

Contingency Plan for Humanitarian Response Programme

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Resource Development Foundation (RDF)

RDF Bhaban

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1. Humanitarian Management Committee:

The following members will be involved and regulate the humanitarian response activities.

SI	Name	Position	Portfolio
1	M Golam Mostofa	Chief Executive Officer	Chair of HMC
2	Fatima Begum	Deputy Chief Executive Officer (DCEO)	Co-Chair of HMC
3	Md. Istiak Azad	Director-HRM & Admin	Member Secretary
4	Md. Md. Moniruzzaman	Director & Chief Operating Officer	Member
5	Md. Anamul Hoque	Director (Training & Project Management)	Member
6	Sayed Mehedi Azam	Asst. Director-Finance	Member
7	Ms. Rashida Khatoon	Chief Coordinator-Cash	Member

Role of the Humanitarian Management Committee during normal and impending situations:

During normal period:

HMC will meet once a quarter and will review the organizational humanitarian preparedness to respond. (stalk piling at the warehouse, review contingency plan, staff skill if needed)

- Country situation review.
- Follow up the periodic actions.

During humanitarian crises:

Review the country's situation and decide on damage and needs assessment.

- Recommend for humanitarian response.
- Mobilize the logistic operation
- Monitoring humanitarian response operations.
- Donor liaison and fund mobilization.

Assignments of staff for the following prior or immediately prior to response activities

Responsibility	Name	Designation
Overall coordination/operation:	M Golam Mostofa	Chief Executive Officer
GOB/PNGO/NGO etc. Liaison:	Md. Md. Moniruzzaman	Director & Chief Operating Officer
Donor Communication	Md. Anamul Hoque	Director (Training & Project Management)
Procurement/Vendor :	Fatima Begum	Deputy Chief Executive Officer (DCEO)
Warehouse :	Md. Istiak Azad	Director-HRM & Admin
Responsibility	Name	Designation
Transport	Md. Istiak Azad	Director-HRM & Admin
Finance/Accounts	Sayed Mehedi Azam	Asst. Director-Finance
Distribution Management	Ms. Rashida Khatoon	Chief Coordinator-Cash

Health Intervention	Narayan Chandra Sarker	Lead-Business Development & Program
Monitoring & Evaluation	Robert Russell Gomes	Senior Chief Coordinator-M&E
Progress/other reporting	Robert Russell Gomes	Senior Chief Coordinator-M&E
Media and information	Iqbal Hossain	Chief Coordinator-Communications
Emergency staff recruitment and transfer	Md. Istiak Azad	Director-HRM & Admin
Admin and Logistics	Md. Khalilur Rahman	Chief Coordinator-HRM & Admin
Material purchase & Vehicle management	Mohammad Musfikur Saleyhin	Assistant Director-Finance

2. Emergency Response Team (ERT)

Sl#	Name	Designation	Mobile No	Email	Project and Organisation
1	Md. Anamul Haque	Director (Training and Project Management)	01733065520	anam@rdfbd.org	RDF
2	Md. Rakibul Islam	Assistant Director	01733065531	rakibul@rdfbd.org	RDF
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6	Md. Hafijur Rahman	Asstt. Chief Coordinator	01733065540	am.kalapara@rdfbd.org	RDF
7	Md. Humayun Kabir	Sr. Coordinator	01733065555	bm.kalapara@rdfbd.org	RDF
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3. Internal decision-making and coordination process:

Based on the situation report, the Chief Executive Officer (CEO) will convene an emergency meeting with the Humanitarian Management Committee (HMC) within 24 hours following the impact of a cyclone or

any other disaster. During this meeting, the CEO will activate the Contingency Plan, taking into account various environmental factors and the detailed situation report. The objective is to establish a comprehensive Response Plan and review the initial findings to ensure a coordinated approach.

Additionally, discussions will focus on the deployment of staff to effectively manage the crisis. This will involve evaluating the available human resources, identifying specific roles and responsibilities, and determining the best strategy for effective deployment to meet immediate needs.

An essential part of the meeting will also include formulating a clear strategy for raising funds from donors. The Resource Development Fund (RDF) will be guided on how to appeal to potential donors, ensuring that the requests align with the identified needs and current conditions in the affected areas.

Lastly, any other business (AoB) relevant to the situation will be addressed, ensuring that all aspects of the disaster response are considered and strategised effectively. This will provide a holistic approach to managing the disaster and ensuring as seamless a recovery as possible.

4. Situation Report Preparation (Sitrep):

In the event of a disaster, various media sources such as radio, newspapers, and television monitor the evolving situation closely. Within 24 hours of a significant disaster event in a community, a Situation Report (Sit Rep) is generated. This report is compiled using information gathered from the Government of Bangladesh (GoB) and direct observations made in the field. The situation is updated within three days, after which a comprehensive needs assessment is initiated. These small-scale needs assessment is conducted by mobilising institutional capacities to ensure a thorough understanding of the community's needs. The information gathered through these assessments is crucial for mobilising donor funding. RDF plays a vital role in supporting joint needs assessments, working collaboratively with affiliates, partners, and donors, utilising both staff and volunteers for effective response. Meanwhile, the RDF ensures that the collected information is disseminated to wider stakeholders as necessary, facilitating a coordinated and informed disaster response.

Creating a SitRep (Situation Report) involves gathering information, analysing it, and presenting it in a clear format. Here's a step-by-step guide on how to create one:

Step-by-Step Guide to Creating a SitRep:

i. Initial Activation

- **Timing:** Immediately after the event, such as when a cyclone hits.
- **Action:** The Chief Executive Officer activates the Contingency Plan and starts the SitRep process.

ii. Information Gathering

- **Timeframe:** Within 24 hours after the cyclone hits.
- **Action:** Collect initial data regarding the impact of the cyclone, including the affected areas, the extent of damage, casualties, and any immediate threats.
- **Responsibility:** On-the-ground staff and operational teams provide updates and data as it becomes available.

iii. Compilation of Initial SitRep

- **Action:** Compile the collected data into a structured report.
- **Sections to Include:**
 - **Executive Summary:** Brief overview of the situation.
 - **Current Situation:** Details about affected areas, current status, and summary of damages.
 - **Immediate Needs:** Any identified urgent needs (e.g., medical, shelter, water).

- **Response Actions:** Actions taken so far, including relief efforts.
 - **Resource Status:** Resources available and additional resources needed.
 - **Communication Plan:** Information on communication with affected communities and stakeholders.
 - **Next Steps:** Planned actions and updates schedule.
- iv. **Distribution of Initial SitRep**
- **Responsibility:** HR and Admin departments.
 - **Action:** Distribute the initial SitRep to relevant stakeholders such as management, response teams, and partner organisations.
- v. **Continuous Updates**
- **Frequency:** Update within 3 days, depending on progress and new information.
 - **Action:** Monitor the situation continuously and update the SitRep to reflect new developments, changes in needs, or additional impacts.
 - **Responsibility:** HR and Admin, with inputs from field teams.
- vi. **Need Assessment Process**
- **Timing:** Start within 3 to 5 days after the event.
 - **Action:** Conduct a detailed needs assessment to evaluate long-term needs and priorities for affected areas.
 - **Responsibility:** Need Assessment Monitoring Officer.
- vii. **Finalisation of Needs Assessment**
- **Action:** Integrate the findings of the needs assessment into subsequent SitReps.
 - **Responsibility:** Monitoring Officer to compile and present findings.
- viii. **Regular Reporting**
- **Frequency:** As per organisational requirements and situational demands.
 - **Action:** Continue issuing SitReps regularly until normalcy is restored, or when directed by leadership.

This structured approach helps ensure effective communication and coordination during emergency response operations.

5. Advocacy:

The advocacy initiative aims to support partner and affiliate activities at the local level by informally encouraging the government to increase its focus on relevant responses. A small-scale media briefing will be conducted to mobilise stakeholders in supporting the affected community. For media publications, RDF plans to utilise national and local newspapers, community radio, and various TV channels to engage and prompt action among stakeholders.

6. Fundraising:

The Resource Development Fund (RDF) aims to secure increased funding by preparing and submitting well-crafted proposals to carefully selected donors and partners. This strategic approach involves the development of detailed and persuasive proposals, leveraging both internal expertise and external skills as required by the specific requests and expectations of potential donors. The goal is to align RDF's objectives with the interests and priorities of donors, ensuring mutual benefits and shared vision for future projects.

To facilitate this process, RDF is committed to enhancing its proposal writing capabilities. This involves drawing on the diverse talents and capacities within the organisation and, where necessary, enlisting the

expertise of external consultants to strengthen the quality and effectiveness of the proposals. These efforts ensure that each proposal is tailor-made, addressing the unique needs and preferences of each potential funder.

An important figure in this endeavour is the Head of Fund Raising who plays a pivotal role in sourcing new funding opportunities. This role involves maintaining open and ongoing communication with existing and prospective donors, fostering relationships built on trust and shared goals. The Head also ensures that RDF's vision and mission are clearly communicated, aligning them with the interests of funding bodies. By staying informed about the latest trends and opportunities in the funding landscape, the officer is instrumental in expanding RDF's financial resources, ultimately supporting the organisation's growth and sustainability.

7. Nature of the Hazards

Barishal is prone to cyclones, strong storms, tidal surges, and water salinity. These phenomena often occur between October and December and between April to June. The saline water originates from the Bay of Bengal, which connects to the River Kirtankhola in Barishal.

Patuakhali, a district in southwestern Bangladesh, is part of the Barishal Division and is known as the main gateway to Kuakata Beach. The district is renowned for its unique vantage point from which both the sunrise and sunset can be observed. Located on the edge of the Bay of Bengal, Patuakhali became a subdivision of the Barishal district in 1871 and was upgraded to a separate district on 1st December 1983. It is bordered by Barishal district to the north, Bhola district to the east, the Bay of Bengal to the south, and Barguna to the west. The main rivers in this area include the Andharmanik, Agunmukha, Payra, Lohalia, Patuakhali, and Tentulia.

Barguna, a coastal district in Bangladesh, was originally a subdivision of Patuakhali district before being designated as a separate district in 1984. The name "Barguna" is believed to have originated from the local practice where wood traders from the north waited at what is now the district headquarters for "Baragun," meaning a large rope, to pull their boats against the strong current of the Khagdum River. Consequently, the place became known as Barguna, and it's thought that the district derived its name from this location.

Bhola is the only island district in Bangladesh, located in the south of the Bay of Bengal. Due to its remote location, all sub-districts of Bhola are mostly underdeveloped across various development indices. Natural calamities and disasters such as cyclones, storm surges, floods, tornadoes, earthquakes, and riverbank erosion are common occurrences that have historically posed threats to human life. The increasing effects of climate change, including sea level rise, are expected to intensify the frequency and magnitude of natural disasters like floods and cyclones, making the region's inhabitants more vulnerable. Each year, the coastal areas of Bangladesh, including Bhola, suffer from devastating cyclones with high wind speeds and waves reaching between 3 to 10 meters, causing extensive damage to life, property, and livestock. The monsoon season brings regular floods, intense rainstorms, and tidal inundations, resulting in significant loss of life and property. Additionally, thousands in Bhola are affected annually by riverbank erosion, which destroys crops, farmland, and homes. Many families lose their land and houses to river erosion and are forced to migrate to other sub-districts, districts, or even the capital, Dhaka. As a result, many people in Bhola live below the poverty line. In the Barishal region, disasters significantly impact various sectors, including agriculture, livestock, road communication, fishing, construction of educational institutions, and human assets.

8. Important Humanitarian Partners

During emergencies, international non-governmental organisations (INGOs) and UN agencies play a critical role by collaborating with local stakeholders to improve response and preparedness. The following outlines the current partnerships and areas for development between various INGOs, UN agencies, and their respective sectors.

- i. **UNICEF** focuses on WASH (Water, Sanitation, and Hygiene) and education during emergencies. It operates through pre-qualified partnerships, emphasising a need to transition towards project-based partnerships to enhance the effectiveness of its initiatives.
- ii. **Save the Children** collaborates in the areas of food security, aiming to foster peace and disaster resilience. Currently, it maintains informal partnerships and identifies a need for a structured partnership plan to solidify and optimise collaboration.
- iii. **Plan International Bangladesh** works in WASH and child protection. They recognise the necessity to transform informal undertakings into more formalised partnerships to better achieve their objectives in these areas.
- iv. **Oxfam** contributes to WASH and has developed preparedness capacities through project-based partnerships. The organisation is seeking to evolve these into long-term partnerships to ensure sustained impact.
- v. **Action Against Hunger (ACF)** operates in food, agriculture, and the improvement of livelihoods for disaster-affected communities. The existing informal partnerships need to be formalised to ensure more robust collaboration and outcomes.
- vi. **World Food Programme (WFP)** provides food rations through formal partnerships. Efforts are directed towards developing these into long-term partnerships with consistent follow-up to ensure continued success.
- vii. **UNDP** supports agricultural sectors through formal partnerships. The goal is to establish long-term collaborations with regular evaluations to ensure ongoing and sustainable support.

These organisations acknowledge the importance of strengthening partnerships and are actively seeking ways to formalise and sustain them to improve disaster response and community resilience. Therefore, RDF will continue reaching the organisations for any disaster. However, RDF will also continue working with the different departments of the Government of Bangladesh.

9. Scenario:

Cyclones in Bangladesh present a significant threat, especially to the coastal districts, posing a likelihood of 5.0 on a scale of impact, with dire consequences for affected areas. The cyclone's potential damage includes fatalities and injuries, displacement of one million people, and widespread destruction of homes and critical infrastructure such as roads, bridges, water systems, power, and telecommunication networks. Approximately 0.5 million houses are likely to be damaged, and crops, including fish, could be ruined over 3 million acres, resulting in a severe reduction in employment and income for one million households. Educational disruptions are expected for one million children, coupled with contamination of water sources, loss of human lives, livestock, and household possessions. Districts such as Barishal, Bhola, Barguna, Patuakhali, and Pirojpur face severe impact. In response, RDF plans to carry out regular monitoring of the cyclone situation and support coordinated assessments initiated by development partners. Their initial response will include distributing dry food for one time, providing safe drinking water via jerry cans for three days, and supplying temporary shelter and hygiene materials. After conducting

need assessments, they aim to supply ten-day food rations, clothing for women and children, rehabilitation efforts like installing sanitary latrines, maintaining tube wells, repairing homes and schools, and supporting individual house construction. Additionally, they plan to offer livelihood support, emergency education, water source disinfection, and agricultural input assistance. Search and rescue operations, emergency and temporary shelter provisions, distribution of food and non-food items, WASH interventions, trauma healing, counselling, medical treatment, relocation, emergency schools for children, and transportation and telecommunication support will also form part of the response. Consideration for gender and protection needs will be integral to their efforts. The budget allocated for this initiative is approximately BDT 10 lac, targeting around 2,500 women and children from 550 families. Collaborative responses from the government and other actors focus on emergency interventions and support across various sectors.

10. Response Strategy:

Purpose

The goal is to alleviate the suffering of women and children by supporting the Government of Bangladesh's efforts with the provision of Food and Non-Food Items (NFIs).

Engagement Criteria/Trigger Indicators

- Assistance will be provided if at least 1000 households are affected, or if there is damage to at least 1000 homes in the area.
- A minimum of 500 households, comprising around 2500 family members, will be supported.

Sector Focus

RDF will respond based on the needs expressed by those affected, subject to the availability of resources from donors. The response, initiated within 48 hours, will focus on the following:

- Support government efforts by providing dry food (such as flattened rice, molasses, biscuits, and puffed rice) to the affected communities.
- Offer temporary shelter support (using materials like tarpaulins or polythene) for families with severe shelter needs.
- Provide hygiene materials, including soap, napkins, and sanitary pads, for women and adolescents to maintain personal hygiene.
- Conduct an in-depth assessment to provide at least 10 days of food ration to the most affected families, including standard items. If necessary, clothing will be provided to women and children.
- For rehabilitation, focus on the following initiatives:
 - Installation of sanitary latrines.
 - Maintenance of tube wells.
 - House repairs.
 - Household support.
 - Livelihood support.
 - Emergency education.
 - School repairs.
 - Water source disinfection.
 - Agricultural input support.

Geographical Coverage

RDF conducts its emergency interventions primarily in its working areas but can extend to other locations if necessary. The priority areas for intervention are:

- 1st Priority Area: All unions of Barishal, Bhola, Patuakhali, Pirojpur and Barguna Districts.
- 2nd Priority Area: Adjacent districts, if assistance is requested by donors.

Mode of Operation

- RDF will either operate directly or through implementing staff, particularly involving community-based organisations (CBOs) and women's groups.
- During the selection of affected people or beneficiary households, RDF will ensure the involvement of Local Government Institutions (LGI) and the Union Disaster Management Committees (UDMC) in planning and operational processes.
- Existing trained volunteer groups will be involved in the response process.
- Support will be distributed at various accessible points within a union for the convenience of women and children. The involvement of women's teams in the distribution process will be ensured.
- Support may be provided multiple times, depending on the real situation.

Priority Groups

The priority groups for emergency response by RDF include:

- Women-headed families affected by disaster.
- Families with children under the age of 10.
- Families with members who have disabilities or are elderly.
- Pregnant women and children traumatised by disaster, particularly those aged 8-13 years.
- Single-headed and elderly families will receive priority.

Intervention Period:

Initially, within the first 48 hours, RDF will extend immediate support to the affected community. This quick response will include the provision of dry foods such as flattened rice, molasses, biscuits, and puffed rice to sustain families for three days. In addition, 60 litres of drinking water will be delivered per family over this period, with an emphasis on providing 20 litres of tube well water daily. Measures to maintain hygiene will also be a priority, with water purifying tablets being handed out, alongside temporary shelter materials like Tripoli or polythene, and essential hygiene supplies such as soap, napkins, and sanitary pads, especially in Barishal.

Subsequently, a needs assessment will commence within three to five days of the initial support, focusing on evaluating the specific requirements in the affected areas. By the end of the first week, RDF aims to provide further food ration support, designed to last each family for ten days. This comprehensive support package, considered for an average family of five, will consist of essentials like 20 kg of rice, 2 kg of pulses, 2 litres of oil, 3 kg of potatoes, 1 kg of salt, and miscellaneous items such as candles, matches, saline, and a cash handout of 100 Tk. per family. Additional support will include necessary clothing, such as two saris and children's clothes for those under five years old.

In the longer term, rehabilitation efforts will encompass repairing and providing sanitary latrines, mending tube wells, and home repairs. New houses will also be constructed where needed. Agricultural support will be given through the distribution of seeds, fertilisers, and other farming materials to help re-establish livelihoods. Education initiatives will include emergency learning support and school repairs. Moreover,

there will be efforts to disinfect water ponds, addressing a vital aspect of rehabilitation and ensuring long-term recovery in the community.

This contingency Plan will be implemented as per the priority of the Emergency Preparedness and Response policy of RDF. The plan is for 12 Months. RDF will prepare a Contingency Plan 01 January of each year.

Approved By

A handwritten signature in black ink, appearing to read 'Mostofa', is positioned above the printed name.

M. Golam Mostofa
Chief Executive Officer