

Appeal

Ukraine

Floods in Western Ukraine – EUUK81 Appeal Target: US\$ 197,725

Geneva, 2 September 2008

Dear Colleagues,

Western Ukraine is suffering distress caused by the strongest floods they have experienced for the last 70 years. It assailed the region with torrential downpours from July 23 to 27, precipitating enormous rainfall. The water in some parts of the River Dniester, the largest in the region, rose 7-10 meters, while the check dams are designed to withstand 5 meters at the most. The torrential downpours have caused the rivers including the Dniester and Prut as well as lakes and water storage reservoirs to burst their banks. Water flooded cities and villages, causing tremendous damage to crops, the principal source of income to the local population. According to UN assessments the following damage has been reported:

- 34 people died
- 40,000 people have been evacuated
- 25,000 people were forced to leave their homes
- 532 towns are under water
- 9,000 houses are under water
- 24,000 hectares of agricultural land are flooded (34,000 ha according to the Ukrainian Emergency Ministry)
- 360 bridges are damaged

The Ukrainian authorities have evacuated people from the flooded areas to temporary shelters in schools, hostels and tent camps. They have appealed to the international community for urgent humanitarian aid in coping with the consequences of the floods. The most affected areas are six western Ukrainian regions of Vinnitsa, Ivano-Frankovsk, Ternopol, Chernovtsy, Uzhgorod and Lvov.

An ACT Alert was sent out on 29 July 2008 (No. 28/2008). ACT members **Hungarian Interchurch Aid (HIA) and the Russian Orthodox Church (ROC)** are present in the disaster-affected areas, have carried out assessments, and have prepared the attached proposals for emergency assistance, comprising food as and non-food items for the most needy flood victims.

ACT is a global alliance of churches and related agencies working to save lives and support communities in emergencies worldwide.

The ACT Coordinating Office is based with the World Council of Churches (WCC) and The Lutheran World Federation (LWF) in Switzerland.

Project Completion Date: Russian Orthodox Church (ROC) – 31 October 2008
Hungarian Interchurch Aid – 30 November 2008

Reporting schedule:

Reports due ACT CO	HIA	ROC
Interim narrative & financial	--	--
Final narrative & financial	31 Jan 09	31 Dec 08
Audit	28 Feb 09	31 Jan 09

Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested

	HIA	ROC	Total
Appeal Targets	99,837	97,888	197,725
Less: Pledges/Contr Recd	0	0	0
Balance Requested from ACT Alliance	99,837	97,888	197,725

John Nduna

Director, ACT Co-ordinating Office

I. REQUESTING ACT MEMBER INFORMATION

- **Hungarian Interchurch Aid**, a charitable organization of high public utility, was founded in 1991. Its intention is to provide assistance to those in need regardless of gender, nationality and religion.
- **The Russian Orthodox Church**, in its implementation of emergency projects, uses its qualified and experienced staff and infrastructure, and is supported by its dioceses, parishes and church organizations in various parts of the world.

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

- **ACT member: Hungarian Interchurch Aid**

Hungarian Interchurch Aid is active in two operational areas:

I. Humanitarian and development programs in Hungary and abroad

Hungarian Interchurch Aid, as a member of ACT International, has been providing humanitarian assistance to victims of wars and natural disasters since 1995. HIA is also active in implementing long-term development projects. HIA has implemented flood assistance programs in Hungary, the Ukraine, Slovakia, Romania, Serbia and Montenegro, the Czech Republic, and Poland. HIA has provided assistance to IDPs and refugees in the Former Yugoslavia, the Russian Federation, and Chechnya (including use of ECHO funds). Since the beginning of 2005 HIA has been providing humanitarian assistance in the Tsunami-affected region, especially in Sri Lanka and Thailand. HIA has implemented different humanitarian and development programmes in other countries like India, Iraq, Pakistan, Romania, Sudan, Albania, Palestine, Lebanon, and Indonesia.

To coordinate and implement its humanitarian and development activities HIA is officially registered and operates local offices in eight countries (Afghanistan, Uzbekistan, Russia, Serbia, Romania, Sri Lanka, Palestine, and Ukraine). At the same time HIA has been implementing long-term development projects in its operational areas, such as:

- agricultural and environmental programs, organisational capacity building and development programs in Serbia.
- social development programs in Ukraine and Hungary.
- long-term rehabilitation programs in Northern Afghanistan.
- Institutions Building Partnership Program (EuropeAid) in Uzbekistan, aimed at assisting disabled women and women with disabled children.

II. Domestic social activities

HIA maintains 18 social institutions in Hungary that provide different services, such as:

- Family and child-care services
- Boarding institutions for homeless people (temporary shelters, night shelters)
- Daytime shelters for homeless people
- Temporary shelter for families
- Daytime shelters for drug-addicts
- Home nursing services
- Settlement house for elderly people
- Centres for information, counseling, and protecting the interests of the needy

In 1998 HIA opened a sub-office in Beregovo, Ukraine. The office has permanent staff, and has been implementing a number of projects jointly with HIA HQ. Among these are the 1998 and 2001 ACT appeals to respond to flood emergencies (EUUK81 and EUUK11). While implementing joint projects, the HIA HQ assumes a facilitator role while providing capacity building and on-the-job training for the local staff. Besides the joint programs, the sub-office is also involved in different social activities, such as projects for children and human rights issues. During the preparation of this project proposal HIA HQ has established a joint assessment team together with HIA Beregovo in order to make the surveys.

Both HIA HQ and HIA Beregovo are aware of and committed to adhering to the ACT principles and Code of Conduct, the Red Cross Code of Conduct and the Sphere Standards. In this appeal, HIA HQ will be fully responsible for program planning, implementation monitoring and reporting to ACT CO.

HIA's implementing partner: NGO network ACCORD

HIA Beregovo coordinates its activities with Ukrainian civil organizations, through a network called ACCORD. Through this networking, HIA Beregovo has been able to build good relationships with Ukrainian NGOs, including those from the flood-affected region, and implement a number of joint projects. Formed in 2004 (in the framework of a EuropeAid supported project in Ukraine, implemented by HIA HQ and Beregovo sub-office), members of the ACCORD network are registered civil society organizations with experience in community work and social services. While at this time, no direct emergency services have been provided by ACCORD representatives in flood-affected regions, HIA Beregovo does have extensive experience. As part of this growing network, this is a prime example of its purpose – a local NGO with expertise of their community and a network NGO with expertise.

- **ACT member: Russian Orthodox Church/Russia Round Table (RRT)**

Over the last 17 years the Russian Orthodox Church has been actively restoring and developing its diaconal service, carried out by numerous parish-based groups and NGOs, monasteries, brotherhoods and sisterhoods. An important area of its social involvement is assistance to people suffering in emergency situations. The Russia Round Table is a special institution of the Department for External Church Relations of the Moscow Patriarchate (DECR), dealing with emergencies on behalf of the ROC. RRT was established in 1992, and has among its main goals: planning and implementation of various social, diaconal, educational and emergency programs, including programs supported by interchurch partners of ROC.

Over the past years ROC/RRT has implemented different ACT emergency projects both nationally and internationally:

- relief aid and rehabilitation projects for flood-affected people in Moldova, Tajikistan and different parts of Russia.
- support projects for IDPs in Chechnya and North Caucasus (Dagestan, Ingushetia, North Ossetia - Alania, Stavropol Kray).
- emergency food assistance project for needy children in different parts of Russia.
- emergency aid projects for IDPs in Serbia.
- emergency relief project for the Afghan refugees on the Tajik-Afghan border.
- emergency and rehabilitation assistance to victims of the hostage crises in Beslan, Republic North Ossetia – Alania, Russia.

III. DESCRIPTION of the EMERGENCY SITUATION

Western Ukraine is suffering distress caused by the strongest flood they have experienced for the last 70 years, as indicated in the cover letter above. The authorities have evacuated people from the flooded areas to temporary shelters in schools, hostels and tent camps. The Ukrainian authorities have appealed to the international community for urgent humanitarian aid in coping with the consequences of the floods. The Ukrainian Government, in connection with the flood, has proposed that the Parliament increase the revenue and expenditure sides of the national budget for this year by 1%. The Ukrainian authorities have estimated the damage at over 800 million dollars.

In accordance with official announcements funds are available for reconstruction works. For the totally destroyed houses (Category I.) the government pays 50,000 UAH (10,800 USD). For the partly damaged houses (Category II.) 25,000 UAH (5,400 USD) and for small damages (category III.) 5,000 UAH (1,080 USD). The assessment process is led by local committees formed by local teachers, officials and town representatives.

Reconstruction work is being organized by both national and local authorities. Nearly 100 emergency teams are working on house protection and 632 foresters on road cleaning and reconstruction. Some 836 medical workers with 117 cars are supporting all medical needs.

IV. DESCRIPTION of the SITUATION in the AREA of PROPOSED RESPONSE

- **Hungarian Interchurch Aid**

HIA has chosen to respond in Ivano-Frankivsk County as it was one of the most affected by the floods. The information below reflects current estimates on the extent and type of damage within this county (as per 28 July 2008):

- 345 districts flooded
- 22,930 homes damaged
- 345 homes destroyed
- 28,321 acres of agricultural land flooded
- 20 kilometers of dam are damaged
- 92 settlements without electricity
- 13 people died, 5 of whom were children

After the disaster the Government of Ukraine declared a three-month state of emergency and called for international assistance from the international community.

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) reported that flooding in the Ivano-Frankivsk region destroyed as much as 75 per cent of planted crops. The heavy flooding also caused \$80 million in losses to the county's agricultural sector, according to Ukrainian Deputy Agriculture Minister Serhiy Melnyk.

It is estimated that damages in Ivano-Frankivsk County alone could exceed 800 million hrn. Within Ivano-Frankivsk County, the worst hit districts are Snatini, Verbovinai and Halichi:

Category	Snatini	Verbovinai	Halichi
Damaged Communities	17	24	43
Destroyed Homes	10	-	107
Damaged Homes	1853	1265	995
People Displaced	855	3000	107
Deaths	-	2	2

The HIA assessment team visit took place on 4-5 August 2008 in Halichi District. The communities of Halichi, Dubovtsi and Mariampil were chosen as target communities based on the recommendation of local government, accessibility, and extent of damage. At that time, some villages in mountainous areas could only be reached by helicopter.

The following table shows the damage for the three communities of Halichi, Dubovtsi and Mariampil:

Category	Halichi	Dubovtsi	Mariampil
Total population	6410	2040	978
% male/female	49/51	50/50	46/54
Affected population	792	725	107
Damaged Homes	390	690	100
Families Affected	395	700	105

The information was obtained from the Ivano-Frankivsk County and Halichi District Administration offices as well as from HIA's needs assessment team.

Most of the people have left their homes with all their belongings left behind. They are now living either with friends or relatives or in university dormitories. These dormitories will have to be vacated by 1 September 2008 (the start of the school year), and there is no other current facility available to shelter these people. Considering the economic hardships already existing for many Ukrainians, the situation is difficult also for those who have welcomed displaced friends and family members.

Many of the displaced families earn very low salaries and in the past achieved self-sustainability thanks to farming and small businesses, which are the main sources of income within these districts. However, if a family is to survive on that income, it is imperative they produce their own food surplus. These lands and the food surpluses have now been lost due to the flooding.

Health is a concern. Due to a shortage of potable water, there is the fear that contagious diseases or epidemics could spread. Most of the houses which were under water have now been cleaned and disinfected. However, the damage to the sewage system resulted in contamination to the water system as well as public infrastructure such as gardens, streets and squares which have not yet been disinfected. Moreover, cemeteries, animal mass gravesites, chemical dumpsites and storage facilities were equally affected by the floods. The population has been informed of the dangers. Nevertheless, for the county of Chirniviski alone, about 30 people have already been reported ill, and the number is expected to rise. Additionally, tension can be felt within the population as there is lack of trust in the state capacities to meet all the population needs.

Impact on human lives in the area of proposed response

The communities have been affected by:

- Destroyed and damaged homes
- Loss of life
- Lack of electricity
- Current and future shelter concerns
- Lack of nutritional and hygienic supplies
- Loss of private agricultural properties/abilities
- Loss of livestock

Damage to infrastructure is as follow:

Category	Halichi	Dubovtsi	Mariampil
Schools damaged	2	1	1
Health facilities damaged	2	1	1
Community buildings damaged	5	2	1
Roads damaged	10 km	1 km	-
Bridges damaged	3 pedestrian	1	-

An estimated total of 1,832 agricultural acres of land were flooded.

Security situation in the area of proposed response

At this time, road access to the area of proposed response is available. If the existing tension among the population grows, this might cause some delay in project implementation. The District of Halichi is an agricultural region with many small businesses and part of the growing tourism industry in Western Ukraine. Halichi is a Greek Catholic and Orthodox community, administrative center for the district and a historical location for early settlements in Ukraine.

Current response

Currently, the government of Ukraine has sent 10,000 soldiers to work in the entire flood-affected area. Water has been removed from 22,000 homes and the renovation and construction of damaged roads and dams are in progress.

State authorities are working on financial assistance. They have established three categories of financial assistance (Figures based on current USD \$1: hrn 4.64):

- Category 1 – Those whose homes have been totally destroyed receive 50,000 hrn. This is a base allotment and additional resources will be allocated in the future.
- Category 2 - Those whose homes were under water/but still standing, though with substantial damages, receive 25,000 hrn.
- Category 3 – Those whose homes suffered minor damages receive 5,000 hrn.

According to the latest data, 3,801 families living in the Ivano-Frankivsk County have already received financial assistance.

- 2,988 families received 1,000 hrn
- 669 families received 2,500 hrn
- 135 received 5,000 hrn.
- 9 families received 100,000 hrn for loss of life in family.

Flood victims were informed that the allocated resources will only assist in the renovation of 60 square meters of living space. The state promised that these amounts will increase according to the damage evaluation. It is important to note that these categories have been determined by representatives of the local population, such as teachers, representatives and state officers.

In addition to the Ukrainian Government, international and local non-governmental organizations are present in affected areas and are providing assistance. The coordination, however, among the different stakeholders is rather low. An integrated rescue team from Poland arrived in the Ivano-Frankivsk region to render assistance in mitigation of flood consequences. According to the Emergency Ministry, the Polish subdivision includes 78 rescuers, 19 technical units and 25 water pumps for pumping out water.

The Government of Japan has provided emergency relief goods (generators, tents, blankets and water purifiers), equivalent to about 12 million yen, to the Government of Ukraine. The Ukraine Red Cross has distributed one water filter to each of 5,000 families in all six affected regions in Ukraine: Ivano-Frankivsk, Chernivitsy, Zakarpattya, Lviv, Ternopil and Vinnitsa. In addition, 3,500 filters were provided by the Development of Ukraine Foundation. Beneficiaries were selected among the people who were already under the patronage of the Red Cross such as elderly people living alone, multi-child families, single parents with small children and low-income families. ADRA is assisting 330 families in the Ivano-Frankivsk and Chernivitsi regions, two of the most severely affected in the country, providing food baskets stocked with rice, macaroni, sugar, flour, buckwheat, vegetable oil, and canned fish.

During the implementation of the program HIA will aim at closely coordinating its activities in the project location in order to avoid duplication.

- **Russian Orthodox Church**

As noted above, Vinnitsa Region is one of the most flood-affected territories in Ukraine. Emercom Ukraine and regional authorities state that in the region, 31 villages and towns were flooded, and about 5,000 houses were damaged, of which 1,140 practically fully ruined. About 10,000 persons had to leave their houses. Currently 4,433 of them (incl. 695 children) are accommodated in municipal temporary shelters (schools, hostels, kindergartens, etc.) or stay with relatives who did not suffer from the floods.

The disaster epicenters in this region are the cities of Mogilev-Podolsky and Yampol. They were flooded due to the overflow of the Dnestr reservoir on 27 July. At present the water fell back (except in Yampol, which is still partly under water), but the damaged houses are not suitable for living – they are partly destroyed, wet and covered by 50-120 cm layers of silt. The household items, furniture and clothes are nearly all destroyed and cannot be used. The agricultural holdings that constitute the base of this region's economy were destroyed on a territory of 7.236 ha.

Ukrainian authorities pledge assistance to the floods victims – those who lost the houses will receive compensation. In any case this assistance will not arrive before the necessary amendment would be made to the Ukrainian budget – i.e. autumn. At the same time money for reconstruction of destroyed roads and houses is expected. House insurance is not commonly used in Ukraine – only about 4 % of what was destroyed had been insured.

The local authorities in the region of Vinnitsa receive little support from the government of the Republic. It is the local authorities that are reconstructing a number of infrastructure facilities. Pumping out of water and silt from the damaged houses, and restoration of transmission facilities and telephone communication are in process. In order to restore drinking water supply for the population the wells are being pumped out and cleaned from the silt. Cleaning and restoration of collecting systems are in progress. Dead bodies of domestic animals are being collected and buried in order not to allow an outbreak of infectious diseases. The sanitary and epidemiological situations in the flood areas remain serene; there are no outbreaks of infectious diseases and mass food poisoning.

The people evacuated from the flooded houses are in need of food, drinking water and hygiene items. They receive some help from relatives, neighbors and local communities, but it is not sufficient, as the living standard of the local population is not high and depends to a great extent on agriculture, which suffered catastrophically as a result of the floods. The parishes and church-related organizations in Vinnitsa Region addressed the RRT asking for emergency assistance – food aid and hygiene items for 2,300 most needy victims of the floods. This aid will help them to survive and preserve human dignity.

As such, this project implementation is intended to support efforts of church parishes and organizations in Ukraine, that already have started raising donations and supplying foodstuffs and clothes to those in need. Their participation in the project implementation will also support networks of the local diaconical and emergency initiatives of parishes and will contribute to their capacity building. While preparing this project proposal ROC/RRT used verified information provided by local social security bodies, Emercom and the Ukrainian Orthodox Church (UOC) parishes (UOC is an autonomous part of ROC). The experience gained in previous ACT/ROC/RRT relief aid and rehabilitation projects for flood-affected people will be utilized as well.

The project implementation will be coordinated with HIA, the local authorities, EMERCOM and other governmental bodies, that are responsible for evacuation of the flood victims and emergency relief.

V. TARGETED BENEFICIARIES

• Hungarian Interchurch Aid

Those targeted for assistance are currently living with family members, friends or in a portion of their home that was not destroyed. All families have received some assistance from the government, based on the category of damage to their homes, and food and hygiene packets. However, now, a month later, that assistance is running out. HIA will assist 1,200 families whose houses have been damaged in the communities of Halichi (390), Dubovtsi (690) and Mariampil (100). All 1,200 families, including elderly living alone, will receive the proposed food and hygiene packets.

Criteria for selection: The target group will be determined based on the category of damage to homes and on social conditions. The following criteria will be applied in the selection:

- Flood-affected elderly people living alone
- Flood-affected families with three or more children
- Flood-affected families headed by handicapped family members

The local government has provided a list of the flood-affected families which belong to the different categories and will be approved by the local administration. In the first period of the project, local staff members of HIA will cross-check the above list in order to make sure the items go to the families that are most in need.

• Russian Orthodox Church

The beneficiaries of the appeal will be 2,300 citizens in Vinnitsa region in Ukraine, staying in temporary accommodation shelters for flood victims in the cities of Mogilev-Podolsky and Yampol. Their houses are practically destroyed and unsuitable for living. The project beneficiaries do not have savings or relatives that could help them. They are part of socially vulnerable population (retired elderly people, disabled, one parent and low income families).

Criteria for selection: Only the persons who are the neediest, and have no other source of assistance, have been selected. A provisional list has already been prepared with the assistance of church dioceses and parishes, the Ukrainian EMERCOM, the local authorities and social services. This list might be slightly reviewed depending on the situation of the families at the time of the distribution. As families largely vary in size (from one individual only to several children and adults), the number of parcels distributed to each family will depend on the number of family members.

VI. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

• Hungarian Interchurch Aid

Goal

To provide assistance to 1,200 flood-affected families in Halichi, Dubovtsi and Mariampil Districts, Ivano-Frankivsk County, through covering their most urgent needs following the disaster.

Objectives

HIA will provide food and non-food items for those who have been displaced by this natural disaster and whose houses have been damaged by the floods. HIA is planning to distribute:

- 1,200 food parcels for families for 1 month - the items will be purchased and distributed as an individual food package, which will comprise the following: pasta 3 kg, rice 2 kg, buckwheat 2 kg, flour 2 kg, tea 3 boxes, oil 2 liter, coffee 4 boxes (2-50gr), canned fish 3 cans, condensed milk 4 cans, sugar 2 kg.
- 1,200 hygiene packets for families for 1 month - the items will be purchased and distributed as an individual hygiene kit, which will comprise the following: toilet paper 4 rolls, disinfectants 10 liters, soap 4 bars, shampoo 1 container, toothbrush 4, bandage 2 rolls, female hygiene items 2 packs, toothpaste 2 tubes.

Both parcels have been assorted considering the different needs of the different groups: female needs are covered through specific hygiene items, and elderly and children are taken care by the provision of vitamins. The items listed above take into account that the government has provided some food provisions earlier, which have already been consumed by the families.

Activities

HIA intends on preparing, transporting and distributing 1,200 food and hygiene packages as soon as possible to meet the urgent needs of flood victims in Halichi, Dubovtsi and Mariampil.

Step 1 - Preparations

- HIA will finalize the list of beneficiaries by prioritizing families in need based on the category of damage to their home and on the basis of the above description of beneficiary selection.
- The list will contain the name of head of the family, the number of members, the previous address and current location or accommodation, category of damage and recipient signatures.
- HIA will purchase food and hygienic items from local areas. HIA is responsible for transportation and distribution of the items to the affected regions. A minimum of three offers will be obtained by the HIA Beregovo office and submitted to HIA Budapest to review for quality and price.

Step 2 - Purchasing and Storing

- Upon confirmation from HIA Budapest, HIA Beregovo will secure a contract for food and hygienic items.
- The contract will include the cost of assembling items into a deliverable individual package.
- HIA will rent a storage space for a short staging area prior to shipment.

Step 3 – Service Delivery

- HIA will coordinate the distribution of goods with one local partner with the mentioned network of NGOs (ACCORD), to secure a location for distribution of food and hygiene packages to recipients.
- With the assistance of local stakeholders, ACCORD representatives, together with the HIA local Program Coordinator, will inform the local beneficiaries about the distribution of food and hygiene packages to the target groups two days prior to the arrival of the goods.
- Distribution of relief items will be done right after the transportation of goods. Acknowledgement of receipts will be signed by all selected beneficiaries upon receipt of relief goods.
- Two staff members will monitor the distribution center.
- Truck arrivals will be organized.

- HIA will secure information from target groups, based on the District Governments' official listing.
- HIA will ensure that quality materials are distributed.

Project implementation methodology

ACT principles and guidelines, the Humanitarian Code of Conduct, and Sphere Standards will be used throughout the project. In addition, the project methodology will ensure:

- Implementing through and coordination with local partner and authorities
- Involving community participation
- Ensuring gender sensitivity and empowerment
- Monitoring community Code of Conduct complaint mechanisms
- Addressing environmental concerns

Material and human resources needed for implementation

The work will be coordinated by HIA- HQ Desk Officer and Finance Assistant. In the Beregovo sub-office, the office director will lead the project with the help of one assistant. Their duties include the coordination of all relevant issues of the project such as organizing the transportation, assessments and distributions. The transport monitor will be responsible for all transportation-related issues.

Implementation Timetable

The project period is three months. The project will start after receiving funds.

- **Russian Orthodox Church**

Goal

To meet urgent basic needs of 2,300 flood victims, staying in temporary accommodation shelters in the cities of Mogilev-Podolsky and Yampol, and offering some hope by providing basic life sustaining assistance.

Objectives:

The project's main objectives are to provide:

- 2,300 food packages to individuals
- 2,300 non-food packages to individuals
- 1,800 sanitary items packages to women/girls
- 620 sanitary items kits for babies

Alongside the main objectives, the project will also contribute to the following:

- Supporting the local diaconical network and emergency initiatives of parishes
- Developing the capacities of the parishes to respond to emergencies
- Supporting the local economy through the local purchase of food and hygienic items

ROC is planning to distribute:

- food package: 2kg flour, 1kg sugar, 1kg salt, 1 kg buckwheat (dark brown seed from which porridge is made), 1kg rice, 2kg macaroni, 1 liter vegetable oil, 2 packs of canned milk, 1 pack of tea, and 10 liters of drinking water. The shelters are equipped with kitchens that the persons can use to prepare the food.
- non-food packages: 1 bottle of shampoo, 2 rolls of toilet paper, 3 bars of soap, 1 pack of washing powder, 1 tooth brush and 1 tooth paste.

Besides the general (unisex) hygiene kits, 900 hygiene sets composed of 2 packs of sanitary pads each will be distributed to women and girls; 310 hygiene kits for children under 5 (2 packs of diapers) will be distributed to their parents.

Supplies

The lists of items for distribution have been prepared in co-operation with the local authorities, Ukrainian Emercom and UOC parishes in the region, using ROC/RRT experiences in implementation of relief aid projects for flood-affected people.

Procurement

Purchases will be made locally depending on availability, either in the distribution areas or in the neighboring regions. The purchases will be made after a detailed market assessment and collection of information from several potential suppliers. Quantity and quality of products will be controlled by ROC/RRT.

Distribution and Accounting

ROC/RRT will distribute aid items in places agreed with the local authorities. Project staff in co-operation with the local authorities will carry out the distributions. Beneficiaries will sign special relief reception forms developed by ACT/ROC/RRT. To enhance the transparency and open character of distributions, local authorities will verify distribution documentation.

Visibility

Communities, local authorities, the press and public will be informed in advance about the time and place of the distribution. ROC/RRT will hold meetings with beneficiaries to inform them about the plans and tasks of project. In addition, special information sheets and the ACT logo will be posted at distribution places to keep the public informed about the work of ACT/ROC/RRT, aims of the distributions and components of the aid distributed.

Staff

From the ROC/RRT staff:

- An ROC/RRT emergency expert will direct the project. He will be responsible for providing a short training for all the staff (people hired and volunteers) that will work on the project.
- The ROC/RRT accountant will be responsible for the accounting and preparing the documentation for the financial reporting.

The following persons will be hired:

- 1 coordinator: he will oversee the whole operation, serves as contact point with the secular and church authorities, be responsible for getting all the necessary allowances (for transport and distribution), and be responsible for the reporting. He will also assume the role of communicator and will be in contact with the media.
- 1 logistician, and 3 transport monitors who will be in charge of technical aspects of the work. In particular, they will assess the situation, organize the purchases (including looking for suppliers and preparing tenders), organize the transport and the work of the volunteers, help to compose the relief packages and organize their distribution. They will cooperate with the local authorities, the social authorities and the local churches.
- A driver with a car for travel to the project area.

Additionally, the ROC volunteers, parishes and church structures will support the project implementation. All the staff and volunteers will attend a short training which will include logistics, organizing the implementation, purchase, distribution, as well as ACT policies, standards and principles.

Implementation Timetable

The implementation period of the project is two months. It is planned to finalize the implementation by 31 October 2008. The project will be implemented in conformity with the ACT rules and regulations, Code of Conduct and Sphere Standards.

VII. ADMINISTRATION & FINANCE

- **Hungarian Interchurch Aid**

Finances and reporting are the responsibility of HIA Headquarters. All the financial records are kept in HIA HQ in Budapest. Disbursements are done on the basis of a plan for the application of funds and after consultation by the HQ Program Officer with the local Program Coordinator about the actual financial status of the project. The disbursements are monitored by the HIA Financial Director. Provision for an audit has been made in the budget. Financial reporting is done on the basis of the financial reports prepared by the sub-office, which is cross-checked by the HIA HQ Financial Assistant. As stated above, HIA Beregovo staff have experience in organizing humanitarian aid work and are qualified to quickly procure and transport materials and meet the needs of the target group.

- **Russian Orthodox Church**

ROC/RRT will be responsible for finances and reporting to ACT. An independent auditor licensed by the Russian Federation Finance Ministry, member of the Russian Auditors Union, will audit accounts and financial reports. ROC/RRT will establish a temporary field office in Mogilev-Podolsky (Vinnitsa region, Ukraine) on the base of a church-related organization. This office will coordinate the work, and will include rooms for staff accommodation. The project will use the ROC/RRT office equipment. It is also planned to purchase one copy machine for the field office. The use of the machine after the project will depend on whether a rehabilitation phase will follow, transportation costs and the needs of local partners.

VIII. MONITORING, REPORTING & EVALUATIONS

- **Hungarian Interchurch Aid**

The monitoring of the program is carried out at different levels. HIA Beregovo will be coordinating and implementing the project with their local staff. HIA HQ as the main applicant of the project is responsible for the entire project management. During the project implementation, continuous attention will be paid on the project flow by a part time Desk Officer and a part time Finance Officer at HIA HQ. In addition, in order to have a clear picture of the ongoing program activities, HIA plans to carry out a monitoring mission to the project location during the program. One experienced HIA staff member (from HIA HQ/Humanitarian and Development Desk, who has participated in the implementation of several emergency projects) is going to travel to the field and have consultations with the different stakeholders active in the program. Consultations will take place at different levels: with the staff responsible for management and professional implementation of the program, and with other local stakeholders.

- **Russian Orthodox Church**

ROC/RRT will carry out monitoring of the project. An expert from ROC/RRT will be present in the project area and direct the project. The ROC/RRT accountant will be responsible for accounting and reporting documentation. ROC/RRT Moscow HQ will be responsible for reporting to ????. Within two months after the project is completed, the ROC/RRT will prepare and submit to the ??? a final financial and narrative report. At the close of the project an evaluation meeting will be held at the ACT/ROC/RRT field office. ROC/RRT representatives, project staff, local authorities and social institutions, church parishes and organizations in Ukraine will participate. The meeting will provide analysis of the project implementation and discuss future rehabilitation plans.

IX. CO-ORDINATION

- **Hungarian Interchurch Aid**

In relation to the ACT Emergency Application, HIA is coordinating activities with the Russian Orthodox Church. Additionally, HIA coordinates with:

- local community leaders in four districts
- government authorities at county level
- local NGOs (ACCORD)
- representatives of the social departments at the local municipalities
- representatives of several local Caritas sub-offices

All above listed stakeholders are aware of HIA's intention to provide assistance and look forward to all forms of resources HIA will offer the community – financial, food and hygiene packages, expertise, manpower and, most of all, personal support. As the project comes into fruition, we will maintain an open line of communication with all of our partners.

- **Russian Orthodox Church**

Project implementation will be coordinated with the local and regional authorities, EMERCOM and social services, as well as with HIA, UN and NGOs to avoid any kind of duplication of effort.

X. BUDGETS

- Hungarian Interchurch Aid**

	<u>Type</u> <u>Unit</u>	<u>No.</u> <u>Units</u>	<u>Unit Cost</u> <u>UAH</u>	<u>Budget</u> <u>UAH</u>	<u>Budget</u> <u>USD</u>
EXPENDITURE					
DIRECT ASSISTANCE					
<u>Crisis Phase (if applicable)</u>					
Food Relief Assistance					
Food package(List by type of item)					
Pasta	kg	3,600	5.00	18,000	3,913
Rice	kg	2,400	9.00	21,600	4,696
Buckwheat	kg	2,400	7.00	16,800	3,652
Flour	kg	2,400	3.00	7,200	1,565
Tea	bag	3,600	6.00	21,600	4,696
Oil	liter	2,400	12.00	28,800	6,261
Coffee	bag	2,400	8.00	19,200	4,174
Cannedfish	bag	3,600	4.00	14,400	3,130
Condensed Milk	bag	4,800	6.00	28,800	6,261
Sugar	kg	2,400	4.50	10,800	2,348
Subtotal				187,200	40,696
Non Food Relief Assistance					
Hygenic bag(List by type of item)					
Toilet paper	bag	4,800	1.00	4,800	1,043
Disinfectants	container	12,000	6.00	72,000	15,652
Soap	bar	4,800	2.00	9,600	2,087
Shampoo	container	1,200	7.50	9,000	1,957
Toothbrush	bag	4,800	2.50	12,000	2,609
Bandage	bag	2,400	1.00	2,400	522
Wadding (cotton wool)	bag	2,400	2.50	6,000	1,304
Female hygiene items	pack	2,400	6.00	14,400	3,130
Toothpaste	bag	2,400	21.00	50,400	10,957
Subtotal				180,600	39,261
<u>Direct Programme Related Costs</u>					
Transport Monitor	month	2	2,000.00	4,000	870
Accomodation & travel cost	trip	2	4,600.00	9,200	2,000
Subtotal				13,200	2,870
TOTAL DIRECT ASSISTANCE				381,000	82,826
TRANSPORT, WAREHOUSING & HANDLING					
<u>Transport</u>					
Hire/ Rental of Vehicles	per km	1,200	6.50	7,800	1,696
Fuel	per liter	500	6.70	3,350	728
<u>Warehousing</u>					
Rental of warehouse	month	1	2,500.00	2,500	543
Wages for Security/ Guards	month	1	1,500.00	1,500	326
<u>Handling</u>					
Wages for labourers	month	1	1,900.00	1,900	413
Wages for Drivers	month	2	1,500.00	3,000	652

	<u>Type</u> <u>Unit</u>	<u>No.</u> <u>Units</u>	<u>Unit Cost</u> <u>UAH</u>	<u>Budget</u> <u>UAH</u>	<u>Budget</u> <u>USD</u>
TOTAL TRANSPORT, WAREHOUSING & HANDLING				20,050	4,359
INDIRECT COSTS: PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT					
<u>Staff salaries</u>					
Programme Officer - HIA HQ (part time)	month	3	3,680.00	11,040	2,400
Finance Officer - HIA HQ (part time)	month	3	1,840.00	5,520	1,200
Programme Coordinator - HIA Field Office (part time)	month	3	2,000.00	6,000	1,304
Programme Assistant - HIA Field Office (part time)	month	3	1,400.00	4,200	913
Finance Assistant - HIA Field Office (part time)	month	3	1,200.00	3,600	783
<u>Office Operations</u>					
Office rent	month	3	1,500.00	4,500	978
Office Utilities	month	3	500.00	1,500	326
Office stationery	month	3	300.00	900	196
<u>Communications</u>					
Telephone and fax	month	3	1,000.00	3,000	1,552
TOTAL PERSONNEL, ADMIN & SUPPORT				40,260	9,652
AUDIT & MONITORING					
Audit of ACT Funds	Estimate			9,200	2,000
Monitoring & Evaluation	Estimate			4,600	1,000
TOTAL AUDIT & MONITORING				13,800	3,000
TOTAL EXPENDITURE				455,110	99,837

Exchange rate: 1USD = 4.60 UAH

- Russian Orthodox Church**

<u>Description</u>	<u>Type of unit</u>	<u>Number of units</u>	<u>Unit Cost UAH</u>	<u>Total UAH</u>	<u>Total USD</u>
I. DIRECT ASSISTANCE					
Food packages (2,300 units)					
Flour	kg	4600	2.80	12,880	2,800
Sugar	kg	2300	4.50	10,350	2,250
Salt	kg	2300	2.50	5,750	1,250
Buckwheat	kg	2300	6.40	14,720	3,200
Rice	kg	2300	8.60	19,780	4,300
Macaroni	kg	4600	4.80	22,080	4,800
Vegetable oil	liter	2300	9.50	21,850	4,750
Caned milk	pack	4600	5.50	25,300	5,500
Tea	pack	2300	5.80	13,340	2,900
Drinking water	liter	23000	0.75	17,250	3,750
Subtotal food packages				163,300	35,500
Non food items					
Shampoo	bottle	2300	7.20	16,560	3,600
Toilet paper	rolls	4600	1.10	5,060	1,100
Soap	bar	6900	1.90	13,110	2,850
Washing powder	pack	2300	16.80	38,640	8,400
Tooth brush	unit	2300	9.80	22,540	4,900
Tooth paste	unit	2300	11.50	26,450	5,750
Kids sanitary items (diapers)	pack	620	110.00	68,200	14,826
Women` sanitary items (sanitary pads)	pack	1800	8.90	16,020	3,483
Subtotal non food items				206,580	44,909
Direct Program Related Costs					
Transport monitors (2 pers.)	month	2	3,680.00	7,360	1,600
Driver with a car	month	2	3,220.00	6,440	1,400
Subtotal direct program related costs				13,800	3,000
TOTAL DIRECT ASSISTANCE				383,680	83,409
TRANSPORT, WAREHOUSING, LOADING					
Transportation of the food (to warehouse and to places of distribution)	lumpsum	1	4,600.00	4,600	1,000
TOTAL TRANSPORT WAREHOUSING, LOADING				4,600	1,000
CAPITAL EQUIPMENT					
Copy machine	unit	1	2,070.00	2,070	450
TOTAL CAPITAL EQUIPMENT				2,070	450
PERSONNEL, ADMINISTRATION, OPERATIONAL COSTS					
Staff salaries					
Director of program (part time)	month	2.5	2,760.00	6,900	1,500
Coordinator (part time)	month	2	2,760.00	5,520	1,200
Book-keeping (part time)	month	2.5	2,300.00	5,750	1,250

<u>Description</u>	<u>Type of unit</u>	<u>Number of units</u>	<u>Unit Cost UAH</u>	<u>Total UAH</u>	<u>Total USD</u>
Logistics (1 pers.)	month	2	2,760.00	5,520	1,200
Staff travel					
Local & regional travel (750 USD/ month)	month	2	3,450.00	6,900	1,500
Office Operational costs					
Field office rental & utilities	month	2	2,300.00	4,600	1,000
Stationary & supplies	month	2	1,150.00	2,300	500
Communication					
Tel, fax, internet, mobile phones	month	2	3,450.00	6,900	1,500
TOTAL PERSONNEL, ADMINISTRATION, OPERATIONAL COSTS				44,390	9,650
AUDIT	lumpsum			1,840	400
BANK FEES	lumpsum			4,503	979
MONITORING AND ASSESSMENT	lumpsum			9,200	2,000
TOTAL				450,283	97,888

Exchange rate: 1 USD = 4,6 UAH