<br>Research cell<br>Mr.Saiduzzaman Khan<br>Sr. Resource Mobilization<br>Officer |
| Response Operation,<br>Coordination & Monitoring                         | Mr. Md. ZiaulHaque<br>Head, Field Operation        | Mr.Sams Uddin Md. Rafi<br>Project Coordinator   |
| Deploying Human Resource   | Mr. IqbalRabbani                                   | Mr. Md. ZiaulHaque  |

|                            |   |  |
|----------------------------|---|--|
|                            | Manager, HR & Admin   | Head, Field Operation  |
| Finance and Budget Control | Mr. Paul D' Costa<br>Manager, Finance & Accounts            | Mr. Md. Afirul Islam, Manager,<br>Finance & Accounts                                 |
| Government approval        | Mr. Saha Dipak Kumar<br>Manager, Advocacy & Information     | Mr. Salahuddin Ahmed,<br>Program Engineer<br>Mr. Mujaharul Kabir,<br>Liaison Officer |
| Procurement                | Mr. Rokibul Hasan Talukder,<br>Material Development Officer | Ms. Mim Tabassum<br>PC & Member Purchase<br>Committee,                               |
| Logistic support           | Mr. M. K. Anam<br>Procurement & Logistic Officer            | Mr. Iqbal Rabbani<br>Manager, HR & Admin Cell  |

### 1.3 Internal Decision making and Coordination process

| Sl no | Role   | Responsible                              |
|-------|--|--|
| 01    | Collect & compile situation report and disseminate to HCT members  | Disaster Focal/ FO                       |
| 02    | Emergency meeting of HCT for review the situation and prepare donor list for onward submission of Sit. Report, Joint Response plan will be developed with Oxfam, other donors, CDMP and GoB  | National Resource Centre & Research Cell |
| 03    | Trigger decision of declaring emergency situation for the organization and activate the Contingency Plan   | ED or his designate                      |
| 04    | Need based advocacy will be developed with GoB (DDM) & NGOs (Oxfam, other Donors), CDMP etc  | Advocacy & Information                   |
| 05    | Response Action Plan, Implement response activities in coordination with its field offices, District, Upazila and Union disaster management committees, community people, other NGOs and development partners. Coordination may be done through meeting, e-mail and telephonic discussions | Field Operation                          |
| 06    | Deploy staff   | HR & Admin Cell                          |
| 07    | Release / arrange fund for emergency response  | Finance & Accounts cell                  |

### 1.4 Media Communication and information management

Disaster Focal person and DM-OHCB will collect Sit. Report through its Regional/Field offices and from Water Development Board, Meteorological department, CDMP, CMDRR forum and other sources on daily basis using Situation Report format. The Disaster Focal person will compile the report and disseminate electronic copies to HCT including development partner's on regular basis. The Head of Information & Advocacy will organize media campaign to draw attention of GoB, INGOs, UN agencies and other humanitarian actors. All the documents will be preserved for a reasonable period to satisfy the audit and evaluation purposes.

### Information Management:

| Timing/ frequency  | Item  | Responsibility  |
|--|---|---|
| 24 hrs. 1 <sup>st</sup> report<br>Every day update up to 2 weeks<br>(depends on situation) | Emergency Situation briefing update to Disaster Management Committee/ HCT | Disaster Focal, Field Operation, coordination with the PCs/PMs of Regional/Field Offices  |
| After receiving 1 <sup>st</sup> Sitrep<24 hrs as relevant                                  | Activation CP   | ED or His Designate   |
| Sit.rep 3 times a week for the next 2-4 weeks  | Sit.rep   | Disaster Focal in coordination with the PCs/PMs of Regional/Field Offices   |
| Joint Needs Assessment   | Needs Assessment Report   | Mr. Rizwan Ahmed, Head, National Resource centre in coordination with Research cell & Resource mobilization unit.                             |
| Three times in the 1 <sup>st</sup> phase   | Human interest stories  | Mr. Joseph Halder, Head, Advocacy & Information in coordination with ShahaDipak Kumar, Manager, AIC and the PCs/PMs of Regional/Field Offices |

#### 1.5 Humanitarian Policy and Advocacy

NGO Forum will support relevant advocacy efforts made by the development partners both at district, nationally, regionally and globally as well. NGO Forum will do the following tasks in this regard:

- Initiate local level advocacy for humanitarian support to affected community
- Support different advocacy initiative initiated by OXFAM, CMDRR forum, ECB, Nirapad, Care and other developments partners
- Inspire local GOVT. for deploy their support provision
- Inspire private actors and local elites for mobilizing resources

#### 1.6 Fund Raising and Management Model

Depending on the severity of the emergency, the ED or his designate will approve releasing emergency fund amounting Tk. 200,000/=within 24 hours for emergency response from its own source and the Manager, F&A will act promptly to release the fund. In cases of emergency fund raising/out sourcing, the ED or will develop proposal and lobby/advocacy with development partners for emergency response focusing survival package, Watsan, health and Education support. Based on the situation, NGOF will also develop proposal for early recovery, rehabilitation, mitigation focusing food and livelihood security, Health and nutrition, Wash, Infrastructure development and CCA. NGOF will also follow standard management model adhering the donor's mandate. Mr. Ziaul Haque, Head, Field Operation will prepare implementation plan in coordination with disaster focal person and coordinate implementation at field level.

## 2. Section 2: General Information

2.1 Date of Production of this Plan: 30.03.2016

2.2 Contact person for updating Contingency Plan: Disaster Manager, Field Operation, NGOF

2.3Next Update Date of this Plan: 30.03.2017

### 3. Section 3: External Context

#### 3.1 Summary of Hazards of the Working Area

NGOF operational areas are most vulnerable to natural hazards and disasters. Cyclone, Flood, Flash flood, drought, cold wave, river bank erosion, and tornado are the common phenomenon observed in these areas during last 10 years.

| Major Disasters      | Location   | Time          | Observations  |
|----------------------|--|---------------|---|
| Super Cyclone (Sidr) | 57 unions from 13 upazilas under 5 southern districts of NGOF Project area                   | November 2007 | <p>Damage and loss from Cyclone Sidr was concentrated on the southwest coast of Bangladesh. Four of Bangladesh's thirty districts were classified as "severely affected" and a further eight were classified as "moderately affected". Of the 2.3 million households affected to some degree by the effects of Cyclone Sidr, about one million were seriously affected.</p> <p>The number of deaths caused by Sidr is estimated at 3,406, with 1,001 still missing, and over 55,000 people sustaining physical injuries. Improved disaster prevention measures, including an improved forecasting and warning system, coastal a forestation projects, cyclone shelters, and embankments are credited with lower casualty rates than what would have been expected, given the severity of the storm. Most of the destruction and related social and economic losses resulted from the harsh storm conditions and the subsequent failure of an extensive embankment system.</p> |
| Cyclone (Aila)       | 20 unions from 7 upazilas under 3 southern districts of NGOF project area (Satkhira, Khulna) | May 2009      | <p>The devastating cyclone Aila struck the south-western coastal region of Bangladesh at midday on 25 May 2009. Satkhira and Khulna were the worst hit districts, with nine other districts also badly affected.</p> <p>According to the official statistics nearly four million people have been affected, with - as at 3 June 2009 - an official death toll of 190. Huge numbers of livestock have been lost</p>  |

| Major Disasters                               | Location   | Time                   | Observations  |
|---|--|------------------------|---|
|   |  |                        | with nearly 2,000 km of road either fully or partially destroyed. Thousands of acres of crops have been wiped out. The horrifying fact is that nearly 2,000 km of the coastal embankment (locally known as 'polder') was damaged, causing extensive flooding. Diarrhea has broken out with almost 50,000 people reported as being affected. |
| Cold Wave                                     | Niphamari, Dinajpur  | Dec-Jan' 13, 2 weeks   | Death of elderly people and Children, ARI and clod diarrhea   |
| Flash Flood                                   | Kishoreganj, Sunamganj   | May'10, 1 month        | Damaged crops & infrastructure  |
| Flood   | Kishoreganj, Sunamganj, Netrokona, Rangpur, Lalmonirhat            | Aug-Sep'07, 1.5 months | Damaged crops & infrastructure, unemployment, water borne diseases  |
| Landslide                                     | Chittagong, Rangamati, Cox's Bazar, Bandarban, Khagrachori, Sylhet | May – August           | Damaged infrastructure, casualty, internal displacement   |
| Influx of Undocumented Myanmar National (UMN) | Chittagong, Cox's Bazar, Bandarban                                 | 2007 - 2016            | Miserable living condition, crisis of natural resources, social conflict, human trafficking, drug smuggling, arms business, terrorism, begging,   |

### 3.2 Key or important Humanitarian Actors for NGO

#### a. UN Agencies, INGOs and Other Donors for ER, DRR & CCA

| Name of the Activities and type of disaster  | Name of the Donor | Beneficiary coverage areas/beneficiary | Amount of Funding (Tk.) |
|--|-------------------|--|-------------------------|
| Rehabilitation Programme of Water and Sanitation Support of NGO (RWSS) for the flood affected people | MISEREOR-Germany  | 75,000 people from 154 Upazilas        | 10,183,794              |
| Rehabilitation Programme on Water and Sanitation for the Cyclone Hit People of the Coastal Areas     | MISEREOR & CAFOD  | 60,000 people from 6 districts         | 31,429,200              |

|  |  |   |             |
|--|--|---|-------------|
| Water and Sanitation Programme for Rohingya Refugees   | OXFAM (UK)                                     | 40000 people in 1 Upazila under 1 district                      | 10,400,000  |
| Rehabilitation Programme on Water and Sanitation for the Cyclone Hit People of the Coastal Areas   | MISEREOR-Germany                               | 55,000 people from 3 districts                                  | 25,797,000  |
| Relief and Rehabilitation for Flood Victims  | MISEREOR-Germany                               | 36 affected unions of 31 Upazilas of 16 district                | 127,20,000  |
| Emergency Post Flood Water and Sanitation response Project-2004  | UNICEF   | 30,000 people from 105 Upazilas of 32 Districts                 | 7,19,46,000 |
| Emergency Flood Response Activities  | Save the Children-USA                          | 2 Unions in 2 Upazilas under 1 District                         | 1,351,770   |
| Emergency Post Flood Water & Sanitation  | CAFOD-UK                                       | 57 Unions in 28 Upazila   | 17,000,000  |
| Emergency Water & Sanitation Programme for Cyclone Hit affected Areas of 3upazilas of Bagerhat District  | MISEREOR-Germany                               | 3 Upazilas under 1 districts                                    | 2,850,000   |
| Emergency Support to SIDR Affected people on WASH  | Unicef-Bangladesh                              | 3 Upazilas under 2 districts                                    | 10,780,000  |
| Emergency provision of continued Water Sanitation and Hygiene services for the Undocumented Myanmar Nationals living in the makeshift settlement of Leda | International Organization for Migration (IOM) | 25,000 beneficiaries in Leda makeshift settlement               | 1,04,88,000 |
| Urban Resilience Bangladesh  | OXFAM GB                                       | 6000 urban slum dwellers from Mymensingh                        | 3,93,65,673 |
| Inclusive Disaster Resilience in Bangladesh (DIPECHO VIII)   | OXFAM GB                                       | 67,605 people from 5 Wards under Mymensingh                     | 6,674,029   |
| Integrated humanitarian Assistance Programme for Vulnerable Groups   | ECHO & Muslim Aid UK                           | 30,000 people in Leda makeshift settlement and host communities | 38,535,092  |
| Oxfam Humanitarian Capacity Building Project (OHCB)  | OXFAM GB                                       | -   | 4,50,000    |
| Hygiene and Sanitation activities in Kutupalong and Nayapara Refugee Camps in 2016 under UNHCR component   | UNHCR  | 20,000 people from the registered camps in Cox's Bazar          | 19,432,125  |

## B. GoB Agencies

| Stakeholder | Role in Emergency | Relationship to the NGOF | Actions to Improve Relationship During Preparedness |
|-------------|-------------------|--------------------------|---|
| DC, DRRO    | Response and      | Close coordination in    | Direct coordination through                         |



| Stakeholder                       | Role in Emergency                   | Relationship to the NGOF             | Actions to Improve Relationship During Preparedness            |
|-----------------------------------|-------------------------------------|--------------------------------------|--|
|                                   | coordination lead                   | implementation                       | information sharing, Meeting                                   |
| UzDMC, TNO, PIO                   | Emergency coordination              | Active Member                        | Direct coordination through information sharing, Meeting       |
| UDMC                              | Coordination during implementation  | Close coordination in implementation | Direct coordination through information sharing, Meeting       |
| Department of Disaster Management | Central level disaster coordination | Working relationship                 | Strengthening working relationship for national plan of action |

## Section 4: NGOF's Programme in Bangladesh

### 4.1 Organization Program

Being launched as the UN-brainchild in 1982, NGO Forum has been involved as the apex networking and service delivery body of NGOs, CBOs and private sector operators in the wash sector of Bangladesh. Over the years it has been contributing to the improvement of public health situation by reducing mortality and morbidity, and conserving sound environment. In order to implements its programmes as a process of holistic transformation of the society towards development, the Forum has emphasizing been stepped forward maintaining a perfect balance among its programme components like WaSH, health and environment. NGO forum materializes the implementation of its integrated programme supports and networking for establishing governance and rights in service promotion directly and in association with its partner's country wide.

#### Vision

Everyone is living quality life in a healthy society

#### Mission

NGO Forum is a national networking and service delivery organization engaged to promote WaSH, health, governance, climate resilience to contribute to the improvement of public health situation, especially for the poor and hard-to-reach segments of the society.

Being a right based organization, NGO Forum utilizes its proven experiences of working as development partner with all concerned government bodies, LGIs, and duty bearers, NGOs, CBOs, private sector, civil society, media, national and international agencies, development partners and other stakeholders.

With a competent and decentralized work force and strong network, NGO Forum strives to bring an enabling environment by complementing the implementation of all relevant national policies.

## 4.2 Coordination

### a. Key coordination mechanisms

NGO Forum maintains two way communication systems during emergency response. It maintains close coordination at national, district, Upazila, Union, Community level and other actors in emergency situation or impending disasters through sharing its plan and other relevant information. Represent as an active member of District, Upazila Disaster Management Committee and significantly contributes in adopting strategy and management role for emergency situation. Regularly participates in steering committee meetings both at district and upazila level and build good rapport with the local Govt. institutions. NGO Forum has its disaster focal person at central and district focal person in each operating districts who are usually participates in these meetings and coordinates with the local administration and other actors with a view to avoid duplication of works and optimal uses of resources. Based on requirement, NGO Forum share its capacity with local administration and other actors in cases of early warning dissemination, search & rescue, evacuation, shifting to shelters, relief distribution and rehabilitation works. As a lead organization, NGO Forum also coordinates with partner NGOs and nationally participates in different forums, seminars, workshops and events organized by national bodies and shares information.

| Coordination Mechanism   | Contact Agency, Person and Details                                 | Representative                                       |
|--|--|--|
| National Level Coordination through liaison, meeting & info sharing        | Director General, Department of Disaster Management                | ED or his designate                                  |
| District Level Coordination through meeting, telephonic discussion, e-mail | District Relief & Rehabilitation Officer                           | Regional Manager/<br>Partner NGOs                    |
| Upazila Level Coordination through meeting                                 | Upazila Chairman/<br>Upazila Nirbahi Officer                       | Partner NGOs   |
| Union Level Coordination through meeting                                   | Union Chairman   | Partner NGOs/<br>Village<br>Development<br>Committee |
| Other Coordination through information sharing, meeting, e-mail            | CDMP, NIRAPAD, NARRI, CSRL, DDM, LGED, DAE, WDB, CPP, POLICE, etc. | Advocacy cell  |

### 4.3 List of programs and projects:

Annex

#### 4.4 Summary of Key Lessons that have informed Contingency Planning and will be applied during response

| Key lessons  | Evaluation Source   | Action point taken/ will be taken   |
|--|---------------------|---|
| Difficult to select truly disaster affected families because of political influence                                  | Previous experience | Inception meeting at union level involving UPRs & CSO and sharing beneficiary selection criteria              |
| Late response to local disaster or slow onset disasters, because of reluctance or delayed declaration by the Govt.   | Previous experience | Expedite Humanitarian support from own fund and advocacy at central level and media                           |
| Contents of relief packages should be determined respecting local needs.   | Field experience    | Package selection based on need assessment report and local food habits                                       |
| Sometimes emergency response defers or become costly because of unavailability of goods or unusual price hike        | Field experience    | Emergency Market Mapping Assessment(EMMA) should be done and alternate market mapping should be done          |
| Pre - Identification of communication channel to reach remotest vulnerable people is important                       | Field experience    | Mapping of communication mode need to be prepared in advance  |
| For the sake of expedite NGOAB clearance, support from DDM/Line ministry's assistance is very much helpful.          | Previous experience | Networking and lobbying should be developed with the concern line ministry                                    |
| Flexible in cases of attendance of lactating mother, mother of new born child and elderly and people with disability | Previous experience | Attendants should be endorsed by the UP representative and the community leaders during listing beneficiaries |

## Section 5: Disaster Scenarios of the NGOF Program Areas

| Hazard      | Probability and scale           | Potential impact   | Estimated number of affected people | Most vulnerable group  | Needs   |
|-------------|---------------------------------|--|-------------------------------------|--|---|
| Cyclone     | High, Cat-4                     | <ul style="list-style-type: none"> <li>• Damage of crops</li> <li>• Loss of assets, livestock and livelihoods</li> <li>• Food insecurity and unemployment</li> <li>• Increases water bond diseases and saline intrusion</li> <li>• Damage of infrastructure</li> </ul> | 300,000-500,000                     | Poor household<br>Women headed household<br>Fishermen<br>Person with disability<br>Old age person<br>Pregnant women<br>UMN                   | Shelter<br>Food<br>Clothing<br>Medical Care<br>Hygiene<br>Domestic items  |
| Flood       | High, 50% of the area inundated | Damage of crops (80%)<br>Loss of assets, livestock and livelihoods (75%)<br>Food insecurity and unemployment (80%)<br>Increases water bond diseases and scabies (68%)<br>Damage of infrastructure (70%)  | 300,000-500,000                     | Marginal people<br>Farmers<br>Livestock and poultry rearing based people<br>Fishermen<br>PWD, old age person<br>Pregnant or lactating mother | Search and Rescue, Emergency & temporary shelter, Distribution of Food item and Non-Food Items, WASH intervention, Gender, Rights based programming           |
| Flash flood | High, 40% of the area inundated | Damage of crops (80%)<br>Loss of assets, livestock and livelihoods (75%)<br>Food insecurity and unemployment (80%)<br>Increases water bond diseases and scabies (68%)<br>Damage of infrastructure (70%)  | 100,000-300,000                     | Marginal and small farmers<br>Livestock and poultry rearing based people<br>Fishermen<br>PWD, old age person<br>Pregnant or                  | JNA, Support in Rescue Operation, Survival package (Food & nonfood items), Primary Health Support, Wash support, CFW/CFT, Rehabilitation, Livelihood supports |

| Hazard  | Probability and scale              | Potential impact  | Estimated number of affected people | Most vulnerable group  | Needs  |
|---|------------------------------------|---|-------------------------------------|--|--|
|   |                                    |   |                                     | lactating mother   |  |
| Landslide                                     | High, one or two location affected | Damage of infrastructure (shelter, road, schools, etc)<br>Disruptwater source and sanitation facilities<br>Loss of assets and livelihood<br>Food insecurity | 50                                  | Poor household living in risky hilly area<br><br>Ethnic community<br><br>PWD, old age person<br><br>Pregnant or lactating mother | Do   |
| Influx of Undocumented Myanmar National (UMN) | High, 50,000 – 100,000 UMN         | Displacement;<br>Family separation<br>Integrated into local community<br>Fear, anxiety and trauma;<br>reduced access to shelter, food, WaSH and employment  | 50,000 – 100,000                    | Women<br><br>Adolescent girls<br><br>Young children<br><br>Persons with Disabilities (PWD)<br><br>Old age person                 | Safety & security;<br>Shelter<br>Food<br>Clothing<br>Medical care<br>Hygiene |

## Section 6: Response strategy and resources

### 6.1 Strategy

#### a. Objective

To minimize the negative impact of natural disaster on the most vulnerable people of affected areas and provide the necessary emergency supports to reduce sufferings.

#### b. Engagement Criteria (Any one of the following criteria):

- National authorities formally declare an emergency,
- At least 250 or more HHs are estimated to be affected and there is a need for help to protect their life, health and ensure respect for human being
- INGO partners and other donors have offered support to local response

#### C. Sector focus

At emergency period NGO Forum will supply emergency survival packages both food and nonfood items and cash support. Then based on situation and need assessment report, NGO Forum will focus on early recovery, food security, livelihood recovery, WaSH, Health, Education, rehabilitation. NGO Forum will

also emphasize on safety, security and social protection of the victims particularly of women, children, elderly people, people with disability and adolescent girls.

#### **d. Geographical coverage**

- Coastal region
- River basin and Charlands,
- Haor region
- Hill tracts
- Barind tract and Madhupur region

#### **e. Mode of operation:**

NGO Forum's emergency response mode is transparent and accountable to the community. NGO Forum engages stakeholders of different level at different phases to ensure fair and equitable implementation of response activities. NGO Forum ensures the following during emergency response:

- **Trigger indicators:**
  - National authorities formally declare an emergency; or
  - At least 250 or more HHs are estimated to be affected and there is a need for help to protect their life, health and ensure respect for human being; or
  - INGO partners and other donors have offered support to local response.
- **Principle of Humanity:** findings from monitoring/ assessment indicate that people are suffering and there is a need for help to protect their life, health and ensure respect for human being
- **Principle of impartiality:** the organization will carry out humanitarian action based on need alone giving priority to the most urgent cases of distress and making no distinctions because of nationality, race, gender, religion belief, class or political opinions.
- **Principle of neutrality:** the organization does not take sides in hostilities or engage in controversies of political, racial, religious or ideological nature.
- **Principle of Independence:** the organization can make decision to interview without being influenced by political, economic, military or other.
- Complement to local government efforts and coordinate with others to avoid duplication and minimize gape.
- Involve communities in participants' selection and commodity delivery process
- Reaches the most vulnerable through applying criteria following
  - ✓ Physical vulnerabilities (living area is susceptible to disaster, remoteness, elder people, pregnant, lactation mother, people with disability)
  - ✓ Structural vulnerabilities(lack of shelter, embankment, sluice gate, etc. in reducing risks of disaster)
  - ✓ Socio- Cultural vulnerabilities (ethnic community, excluded people, religion, race, etc.)
  - ✓ Economical vulnerabilities (low income group, agro based livelihood, lack of alternative livelihood, etc.)
- Select distribution points considering accessibility issues for all
- Inform all stakeholders about the package and why the package
- Maintain Master Roll to ensure accountability and transparency as required
- Verify beneficiary lists through district / upazilas/union government officials



**f. Priorities:**

NGO Forum prioritizes the poorest of the poor, who are most vulnerable to any shocks and hazards. Among those, NGO Forum gives preferences to women headed HHs, people with disabilities, HHs with pregnant woman and lactating mothers. NGO Forum also prioritizes UMN and people displaced by hazards; and most affected locations and remotest areas not reached by other agencies.

## g. Intervention Time Span

Phasing of response

- 1<sup>st</sup> week emergency response
- 2-4weeks (Based on situation period may be extended)
- After emergency, early recovery/recovery phase and
- After early recovery, long term rehabilitation will start

## 6.2 Resource Plan

### a. Financial resources

| Source of funding                        | Funding type | Funding size | Timeline | Authorized to request | Comments                                 |
|--|--------------|--------------|----------|-----------------------|--|
| Contingency fund                         |              |              |          |                       |  |
| Internal ER fund                         | Unrestricted | 200,000      | 24 hours | ED                    | As startup other funding to replace      |
| Existing partnership with INGOs          |              |              |          |                       |  |
| Oxfam                                    | Restricted   | -----        | 15 days  | ED                    | Continuing partnership with OHCB Project |
| European Union                           |              |              |          |                       |  |
| International Organization for Migration |              |              |          |                       |  |
| Unicef                                   |              |              |          |                       |  |

Regional Offices will use contingency fund and contingency stock for initial response and further intervention will be subject to donor funding support

### b. Human Resource

- Organizational Disaster Management Committee (representation from procurement, fund management, logistic support, staff deployment and capacity building, emergency response management, DRM, DRR and CCA projects)
- Skilled staffs pool
- Once agreed and approved, formally inform the respective staff members and their line managers about their roles and responsibilities relating emergency response.

### c. Logistic resource

- Emergency warehouses
- Capacity in rescue and evacuation, emergency shelter, Wash, health and sanitation and safe water during emergency.

### d. Organizational Deliverables:

NGO Forum will provide the following support services

1. Water –
  - 15 Lt water per household through mobile water treatment plant (all affected household)
  - Repair damage tube-well (as required in the selected community)
  - Pond water purification (Selected community)
  - Water purification tablet (Selected community)
  - Water supply through Portable Water Treatment Plant (All HH in selected community)
  - Tube well Head raising (as required in the selected community)
  - Shelter based Tube well installation (as required in the selected community)
2. Sanitation –
  - Plastic Latrine (selected community)
  - Mobile Latrine (selected community)
3. Hygiene – Hygiene Kit to selected HH (see description of the hygiene kit in Section 8: Annexes)
4. Primary health care through temporary or mobile clinics in selected community
5. Nutritional support to selected HH with children and pregnant and lactating women suffering from malnutrition(see description of the nutritional item in Section 8: Annexes)
6. Nonfood items distribution applying the sphere standard (see description of the nonfood item in Section 8: Annexes)
7. Cash Transfer (BDT 4000 per HH) to selected HH
8. High energy biscuits (50 Packet per HH one off) to selected HH
9. Shelter items to selected HH (see description of the shelter item in Section 8: Annexes)

### **Section 7: Emergency Response through Regional Management**

This is mentionable that depending on the severity of the emergency, the ED or his designate will approve releasing emergency fund for emergency and field operation will prepare implementation plan in coordination with regional manager and disaster focal person. On behave of Head, Field Operation the Regional Manager will implement the rapid emergency response plan in regional level. The regional level response program will be planned as per the following process

#### **Humanitarian Response Team and its Member’s Roles in Regional Level:**

To respond to disaster timely and effectively in regional level, the organization should have an emergency response team. The team should have sufficient number of staff to undertake duties listed in first column of the table below, although, one member of the team many take up more than one duty. Make decision, through consultation with the management team and the respective individuals and get approval for the followings.

#### **Chittagong Region (Chittagong, Cox’s Bazar, Noakhali and other Districts of Chittagong Division):**

| Duty | HRT member’s name | Designation (presently) | Responsibilities relating response | Level of authority (during emergency response) | Reporting to (for ERT responsibility) |
|------|-------------------|-------------------------|------------------------------------|--|---------------------------------------|
|      |                   |                         |                                    |  |                                       |

|                   |  |                  | During normal time  | During emergency  |  |   |
|-------------------|--|------------------|---|---|--|---|
| Hazard monitoring | Mr. Rafikul Islam                      | Regional Manager | Monitor hazard incidents through situation report, meteorological departments update. media reports | inform ED and ERT/HCT leader<br><br>Prepare situation report<br><br>Recommend need assessment when necessary  | Manager, Risk Reduction & Emergency Response | Mr. Ziaul Haque, Head, Field Operation Cell           |
| Need assessment   | Mr. Rafikul Islam                      | Regional Manager | Collect baseline data   | Arrange following task through PNGOs plan need assessment<br><br>Collect information through the assessment and<br><br>Analyses data and prepare report | Manager, Risk Reduction & Emergency Response | Mr. Rizwan Ahmed Head, National Resource Centre, NGOF |
| Response planning | Head, Field Operation, Md. Ziaul Haque | NA               | Conduct Mock drill for minimizing the gaps of the plan and implementation                           | Prepare intervention plan and draft proposal  | NA   | ED/ Humanitarian Coordination Team (HCT)              |
| Coordination      | Mr. Rafikul Islam Majumder             | Regional Manager | Monthly or bimonthly, pre-monsoon preparedness meeting with stakeholders                            | Communicate with other stakeholders<br><br>Attend cluster meetings and coordination meeting   | Manager, Risk Reduction & Emergency Response | Mr. Ziaul Haque, Head, Field Operation Cell           |

|                         |                            |                  |  |  |   |  |
|-------------------------|----------------------------|------------------|--|--|---|--|
| Information management  | Mr. Rafikul Islam Majumder | Regional Manager | Rapport building with GO and others information providing agencies                   | Collect information<br>Document progress<br>prepare updates and reports  | Manager, Risk Reduction & Emergency Response                | Mr. Joseph Halder Head, Advocacy & Information Cell  |
| Procurement and supply  | Mr. Maksud                 | Accounts Officer | Prepare framework agreement with enlisted vendors                                    | Arrange procurement of goods and services applying emergency procurement policy<br><br>Ensure stock book keeping ensure timely supply as when and where needed<br><br>Finance and Budget Control | Accounts Office, Disaster Management                        | Mr. Rokibul Hasan Talukder, Material Development Officer(Procurement and supply)<br>Mr. Paul D' Costa Manager, Finance & Accounts (Finance and Budget control) |
| Logistics and transport | Mr. Ratul Chakma           | Field Engineer   | Framework agreement with logistician organization and transport authorities          | Arrange transport for team members<br><br>Arrange transport for supplies   | Risk Reduction & Emergency Response Facilitator (Technical) | Mr. M K Anam, Procurement & Logistic officer, P & L unit   |
| Staff deployment        | Mr. Iqbal Rabbani          | Manager HR       | Prepare staff and reviewed volunteer status for smooth & efficient disaster response | Arrange hiring staff for emergency intervention<br><br>Arrange sending staff members from routine  | N/A   | ED or his designate  |

|                     |                            |                  |  |   |     |  |
|---------------------|----------------------------|------------------|--|---|-----|--|
|                     |                            |                  |  | program to emergency work   |     |  |
| Safety and security | Mr. Rafikul Islam Majumder | Regional Manager | Functioning guideline for ensuring safety and security during emergency response | Ensured to follow the behavioral guideline by the relevant staffs in disaster response period | N/A | Mr. Ziaulhaque, Head, Field Operation Cell |

### Regional Humanitarian Response Team Member's Roles and Responsibilities (For all Region)

| Duty              | HRT member's name   | Designation (presently) | Responsibilities relating  |  | Level of authority (during emergency response) | Reporting to (for ERT responsibility)   |
|-------------------|---|-------------------------|--|--|--|---|
|                   |   |                         | response   |  |  |   |
|                   |   |                         | During normal time   | During emergency   |  |   |
| Hazard monitoring | Md Rabiul -Rajshahi<br>Md Rashedul-Dinajpur<br>Md. Mosarraf-Tangail<br>Md. Mashiur-Sylhet<br>Md. Mizan- Barisal<br>Md. Rezwanul-Bogra<br>Md Rafique-Chittagong<br>Md. Mustak-Comilla<br>Md.Moksed-Dhaka<br>Md. Salam-Faridpur<br>Md. Lutfur-Khulna<br>Mr. Shishir-Mymensingh<br>Md. Monir-Jessore<br>Md. Habib -Rangpur | Regional Manager        | Monitor hazard incidents through situation report, meteorological departments update and media report. | inform ED and ERT/HCT leader<br><br>Prepare situation report<br><br>Recommend need assessment when necessary | Manager, Emergency Response                    | Disaster Manager/ Disaster Focal/ Mr. Ziaul Haque, Head, Field Operation Cell |
| Need assessment   | Same as Hazard Monitoring   | Regional Manager        | Collect baseline data  | Arrange following task through PNGOs plan need assessment<br><br>Collect                                     | Manager, Emergency Response                    | Mr. Rizwan Ahmed Head, National Resource Centre, NGOF                         |



|                        |  |                                       |   |   |  |  |
|------------------------|--|---------------------------------------|---|---|--|--|
|                        |  |                                       |   | information through the assessment and<br><br>Analyses data and prepare report              |  |  |
| Response planning      | Mr. Zia  | Head, Field Operation                 | Conduct Mock drill for minimizing the gaps of the plan and implementation | Prepare intervention plan and draft proposal  | NA   | ED/ Humanitarian Coordination Team (HCT)                 |
| Coordination           | Md Rabiul -Rajshahi<br>Md Rashedul-Dinajpur<br>Md. Mosarraaf-Tangail<br>Md. Mashiur-Sylhet<br>Md. Mizan- Barisal<br>Md. Rezwanul-Bogra<br>Md Rafique-Chittagong<br>Md. Mustak-Comilla<br>Md.Moksed-Dhaka<br>Md. Salam-Faridpur<br>Md. Lutfur-Khulna<br>Mr. Shishir-Mymensingh<br>Md. Monir-Jessore<br>Md. Habib -Rangpur | Regional Manager                      | Monthly or bimonthly, pre-monsoon preparedness meeting with stakeholders  | Communicate with other stakeholders<br><br>Attend cluster meetings and coordination meeting | Manager, Emergency Response                      | Mr. Ziaul Haque, Head, Field Operation Cell              |
| Information management | All Respective Regional Managers   | Regional Manager                      | Rapport building with GO and others information providing agencies        | Collect information<br><br>Document progress<br><br>prepare updates and reports             | Manager, Emergency Response                      | Mr. Joseph Halder Head, Advocacy & Information Cell      |
| Procurement and supply | Rakibul Islam Talukder, Paul D Costa   | Accounts Officer/ Procurement Officer | Prepare framework agreement with enlisted vendors                         | Arrange procurement of goods and services applying emergency                                | Accounts /Procurement Office, Emergency Response | Mr. Rokibul Hasan Talukder, Material Development Officer |

|                         |  |                    |   |   |  |  |
|-------------------------|--|--------------------|---|---|--|--|
|                         |  |                    |   | procurement policy<br><br>Ensure stock book keeping ensure timely supply as when and where needed<br><br>Finance and Budget Control |  | (Procurement and supply)<br>Mr. Paul D' Costa<br>Manager, Finance & Accounts<br>(Finance and Budget control) |
| Logistics and transport | Ferdousi-Dinajpur, Md. Muntasir-Rangpur, Momena-Mym, Selina-Tangail, Maksud-Ctg, Parvez-Barisal, Masuma-Comilla, Reshma-Faridpur, Shahid-Khulna, Sonali-Jessore, ???-Bogra(Raj, Sylhet, Dhk, | Accounts Assistant | Framework agreement with logistician organization and transport authorities                 | Arrange transport for team members<br><br>Arrange transport for supplies  | Emergency Response Facilitator (Technical) | Mr. M K Anam, Procurement & Logistic officer, P & L unit   |
| Staff deployment        | Mr. Iqbal Rabbani  | Manager HR         | Prepare staff and roster reviewed volunteer status for smooth & efficient disaster response | Arrange hiring staff for emergency intervention<br><br>Arrange sending staff members from routine program to emergency work         | N/A  | ED or his designate  |
| Safety and security     | All respective Managers  | Regional Manager   | Functioning guideline for ensuring safety and security during emergency response            | Ensured to follow the behavioral guideline by the relevant staffs in disaster response period                                       | Manager, Emergency Response                | Mr. ZiaulHaque, Head, Field Operation Cell   |

**Section 8: Annexes:**

| Annex # | Annexes                                      |
|---------|--|
|         | ToR of HCT                                   |
|         | Emergency response flow chart                |
|         | Situation Report Template (Bangla & English) |
|         | Hygiene Kit                                  |
|         | Shelter item                                 |
|         | Nutritional Item                             |
|         | NFI package                                  |
|         | Working area map                             |
|         | Ongoing program and projects                 |
|         | Hazard map of working area                   |
|         | Funding status                               |
|         | Asset list                                   |
|         | Staff skill roster                           |
|         | Vendor list                                  |
|         | List of PNGOs                                |
|         | List of stakeholders                         |