

GUIDELINES FOR GRANT-IN-AID TO NON-GOVERNMENTAL ORGANIZATIONS FOR DISASTER MANAGEMENT

1. PREAMBLE

The State of Himachal Pradesh is prone to multiple disasters. Of the total 33 identified hazards by High Powered Committee (HPC), the State is vulnerable to 25 hazards. Every year, the State faces the fury of vagaries of nature causing havoc to life and property. Due to topographical, metrological and geological variability across the State, the incidence of cloudbursts, flash floods, avalanches, draughts, and other natural calamities hit the State often. In the disaster prone map of the country, Himachal Pradesh has attained the dubious distinction of falling in first five states in respect of hazards such as earthquakes, flash floods, landslides, avalanches and forest fires.. The following specificities further accentuate the disaster vulnerability of the people in the state:

- Physical isolation & tough terrain.
- Scattered nature of settlements & hamlets.
- Harsh climatic conditions.
- High construction cost.
- Inadequate infrastructure.
- Inadequate road connectivity
- Fragility of eco-system.
- Non availability of adequate land.
- Poor or inadequate communication infrastructure.
- Dependency of 70% people on agriculture and allied sectors for their livelihood.
- Heavy dependence on rains and inadequate irrigation.
- Substantial population of livestock (52, 26,388).
- Vulnerability to climate change.

With such an alarming history of vulnerability the increasing prevalence of disasters has become a critical concern of people and governments. The impact of any calamity manifests not merely in loss of physical assets or loss of life but also in mental trauma that sustains for long. Socio-economic studies have revealed that the secondary effects and indirect costs of disasters have long term effects on societies regardless of their level of development. It

is ironical that the poor and weaker sections of society who have the least capacity to cope with the situation are affected the most

Considering the detrimental impacts of disasters and the current local capacities to cope with them actions focusing on disaster risk reduction and enhancing disaster resilience of the communities are highly required. Govt. alone cannot tackle this problem in isolation hence for addressing the existing gaps a multi- level , multidimensional coordination and collaboration among all stakeholders is required.

Historically the community and non Government organizations have been playing a significant role in providing humanitarian assistance to disaster affected people. In the recent past the role of NGO's in disaster management has started changing from providing post disaster relief to strengthen pre –disaster preparedness and mitigation through capacity building, public awareness campaigns mock exercises workshops and conferences. Notwithstanding the proposal contribution of the NGO's CBDs and faith based organizations who have extended humanitarian relief assistance to disaster affected community at time of devastating disasters & crisis there is large scope for improving the engaging the NGO's and other Civil Society Organizations in DM.

2. INSTITUTIONAL & LEGAL FRAMEWORK:-

The primary responsibility of dealing with disasters rests with the State Government. The Disaster Management Act – 2005 provides the Statutory Legitimacy for the required institutional mechanism at the National, State and District level for drawing up and monitoring the implementation of Disaster Management Plans. The proactive approach in the Disaster Management Act – 2005 to address disaster risk and vulnerability through pre-disaster preparedness and mitigation also envision accountability and multi stakeholder participation.

The Disaster Management Act -2005 under section 38 (2) (a) 22 (2) (j) and 30 (2) (XIX) mandate every State Government, SEC of SDMA and DDMA respectively for collaboration with stakeholders agencies including NGO's to act in an equitable and non discriminatory manner for the purpose of assisting or protecting the disaster affected communities or providing relief to the affected communities or while dealing with any effects of threatening disaster situation.

As per the provisions in the Act and subsequent formulation of Guidelines the DMC Revenue Department organized a meeting of all NGO's working in the State of Himachal Pradesh for establishing GO-NGO network .State level NGO Task Force and coordination platform on Disaster Management was formulated for implementing the provisions in the state disaster management plan that envisages the formation of village level disaster management committees .

The following guidelines are formulated delineating the role of NGO's in DM and regulating the financial support for DM initiative in the State of Himachal Pradesh.

3. ROLE OF NGO'S :-

The government of Himachal Pradesh believes that many devastating effects of potential hazards can be prevented by enhancing the capacity of community to respond as it is these communities who are on the frontline when it comes to fending off immediate impacts of calamities. The State Disaster Management Plan recognizes that NGO's and other voluntary groups are the most effective means of achieving an efficient communications link between the disaster management agencies and the affected community and can also play an important role in creating public awareness, capacity building and knowledge management..

The Government, therefore, intends to engage the NGO's and other civil society organizations for mobilizing the communities and resources for addressing the objectives as laid down in National Guidelines. The SDMA & DDMA's and other key line departments will give due priority in involving NGO's for improving the effectiveness of DM especially for the following:-

- i) Utilizing & mobilizing the potential of existing organizations like SHGs, Youth Groups, farmer groups, village health committees village education committees for creating awareness and strengthening disaster preparedness at the local level.
- ii) Facilitate introducing thematic expertise and good practices and implementation of government programmes through large social mobilization exercises.
- iii) In addressing the specific needs of PWD and in preparing resource inventories.
- iv) Facilitate formation and participate in State & District level task forces.
- v) Assist in developing and participate in State & district level GO-NGO inter agency coordination mechanisms.
- vi) Assist in developing, piloting validation and updating of district level contingency and preparedness plans.
- vii) Facilitate training, simulation & mock drills of different stakeholders and facilitate detailed assessment of current needs and capacities at different levels including the community level.
- viii) Establish linkage with authorities for hazard monitoring and provide last mile connectivity for early warning dissemination.
- ix) Facilitate & establish mechanisms for public information dissemination before, during and after disasters. collect, manage process & share data during & after disasters.
- x) Research, develop, document and disseminate good practices and traditional coping strategies for replication and scale up.
- xi) As mitigation measures Capacity mapping & capacity building of construction workers in disaster resistant construction techniques.
- xii) Awareness, education & sensitization of end users including house owners families, students, teachers, volunteers including CBO members in disaster risk reduction of all importance hazards
- xiii) During rehabilitation and reconstruction phase for taking care of needs of PWDs and other vulnerable groups & providing, organizing emergency health care and psychosocial care & support.

4. ELIGIBILITY CRITERIA FOR THE SELECTION OF NGOs:

Any NGO/CBO or other community based organization fulfilling the following criteria can apply under the scheme:-

1. Applicant should be a registered organization under the Societies Registration Act, 1986 / Himachal Pradesh Societies Registration Act, 2006 / Indian Trust Act /Indian religious and Charitable Act for more than three years.
2. Should have a proven experience of under taking activities related to disaster management or any relevant field such as Natural Resources Management , Environment etc
3. Should have well-trained volunteers, infrastructure and the required managerial expertise for undertaking awareness and capacity development programmes.
4. Should not have been Black-listed by any agency in the past.
5. Should agree to abide by the guidelines and the norms of the HPSDMA.

5. SELECTION PROCEDURE:

1. Submission of duly filled in Programme Planning Sheet (Annexure-A) and Detailed Proposal (Only if selected) by the NGO,clearly mentioning the proposed number of camps, details of activities and the locations to be covered under the programme.
2. The Expert Committee as constituted by SDMA will select the Proposals on the basis of the eligibility criteria ,experience merit ,usefulness and relevance of the proposal to the state.
3. The decision on providing the quantum of financial support will be taken by the Expert Committee on case to case basis by taking in to consideration the contents , level of efforts involved and its relevance .
4. The NGO selected for Grant-in-Aid shall be intimated by the DMC within one month of receiving the application.
5. Any appeal against the refusal of financial support or non acceptance of the proposal would be decided by Additional Chief Secretary/ Principal secy. (Revenue) to the Govt. of H.P., whose decision shall be final and binding on applicant.

6. COMPOSITION OF THE EXPERT COMMITTEE

The programme proposals will be received round the year. The proposals will be examined by an Expert Committee with the following composition:

- i. Special Secretary (Revenue-DMC) – Chairman
- ii. Advisor Planning or his nominee member
- iii. Nominee of Finance Department. member
- iv. Prof. & Head (DMC, HIPA) member
- v. Convener, HP-IAG – Member member
- vi. Expert to be nominated by Govt. member

7. MONITORING AND EVALUATION:

Monitoring and evaluation will be done by a team of at least two persons including an independent consultant and an expert appointed by the HPSDMA. The team will submit the Evaluation report to the Expert Committee within one month time.

8. INDICATIVE BUDGET:

Grant-in-aid to NGO for organizing awareness programme under this scheme is governed by the following table which contains the indicative budget for organizing **one** awareness camp for one day.

S. No.	Item	Amount (in Rs.)
1	Resource material	1500
2	Honorarium for Resource Persons/volunteers	2000
3	Transportation Cost (for Staff, Volunteers)	1000.00
4	Food & Refreshments (for staff, volunteers & Resource Persons & Tea and light refreshment to the Participants)	2000.00
5	Communication / Photography / Stationery etc.	500.00
6	Contingency	500.00
Total		7500.00

The budget presented above is indicative only. The expert committee will take appropriate decision taking in to consideration the proposal as whole. The proposal with respect to capacity development or any other aspects of disaster management shall be evaluated on case by case bases.

9. MEMORANDUM OF UNDERSTANDING:

A standard MOU has been developed for agreement between the HPSDMA and the qualified participating NGOs, containing detailed terms of reference and obligations of NGOs and the HPSDMA. This will bring in transparency and accountability in the system and also ensure clear understanding of the mutual agreement between the two parties. The HPSDMA and the NGO would enter into the following MoU to undertake the above stated activities under the NGO Grant-in-Aid Scheme.

Memorandum of Understanding (MoU)

Made on the __ of ____, 201__

between

____ (Name of the NGO/CBO)

and

Himachal Pradesh State Disaster Management Authority (HPSDMA)

For Awareness Generation about Disaster Management

This MoU made on the __ day of ____, 201__

between

____ (Name of the
NGO)

a registered society under the Societies Registration Act ____, having its office at

____ (hereinafter referred to as ____)

and

Himachal Pradesh State Disaster Management Authority (HPSDMA)

An authority constituted under the Disaster Management Act 2005, having its office at the **Department of Revenue, Himachal Pradesh Secretariat, Shimla - 171002** (hereinafter referred to as HPSDMA) working in the State of Himachal Pradesh.

1. Parties of MoU

This MoU is an agreement between the Himachal Pradesh State Disaster Management Authority; hereafter called HPSDMA and ____ (Name of NGO).

2. Duration of MoU

This MoU will be operative from the date of its signing by the parties and remain in force till _____. The MoU can be renewed through mutual agreement by the parties.

3. Responsibilities of the partner NGO/CBO

The NGO will be responsible for the timely implementation of the programme-related activities in the district. The camps will be held within the district where the NGO has its office and major functional area. The major tasks to be undertaken by the selected NGO are given below:

- a) Organize awareness generation camps or capacity building workshops at different locations in the district, especially in rural and remote settlements.
- b) Inform HPSDMA in advance about the dates and venue of the awareness generation activities / camps planned in the district.

- c) Prior to the camp, the NGOs shall formally communicate with the concerned institution, organisation and/or officials.
- d) Encourage volunteerism for disaster preparedness and response by mobilizing people to volunteer with HPSDMA.
- e) Ensure that a major event is organized on the days of historic importance and relevance {e.g. Anniversary of 1905 Kangra Earthquake (4 April) and the International Day for Disaster Reduction (13 October)}.
- f) Disseminate the IEC material provided by the HPSDMA among the people participating in the awareness camps or similar events.
- g) Adhere to the NDMA Guidelines on the 'Role of NGOs in Disaster Management' (2010) and the 'Sphere Humanitarian Charter' (2011).
- h) Participate in the programme review meeting as and when held by HPSDMA.
- i) Constitute and strengthen the Inter Agency Group at district-level for better coordination among the Governmental and Non-governmental organizations.
- j) Submit an activity report (with photographs) after each camp/workshop/event (preferably via Email). All participating NGOs shall also submit a final (cumulative) report (both in soft and hard copy) before the end of the financial year.
- k) Submit the audited Utilization Certificate, financial expenditure statement and copy of Records as required.

4. Responsibilities of the HPSDMA

The HPSDMA will be responsible for the following tasks:

- a) Organize orientation / capacity building workshops for the NGOs on different topics related to disaster management on a regular basis (see indicative list of priority areas at Annexure-A).
- b) Sanction Grant-in-Aid for the NGO as per the Guidelines and make timely payment of the sanctioned amount to the NGO.
- c) Regularly provide the IEC material, technical assistance, guidance or any other relevant information to the participating NGO.
- d) Communicate with the District Administration about the work being undertaken by the NGOs and to ensure better coordination between the NGO and the local administration.
- e) Issue a Certificate of Recognition against the participation of the NGO at the end of the programme.

5. Termination of MoU

The parties will have rights to withdraw from the commitments made through this MoU by giving a notice of 30 days in writing given by either party, on mutually agreed terms and conditions and consent.

Agreed and signed on __ day of _____, 201__.

Representative of the NGO	Special Secretary (Revenue-DM
<u>Annexure-A Indicative List of Priority Activities for NGOs' Participation</u>	

- i. Promotion of awareness about disaster preparedness, capacity building, sensitization, training etc. at grassroots level.
- ii. Promotion of new and innovative technologies, techniques, processes, products etc. for effective disaster management.
- iii. Promotion of cost-effective technologies and techniques related to disaster risk reduction (e.g. construction of earthquake-resistant buildings etc.).
- iv. Capacity building of skilled manpower through trainings (masons, carpenters etc.).
- v. Conducting workshops / seminars to deliberate on the issues of local risks and vulnerabilities (with local community, representatives of PRIs, CBOs, educational institutions and other stakeholders).

Programme Planning Sheet

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Address for Correspondence																					
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Apr - Jun		Jul - Sep		Oct - Dec		Jan - Mar	
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Expected Outreach of the Programme (IN NUMBERS)												
PEOPLE						PANCHAYATS				BLOCKS		DISTRICTS

Duration of the FPG programme																
FROM									TO							
	D	D	M	M	Y	Y	Y	Y		D	D	M	M	Y	Y	Y

Community	Schools	Industries	Youth	SHGs	Others (Specify):
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TEAM	Staff:			Volunteers:				AVAILABLE FUNDS (IN Rs.)					
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S. No.	Heads of Expenditure	Amount (in Rs.)
1		
2		
3		
4		
	Total	

S. No.	Particulars	Quantity
1		
2		
3		

Disaster Management Cell, Department of Revenue, H.P. Secretariat, Shimla- 171 002