

Proposal format for early action (EA#4)

Locally Led Anticipatory Action Toolkit

Purpose

The purpose of this proposal format is to set out details that should be collected when preparing for early action.

Guidance

This form should be completed by those seeking funds for early action.

It is suggested that the maximum time of intervention is around 1 month. Early Actions should be prior to impact or, if the early action window is missed, then as rapidly as possible.

For the budget, it may be suggested that there are no funds included for financing of staff and admin costs. Only supplies, works, services, microgrants, daily labour, transport costs (rent of vehicle not owned by partner/fuel) and any per diem/accommodation.

Add more rows in the budget as required.

Ensure the narrative proposal and budget are signed by those responsible and accountable - both in the facilitating agency and grantee group.

Narrative proposal

Name of organisation:	
Name of payee and bank details:	
1.	Forecast or predicted hazardous event information and needs
1.1	- What imminent hazardous event is forecast to take place (type, scale) - Where - When
1.2	- What is the foreseen or actual damage in the location (s) of intervention (destroyed infrastructure, lost assets, destroyed crops, etc) - How are people affected, or foreseen to be affected, at the location(s) of intervention (displaced, living with host families, living in make-shift shelters, etc)
1.3	- What are the potential, or actual, needs of the exposed or disaster affected population at the location of intervention (mention the sources) - Do you know their priorities? If possible separated for men and women (mention sources)
1.4	What kind of assistance has been, or will be, delivered at the location of intervention by others
2.	Intervention (early action)
2.1	Duration and start of the project
2.2	Location(s) of intervention and reason for selection
2.3	- Criteria for the selection of beneficiaries (if you cannot assist all affected people) [You can also refer to the beneficiary criteria used for microgrant if microgrants will be provided] - Who will select the beneficiaries, using the above criteria?
2.4	- What will be delivered for how many people (for food and water, express as quantity per person per day and mention also for how many days)? [If the assistance is provided through microgrants, state that microgrants are being used and indicate that the number of households is an estimation. Nutritional details are not required to be submitted if food is provided by committees through microgrants.] - When the population receive what assistance - In the case of food, mention the % of required nutritional daily requirements which is delivered; calories, energy provided by fat, energy provided by protein (you can find this info via Nutval)
2.5	Activities Timeframe: period prior to and after trigger activation: <ul style="list-style-type: none"> ● (-1) indicates the period prior to Trigger activation ● (0) indicates the lead time period (between trigger activation and hazard impact) ● 1 to 5 indicates the weeks following hazard impact <p>The section below includes examples of activities for cyclones and floods.</p>

	Activities [Initiated based on an Alert Note (Tool #2) & the approval of an updated Early Action Proposal (Tool #3)]	Timeframe (weeks) (Timeframe prior to and after Trigger activation)					
		-1	0	1	2	3	
A	Readiness & Pre-positioning						
A1	Activation of communication channels (early warning systems), and mobilisation of volunteers and community disaster management committees to carry out preparedness activities	X	X				
A2	Re-sensitization of district level key stakeholders on EAP (Disaster Committee, Cluster Committee)	X					
A3	Mobilisation of volunteers or community structures	X	X				
A4	Provision of emergency equipment (to evacuation centres, trained volunteers, community structures)	X	X				
A5	Development and communication of community 'Early Warning' alert messages and Advisories: through communication channels, or by grassroots volunteers / community structures	X	X				
A6	Procurement and pre-positioning of stocks: - Food relief packages - WASH kits (including chlorine for drinking water) - Shelter items	X	X				
A7	Validating beneficiary register details (i.e. with community structures)	X	X				
B1	Community Microgrants to support communities to address their own immediate needs, address problems, and to start their own initial early recovery efforts (including community managed procurement and distribution of items listed below) [For Readiness Actions or Early Actions]	X	X	X			
B1	Community Microgrants – disbursement	X	X	X			
C	Early Actions / Early Response [Activated by the Triggers]						
C2	Pre-position / distribution of food relief packages		X	X	X		
C3	Pre-position / distribution of WASH items (kits, chlorine tablets)		X	X	X		
C4	Pre-position / distribution of Shelter items			X	X		

	C5	Pre-position / distribution of dignity kits		X	X	X			
	C6	Psychosocial support by volunteers		X	X	X			
	C7	Provision of essential medical supplies to health centres		X	X	X	X		
	D	Monitoring & Learning							
	D1	Monitoring team deployment (including for the microgrants mechanism or Post Distribution Monitoring (PDM) as relevant)	X	X	X	X	X	X	X
	D2	Production of Stories of Impact						X	X
	D3	Early Action Review (Tool #5) information gathering, including from stakeholders	X	X	X	X	X	X	X
2.6	How will you measure/ evaluate if the disaster affected population used the assistance, and how. How will you measure if they liked /disliked it (e.g. observation in X Households, individual/community group interviews with X persons)? [For Early Actions indicate that an Early Action Review will be conducted]								
3.	Total Project Budget (detailed information under Budget)								

Budget proposal

The budget table below includes examples of activities for cyclones and floods.

Budget line	Number of groups/ committees/ persons/ families	Qty.	Unit price	Total (Local Currency)	Total (Sending currency)
1. Goods or services to be delivered and provided					
(A4) Provision of emergency equipment (to evacuation centres, trained volunteers, community structures)					
(A6) Procurement and pre-positioning of stocks					
(B1) Community Microgrants					
(C7) Provision of essential medical supplies to health centres					

Direct project costs					
Monitoring and Learning					
2. (D1 and D2) Fuel for transport					
3. (D1 and D2) Car rental					
4. (D1 and D2) Per diem					
Readiness; Early actions / Early response					
5. (A2, A3, A5, C1 and C2) Labour and daily volunteer costs					
Total (1-5)					

Acknowledgement

The [Locally Led Anticipatory Action Guide and Toolkit](#) was authored by Chris Ball, Director of [Bounce Back Resilience Ltd](#) and Humanitarian Advisor DRR and Climate Change for Diakonie Katastrophenhilfe. It was developed based on learning from the Local Leadership for Global Impact project implemented in partnership between [Diakonie Katastrophenhilfe](#), [CARD](#), [CEDES](#), [SAF/FJKM](#) and [GNDR](#); and supported by funds of the Federal Republic of Germany through the [Federal Ministry for Economic Cooperation and Development](#) (BMZ).