



Myanmar NGO Contingency Plan

MYANMAR NGO CONTINGENCY PLAN

(MNGO – CP)

Version No. (2.0)

(Updated July 2011)

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1.0 Executive Summary

The 2008 cyclone Nargis gave rise to the need for increased preparedness for and response to disasters in Myanmar. In the event that large numbers of people are affected, it is important that the activities of all the humanitarian organizations are done in a coordinated approach. Therefore, the Myanmar NGO in Myanmar has organized themselves to work hand in hand with government and the people of Myanmar in preparing for and responding to any of the potential natural hazards that may affect Myanmar. This Contingency Plan (CP) is a detailed outline of the common analysis, preparedness planning and response measures that the Myanmar NGO identified.

The main goal of the CP is to mitigate the impact of disasters and save as many lives as possible from preventable causes. Some lessons learnt from the cyclone Nargis response are identified that will assist in developing the preparedness and response actions.

The Plan focuses on natural disasters and the two non-specific scenarios that are based on the caseload and location of the affected population. The CP is activated for affected populations that are more than 10,000 if it is in rural areas; and 20,000 in urban areas. The CP doesn't need to be activated if the organizations that already existed in the affected area can handle the response even if the case load level has been reached.

This Myanmar NGO Contingency Plan aims to complement the Inter-Agency Contingency Plan to ensure the preparedness and response activities of the International and Local Humanitarian Organizations are well-coordinated and supportive to Government effort on natural disaster preparedness and response. The Myanmar NGO Contingency Planning Working Group (CPWG) adapted the cluster approach of IASC and 7 cluster/sectors are formed in Myanmar NGO CP. As such, cluster lead organizations have been identified and these will coordinate with the different humanitarian organizations to support respective government line ministries in preparedness and response.

Some protocols of response to early warning and the emergency phase are identified at the organization and inter-organizational level. The document goes into detail to explain the detailed preparedness and response plans that have been agreed on at the cluster level.

The sector preparedness and response plans of Myanmar NGO CP are based on what Myanmar NGO could do realistically with their own strengths and within their capacities. Therefore it couldn't cover the whole country at the multi-disaster at the same time. The clusters also identify organizations that work in that sector who are potential stakeholders during an emergency. The detailed sector response plans are found in the ANNEX to this document.

The effort of the Myanmar NGO Contingency Planning Working Group (CPWG) in preparing version (1.0) of this document is worth recognizing. Further update was made in October 2010 which is reflected in version (1.1). This current version (2.0) is a major update incorporating experiences and lessons learnt from Cyclone Giri and Shan Earthquake Responses, CPWG evaluation and Simulation Exercises. These updating efforts have been technically supported by the Local Resource Centre (LRC) and UNOCHA (Myanmar).

2.0 Hazards and Risks

2.1 Context and Risk Analysis

Currently in Myanmar, the domestic insurgencies and instability that appeared with the gaining of independence have been overcome and nation-building activities are being implemented with a momentum that is unprecedented in history toward the emergence of a peaceful, modern and developed new nation. At a time like this, it is imperative that any and all issues that have the potential to affect this momentum be addressed, including natural disasters.

The Union of Myanmar is vulnerable to multiple natural hazards including Fire, Forest Fire, Earthquake, Cyclone, storm surge, Tsunami, Landslide, Floods and Drought. The general assessment of risks and levels of vulnerability to specific hazards should be based on the kind of hazard and the geographical coverage of the concerned hazard given the exposure of vulnerable elements and coping capacity.

Secondly, risk is determined by the vulnerability contributing factors for Myanmar e.g. for poverty-level people who are in a depressed state are less able to recover; therefore the level of risk would likely be higher for vulnerable groups.

Hazard	Potential area of impact
Flood and landslides	<ul style="list-style-type: none"> Northwest parts close to the Himalayas. The plain areas between the Northern and Western mountains where the Chindwin River, Ayeyarwady River, Sittoung River and Thanlwin River pass. Many parts of the country during the heavy monsoon rains, different flood scales.
Cyclonic storms	<ul style="list-style-type: none"> Areas along the Myanmar coastline of about 2400 km because of its location on the western part of Indochina peninsular (latitudes 9° 30' to 28° 30' North and longitudes 92° 10' to 101° 11' East) with the severe cyclone famous Bay of Bengal in the Indian Ocean being on the Western side. The Bay of Bengal has two cyclone seasons: April to May and September to November. Ayeyarwady division in the Delta region Rakhine and Tanintharyi Coasts
Fires and Drought	<ul style="list-style-type: none"> Often, the end of the dry phase of the Southeast Asian monsoon (March-May) finds numerous countries facing a crippling drought. In the face of such dry conditions, both natural and human-caused fires become more likely. The fire hazard prone areas are Magwe, Mandalay, Sagiang, Yangon, Bago and Ayeyarwady.
Earthquakes	<ul style="list-style-type: none"> Myanmar encounters many earthquakes because the Alpid-Himalayan earthquake belt passes from North to South across the country. Since 1900, there have been 8 strong earthquakes, the deadliest occurred in the Bago area in 1930, taking over 500 lives.

The need for mitigation, preparedness, response and recovery measures for possible moderate to high risk natural disasters in the country should be seriously considered.

There is a need to strengthen the limited capacity within current disaster management structures in Myanmar in order to provide effective and efficient response to impacts of disasters so as to reduce the levels of risk. Over the last few years, some considerable efforts have been invested by different stakeholders to try and boost the national capacity, such as: the development of the Myanmar Action Plan on Disaster Risk Reduction (MAPDRR), the development of the Standing Orders, the efforts in coming up with the Action Plan on Women in Emergencies, the recognition by the donor community on the need for mainstreaming DRR and making it a pre-requisite in project proposals, the cyclone Nargis recovery efforts, early warning systems efforts, the Periodic Reviews and Social Impact Monitoring efforts following cyclone Nargis, the Myanmar NGO and IA contingency planning efforts and their simulation exercises, drills by different stakeholders, the IEC

materials developed, the community based disaster risk management (CBDRM) efforts by different organisations at community level and the different capacity building efforts on disaster management in the country. However, much more still needs to be done. It needs to be recognised that there has never been such devotion and effort in matters related to disaster management as has been invested between mid 2008 and mid 2010. This effort needs to be sustained.

2.2 Lessons learned from Emergency responses and Simulation Exercises

Disaster Response

- 1) The efforts of local responders in rescue-recovery stages were remarkable.
- 2) Limited of knowledge and experiences on early warning systems.
- 3) Joint initial rapid assessments (IRA) should be done by local authorities and humanitarian actors.
- 4) Minimum standards in Disaster Response should be practised.
- 5) Decisions and actions by the CPWG have to be timelier, which involves more effective delegation of tasks and responsibilities and communication lines amongst the different bodies of CPWG.
- 6) The emergency response should be in line with existing national disaster management structure, policy and procedures.

Preparedness Measures

1. CPWG should be promoted among Myanmar NGOs and its profile raised with Government and other relevant stakeholders
2. Disaster preparedness capacity of Myanmar NGO and community should be enhanced.
3. The required resources and facilities needed for the activation and implementation of contingency plan should be prepared beforehand.
4. Standard Operating Procedures should be developed / adapted.
5. Agreed Common Initial Rapid Assessment tools should be in place and training programmes should be conducted. Strategies should be developed for multi-cluster assessments in a coordinated manner
6. Management (proposal writing, reporting, etc) and sectoral technical training needs should be identified and the required training should be conducted to build the capacity of sector members for disaster preparedness and response
7. Ways should be explored to better complement MNGO-CP and IA-CP in emergency response (activation, implementation).

Coordination, Cooperation and Communication

1. There was inconsistent communication between authorities, UN Agencies and NGOs. Good communication strategy should be developed to strengthen the linkages.
2. There was weak and slow coordination among NGOs. Therefore coordination mechanism should be reviewed and strengthened for more effective coordination.
3. Linkages and coordination between MNGO and Inter-Agency contingency plans should be strengthened. CPWG and HCT working/thematic groups should work more closely, particularly during both preparedness and emergency phases.

Information Management

1. Information Management mechanism should be improved; Information focal points from Sector Leads and Secretariat team should work closely for the smooth information flow among the stakeholders for getting timely and reliable information and effective dissemination in all stages (preparedness, emergency response, relief and recovery)
2. A media strategy should be developed to deal effectively with media in emergencies.

3.0 Scenarios and Planning Assumptions

3.1 Scenarios

As shown in the previous chapter, Myanmar is a disaster prone country exposed to many types of hazards such as earthquake, floods, fires, cyclones, epidemics, droughts, human made, crop failure, vermin and tsunamis.

Looking at the above, the Myanmar NGO Contingency Plan Steering Committee agreed that for the purposes of planning adequate disaster responses in the context of Myanmar, the humanitarian community and different clusters/leads would select two scenarios, differentiated by size and location of the affected population. Therefore, the following scenarios were developed and should be planned for:

3.1.1 Planning Scenarios

1. The Myanmar NGO Contingency Plan (CP) will focus on Natural Disasters
2. A disaster causing emergency humanitarian needs for 10000 populations in rural areas
3. A disaster causing emergency humanitarian needs for 20000 populations in urban areas

Following consultation among the MNGO-CP Steering Committee, if the organizations that already exist in the affected area can handle the response even if the case load level has been reached, Myanmar NGO CP doesn't need to be activated.

3.2 Planning Assumptions

In the case of natural disasters:

- Displacement is highly likely to occur
- Priority needs: shelter, food, water and sanitation, nutrition, livelihoods, protection, health (incl. Reproductive Health), NFIs and emergency education support, psycho-social support
- Transport and communication equipment is important for Myanmar NGO
- Access to remote areas and evacuations of beneficiaries will be very difficult and risky
- Grassroots early warning facilities are still needed
- Possible need for safety and security measures for staff

Learning from the response to previous emergencies, it must also be recognised that there are existing local capacities (monasteries and churches, professional groups, private groups, individuals, etc) that could be available to assist in providing a response.

4.0 Objectives and Strategies

4.1 Objectives

Overall goal: To mitigate the impact of disasters and save as many lives as possible from preventable causes.

Main Purpose: To ensure that effective and timely humanitarian assistance is provided to people in need, and to facilitate early recovery activities.

Objectives:

- To provide the framework for a coordinated approach of Myanmar NGOs to work in emergency situation and to support a timely response with optimal use of available resources and logistical strength.
- To complement the contingency plans of individual organizations and government and ensure that the overall response is coordinated and effective

4.2 Recommended Threshold to Effect the Contingency Plan

The Myanmar NGO Contingency Plan Steering Committee has been mandated to activate the Myanmar NGO Contingency Plan. The chair of Steering Committee can activate the CP with unanimous support of at least should be 4 members should the criteria for response and affected caseload are met in emergency situation. The term of Myanmar NGO Contingency Plan Steering Committee is one year and the membership should be renewed annually. The Steering Committee will be supported by a secretariat team. See ANNEX J for the Terms of Reference for the Secretariat.

4.2.1 Number of Steering Committee Members and its Constituent

Steering Committee will comprise 7 members, and the members will elect:

- a) one Chairperson
 - b) one Vice-Chairperson
 - c) one Secretary
 - d) one Joint-Secretary
- and the remaining three as the members

4.3 Operational criteria / triggers for a response

The essential criteria or conditions for Myanmar NGO response are:

- When the affected case load is met and NGOs within the community do not have enough capacity to meet the needs on their own (or/and)
- If the local authorities have requested or welcomed for intervention though the affected case load is not met

4.4 Exit strategies

An assessment would be carried out and if the finding of the assessment indicate clearly that the community will be returned to the normalcy then the organization can exit.

4.5 Basic Principles

4.5.1 Humanitarian Principles

- The humanitarian community in Myanmar will strive towards the internationally accepted Humanitarian Charter and Minimum Standards;
- The humanitarian community also commits itself to the observance of internationally agreed protocols and the Red Cross Code of Conduct;
- Underlying factors of quality and accountability in aid delivery will be considered and implemented to the extent possible.
- Emergency response will ensure mainstreaming of disaster risk reduction, gender, age, protection and HIV/AIDS

4.5.2 Operational Principles

- Special attention will be devoted to particularly vulnerable populations specific to each context and to those who help others.
- Strategic and operational responses will be jointly planned and implemented by all concerned stakeholders.
- A specific set of recommended actions will be developed to assist host communities in coping with the emergency, and protected from abuse and any other form of exploitation.
- Safety and security of humanitarian workers will be of the utmost concern of the humanitarian community.

5.0 Overall Management and Coordination Arrangements

As far as possible, the Plan seeks to organise the humanitarian community to work hand in hand with the Government to respond to emergencies in a coordinated manner. Therefore, it is important to know the existing coordination structures in Government and how the humanitarian community can link with the structures to provide the necessary support. It is also important to know and understand the existing structures and entities among the humanitarian stakeholders.

5.1 Government of the Union of Myanmar (GoUM)

National Preparedness and Response Mechanisms

Myanmar Disaster Preparedness Agency has been formed in order to ensure the systematic prediction of natural disasters that may occur from time to time in the country, the systematic conduct of preparedness measures and the prompt and effective implementation of relief and assistance programme during the natural disasters.

With the intent of effective coordination, in South East Asia and Pacific Regions, for search and rescue operation of people whose lives are threaten in emergency, and systematic national search and rescue plan and operation, the **Myanmar National Search and Rescue Committee** has been formed.

Myanmar Disaster Preparedness Agency (MDPA)

Union Minister of Ministry of Social Welfare, Relief and Resettlement:	Chairperson
Union Minister of Ministry of Defense	: Vice Chairperson
Union Minister of Ministry of Home Affairs	: Vice Chairperson
Deputy Minister of Ministry of Border Affairs	: Member
Deputy Minister of Ministry of Foreign Affairs	: Member
Deputy Minister of Ministry of Information	: Member
Deputy Minister of Ministry of Agriculture and Irrigation	: Member
Deputy Minister of Ministry of Transport	: Member
Deputy Minister of Ministry of Rail Transportation	: Member
Deputy Minister of Ministry of Education	: Member
Deputy Minister of Ministry of Health	: Member
Deputy Minister of Ministry of Social Welfare, Relief and Resettlement:	Secretary
Director General of Relief and Resettlement Department	: Joint Secretary

Myanmar National Search and Rescue Committee

The Union Minister of Ministry of Home Affairs	:Chairperson
The Union Minister of Ministry of Social Welfare, Relief and Resettlement	:Vice Chairperson
The Union Minister President Office:	:Vice Chairperson
Deputy Minister of Ministry of Home Affairs	:Member
Deputy Minister of Ministry of Foreign Affairs	:Member
Deputy Minister of Ministry of Information	:Member
Deputy Minister of Ministry of Rail Transportation	:Member
Deputy Minister of Ministry of Transport	:Member
Deputy Minister of Ministry of Health	:Member
Deputy Minister of Ministry of Livestock and Fishery	:Member
Chief-of-Staff Office of the Commander-in-Chief (Army)	:Member
Chief-of-Staff Office of the Commander-in-Chief (Navy)	:Member
Chief-of-Staff Office of the Commander-in-Chief (Air)	:Member
Director General of Department of Civil Aviation	:Member
Director General of Department of Marine Administration	:Member
Director General of Department of Road Transport Administration	:Member
Director General of Department of Fire Brigade	:Member
Chairman of Myanmar Red Cross Society	:Member
Chairman of Myanmar Woman Affairs Federation	:Member
Chairman of Myanmar Maternal and Child Welfare	:Member
Deputy Minister of Ministry of Social Welfare, Relief and Resettlement	:Secretary
Director General of Department Relief and Resettlement	:Joint-Secretary

5.2 Myanmar NGO Contingency Plan Working Group

Myanmar NGO Contingency Plan Workshop was held on 12 and 13 August 2009. This led to the formation of Myanmar NGO Contingency Plan Working Group (CPWG). Guided by Myanmar NGO CPWG meeting of 24/27 June 2011, the sector arrangements and lead organizations for 2011/12 CP are as follows.

Agriculture	Metta Development Foundation and Dear Myanmar
Education	Loka Alinn and Border Area Development Association
Emergency Shelter	Swanyee Development Foundation and Arr Yone Oo
Food & Nutrition	Network Activities Group and National Ecumenical Church Fund
Health	Myanmar Health Assistants Association and Country Agency for Rural Development
Protection	Thingaha Organization and Child Focus Network
WASH	Myanmar Health Assistants Association and Social Vision Services

In addition, Clusters have the liberty to create sub-clusters or working groups. The Contingency Plan Cluster Group is open to all interested Myanmar NGO.

5.3 Linkages between Myanmar NGO Clusters, IASC/HCT Clusters and Government Ministries/Departments

Based on the previous emergency responses, the following linkages with Government Ministries and IASC/HCT Clusters were adopted.

Cluster / Sector	Myanmar NGO Cluster Lead and Co-lead	IASC/HCT Cluster Lead	Respective Government Body(ies)
Agriculture	Metta and DM	FAO	Settlement & Land Record Department
Education	LA and BDA	Unicef, Save the Children, UNESCO	Ministry of Education
Emergency Shelter	Swanyee and AYO	IFRC / UNHCR	General Administration Department (MOHF), Dept of Land Record(MOAI), RRD
Food and Nutrition	NAG and ECLOF	WFP, Unicef	Dept of Health (MOH), RRD
Health	MHAA and CAD	WHO and Merlin	Dept of Health (MOH), CEU
Protection	TGH and CFN	UNHCR	Ministry of Social Welfare, Relief and Resettlement
WASH	MHAA and SVS	UNICEF	Department of Development Affair (DDA),- Department of Irrigation, Water Resources Utilization Department, Ministry of Health
Coordination	CP Steering Committee	RC/HC Office / OCHA	Ministry of Social Welfare, Relief and Resettlement

5.4 Protocols of Response

These protocols include what should be done in case of a large disaster. For different levels of emergencies, the Myanmar NGOs should modulate their response accordingly.

5.4.1 Protocol of Response to Early Warning

At the **organization level**, immediately upon receipt of a warning of an imminent threat (e.g. cyclone/storm surge, flood etc), the heads of organizations will:

- 1) Contact the secretariat team of the CP Steering Committee to:
 - inform / confirm the threat
 - supply / obtain additional information to verify facts
 - coordinate / seek support for preparatory actions
 - activate existing organization emergency teams
- 2) Contact the identified and confirmed focal points for the areas concerned, preferably the emergency focal point to:
 - exchange information

- arrange for them to take appropriate precautions for their own safety and the protection of facilities and properties (communications, vehicles, stocks) of the organization to the extent possible
- assess and report if or when an emergency does occur
- ensure all assessments (rapid or otherwise) are inclusive of the cross-cutting issues referenced above (DRR, gender, age, protection, HIV/AIDS, etc)
- 3) Put all necessary organization staff on standby for response and / or evacuation to safety if the potential emergency is beyond the coping capacity of their situation / environment.
- 4) Check the readiness of telecommunications, logistics and information management systems.
- 5) Assemble basic information on the threatened areas and up-to-date information on transport and stocks of organization supplies.
- 6) Inform the local authorities, CP Steering Committee and appropriate sector leads in the potentially affected area of the preparedness actions taken by the organization, specifying geographic areas and sectors to be assisted.

At the **inter-organization level**, the CP Steering Committee, upon receipt of the warning, will:

- 1) Receive and compile all the information from relevant sources
- 2) Initiate and maintain communication, exchange of information and coordination with local authorities and among humanitarian agencies
- 3) Alert UNOCHA / Office of the HC/RC
- 4) Where possible, communicate with local authorities to gather their understanding of the situation and offer the support of the Myanmar NGOs.
- 5) Inform all Heads of Myanmar NGOs and Cluster Leads about the imminent threat and ask to share any other relevant information obtained by them from the local authorities and the field.
- 6) Ask the Heads of Myanmar NGOs for periodic updates on the actions taken by their respective organizations in response to the warning.
- 7) Work with Cluster members to agree on arrangements for initial on-the-spot joint rapid assessment or investigation
- 8) As deemed necessary, convene a meeting of Myanmar NGOs in country to discuss and define the appropriate inter-organization contingency response and phased interventions, including resource requirements, and activation of the cluster approach in anticipation of a disaster scenario.

5.4.2 Protocol of Response during Emergency

At the **organization level**, during a declared emergency, the heads of Myanmar NGOs will:

- 1) In collaboration with the Chair of the Myanmar NGO CP Steering Committee, declare the situation an emergency and activate contingency plan and emergency procedures if all conditions are met
- 2) Establish the situation and safety status of organization staff.
- 3) Report periodically the emergency situation as it develops (situation report) to the Chair of the Myanmar NGO CP Steering Committee. The first report should provide available information about the emergency situation, indicate next steps, advice what assistance is urgently needed, define how to maintain contact, and decide when the next report is to be expected. The Myanmar NGOs with existing field presences in the affected areas will be crucial in providing advice on the operational situation, local responses etc.
- 4) Keep the Cluster Leads updated on progress for each sector that organizations are responding in.
- 5) Monitor the performance of staffs with respect to their assigned emergency response roles and responsibilities. Pay special attention to stress and fatigue and establish and maintain a work schedule.

- 6) In collaboration with the Chair of the Myanmar NGO CP Steering Committee, undertake assessments, write and submit proposals for inclusion in the flash appeal or consolidated appeals, ensuring the coherence and focus of phased interventions.
- 7) Manage technical and financial inputs relating to emergency response operations. Assign additional resources to support the operation as necessary and available.
- 8) Follow up constantly for any immediate support needed from organization main office, and ensure that the Chair of the Myanmar NGO CP Steering Committee is constantly updated on progress and constraints in emergency response interventions.

At the inter-organization level, the Chair of the Myanmar NGO CPWG Steering Committee, during a declared emergency, will:

- 1) Offer any necessary support to the local authorities as deemed proper.
- 2) Request necessary support from the local authorities for emergency response.
- 3) Declare the situation an emergency and activate Myanmar NGO Contingency Plan in consultation with the members of CP Steering Committee
- 4) Report the emergency immediately to the UNOCHA / Office of the HC/RC
- 5) Keep as close coordination as possible with local authorities. Share information available and gather information available from them. Inform them that the Myanmar NGO has initiated a disaster response plan.
- 6) Activate the emergency standard operation procedures and call a Myanmar NGO meeting immediately
- 7) Monitor the performance of organizations, clusters and staffs with respect to their assigned emergency response roles and responsibilities. Pay special attention to stress and fatigue and establish and maintain a work schedule.
- 8) Regularly brief all stakeholders on the status of response operations.
- 9) In collaboration with the Myanmar NGO, coordinate with the Government focal departments / ministries, international organizations, donor communities and civil society.
- 10) In collaboration with the Myanmar NGOs and IASC/HCT organizations, mobilize emergency funds through various channels, including CERF and Flash Appeal if the disaster is large enough.
- 11) In collaboration with the Myanmar NGO and IASC/HCT organizations, facilitate the conduct of joint emergency assessments

6.0 Contact details

6.1 Contact Details for MNGOs CP Steering Committee

1	U Mg Mg Soe Tint	Border Areas Development Association 01 542349, 01 557538 bdamyanmar@gmail.com
2	U Ngwe Thein	Capacity Building Initiative 01 501379, 01 523675, 09 45000 3042 ngwe1ster@gmail.com, cbidirector@cbinmyanmar.org
3	U Bobby	Network Activities Group 01 543936, 01 430129, 01 430434, 09 8553185 ceo@nagmyanmar.org, 72bobby@gmail.com,
4	Daw May Aye Shwe	National Ecumenical Church Fund (ECLOF) 01 512868, 09 5157253 myeclof@gmail.com
5	U Khin Maung Latt	Metta Development Foundation 01 522266, 01 522357, 09 5502172 metta@mptmail.net.mm, lattkhinmaung1@gmail.com
6	U Billy Khan Myat / U Moses	Thingaha Gender Group 01 502182, 09 73175704 new.thingaha@gmail.com, protection.sector@gmail.com
7	U Zaw Min Sein/ Daw Khin Moe Moe	Swanyee Development Foundation 09 73040433, 09 8613657, 09 49323257 swanyee@swanyee.org

6.2 Contact Details for Sector Lead Organisations

1	Agriculture	U Khin Maung Latt Metta Development Foundation 01 522266, 01 522357, 09 5502172 metta@mptmail.net.mm, lattkhinmaung1@gmail.com
2	Education	U Zaw Oo / U Ye Htut Loka Ahlinn 09 73034870, 09 73171141 director@lokaahlinn.com, prog.co@lokaahlinn.com, info@lokaahlinn.com
3	Emergency Shelter	U Zaw Min Sein / Daw Khin Moe Moe Swanyee Development Foundation 09 73040433, 09 8613657, 09 49323257 swanyee@swanyee.org
4	Food and Nutrition	U Bobby / Daw Myat The Thitsar Network Activities Group 01 543936, 01 430129, 01 430434, 09 8553185, ceo@nagmyanmar.org, 72bobby@gmail.com, thethitsar@gmail.com
5	Health	U Aung Khin / U Tin Oo Myanmar Health Assistant Association 01 645722, 09 506 6106, 09 8720743 mhaa.central@gmail.com
6	Protection	U Billy Khan Myat / U Moses Thingaha Gender Group 01 502182, 09 73175704 new.thingaha@gmail.com , protection.sector@gmail.com

7	WASH	U Aung Khin / U Tin Oo Myanmar Health Assistant Association 01 645722, 09 506 6106, 09 8720743 mhaa.central@gmail.com
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6.3 Contact Details for Fund Management Board Members

1	U Mg Mg Soe Tint Chairperson	Border Areas Development Association 01 542349, 01 557538 bdamyanmar@gmail.com
2	Dr.Tin Shwe Vice Chairperson	Myanmar Christian Health Worker's Services Association 01 391076, 09 5053121 drtinshwe@gmail.com,drtinshwe@mpt.net.mm
3	U Ngwe Thein Secretary	Capacity Building Initiative 01 501379, 01 523675, 09 45000 3042 ngwe1ster@gmail.com,cbimanager@myanmar.com.mm, cbidirector@cbinmyanmar.org
4	Daw Yi Yi Win	Social Vision Services 01 401447, 01 401446, 09 8524207 s.v.s.myanmarngo@gmail.com, yiyiwin1951@gmail.com
5	U Khin Maung Win	Rural Development Services 01 577891, 09 5370760 mr.khinmaungwinn@gmail.com

6.4 Contact Details for Program Development & Management Committee Members

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3	Dr.Khin Maung Win	Community Development Association 01 393250, 09 5190558 drkhinmwin@gmail.com
4	U Ye Htut	Loka Ahlinn 09 73034870, 09 73171141 prog.co@lokaahlinn.com, info@lokaahlinn.com
5	U Aung Khin	Myanmar Health Assistant Association 01 645722, 09 506 6106 mhaa.central@gmail.com
6	U Min Swe	Ziwaka Foundation 01 509777 ext 267, min.swe.dev@gmail.com
7	Daw Susanna Hla Hla Soe	Karen Women Action Group (KWAG) 09 8575175 kwag2003@gmail.com

7.0 Preparedness Actions

7.1 General Preparedness Actions

- 1) Ensure the development, implementation, review and continuous updating of the Myanmar NGO Contingency Plan in the light of current developments and concerns every six months – **Steering Committee**
- 2) Ensure the development, implementation and continuous updating of organization-specific emergency preparedness and disaster response plans – **Myanmar NGOs / Sector Leads**
- 3) Upgrade the disaster management capacity of all staff involved in the emergency planning process – **Steering Committee**
- 4) Maintain high levels of staff awareness and emergency preparedness through regular referral to disaster management issues – **Steering Committee**
- 5) Keep communication channels and interaction alive with local authorities – **Myanmar NGOs**

7.2 Key Inter-Organization Services

A brief outline of key Inter-Organization Services are mentioned below.

7.2.1 Information management

The Myanmar Information Management Unit (MIMU) ensures the maintenance of a set of key data and information products. In the event of an emergency, relevant products and services will be developed with a focus on the emergency-specific relief activities (contact list, meeting schedule, emergency-specific “Who does What Where” (3W) products, thematic and base maps, etc.) and disseminated to humanitarian actors involved in the relief efforts. Customized products may be developed according to stakeholders’ needs. The MIMU also promotes standards among the humanitarian community.

The responsibility for ensuring appropriate information management (IM) needed for an effective and coordinated intra- sector response rests with the Sector Lead Organization while the MIMU is responsible for the inter-sector response.

In the event of an emergency, the MIMU will support the coordination of relief efforts with information management products and services meeting stakeholders’ needs, with a view to avoid gaps and duplications and to support timely decision-making and analysis.

The responsibility for ensuring adequate IM processes and systems to support effective sector coordination rests with the sector lead. The sector lead or sector IM focal point, if one has been appointed, is expected to work closely with MIMU staff on developing information management arrangements to support and monitor the overall humanitarian response.

Sector leads/IM focal points will work with the MIMU to establish the systems and processes needed for effective information sharing with sector partners related to humanitarian contact lists, meeting schedules, who does what where information, needs analysis, gap analysis, etc

In order to ensure a comprehensive overview of the Sector members’ activities is available to support planning and gap analysis, Sectors should ensure that systems for activity tracking are in

place. In the early stages of an emergency response, information collected may be imprecise but should become more detailed as the response progresses.

Mechanisms for data collection and collation at the country level should be established. In establishing this mechanism the following should be taken into consideration:

- Who will collect primary data?
- Where will data be aggregated?
- How often will data be updated?
- Who will collate aggregate data?

7.2.2 Assessments

Myanmar NGO will use the agreed assessment tools for initial rapid assessment to be conducted within the first 72 hours followed by a more detailed, qualitative survey later on.

7.2.3 Public Information Strategy

The Chair of Steering Committee or an assigned person will act as Public Information (PI) focal point and spokesperson representing Myanmar NGO Contingency Plan Cluster Group.

7.2.4 Resource mobilization

In coordination with Steering Committee, Myanmar NGO Contingency Plan Fund Board will mobilize the resources. In addition, depending on the magnitude of the disaster, there are several options of resource mobilization that include individual organizations emergency resources, individual organization appeals, local donors resources, regional donors resources, emergency grants, Flash Appeals, Central Emergency Response Funds "CERF" (rapid response window, loan facility), Portions of resources from Long Standing Funding Arrangement by most UN Agencies, INGOs and Red Cross partners.

8.0 Annexes

All Annexes are in a separate document that accompanies this Plan. The contents of the Annexes are outlined:

- *Annex I: Agriculture Sector Response Plan*
- *Annex II: Education Sector Response Plan*
- *Annex III: Emergency Shelter Sector Response Plan*
- *Annex IV: Food and Nutrition Sector Response Plan*
- *Annex V: Health Sector Response Plan*
- *Annex VI: Protection Sector Response Plan*
- *Annex VII: WASH Sector Response Plan*
- *Annex VIII: Terms of Reference (ToR) for MNGO CP Steering Committee*
- *Annex IX: Terms of Reference (ToR) for Secretariat Team of Myanmar NGO CP Steering Committee*
- *Annex X: Terms of Reference (ToR) for Sector/Cluster Leads*
- *Annex XI: Terms of Reference (ToR) for CP Fund Management Board*
- *Annex XII: Terms of Reference (ToR) for Program Development & Management Committee*
- *Annex XIII: Acronyms and Abbreviation*

ANNEX I: Agriculture Sector Response Plan

(Assuming a caseload of approximately 10000 in the rural and 20000 in the urban area..... individuals affected)

1. Objective

Long time food insecurity due to loss of productive assets and opportunities in affected areas is reduced via coordinated and supported timely and appropriate agriculture response with particular attention to most capable stake holder such as land owner, farmer and casual worker.

2. Preparedness and Capacity-Building Activities

Preparedness Activities

Activities to Prepare for an Emergency	Agency(ies) responsible	Collaborative Partners	Timeline
To collect the agricultural base line information coordinating with UN, Government Agencies, LNGOs and INGOs.	LNGOs of Agric. Sector	Gov. Agency, UN Agency, INGOs, LNGOs	on going
Encourage Stakeholder participation for their role and involvement	LNGOs of Agric. Sector, CBOs	Local Partners	on going
Capacity building for short term agricultural training focussing post-disaster production technology.	LNGOs of Agric. Sector,	Gov. Agency, FAO and FSWG	Occasional ly
DRR awareness focusing agriculture	LNGOs of Agric. Sector	INGOs	on going
Risk area assessment	LNGOs of Agric. Sector	Gov. Agency and INGOs	on going
Identification of existing LNGOs and INGOs and their activities in that area	LNGOs of Agric. sector	INGOs	on going
Encourage cooperation within sector	LNGOs of Agric. Sector	LNGOs of Agric. Sector	on going
Identify storage facilities of existing agencies in disaster prone area	LNGOs of Agric. Sector	Local Partners and INGOs	on going
Explore farmer bank / loan or grant system of existing agencies in disaster prone area.	LNGOs of Agric. Sector	LNGOs and INGOs	on going
Set up information system for agriculture disaster and taking action for necessary support and coordination.	LNGOs of Agric. Sector	Gov. Agency, UN, INGOs and LNGOs	on going
Organize technical experts / team	LNGOs of Agric. Sector	Gov. Agency, LNGOs	on going
Coordination with agricultural department	LNGOs of Agric. Sector	MAS , ID and Land Record Department	on going

3. Emergency Response

Response Activities

Activities to meet the needs of the affected population	Agency(ies) Responsible	Collaborative Partners	Timeline
Emergency Response Team(ERT)	LNGOs of Agric. Sector	Gov. Agency	within 3 days after making decision to response
Setup information system	LNGOs of Agric. Sector	MIMU / LRC / OCHA / LNGOs / CBOs	within 3 days after making decision to response
Assessment and analysis by Cluster	ERT	CBOs, LNGOs of Agric. Sector, INGOs, UN, MOAI	Within two to four weeks after making decision to response
Draw up action plan	ERT	LNGOs of Agric. Sector	just after assessment
Coordination with UN/INGOs/LNGOs, Gov. agency	ERT	UN, INGOs, LNGOs, Gov. Agency	In the whole process through out response period
Set up beneficiaries Selection mechanism	ERT	LNGOs of Agric. Sector	Within two to four weeks after drawing up action plan
Set up logistic system	ERT	LNGOs of Agric. Sector	Within two to four weeks after drawing up action plan
Technical support by sector	ERT	LNGOs of Agric. Sector, FSWG, MAS	As necessary
Coordinate for farmer bank ,Agric. Loan or Grant	LNGOs of Agric. Sector	Other existing agencies	Within response period
Risk management	ERT	LNGOs of Agric. Sector	In the whole process through out response period

4. Operational Constraints

- Land tenure rule or regulation
- Official approval
- Proper financial Management (Bank)
- Seasonal issues
- Collecting quality seeds and Agri related material timely
- Accessibility to targeted villages

5. Responsibilities and Key Organizations

- Governmental Line ministries MAS
- International NGOs
- CBOs of beneficiary communities
- UN FAO
- Agric. related LNGOs

6. Additional Personnel Requirements

- Technical agronomist (resource org.; FAO, MAS, FSWG)
- Irrigation experts (resource org.; ID)

7. Additional Material and Financial Requirements

- DRR Awareness Training (TOT)
- Rapid Assessment Training
- Budget for assessment and data collection
- Capacity building for Agricultural Technologies

8. Existence of Sector Member Organization in Different Geographical Locations.

Organizations	Location 1	Location 2	Location 3	Location 4	Location 5
Metta	Kachin	Shan(North & South)	Kayar	Delta	Mon, Kayin, Rakhine, Upper Sagaing and Yangon
DEAR Myanmar	Dry Zone	Delta	Shan	Yangon	
MAA	Yangon	Shan(South)	Delta		
Better Life	Dedaye	Kyauk Phyu			
NGDO	Yangon	Kyauk Phyu	Chin	Magwe	
MEET	Rakhine	Chin			

9. Contact List

Agency/Org	Focal Point (Name)	Title	Office Phone Number	Mobile Phone Number	Email Address
Metta Development Foundation	U Khin Maung Latt	Lead	Taunggyi 081 21398 Yangon 01 522266	09 550 2172	lattkhinmaung1@gmail.com
DEAR Myanmar Organization	U Nyan Lin	Co-Lead	01 392642	09 550 1282	myanmarorganic@gmail.com
AHIC/WRTC	Yan Aung Htay	Member	01 538442	09 511 1880	wrtcmyan@gmail.com
FSWG	Dr. Ohnmar Khaing	Member	01 501380~82	-	fswg.coordnator@gmail.com
ECLOF Myanmar	Daw May Aye Shwe	Member	01 512868	09 515 7253	myeclof@gmail.com
Myittamon General Services	Daw Aye Aye San	Member	-	09 861 0498	newmtmayeayesa@gmail.com
Network Activities (NAG)	U Bobby	Member	01 543936, 01 430129, 01 430434	09 855 3185	info@myanmaregress.org

Better Life	U Han Zar Maung	Member	0973034732	09 518 2211	info@blomm.co.cc
Myanmar Baptist Convention	Dr. Lydia Soe	Member	01223231 01 212502	-	mbc.cssdd@gmail.com
Loka Ahlinn	Ko Thu Rein Tun	Member	01 73034870	09 857 6079	programme@lokaahlinn.com
Myanmar Agro Action	Daw Aye Aye Mon	Member	-	09 541 3391	maayeayemon71@gmail.com
Save the Earth	U Thein Aung	Member	-	09 49274551	optimumnow@gmail.com
New Generation Social Development Organization	Daw Mai T.Sui Leng	Member	-	092302304	elansnow000@gmail.com
Myanmar Enhancement to Empower Tribal (MEET)	U Aung Din	Member	-	0973092562	meet.tribal@gmail.com
Lanthit Foundation	U Kan Aung	Member	-	09-5041459	kanaung009@gmail.com

ANNEX II: Education Sector Response Plan

(Assuming a caseload of **approximately 10000 in the rural and 20000 in the urban area** individuals affected)

1. Objectives

1.1 Cluster Goal

The goal of the Education Cluster is to: Strengthen system-wide preparedness and technical capacity to respond to local humanitarian emergencies including the early recovery phase, and cooperatively reconstruct the educational status to be recovered as before the disaster effectively and efficiently including capacity building, awareness and operational support.

1.2 Specific objectives are to:

- a. To promote level of understanding of the key role of education as part of a first phases humanitarian response to all major new emergencies, subsequent phases of response and early recovery.(IASC)
- b. To coordinate and collaborate to strengthen education in DRR efforts and in emergency preparedness planning of respect agencies and local government authority.
- c. To provide emergency affected school children and youth with educational activities that meet their needs and interests.
- d. To increase and upgrade capacity of community teachers, educator s, and respective persons, groups or agency to deliver quality education.
- e. To promote community awareness and participation in the area of education in affected area.
- f. To ensure access to safe learning space & environment and provide for children daily basic needs during schooling.
- g. To introduce and apply lesson on school-based DRR at the primary and secondary schools in affected community.
- h. To maximize funding opportunities for emergency education work. (IASC)
- i. To collaborate with other clusters to ensure inter-sect oral collaboration and consistency of approaches. (IASC)

2. Preparedness and Capacity-Building

2.1 Activities planed

1. Partners' mapping and need assessment
2. Planning and strategy development
3. Resource mobilization
4. Teaching aids (teaching/ learning materials)
5. School building (temporary & permanent)
6. Psycho-social support for children and youth
7. School feeding (nutrition) and FFE (food for education)
8. School-based DRR
9. Training and CB for teachers and educators
10. Community involvement and participation
11. Child Protection
12. Coordination and cooperation among agencies
13. Non -Formal Education

ACTIVITIES TO PREPARE	LOCAL	INGOs/UN	TIMELINE
<p>1) Partner Mapping & Assessment 1.1 Mapping and identifying key partners with expertise in education in emergencies, respecting their mandates and programme priorities. 1.2 Develop common Rapid Assessment tools for education with participation of key stakeholders</p>	All key partners	Save the children, UNICEF & key INGOS	On going
<p>2) Networking, Coordination & Collaboration 2.1 Networking and Coordination among the LNGOs and CBOs 2.2 Ensure appropriate coordination with all humanitarian partners in Myanmar 2.3 Develop mechanisms for intra and inter cluster coordination and collaboration.</p>	All key partners	Save the children, UNICEF & key INGOS	On going
<p>3) Emergency Preparedness 3.1 Programme Planning 3.1.a. Ensure adequate contingency planning and preparedness for the different types of emergencies; 3.1.b. Draft an action plan for medium and long-term capacity building for disaster risk reduction in education at Township and school level; with the support of UNESCO. 3.2 Financial Planning Budget Planning and Reserved Fund 3.3 Logistic Planning 3.3.a Assess market of materials needed by types and ensure development and dissemination of accessible, child friendly materials for children of different sex, age and abilities; 3.3.b Facilitate mapping of warehouses, transportations and communication mechanisms at townships.</p>	All key partners TEO	Save the children, UNICEF & key INGOS	Start JULY.2011
<p>4) Training & Capacity Building 4.1 Take stock of various types of existing training manuals, modules, handouts etc; 4.2 Promote training of staff members and build the organizations' capacity, for e.g. educational work in emergencies, community mobilization and children's participation; 4.5 Support efforts to strengthen capacity of local organizations, and also CBOs. (including other cross cutting issues, protection, saved migration.....)</p>	All key partners	Save the children, UNICEF & key INGOS	Start MAY, JUNE.2010 On going
<p>5) Planning & Strategy Development (IASC) 5.1 Develop agreed response strategies and action plans for education in emergency; 5.2 Draw lessons learned from past activities and revise strategies accordingly.</p>	All key partners	Save the children, UNICEF & key INGOS	Start JULY.2011

6) Advocacy & Resource Mobilization (IASC) 6.1 Identify core advocacy concerns, including resource requirements and contribute key messages to broader advocacy initiatives; 6.2 Advocate with donors to fund education in emergency while in the meantime encourage members to mobilize resources through their usual channels;	All key partners	Save the children, UNICEF & key INGOS	Start MAY, JUN E.2010 On going
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3. Emergency Response

Each of these activities/interventions is aimed at reducing the risk children and their families face during a disaster. Some of these activities/interventions are short term, whilst others are planned to be used/implemented throughout the emergency period. Ensuring that community members are involved in planning and implementing the stages involved is key to making sure they get the most appropriate assistance.

ACTIVITIES TO RESPONSE	LOCAL	INGO/UN	TIMELINE
1) Contingency meeting and Operationalize inter-cluster coordination. (esp. with Health, Protection, Water, Shelter)	All key partners AB of CPWG	Save the children, UNICEF & key INGOS	Within 48 hrs
2) Coordination with Gov/ Local Authority and Educational Authority (TEOs) 2.1 Ensure appropriate links with local authorities, institutions and ensure appropriate coordination and information exchange with them. 2.2 Coordinate and collaborate with TEOs for Educational work in emergency.	All key partners TEO and respective government dept.	Save the children, UNICEF & key INGOS	Within 1 weeks
3) Rapid Assessment & Analysis 3.1 Make use of rapid educational assessment in most affected areas. (Agencies have to include in their needs assessment processes about how communities want to participate and what information they want to receive). 3.2 Develop assessment report with a proposal and share with all stakeholders.	All key partners TEO	Save the children, UNICEF & key INGOS	Within 2 weeks
4) Information Sharing 4.1 Share results and decide which agencies are going to work in which area (i.e. Who does What Where). 4.2 Ensure the complementarities of different Organizations' actions identify gaps and encourage members to initiate activities in the under-served emergency areas.	All key partners TEO	Save the children, UNICEF & key INGOS	Within 2 weeks to 4 weeks

<p>5)Staffing and Capacity Building 5.1 Recruit and train new education staff;(Community teacher ,and volunteer) including support for emergency teacher training programmes to replace teachers who died or were injured during the disaster. 5.2 Training and CB (DPRE, Psycho-social, School Health, Child Consultation and Friendly, Inclusive (disable) and Overage schooling children education program, INEE Standard, Child Protection etc..,)</p>	All key partners	Save the children, UNICEF & key INGOs	Within 1 month to Throughout emergency
<p>6) Psychosocial support 6.1 Provide psychosocial support for children, teachers and caregivers (e.g. parents, grandparents), as well as promote for inter-sectoral linkages with other clusters e.g. Health and Protection).</p>	All key partners TEO	Save the children, UNICEF & key INGOs	Within 1 month to Throughout emergency
<p>7)Community Mobilization 7.1 Promote the awareness of community participation in education work in emergency 7.2 Provide technical and material support and services to local community, caregivers (e.g. parents, grandparents) highlighting child and community participation.</p>	All key partners PTA, School committee CBOs	Save the children, UNICEF & key INGOs	Throughout emergency
<p>8) Provide teaching/learning materials 8.1 provide school kits for Children and other school related materials and Funitures</p>	All key partners TEO	Save the children, UNICEF & key INGOs	Within 1 month to 3 months
<p>9) School building 9.1 Find suitable place for schooling (temporary learning space) 9.2 Repair damaged schools and encourage local communities, children and teachers play an active role in cleaning and rehabilitating school buildings and education facilities 9.3 Reconstruct schools building using DRR techniques.(Cooperate with Share cluster)</p>	All key partners TEO, Community committee	Save the children, UNICEF & key INGOs	Within 2 month to Throughout emergency
<p>10)Non Formal Education 10.1 Provide access to further education, vocational and skills training programmes for adolescents and young people at the earliest possible stage.</p>	All key partners TEO	Save the children, UNICEF & key INGOs	Throughout emergency

<p>11) Recovery and Rehabilitation 11.1 Advocate and support the inclusion of the reconstruction and upgrading of schools facilities and other educational and training facilities in medium- to long-term disaster recovery and rehabilitation programmes.</p>	All key partners TEO Community	Save the children, UNICEF & key INGOs	Throughout emergency
<p>12) Monitoring and reporting 12.1 Ensure adequate monitoring mechanism (according to disaggregated data e.g. sex and age) are in place and monitor of progress on activities and results of the collective work of the cluster members is done; 12.2 Ensure adequate reporting and effective information sharing among clusters' members and with other relevant stakeholders from outside.</p>	All key partners TEO Community, Partner organization	Save the children, UNICEF & key INGOs	Throughout emergency

4. Operational Constraint

1. Communications
 - a. Cultural: language, tradition, social practice etc.,
 - b. Material: Phone, internet, travel etc.,
2. Authority Concern
3. Transportation and Logistic
 - a. Degree of accessibility to the affected area especially during the first 2 weeks of the emergency
 - b. Physical accessibility of humanitarian relief items to the affected areas; availability of roads, or boats or by helicopter only
 - c. Issues of access and transportation of educational materials to affected communities is a challenge especially due to weather conditions and low infrastructure development in Myanmar in general;
4. Coordination
 - a. Coordination at local level with TEOs, private companies, communities and other key players is vital to improve coverage, effective delivery and to prevent duplication of services and gaps;
5. Community Participation
 - a. The level of technical and operational capacities and know-how of the local counterparts including local communities
6. Financial Concerns
7. Transparency and Accountability among the Orgs and Agencies
8. Lack of mechanisms in place to collate reliable information effectively during the process of rehabilitation;
9. Lack of implementing partners in certain areas.
10. Capacities of existing local organizations.

5. Responsibilities and key organizations

6. Additional Personal Requirement

- Education Consultants
- Curriculum Developer for Training Manual
- Resource Persons for Training and Capacity Building
- Programme Coordinator or Analysis
- Finance Coordinator

7. Additional Material and Financial Requirements

- Phones / Mobile, CDMA
- Light vehicle or Running Cost
- Computers (WWW.)
- Preoperational Cost

8. Existence of Sector Member Organization in Different Geographical Locations

9. Contact list

Agency/Org	Focal Point (Name)	Title	Office Phone Number	Mobile Phone Number	Email Address
Loka Ahlinn	Ye Htut	Lead	01 73034870	0973171141	info@lokaahlinn.com prog.co@lokaahlinn.com
BDA	U Aung Kyaw Tint	Co-Lead	01 542349 01 557538	01 550543	bdamyanmar@gmail.com
Ratna Mahal	Kyaw Than Thun	Member	09 874 2982		ratna.kyaw@gmail.com
Brave Heart	Yadana	Member	01 661424	09 501 9379	braveheart.eccd@gmail.com
CCF	Khin Aung	Member	01 610802		khin.aung08@gmail.com
MCFT	Than Lwin	Member	01 252635		mustrust@mptmail.net.mm
COM	Ya Min Soe Yu	Member	01 400163		comcharity@gmail.com yaminsoeyu@gmail.com
MIDA	Min Swe	Member	01 509777 ext: 267		minswe.dev@gmail.com
RDS	Khin Maung Win	Member	01 577891	09 537 0760	mr.khinmaungwin@gmail.com
Gold	Daw Kyi Kyi Hlaing	Member		0973045940	mmgold.kk@gmail.com
KT care Foundation	Naw Paw Eh	Member		0949343378	ktcaremanager.ktcare@gmail.com
New Generation	Daw Mai.T.Sui Leng	Member		092302304	elansnow000@gmail.com

ANNEX III: EMERGENCY SHELTER SECTOR Response Plan

(Assuming a caseload of **approximately 10000 individuals affected in the rural and 20000 individuals affected in the urban area.**)

Introduction

This plan is a result of an on-going consultative process among Myanmar NGOs and forms as an input towards the Contingency Plan being drawn by the shelter cluster.

1. Objectives

- To provide culturally appropriate environmentally sustainable and adequate emergency shelter to 10,000 number of households (5 person/HH planning figure) within emergency period of time for the people affected
- To ensure immediate and effective emergency shelter response for the affected population
- To promote cooperation and coordination among the relevant organizations and beneficiaries representative in order to meet the needs of emergency shelter
- To strengthen the capacities and preparedness of Myanmar NGOs in collaboration with all organizations involved in disaster response to meet the needs of emergency shelter during emergencies
- To advocate on behalf of beneficiaries to national and international organizations to support for best practices for applications of minimum accepted national and international emergency shelter standard

2. Preparedness and Capacity-Building

2.1 Preparedness Activities

Activities to Prepare for an Emergency	Agency(ies) Responsible	Collaborative Partners	Timeline
To form an Emergency Shelter Response Team per organization: focal point in each office/location of presence	Participating Agencies Local Authority,		2 or 3 week
Mapping of strong structures (accessibility, accommodation capacities including water and sanitation facilities) at the village tract level and making it available to all organizations concerned Swanyee : selected village tracts in Bogalay, Mawlamyinegyun, Myaebon, Laputta, Yangon, Pakokku, Aung Ian. AYO : selected village tracts in Laputta, Bogalay, Mawlamyinegyun, Yangon, Dry Zone, Chin, CAD : Chin, Sagaing YMCA Bago : Bago Shwe Tha har : Labutta, Bogalay, Daydaye, Magway (Kan Kaw	Participating Agencies Local Authority	INGO/SWG/ UN agencies (IFRC/UNHCR) /MRCS/Government Departments CBO	1 month

) MEET :Chin,Myaebon,Laputta, Yangon,Manpyar, NEW GENERATION:Chin,Bogalay, Yangon,Paukta w,Kyukphyu,(Yakhine),Magway, LANTHIT FOUNDATION:Delta,Myaebon(Yakhine), Yan gon			
Availability of skilled construction workers when needed Swanyee: engineers ,other skilled workers,staff AYO: engineers , other skilled workers,staff CAD:skilled workers,staff Shwe Tha har:skilled workers,staff MEET: skilled workers,staff NEW GENERATION: engineers,skilled workers,coordinator LANTHIT FOUNDATION: engineers,skilled workers,staff			at present
Mapping local resources in advance Area responsibilities:	Participating agencies	INGO/SWG/ UN agencies(IFRC/UNHCR) /MRCS/Local Authority/ CBO	1 month
Quarterly coordination meeting to review the capacities, resources and context	SWANYEE		3 monthly
Preposition of household kit and community kit	Participating agencies	INGO/SWG/ UN agencies(IFRC/UNHCR) /MRCS/Local Authority/ HCD/RRD	occasional ly
Distribution of emergency shelter erecting guidelines/training/model shelter construction for community	Participating agencies	INGO/SWG/ UN agencies(IFRC/UNHCR) /MRCS /RRD, Government Departments/	On going

3. Emergency Response

3.1 Response Activities

Activities to meet the needs of the affected population	Agency(ies) Responsible	Collaborativ e Partners	Timeline
Determine/Verify the locations for emergency shelter. (The Sphere standard and local practice need to be considered while determining/verifying the locations)	Local Authority, Participating agencies	INGO/SWG/ UN agencies(IFR C/UNHCR)/M RCS/GAD	within 72 hours

Provide needs assessments and gap analysis in coordination and consultation with concerned ministries and partners. Beneficiaries list, disaggregated by sex and age, distribution counters (Consider issues of information provided to communities; participation of communities in needs assessment processes.)	Local Authority, Participating agencies	INGO/SWG/ UN agencies(IFRC/UNHCR)/M RCS/Government Departments/CBO, VDC	Within 1 or 2 week
Provide coordination between the various stakeholders in case of assistance of local NGOs required	Local Authority, Participating agencies	INGO/SWG/ UN agencies(IFRC/UNHCR)/M RCS/Local NGO/	On going
Coordination to mobilize available resources Local Authority,	Participating agencies	Local Authority,	On going
Preparing list of beneficiaries for Shelter Kits and NFI disaggregated by sex and age	Local Authority, Participating agencies		Within 1 month
Distribution of standards and guidelines/training/model shelter construction, for emergency shelter as well as NFI with considerations on age, gender and diversity protection concerns. (LNGOs would use the guidelines produce by IASC for this purpose rather than producing their own)	Participating agencies	UN agencies(IFRC/UNHCR)/M RCS Local Authority, CBO	1 or 2 months
Provide temporary shelter kits and shelter assistance what they need in emergency situation negotiation With Local authorities.	Participating agencies	Government Departments/ /Local Authorities/Local NGO/CBO	within 1-4 weeks
Establish beneficiary and stakeholders feedback mechanism and identify a focal point to review and ensure cluster operates in accordance with set standards. Monitor the emergency shelter response through active participation and feedback communities. (Set the basic indicators of monitoring and supervisions tools)	Participating agencies	Government Departments/ /Local Authorities/Local NGO/CBO/other organization	On going
Gather information and reporting disaggregated by sex and age	Cluster leads, Operational partners		on going

4. Operational Constraint

- Non-availability of land to accommodate the shelters in case of immediate displacement
- Limited availability of tools and equipment

- Limited availability of local skilled workers
- Intervention/ restriction by the government/ local authorities
- Financing
- Weather and logistics constraints
- The availability of construction Materials at a huge amount will be difficult
- Communication

5. Responsibilities and key organizations

- SWANYEE, AYO, SWE THR HAR, MNN, CAD, MEET, NEW GENERATION, LANTHIT FOUNDATION.

6. Additional Personal Requirements

- Field Officers, Logisticians, Site (Field Office)

7. Additional Material and Financial Requirements

- No existing stockpile
- A modular budget based on the need of 1,000 household (5,000 pop) is calculated at MMK 244947000 (see Annex) excluding the staffing and administrative cost

Collaborative Partners

- UN Agencies, International NGOs, and Donors who might provide capacity building and funding support
- Government departments: General Administration and Land Records for resolving land issues and utilization of public buildings

Other considerations (other participants' comments)

- Since the operational areas of each local NGO vary and no agency is covering countrywide, the concept of a cluster lead for the whole country is somewhat unrealistic. SWANYEE pledges to take the lead for coordination and mobilization with the collaboration of regional focal points from the participating agencies (this has yet to be discussed)
- LNGOs would avoid reinventing the tools and mechanisms. Instead, they would replicate good practices and tools of int'l agencies who has been active in the provision of emergency shelter assistance

8. Existence of Sector Member Organization in Different Geographical Locations

Organizations	Location 1	Location 2	Location 3	Location 4	Location 5
SWANYEE	Delta(Labutta,Bogalay,Mawgyun)	Rakhine(Myaebon)	DryZone	Yangon	Shan
AYO	Delta(Labutta,Mawgyun,Bogalay)	Yangon	DryZone	Chin	
SWE THA HAR	Delta(Labutta,Bogalay,Dayd aye)	Magway			
ADC	Chin	Sigaing			
MEET	Chin	Rakhine(Myaebon,Minpyar)	Yangon		
NEW GENERATION	Chin	Deltha(Bogalay)	Yangon	Rakhine	Magway
LANTHIT FOUNDATION	Delta	Rakhine(Myaebon)	Yangon		

9. Contact List for Shelter

Agency/Org	Focal Point (Name)	Title	Office Phone Number	Mobile Phone Number	Email Address
SWANYEE	U Cho Maung Oo Daw Khin Moe Moe	Lead	0973040433, 0103000329		swanyee@swanyee.org
AYO	U Kyin Khan Lian	Co-Lead	73015143	095101216	aryoneooinfo@gmail.com
SWE THA HAR	John Jeffry Seng	Member	665713,6672 86	098641191	jeffryseng@gmail.com
CAD	Dr.Khin Maung Win	Member			drkhinmwin@gmail.com
MEET	U Aung Din	Member	0973092562	0973092562	meet.tribal@gmail.com
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ANNEX IV: Food and Nutrition Sector Response Plan

(Assuming a caseload of **approximately 10000 in the rural and 20000 in the urban area**..... individuals affected)

1. Objectives

- To ensure affected populations have adequate access to quality food as per international standards (2100 kilocalories) and culturally acceptable to the population in an effective and timely manner;
- To prevent loss of life and maintain the nutritional status of population who have deteriorated access to food due to disaster situation;
- To prevent sale of productive assets and protect livelihoods amongst the affected communities in order to meet food requirements and ensure that any work is safe and non-exploitative; and
- To ensure that most vulnerable groups, such as displaced persons, single head of households, women, children, elderly, persons with disability or with long-term or chronic illnesses such as HIV/AIDS who have lost their caregivers during the disaster have unimpeded access to food.

2. Preparedness and Capacity-Building

Preparedness Activities

Activities to Prepare for an Emergency	Agency(ies) Responsible	Timeline
Introductory training of Food Security and Nutritional Status Rapid Assessment to member organizations of F & N and other sectors	NAG, MHAA, UNICEF, WFP, FSWG	June 2010 (done)
Capacity building and training for staff of the sector members	CP Steering Committee, sector members and supportive agencies and organizations	On going
Preparing Estimated Budgets for a Caseload of 20,000 individual affected	Sector Lead	February 2010 (done)
Create linkages with Gov depts. and obtain their comments and advice on the updated sector plan and their support for the CP	CP Steering Committee, CP Sector Leads and Co-leads	On going
Regular update to concerned Gov Depts. on the activities of the sector	CP Steering Committee and sector leads and co-leads	On Going
Coordination Meeting among sector members	Sector-leads, co-leads and sector members	Occasionally
Awareness raising in the community on food security and nutritional knowledge and strategies, including home gardening and small-scale fish farming and livestock rearing	Sector members	ongoing and more actively in 2011

3. Emergency Response Response Activities

Activities to meet the needs of the affected population	Agency(ies) Responsible	Timeline
Information gathering on situations of the disaster-affected areas	Steering Committee, sector members	Within 24 hours
Coordination Meeting for Decisions and Planning on the Response	Steering Committee, Activating Body, fund boards and sector leads & co-leads	within 48 hours
Teams Formation and separation of duties and responsibilities, mainly for identification of donors, preparation of funding proposals, IRA, Procurement, Logistic, Distribution and Monitoring)	Sector members	within 3 days
Coordination meeting among Steering Committee, fund board, the Program Steering Committee and the sector members for planning and management on the emergency food distribution project/projects	Steering Committee, fund boards and the sector members	Within 3 days – 6 days
Request guidance and permission from relevant Ministries, Gov Depts, and authorities of various local administrative levels	Steering Committee and sector leads and co-leads	within 1 week
Coordination with INGOs, LNGOs and CBOs working in the disaster area or region (especially before the distribution is carried out)	Sector members	within 1 week
Conduct FSRA in the disaster area to identify the needs of the affected population	Sector members	within 5-9 days
Procuring Foods (mainly rice, bean, oil and salt) in the pre-identified markets and sources	Procurement Committee formed by sector members	within 1 weeks
Start the food (rice, bean, oil and salt) distributions, giving priority to children under 5, old people, people with disability, people with chronic diseases, pregnant women and lactating women	Food Distribution Group formed by the sector members	within 10 days and on-wards (until the other stakeholders step into and take over the responsibility or until the emergency period is over)
Conducting IRA at the same time with distribution of food if the CP Steering Committee is assigned, and send the data to the responsible agency or organization to prepare the IRA report	Emergency Food Distribution team	Simultaneously with food distribution
Monitoring and Reporting the impact of the interventions	Emergency Food Distribution team, with the support from Program Steering Committee	monthly (until the emergency period is over)
Conducting nutritional monitoring and surveillance	Emergency Food distribution team, with	since week 4 after the intervention

	the technical assistance from MHAA	begin
Review Workshop for sharing and learning on best practices and lessons learnt in order to have improvements in the sector response	The Steering Committee, Program Steering Committee, Fund Board, the Emergency Food Distribution team, sector members and other key stake holders	After emergency response activities

4. Operational Constraint

- Among the major costs at every stage of the cluster response plan, the cost for food, transportation and distribution are the highest cost
- Timely receipt of access/authorization from the Government and local authorities (since concerned local administrations and government departments will be busy at the same time with disaster response and security measures)
- Bad road infrastructure and communication
- The response will have to face with more constraints in the areas or regions in which any of collaborative partners are not implementing projects

5. Responsibilities and key organizations

- Engagement with local authorities and line departments (NAG, MHAA, ECLOF)
- Coordination with IASC-CPWG counterparts for acknowledging the level of the disaster and preparing the funding request (NAG, ECLOF, MHAA, BH)
- Creating linkages with local NGOs and CBOs in current project area of NAG, MHAA, ECLOF, BH and any other organizations who are interested to join the Food and Nutrition Cluster Collaborative team
- Coordination and collaboration with other cluster leads, co-leads and collaborative members (NAG, MHAA, ECLOF and BH)
- Requesting technical supports and experts from the international and national organizations which are working as strategic partners and partners (NAG, MHAA, ECLOF and BH)

6. Additional Personal Requirements

- Field volunteers for FSRA and food distributions
- Experienced logisticians and ICT experts
- Emergency experts with local knowledge and experiences

7. Additional Material and Financial Requirements (initial)

#	Particular	Caseload	Unit	Quantity	Rate	Amount (USD)
1	Operational Cost (10% of total food cost)	20000				29,617
2	Rice (20,000 x 0.45 Kg/day x 30 days)	20000	Metric-ton	270	450	121,500
3	Pulse (20,000 x 0.1 Kg/day x 30 days)	20000	Metric-ton	60	1964.5	117,870
4	Oil (20,000 x 0.03 Kg/day x 30 days)	20000	Metric-ton	18	3142	56,556
5	Salt (20,000 x 0.005 Kg/day x 30 days)	20000	Metric-ton	3	80	240
6	Storage and Transportation		Metric-ton	351	60	21060

7	Capacity Building and Training	150	Person-days	750	50	37,500
8	Pretesting	1 Tsp (5 Villages)	Village	5	1500	7,500
9	Secondary Data Collection and Sharing		Varies			5,000
10	Monitoring and Evaluation		Time			3,000
11	Reporting and documentation		Time			1,500
	Total (in USD)					174,666

Coordination with Government

- The Food and Nutrition sector members will coordinate and report the concerned Ministries, such as Ministry of Home Affairs, Ministry of Social Welfare, Rescue and Resettlement, and Ministry of Health, through Activating Body, and contact by designated sector members for ad-hoc cases.
- The response activities by the Emergency Response Team of the sector will be aligned with instructions, guidance and permission of the concerned Ministries and government departments.
- The sector will regularly update and report preparedness and response activities to concerned government departments, and obtain required advice and support from them.

8. Existence of Sector Member Organization in Different Geographical Locations

Organizations	Location 1	Location 2	Location 3	Location 4	Location 5
NAG	Yangon	Pyapon, Ayeyarwaddy Division	Min Bu, Magway Division	Man Ton, Northern Shan state	Ayartaw, Sagaing Division
ECLOF	Yangon				
MHAA	MHAA Head Office (Yangon)	MHAA Mandalay	MHAA Mawlamying		
Brave Heart	Yangon				
Better Life	Yangon				
MIDA	Yangon				
RDS	Yangon				
MHDO	Yangon	Kalaw Southern Shan State	Tatyet Magway Division	Laputta Ayeyarwaddy Division	
Loka Ahlinn	Yangon				

9. Contact List

Agency/Org	Focal Point (Name)	Title	Office Phone Number	Mobile Phone Number	Email Address
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Myanmar Health Assistants Associations (MHAA)	U Than Win	Secretary	01 380998	09 515 5422	mhaa.central@gmail.com
Brave Heart (BH)	U Yadana	Director	01 661424	09 501 9379	info@braveheartfoundation.net
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MIDA	Daw Kyi Kyi Hlaing	Associate Secretary	01 512868		myanma.ida@gmail.com
RDS	U Khin Maung Win	Chairman	01 577891	09 537 0760	mr.khinmaungwinn@gmail.com
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ANNEX V: Health Sector Response Plan

Overall Disaster risks in Myanmar

Generally, delta areas, Rhakhine state and Tanintharyi divisions have risks of cyclone and Tsunami because these are coastal areas of Myanmar. Magway, Mandalay, upper parts of Bago and lower part of Sagaing Division which are known as middle dry zone of Myanmar, are high risk areas of Droughts and fire . Flood is one of the most common problems as natural disaster in Myanmar which usually affect along the Chindwin River, Ayarwaddy River and Sittaung River. Earthquakes also can be seen in middle part of Myanmar. However, other natural disasters can also affect to any areas unexpectedly.

Introduction

Apart from occasional flooding along the main river of Myanmar, Chindwin and Ayarwaddy, Myanmar is not very familiar with natural disasters. Nargis is the most devastating natural disaster in decades. Therefore lack of disaster knowledge and awareness caused taking many lives and properties in Delta. But because of global warming and climate change all over the world, there should be more awareness on disaster risks in upcoming years. So this is the plan for preparing of possible disaster in Myanmar according to lessons learnt in previous Nargis cyclone.

Guiding Principles

- National Health Policies
- Experiences of participating LNGOs
- IASC health sector response plan
- National Disaster Guideline

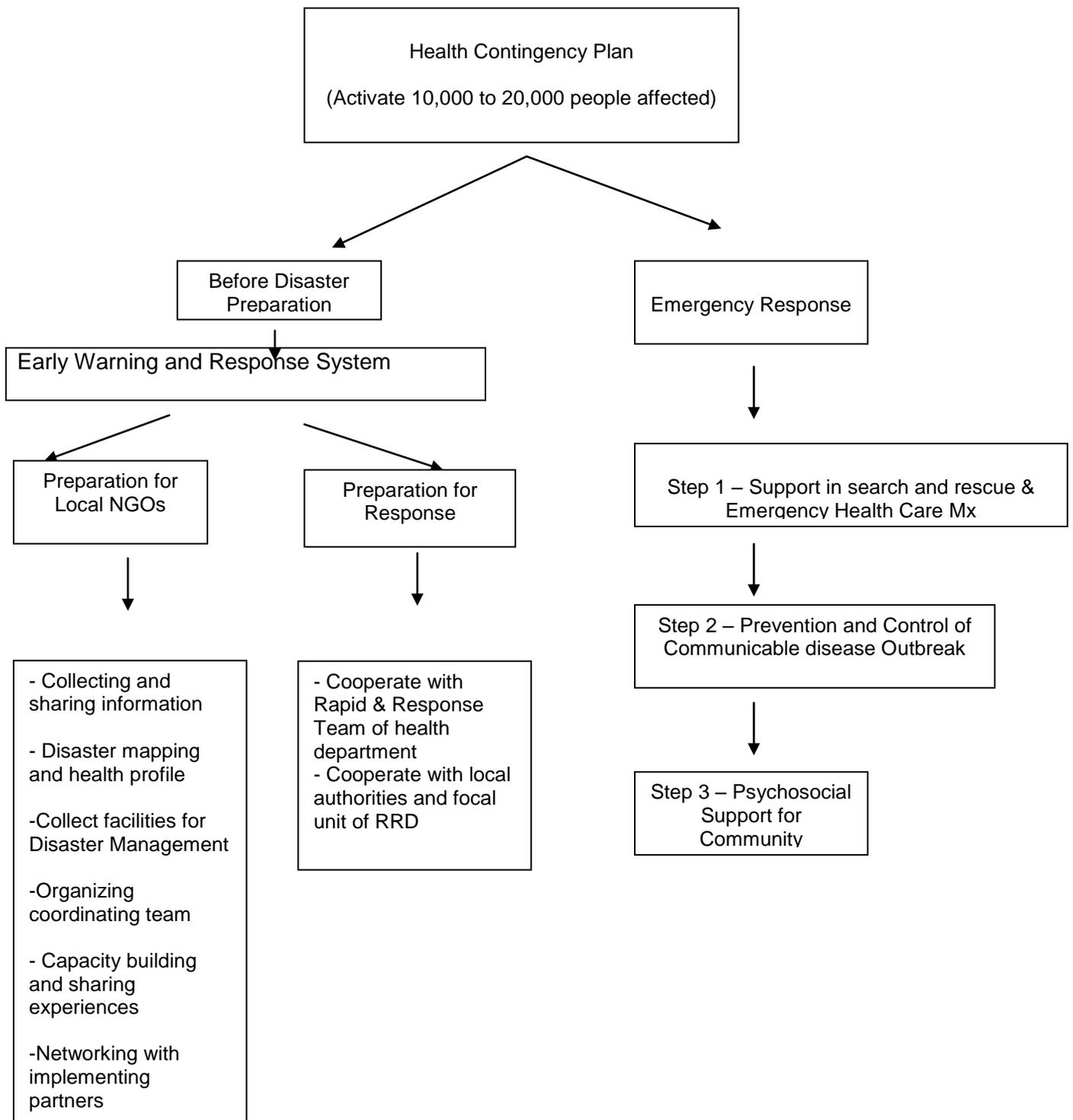
1. Objectives

1.1 General Objectives

To save the lives, to prevent communicable disease outbreak and to support psychosocial aspects of community.

1.2 Specific objectives

1. To strengthen early warning, surveillance and response system,
2. To strengthen disaster risk mitigation measures for health.
3. To strengthen psychosocial support



Our objectives approach and priority for emergency are

- **To Save lives and prevent disabilities within short time**
- **Prevention and control of disaster related disease outbreak**
- **Build up sustainable community awareness on health**

2. Preparedness and Capacity-Building

2.1 Preparedness Activities

Preparing for local NGOs Before Disaster	Agency(ies) Responsible	Collaborative Partners	Timeline
1. Forming CPWG health Network			
a. register and make lists of all the health related local organizations	MNN, LNGOs	CPWG	June 2011
b. enlist all resources (e.g. Health Personnel, Essential drugs and transports etc.)	LNGOs, volunteers, donors	Donors	July
c. collect health profile for national and local level	Health cluster	MOH, CPWG	July /August
d. disaster mapping (e.g. socio-demographic)	Health cluster	MOH	July/ August
e. Collect material needed for disaster as drugs, emergency kits & vehicle lists	LNGOs	CPWG	ongoing
2. Coordination and cooperation with Individual NGO and health partners			
a. Individual organization's emergency health planning of individual NGOs (e.g. Diarrhea, Dysentery, Communicable diseases. Etc.)	LNGOs	CPWG Health Cluster	
b. To establish inter-cluster coordination body among agencies to avoid overlapping and sharing of info (e.g. Health and nutrition, wash cluster etc.)	LNGOs, CPWG, Health cluster,	UN, INGOs	ongoing
c. Identification of primary and secondary health care facilities for referral	LNGOs	MOH, INGOs	ASAP
3. Capacity Building			
a. capacity building workshops for CPWG health team members	LNGOs, CPWG, Health cluster,	Donors	ASAP
b. transfer of skills and knowledge (especially on community based emergency preparedness) to partners including VHWs and CHWs.	LNGOs, CPWG, Health cluster,	INGOs	ASAP
c. Building capacity of humanitarian actors, health staff and relevant stakeholders on minimum initial service package (MISP) for health in an emergency. (eg. first aid)	LNGOs, CPWG, Health cluster,	INGOs, MOH, Donors	ASAP
d. Assist the program of routine immunization (EPI) including hard to reach areas	LNGOs	INGOs, UN	ongoing
e. Community based Counselling and Psychosocial support			
4. Monitoring and evaluation			
Share Health programs implementing experiences and update activities	LNGOs, Health cluster	MOH, UN agencies & INGOs	start at August

Preparing for community before disaster	Responsible Agencies	Collaborative Partners	Timeline
Conduct potential area assessment in high risk disaster areas	CPWG and related counterpart agencies		
Disaster Education in high risk areas by using and improving school curriculum (facts for life), pamphlet and media if it is possible	Gov's school, INGOs, UN, LNGOs		Ongoing

Facilitate existing village health committee and infrastructure in village level by providing trainings and capacity building	LNGOs		ASAP
Identification of existing voluntary health worker	LNGOs, Locals		Sept 2011

3. Emergency Response

3.1 Response Activities

According to approach no. 1 – to save lives	Responsible Agencies	Collaborative Partners	Timeline
Identify affected areas in map	Gov, UN, INGOs and LNGOs	Govern: UN, INGOs	Within hours
Arrange all possible access to affected areas (e.g. transportation, health personnel)	Gov, UN, INGOs and LNGOs, local donors	INGOs, UN, Local Donors	Within hours
Cooperate with search and rescue team as a attached medical team	LNGOs, CPWG Health Cluster	UN, INGOs, Govern	ASAP
Report to related cluster for further activities to avoid overlapping and to be more effective (e.g. focal point)	LNGOs, CPWG Health Cluster	Govern, INGOs	ASAP
Mobile clinic with medical personals, essential drugs for emergency treatment and first aid care	LNGOs, CPWG Health Cluster	MMA, UN, INGOs	ASAP
Assisting Primary Health Care services and Psychosocial support program	LNGOs	MOH, UN, INGOs	ASAP
Identification of referral centers and program and refer as their need	MOH, LNGOs, CPWG Health Cluster	Govern:,ING Os	ASAP
Identifying, activating and cooperating with local existing voluntary health workers	LNGOs, CPWG Health Cluster	Govern:, MOH, UN, INGOs, MNN	Within week 1
Inter organizational coordination and cooperation in implementation	All LNGOs	Govern: UN, INGOs	Within week 2
Referral of serious cases to nearest referral hospital	All LNGOs	Govern:, MOH, UN, INGOs, MNN	Within week 2

According to approach no. 2 - prevention of diseases	Responsible Agencies	Collaborative Partners	Timeline
Considering, identifying and preparing all possible health problems related to disaster	CPWG, Health Cluster, LNGOs, MOH	MMA, UN, INGOs, MNN	Within week 1
Activate the integrated disease surveillance system to watch for any disease outbreak	CPWG, Health Cluster, LNGOs, MOH	UN, Gov, INGOs, MMA	Within week 2
Set up fixed clinic at village levels according to the needs (e.g. clinic, nutrition centers)	CPWG, Health Cluster, LNGOs, MOH	UN, Gov, INGOs, MMA	Within month a
Control measure of outbreak	CPWG, Health Cluster, LNGOs, MOH	Gov, UN, INGOs	Within week 1

Submission of periodic status and activities report to respective Health Department	CPWG, Health Cluster, LNGOs, MOH	MOH, Gov	Periodical
Systematic disposal of dead bodies to prevent diseases	Local Authorities, MOH, CBOs	CPWG Health sector, INGOs	Next day after disaster

According to approach no. 3 – build up sustainable community awareness on health	Responsible Agencies	Collaborative Partners	Timeline
Activate existing village health committee or new forming committee to provide sustainable health care	CPWG, Health Cluster, LNGOs, MOH	INGOs, MNN, Gov	Within 2 months
Assisting and monitoring of health care by the committee	LNGOs and Local people	CPWG Health sector	Long Term
Providing technical and material (e.g. medicine) support	CPWG, Health Cluster, LNGOs, MOH	UN, INGOs, MMA, Donors	As long as possible
Form a community based organization (CBO) to improve their own community's health status by cooperating with other aid organization	LNGOs and Local people	CPWG Health sector	After recovery of disaster
Provision of supportive aids to disable persons (e.g. crutches, hearing aids, eye glasses, and referral)	LNGOs	CPWG, MNN, INGOs	After 3-6 week of emergency

4. Operational Constraint

- Inadequate coordination and networking among the LNGOs and other stakeholders (MOH, MNN, INGOs and BNFs)
- Inadequate information sharing among the LNGOs and one Focal point (e.g. MNN)
- Availability of information from the national authorities, and the availability of national counterparts on the ground to work with by health partners in the affected areas
- community lack of experiences and knowledge
- Resources limitation to implement the planning (both human and materials)

5. Responsibilities and key organization

5.1 How to link with key organizations – MOH, MMA, Local NGOs, MNN, MRCS, MHAA, MNMA, Myanmar Dental Association, Faith Based Organisations

Collaborative partners – local administrative bodies, religious organization, existing CBOs (community based organization)

6. Additional personal requirement

- Focal secretarial team, to activate and take responsibilities for coordination and cooperation in Health Contingency Plan
- To utilize existing health volunteers of MOH and CBOs

7. Additional material and financial requirement

As plans developed

Philanthropist who are interested in health activities

To procure National Health Guideline for all health activities

Essential drugs and health kits (e.g. WHO's Kit 1, Kit 2)

Time to activate – 10,000 to 20, 000 people affected
 If less than 10,000 to help and support the activities performed by one of the LNGOs or CBOs or MOH.

8. Existence of Sector Member Organization in Different Geographical Locations

Organizations	Location 1	Location 2	Location 3	Location 4	Location 5
Body Guard	Rakhine (Kyauk Phyu, Yan Byae)				
Searchers Myanmar	Bogalay,	Maubin			
ASHOKA (ASDA)	Bagan Nyaung Oo				
Ziwaka Foundation	Yangon (Khayans)	Pyay	Taung ngu	Shan State	Lattputa
MEET	Chin (Kanpatlet, Palatwa)	Rakhine (Myay Bon)	Magwe(Saw)		
Mittamon Services					

9. Contact List

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MEET	U Aung Din	Member	01 610698		
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ASDA	U Myint Ngwe	Member		094881581 7	Asda27.assn@gmail.com

ANNEX VII: Protection Sector Response Plan

(Assuming a caseload of **approximately 10000 in the rural and 20000 in the urban area**
individuals affected)

1. Objectives

- To protect and care for human dignity, rights and their communities/environment.
- To strengthen the role of CBOs and LNGOs in both providing and protection by the response programme.
- To cooperate and coordinate with Government Organizations, UN Agencies, INGOs, LNGOs, CBOs and others.
- To seek and support the communities, especially vulnerable persons and affected environment through response plan of protection sector by Protection Sector Working Group (PSWG) and Community Protection Group (CPG).

2. Preparedness and Capacity-Building

2.1 Preparedness Activities

- To list the most vulnerable people who as the first priority to save and protect them in the emergencies situation.
- To set up and organize “Protection Sector Working Group” (PSWG) in national level.

Activities to Prepare for an Emergency		Agency(ies) Responsible	Collaborative Partners	Timeline
Sharing & Learning	Gender	Thingaha	NGO GG	Appropriate Time
	Code Of Conduct	Thingaha		
	Protection (Basic Concept & Presentation)	Thingaha	CFN, MCC (CP)	
	Child Protection Awareness	MCC (CP)	CFN	
	Women Protection (CEDAW)	KWAG	Thingaha	
	Environment	SVS		
	Psychosocial	SVS	MBC (CSSDD)	
	Differently Able Person	Eden		
	Drug Relative Person	MBC (CSSDD)		
	Minimum Standard for Orphanage	CFN	MCC (CP)	
Protection Sector Assessment Frames		Protection Sector Members	CPWG	September 2011
Protection Awareness Guideline & Concept (Myanmar Version for Community)		Protection Sector Members	CPWG	End of 2011
To Create Protection IEC's		Protection Sector Members	CPWG	End of 2011

3. Emergency Response

3.1 Response Activities

- To protect and care for human dignity and their rights
- To fine out the most damaging impacts of any disaster on vulnerable persons and groups
- To identify the existing protection volunteer in the situation

Activities to meet the needs of the affected population	Agency(ies) Responsible	Collaborative Partners	Timeline
Emergency Meeting PSWG	Thingaha & CFN	PSWG	One day after emergency
To set up Protection Sector Action Team (PSAT)	PSWG	CPWG	One day after emergency activated from CPWG
Protection assessment	PSAT	PSWG	One week after emergency activated from CPWG
Set up Community Protection Groups	PSAT	PSWG, CBOs	Two week after emergency activated from CPWG
Strengthening and networking among LNGOs, CPGs, CBOs and Others	PSAT	PSWG, LNGOs, CPGs, CBOs & INGOs	Two week after emergency activated from CPWG
Follow up protection plan	PSAT	PSWG, CPGs & CPWG	One month after emergency activated from CPWG
Participatory protection plan	PSWG	CBOs	Monthly basis
Technical and material support	CPWG & PSWG	LNGOs, INGOs, UN & Government agencies	Appropriate Time

4. Operational Constraint

- Difficulty to communicate and travel
- Insufficient protection
- Lack of coordination among the partners
- Time limitation for implementation
- Different time frame of different partners
- Lack of protection knowledge
- Effective Mechanisms

5. Responsibilities and key organizations

Responsibilities	Key Organizations	Collaborative Partners
Child Protection	MCC (CP),CFN, Thingaha, MBC (CSSDD)	UNICEF, Save the Children, WV, MOHA, DSW & DRR
Women Protection	KWAG, Thingaha, MBC (CSSDD), NGO GG	IOM, UNHCR, UNDP, CARE, MOHA, DSW & DRR
Differently Able	Eden, MBC (CSSDD),Thingaha, NGO GG	UNHCR, UNDP, IOM, TLMI, MOHA, DSW & DRR
Psychosocial	SVS, Thingaha, MBC (CSSDD), NGO GG	UNOCHA, UNIAP, IOM, UNHCR, MOHA, DSW & DRR
Environment	SVS, Thingaha	UNDP, CARE, UNFPA, MOHA, DSW & DRR

6. Additional Personal Requirements

No.	Activities Actions	Additional Personal	Additional Personal	Additional Personal	Additional Personal
1	Protection Sector Action Team (PSAT)	Manager	Coordinator	Field Staff	
2	Capacity Training for PSAT	Protection Specialist	Gender Specialist	Psychosocial Specialist	Environment Specialist
3	Protection Awareness Training for CPG's	Protection Trainer			

7. Additional Material and Financial Requirements

No.	Additional Material
1	Printed Protection Assessment Forms
2	Printed Protection Follow Up Forms
3	Printed Protection Awareness Training Handouts & Materials

8. Existence of Sector Member Organization in Different Geographical Locations

Organizations	Location 1	Location 2	Location 3	Location 4	Location 5	Location 6	Location 7
Thingaha	Yangon	Mandalay	Bogalay				
CFN	Yangon	Mandalay	Thaton	Min Bu	Mawlamyine	Hpa An	
KWAG	Yangon	Pago	Laputta	Hintada	Hpa An	Taung Gu	
MCC (CP)	Yangon	Bogalay	Kyon Pyaw	Phado	Myit Nar	Kyi Bamaw	Taunggyi
MBC (CSSDD)	Yangon	Kyaung Tong					
SVS	Yangon	Bogalay	May Bon	Bu Thi Taung			
Eden	Yangon						
NGO GG	Yangon	Bogalay					

9. Contact List

Agency/ Org	Focal Point (Name)	Title	Office Phone Number	Mobile Phone Number	Email Address
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CFN	Ma Ei Kay Zin		01-558403		cfnprogramme@gmail.com
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KWAG	Naw Maw Maw		09-730 21025 09-857 5175 09-857 5225		kwagkwag@gmail.com
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ANNEX VII: WASH Sector Response Plan

(Assuming a caseload of **approximately 10000 in the rural and 20000 in the urban area -----**

---- individuals affected)

Introduction

Myanmar had faced many disasters such as earthquakes, flood, cyclones and droughts. Some of this disaster will have to impact large numbers of people storms, fire and tsunami. Among them the cyclone Nargis hit Myanmar at 2008, devastated social, economical, health, education, transport and communication infra structures and also salinity the farming lands, drinking water ponds and destroyed domestic facilities. Also large numbers of life were lost. Multiple relief functions were conducted by various INGO, LNGO and Government Sector. According to previous experiences a well prepared Inter-Agency Contingency Plan will be more relevant and feasible in any disaster to mitigate the impacts.

WASH Sector Contingency Planning Group was organized including the following organizations and had developed a WASH sector Response Plan.

1. OBJECTIVES

A. General Objective

To minimize the period of water shortage, to resume the environmental sanitation and improvement of personal hygiene to reduce hygiene and water related diseases with multi sectoral collaboration.

B. Specific Objective

1. To ensure immediate provision of safe and sufficient amount of drinking water.
2. To ensure availability of safe and sufficient quantity of water for domestic use rapidly.
3. To ensure proper disposal of sewage and excreta in short time.
4. To organize community participation in carrying out the WASH activities.
5. To repair, renovate and reconstruct the existing water facilities
6. To control the water quality / To ensure the awareness of water quality control.

2. PREPAREDNESS Capacity Building and Disaster Risk Reduction.

Preparedness and disaster Risk Reduction	Agency(ies) Responsible	Collaborative Partners	Time Line
2.1 Assessment 1. Should know the regions and types of disaster in the whole country.(Disaster Mapping)	-WASH sector members	-MIMU -LNGOs Authority	Yearly
2. Should record the information maintain from RRD and related departments.	-WASH sector members	-MIMU -LNGOs Authority	Yearly
3. Should identify the existing water resources and amount of water available including total population, consumption, water resources and possible resources.	-WASH sector members	-LNGOs -Community Volunteers -Authority -MIMU	Yearly Seasonal

4. Should identify the availability of water containers (household and distribution) sanitation and hygiene materials.	-WASH sector members	-HCT -Authority	6 monthly
5. Should identify the places to store and distribute water and hygiene materials in large amount.	-WASH sector members -Authority	-Village authority -Village volunteers	Seasonal
6. Should identify the possible water and sanitation related diseases.	-WASH sector members	- Authority	Seasonal
7. Should identify the current access water and sewage disposal and sanitation practices.	-WASH sector members	- Authority -Community volunteers	Yearly
8. Should access the information on slope of the terrain, soil types, level of ground water table, hydro geological map	-WASH sector members	-Community volunteers	Seasonal
9. Should identify the current defecation practice; current practices of excreta disposal.	-WASH sector members	- Authority Community volunteers	Yearly
10. Should identify the amount of daily water supply and Consumption.	-WASH sector members	-Community volunteers -MIMU	Seasonal
11. Should identify the locally appropriate and available water treatment methods	-WASH sector members	-Authority -Community volunteer	Seasonal
12. Should list the existing Organizations, Locality and activities	-WASH sector members	-MIMU Authority	Yearly
13. Should identify the existing places for Pit latrines, public latrines, and share the information, potential place to construct emergency public latrines	-WASH sector members	-Village Authority -Township authority	Seasonal
14. Should strengthen and protect the existing water resources to prevent from damages by disaster.	-WASH sector Members -LNGOs -Authority	-Village authority -village volunteers	Seasonal
2.2 Plan Updating 15. Updating the contingency plan periodically in accordance with previous experience and current emergency.	-WASH sector members	-CPSC	Yearly

2.3 Networking & Communication 16. Should form a village Emergency response team with DRR initiative at potential high risk area in relation to MAPDRR	-WASH sector members	-Authority	Seasonal
17. Should have a network with Local authorities, INGO/LNGOs and Donor agencies with activities calendar.	-WASH sector members	-CPSC	Annually (Activities calendar)
18. Should set up communication and information data base	-WASH sector Members -MIMU	- Authority -LNGO -INGO	6 monthly
2.4 Training 19. Should conduct series of training on WASH sector response.	-WASH sector members	-LNGOs -INGOs -Authority -Agencies	Once a year
2.5 Mobilization 20. Should motivate the community on WASH sector response by mobilizing themselves with exercises on emergency response	-WASH sector Members - Authorities -Community Volunteers	-Village Authorities -Village Volunteers	Once a year
21. Should promote Emergency Preparedness related to WASH at village level.	-Authorities -Community Volunteers	- Village peoples	-Annual (Activities calendar)

3. EMERGENCY RESPONSE. Response Activities

3.1 Short Term (within 3months)	Agency(ies) Responsible	Collaborative Partners	Time Line
1. Activate WASH Emergency Response Plan and inform all WASH cluster member urgently by the approval of CPSC.	-WASH Sector lead and co lead	-Authority -Agencies	Within 12 hrs
2. Perform an Initial Rapid Assessment (IRA) with other sectors.	-WASH Sector lead and co lead	-Sector members	ASAP
3. Provide assessment data to sector members, UNHCT and donor.	-WASH Sector lead and co lead	-Authority -Agencies	Within 72 hrs
4. To conduct coordination meeting with UNHCT, IASC	-CPSC -WASH Sector lead and co lead		Within 72 hrs
5. Activate WASH emergency response team and manage to reach the affected areas.	-WASH Sector lead and co lead	-Authority Sector members	Within 72 hrs

6. Activate emergency materials to transport and distribute drinking water including hygiene kit to the affected people.	-WASH Sector lead and co lead	-Agency Sector members	Within 24 hrs
7. Construct public latrines and set up the system for regular cleaning and maintenance.	-WASH Organization Sector	-Authority -Community Volunteer	As soon as possible
8. Manage all the excreta to dispose at the identified area.	-WASH Organization Sector	-Sector member	As soon as possible
9. Manage to mobilize on the practice of safe drinking water, safe food, excreta disposal and hands washing practices.	-WASH Organization Sector	-Village Volunteer	ASAP
10. Consolidation all funding appeals within WASH cluster members and submit to donor agencies.	-WASH Sector lead and co lead	-CPSC	Within one week
11. Coordinate plan with all WASH cluster members on further emergency relieve for WASH needs and submit to activating body and Fund board.	-WASH Sector lead and co lead	-Sector member	Within 1 week
3.2 Long Term (3 months to 12 months)			
1. Detail assessment of WASH needs using Consolidates Assessment Tool (CAT).	-WASH lead and co lead	-Authority Sector members	After 3 months
2. Share information of WASH needs assessment to other organizations.	-WASH lead and co lead	- Sector members	After 3 months
3. Mobilize the community to involve in management and maintenance of WASH facilities.	-WASH lead and co lead	-Sector Organizations -community Volunteer	Throughout response period
4. Promotion and dissemination of awareness on four cleans and hygiene related diseases.	-WASH lead and co lead	-Sector Organizations -community Volunteer	On going
5. Conduct water quality treatment for water at health centers and ponds, reservoir (e.g with chlorine or EM)	-WASH lead and co lead	- Volunteers -Authority -Private sector Agency and NGOs	As necessary
6. Distribute adequate facilities and supplies to collect, store and use of water (e.g Clean water collecting and storage container)	-WASH sector members	-Donor agencies Private sector	Opportunities
7. Renovate water resources and trained for maintenance and sustainability.	-WASH sector members	- Authority -Donor agencies	Separate planning

8. Construction of sanitary house hold latrines through community participation.	-WASH sector members	-Donor agencies	Separate planning
9. Awareness raising on hygiene promotion	-WASH sector members	- Authority -Community Volunteer	On going
10. Monitoring and Evaluation, and situation Assessment.	-WASH sector members	-community Volunteer Community agencies	After one year of long term

4. OPERATIONAL CONSTRAINTS

1. Will be difficult to cover all affected victims.
2. Geographical and seasonal variation constraints for emergency responses.
3. There will be different situation.
2. There will be difficulties in transportation and communication.
3. There will be delay in funding and other resources

5. ADDITIONAL PERSONAL REQUIREMENTS

1. Need skillful male and female staff in WASH sector emergency responses plan.
2. WASH emergency responses team at grass root level and township level should form, trained and maintained.
3. Periodic awareness raising and exercises will be needed to perform effective WASH emergency responses.
4. Technical training for WASH sector member.

6. RESPONSIBILITIES AND KEY ORGANIZATION

Department of Development Affair, Water Resources Utilization Department, Irrigation Department, MOH, WASH Cluster Lead, UN Agencies, MMA, MNA, MRCS

7. ADDITIONAL MATERIALS AND FINANCIAL REQUIREMENTS

- Telecommunication
- Vehicles
- Hygiene facilities (Hygiene Kits)
- Pre operational cost

8. Existence of Sector Member Organization in Different Geographical Locations

Organizations	Location 1	Location 2	Location 3	Location 4	Location 5
MHAA	Bago (East)	Southern Rakhine State	Kungyan Kone Ygn, Division	Bogalay, Ayeyarwaddy Division	
SVS	NRS	Myay S.R.S Bon	Dae Da Yae	Bogalay, Ayeyarwaddy Division	
AHIC	Hmaw Bi Ygn, Division				
REAM	Maw Gyun	Bogalay	Pauk	Natmauk	

9. Contact List

Agency/Org	Focal Point (Name)	Title	Office Phone Number	Mobile Phone Number	Email Address
MHAA	U Tin Oo	Lead	01-645722	09-5066106 09-73001222	mhaa.central@gmail.com
SVS	Daw Yi Yi Win	Co-Lead	01-535451	8524207 8024741	s.v.smyanmarngo@gmail.com
REAM	U Aung Myint	Member	01-223405 01-510918		am-ream@myanmar.com.mm
AHIC	U Yan Aung Htay	Member	01-538442		wrtcmyan@gmail.com
EKTA	Daw Shwe Shwe Sein Latt	Member	730 1 7732	730 1 7732	mishwelatt@gmail.com
MEFB/MCFT	Daw Zin Mar Win	Member	01-252635		mustrust@mptmail.net.mm
MCS	U Htun	Member	01-224052 01-509301		U Htun

WTG members' list

UNICEF, UNDP/PNRP, IRC, Oxfam GB, SAVE THE CHILDREN, WORLD VISION, SOCIAL VISION SERVICES

ANNEX VIII: Terms of Reference (TOR) for MNGO CP Steering Committee

The Myanmar NGO Contingency Plan (MNGO CP) Steering Committee has been mandated to activate the Myanmar NGO Contingency Plan. The Chairperson of Steering Committee can activate the CP with unanimous support of at least the above of the 50% of members including chairperson of the CPSC should the criteria for response and affected caseload are met in emergency situation.

MNGO CP Steering Committee: The Steering Committee members will be elected/ selected from the Myanmar NGO representatives who are qualified for the following criteria.

1) Criteria

- a) Senior Management level people from registered or reputable and experienced Myanmar NGOs
- b) Interested in the voluntary leadership roles and can give time to this voluntary work
- c) Having strong experience in coordination and information management
- d) Having experience in dealing with diverse stakeholders including government officials, UN agencies, INGOs, Donors, etc.

The Steering Committee is accountable to all Contingency Plan Cluster members; and to facilitating an appropriate process which aims at ensuring the following:

2) Appropriate selection of Steering Committee members and its constituents

- The Myanmar Contingency Plan Steering Committee will be voluntarily formed with 7 selected/elected members: from 2 of CP Fund Management Board, 2 of Program Development & Management Committee and 3 of the Contingency Plan clusters. The membership should appropriately represent the diversity of the group on all fronts, including programme expertise, age and gender.
- The membership term of the Myanmar NGO Contingency Plan Steering Committee is two year and should be renewed at General Assembly meeting.
- The Steering Committee will be supported by a secretariat team.

3) Number of Steering Committee Members and its Constituent

Steering Committee will comprise 7 members, and the members will elect:

- a. one Chairperson
 - b. one Vice-Chairperson
 - c. one Secretary
 - d. one Joint-Secretary
- and the remaining three as the board members

4) Establishment, functioning and maintenance of appropriate humanitarian coordination mechanisms

- Manage the humanitarian coordination among the Myanmar NGO sectors/clusters, HCT emergency clusters and relevant government agencies, both at local and regional level. The CP Steering Committee provides leadership and facilitation in cluster/sector lead coordination among the Myanmar NGOs.
- Act as a coordination body among the Myanmar NGO Contingency Plan members, Fund Management Board, Program Development & Management Committee and sectors/clusters. Ensure the coherent and principled response to emergencies through the establishment and maintenance of appropriate coordination mechanisms.

- Facilitate maximum coordination among Myanmar NGOs, international community, relevant Government Ministries/Departments and other humanitarian actors.
- Facilitate the level of inter-cluster dialogue, information sharing and collaborative efforts on matters related to hazard monitoring, early warning, disaster preparedness and response.
- Ensure the complementarities of different humanitarian actors' actions.
- Ensure that overall humanitarian coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners.

5) Advocacy and Resource Mobilization

- Facilitate the mobilization of resources to support the operation of emergency responses & early recovery efforts particularly by the Myanmar NGOs.
- On behalf of the MNGO CP clusters, advocate together with Fund Management Board and Program Development Committee to donors, both bilateral and multi-lateral, for humanitarian funding to carry out priority activities in the sector concerned. At the same time, encourage sectoral members to mobilize resources for their activities through their usual channels.
- Support the secretariat team in disseminating the updated Contingency Plan to the relevant stakeholders to promote greater awareness, buy-in, and participation.

6) Overall Management

The Myanmar NGO Contingency Plan Steering Committee is also responsible for overall management issues, including (but not limited to);

- Provide support to the Fund Management Board on fund management and Program Development & Management Committee
- Oversee the response actions of the sectors in emergencies
- Support the identification of capacity building needs of clusters and delivery to meet the needs
- Supervise and guide to Secretariat Team

7) Information Management

- Develop communication channel to strengthen the linkages between and among authorities and NGOs
- Establish the Information Management Mechanism among Myanmar NGOs and/or ensure that information sharing/management mechanism is in place for effective dissemination.
- Maintain good contact with appropriate personnel from the government, UN, INGOs and other relevant actors for follow-up and verification of the data received.
- Support the sectoral information focal points(Cluster Lead/Co-Lead or assigned person by Cluster Lead) to disseminate consistent and credible general information of MNGO CP when sector share information to the relevant stakeholders

8) Public Information

- The Chair of Steering Committee or a delegated member by the Chair is assigned as a focal point for public information (PI) and a spokesperson representing Myanmar NGO Contingency Plan Clusters.

9) Emergency Preparedness

- Support clusters/sectors leads to review and update the contingency plan as needed
- Support the strengthening of emergency preparedness and response capacity of local organizations.
- Organize, with the support of secretariat, the SimEx to test the relevance and effectiveness of the updated Myanmar NGO Contingency Plan (MNGO-CP) whenever necessary.

ANNEX IX: Terms of Reference (ToR) for Secretariat Team of Myanmar NGO CP Steering Committee

Objectives

- Strengthening inter-organizational initiatives in emergency preparedness and responses.
- Maintaining relationship with MNGO CP cluster member organizations and other stakeholders.
- Supporting the CP Steering Committee in program detail management and decision making.

On-going tasks in Non-emergency Situation

The following roles are expected to be maintained during non-emergency periods:

- Develop and maintain contact database of the member organizations of MNGOs and Steering Committee, Fund Management Board and Program Development & Management Committee of the Contingency Plan.
- Facilitate in increasing the level of inter-organization dialogue, information sharing and collaborative efforts on matters related to hazard monitoring, early warning, disaster preparedness and response
- Serve as a focal point for information flow and disseminate information to all relevant organizations and stakeholders
- Provide timely and accurate information to the CP Steering Committee and ensure reliability and credibility of information and its source.
- Communicate the MNGOs' Contingency Plan to larger stakeholders with the aim of promoting greater awareness and participation
- Facilitate the SimEx with the support of MNGO CP Steering Committee
- Organize and facilitate with the MNGO CP clusters/ to review and update the contingency plan as needed
- Support to develop standardized common tool for Initial Rapid Assessments
- Support the strengthening of emergency preparedness and response capacities of local organizations
- Participate in the coordination meeting, events on behalf of MNGO CP

Tasks in Emergency Situation

The following roles are expected to be maintained during emergency periods:

- Support the chairperson of the CP Steering Committee in coordinating with relevant stakeholders including local authorities, I/LNGOs and UN agencies
- Support the CP Steering Committee in collecting and managing data from local organizations
- Facilities and support the MNGO CP's operation of emergency responses & early recovery efforts with the guidance of the Steering Committee

- Oversee the Program Management with the guidance of the Program Development & Management Committee

Reporting

The Secretariat Team will report to the chairperson of the CP Steering Committee. The Secretariat Team is accountable to the MNGO CP's financial issue under the guidance of the CPSC and CPFMB and has to report financial statement at General Assembly Meeting.

Amendment

The ToR may be modified by consensus at the CP Steering Committee Meeting.

ANNEX X: Terms of Reference (ToR) for Sector Leads

At the global level, the aim of the cluster approach is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies by ensuring that there is predictable leadership and accountability in all the main sectors or areas of humanitarian response.

The aim of Sector/Cluster Approach under the Myanmar NGO Contingency Plan is to ensure a more coherent, effective and integrated thematic response by mobilizing groups of Myanmar NGO to respond in a strategic and principled manner across all key sectors or areas of activity and to clarify the division of labour among organizations. Each sector is comprised of the Myanmar NGOs whose mandates address the same sector. Furthermore, each sector has a clearly designated lead, as agreed by sector/cluster group participants and Chair of CP Steering Committee.

Cluster/ Sector Lead with the support of secretariat team – retains responsibility for ensuring the adequacy, coherence and effectiveness of the overall humanitarian response by the Myanmar NGOs. It provides a linkage between the Myanmar NGOs and other humanitarian actors and stakeholders, including the government, UN agencies, INGOs and donors.

The sectors lead organization will be elected/ selected from the Myanmar NGOs which are qualified for the following criteria.

1) Criteria

- a) Senior Management level people from registered or reputable and experienced Myanmar NGOs
- b) Interested in the voluntary leadership roles and can give time to this voluntary work
- c) Having strong experience in coordination and information management
- d) Having experience in dealing with diverse stakeholders including government officials, UN agencies, INGOs, Donors, etc.
- e) Having strong experience in emergency response in relevant cluster.
- f) Having good knowledge of cluster/ sector approach including coordination and information management.

Tenure of the Sector Lead is two year and cluster Lead/Co-Lead can serve for two consecutive terms unless he/she decided to resign.

Sector/cluster leads are accountable to the Chair of CP Steering Committee for facilitating a process at the sectoral level aimed at ensuring the following:

2) Inclusion of key humanitarian partners

- Ensure inclusion of key humanitarian partners for the sector, particularly those at the local level, respecting their respective mandates and programme priorities

3) Establishment and maintenance of appropriate humanitarian coordination mechanisms

- Ensure appropriate coordination among the Myanmar NGOs through establishment/maintenance of appropriate sectoral coordination mechanisms at the national and local level (township, village tract and village);
- Work closely with MNGO CP Steering Committee's Secretariat Team and relevant partners (MIMU, Gov, etc) for effective information management;
- Ensure appropriate coordination on behalf of the Myanmar NGOs with other humanitarian partners through the established coordination mechanism (for example, should a Cluster Approach is activated at the country level);
- Secure commitments from the Myanmar NGOs in responding to needs and filling gaps;

- Perform as sectoral Information focal point to disseminate consistent and credible general information of MNGO CP with the support of Secretariat Team.
- Ensure an appropriate distribution of responsibilities within the sectoral group, with clearly defined focal points for specific issues where necessary;
- Coordinate with PDMC for developing the program.
- Ensure the complementarities of different Myanmar NGOs' actions;
- Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns wherever appropriate;
- Ensure effective links with other sectoral groups;
- Ensure that sectoral coordination mechanisms are adapted over time to address current and emerging priorities and to reflect the capacities of other local actors as well as the engagement of local communities;
- Represent the interests of the sectoral group on behalf of the Myanmar NGOs in discussions with other stakeholders on prioritization, resource mobilization and advocacy;

4) Coordination with national/local authorities, local civil society, UN Agencies, INGOs, and other relevant actors

- Ensure that humanitarian responses build on local capacities, including that of the affected communities;
- Ensure appropriate links with national and local authorities, local civil society, UN Agencies, INGOs and other relevant actors and ensure appropriate coordination and information exchange with them.

5) Participatory and community-based approaches

- Ensure utilization of participatory and community-based approaches in sectoral needs assessment, analysis, planning, monitoring and response.

6) Attention to priority cross-cutting issues

- Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and disability); contribute to the development of appropriate strategies to address these issues; ensure gender-sensitive programming and promote gender equality; ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed;

7) Needs assessment and analysis

- Ensure effective and coherent sectoral needs assessment and analysis, involving relevant partners, particularly at the local level;

8) Emergency preparedness

- Ensure adequate contingency planning and preparedness for future emergencies;

9) Planning and strategy development

- Ensure predictable action within the sectoral group for the following:
 - Identification of gaps;
 - Developing/updating agreed response strategies and action plans for the sector which is reliable and ready to use for the potential emergencies;
 - Drawing lessons learned from past activities and revising strategies accordingly;
 - Developing an exit, or transition, strategy for the sectoral group.

10) Application of standards

- Ensure that sectoral group participants are aware of and responses are in line with relevant policy guidelines and technical standards
- Initiate and develop sectoral technical standard for each cluster

11) Advocacy and resource mobilization

- Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives;
- Advocate with funding agencies and donors on behalf of the Myanmar NGOs Contingency Plan to carry out priority activities in the sector concerned, while at the same time encourage sectoral group participants to mobilize resources for their activities through their usual channels.

12) Training and capacity building

- Together with humanitarian partners, promote/support training of local actors and, if possible, local communities;
- Support efforts to strengthen the capacity of the sectoral group participants

ANNEX XI: General Terms of Reference (ToR) for CP Fund Management Board

Title of the Fund: Fund for Myanmar NGO Contingency Plan. The word “Fund“ will be used here in after in place of “Fund for Myanmar NGO Contingency Plan”

Fund Management: The Fund will be managed by the “Fund Management Board” The word “Board” will be used hereinafter in the place of “Fund Management Board”.

Fund Management Board: This Board will be elected/ selected from the Myanmar NGO representatives who are qualified for the following criteria.

1) Criteria

- a) Senior Management level people from registered or reputable and experienced Myanmar NGOs
- b) Interested in the voluntary leadership roles and can give time to this voluntary work
- c) Having strong experience in coordination and information management
- d) Having experience in dealing with diverse stakeholders including government officials, UN agencies, INGOs, Donors, etc.

2) Number of Board Members and its Constituent

Board will comprise 5 members, and the members will elect:

- a) one Chairperson
- b) one Vice-Chairperson
- c) one Secretary
- d) one Treasurer
- e) one Internal Auditor

3) Tenure of the Board

Tenure of the Fund Board is two year and one member can serve for one consecutive term unless he/she decided to resign

4) Main Responsibilities of the Board

- Raising Funds
- Receive, accept donations, contributions, grants for programs and deposit the received funds at the Bank
- Form groups/committees as and when necessary to perform particular function or assignment
- Set a communication system among the Fund Board, the Steering Committee and Program Development & Management Committee for un-delayed and regular disbursement of fund needed for program implementation.
- Keep all accounts of receipts and payments managed by Fund Management Board systematically, prepare the Financial Statement regularly and make known to the donor community and the Steering Committee in order to ensure accountability and transparency
- Coordinate with Steering Committee, Program Development & Management Committee, Project Implementing Partners and make ready for disbursement of fund through contractual agreement or agreed Terms and Conditions to respond any form of emergency decided by the Steering Committee

- Monitor, coordinate and advise the Project Implementing Partners related with financial matters.
- Review the financial statement prepared by the Implementing Partners and if required report to donors
- Develop and disseminate Financial Policy and Manual for MNGO CP.

As part of and in addition to the above responsibilities the Board will have to do the followings:

5) Fund Raising

The Board will perform the following for raising Funds:

- Solicit necessary Myanmar NGOs for contribution to the Fund. The amount will have to be jointly discussed and agreed by the CPSC, Fund Board (FB) and Program Development and Management Committee (PDMC)
- Solicit UN Agencies, International NGOs and private sector to contribute to the Fund
- Hold meetings with INGOs, **Donor Agencies** (including private sector) and UN Agencies to discuss for secured commitment of immediate financial and other supports in case of emergencies.
- Organize Fund raising activities occasionally with support of the Steering Committee in cooperation with Myanmar NGOs and other stakeholders.

6) Holding of Funds

The Board will hold the funds in three types:

- Operating Fund
- Reserved Fund
- Program Implementation Fund

(a) Operating Fund: is a fund with a limited ceiling amount and all donations contributions and grants will be put into this account till the amount reaches its ceiling. The amount will be calculated in consultation with Steering Committee and set as the ceiling. This fund must have two levels of amount; Ceiling amount and Minimum Level amount. All donations, contributions and grants excess to the ceiling will be put in the Reserved Fund. This operating fund will be used for activities such as meetings, transportations, trainings, assessments by the working groups and the Steering Committee and for the secretariat works. Once the fund reaches to the minimum level, the Board has to immediately take action for raising fund. For this a saving account will have to be open and a set of accounts will have to establish for transaction.

(b) Reserved Fund: is a fund with unlimited amount specifically for use at the time of Activating for Emergency. But the Contingency Plan Steering Committee can discuss with Myanmar NGOs and with their recommendation can decide to use some of the reserved fund for emergency relief and response to particular cases. Unless the donors instruct the Board to put their donation/contribution to the Reserved Fund, the Board will put the donation/contribution to the Operating Fund otherwise.

(c) Program Implementation Fund: is a fund made out from the grants provided by the donors and organizations for the proposals prepared and submitted by respective MNGO-CP Clusters or developed by the program development management committee. This fund will be used for particular response activities mentioned in the proposals. Utilization and management of this fund will have to follow the Rules and Regulations of the respective donor or agency. A financial statement and report on the particular fund, if required, will be preparing and submitting in accordance with funding /donor agencies' requirements. A separate current bank account will have to be open for this fund and transact accordingly.

7) Roles and responsibilities of Board Members

(a) Chairman/Vice-Chairman

- Call board meetings as needed
- Chair board meetings, get agreement and approve decisions made at board meeting
- Initiate and lead fund raising activities
- Communicate regularly with chairperson of Steering Committee related to received fund and used of fund during the normal situation
- Communicate, discuss, inform and hold meetings with International Community and Humanitarian Organizations for fund raising activities
- Coordinate with PD/MC and give necessary suggestions and advice during the time of emergency and response

(b) Secretary

- Organize and arrange communication and contacts with other organizations and actors
- Support and assist in the activities of Fund Raising and activities of Chairman and Vice-Chairman

(c) Treasurer

- Maintain and update financial situation of the Fund
- Keep records of cash, Bank deposit and withdrawal
- Monitor the balance and inflow and outflow fund and inform the board of the fund situation
- Support and assist in the activities of Fund Raising and the activities of Chairman and Vice-Chairman

(d) Internal Audit

- Regularly check the cash balance of all funds and transactions, withdrawals from bank, payments to respective programs and secretariat whether they are properly handled, kept and recorded in accordance with prescribed rules and regulations by the board
- Give advice and suggestion to the Fund Board on the findings and results of each check and inspection for improvement and correction

ANNEX XII: General Terms of Reference (ToR) for CP Program development & Management committee

Title: Program Development & Management Committee. The word “PD/MC” will be used here in after in place of the whole title “Program Development & Management Committee”

Program: Sector-wise emergency responses and follow-up programs that may include different projects in different disaster-affected areas, implemented by CP member organization/organizations with the funding recognized by the CP Steering Committee and managed by the CP PD/MC

Key theme: The PD/MC is responsible for management of the Program which is explained above, making sure that every emergency response and follow-up action conducted under the mandate of Myanmar NGO CP will be maintained and are consistent with standard accountability and quality assurance measures and practices that are adopted in consensus of the MNGO CP members. The PD/MC will be elected or selected from the Myanmar NGO representatives who are qualified for the following criteria:

1) Selection Criteria

- a) Senior Management level people from registered or reputable and experienced Myanmar NGOs
- b) Interested in the voluntary leadership roles and can give time to this voluntary work
- c) Having strong experience in coordination and information management
- d) Having experience in dealing with diverse stakeholders including government officials, UN agencies, INGOs, Donors, etc.
- e) Have experience in Program Management (in terms of both Program and Program Support)
- f) Able to travel to emergency project sites if it is required for program quality control
- g) It is important to select members who have experiences and capacity to develop emergency response program and also policies, guidelines and standard operation procedures (SoPs) in five main aspects of program management (program implementation, finance, procurement and logistic, HR and admin) in order to maintain program quality and accountability. Thus, it is important to select at least one member who is able to be supportive for each of the above-mentioned five aspects

2) Number of PD/MC Members and its Constituent

Board will comprise 7 members, and the members will elect:

- a) one Chairperson
- b) one Vice-Chairperson
- c) one Secretary
- d) one Joint-Secretary

Three members

3) Tenure of the PD/MC

Tenure of the PD/MC is two year and one member can serve for one consecutive term unless he/she decides to resign

4) Main Responsibilities of the PD/MC

- Develop, amend and update the policies, guidelines and standard operation procedures (SoPs) in five main aspects of program management (program implementation, finance, procurement and logistic, HR and admin) in order to maintain program quality and accountability

- Interpret relevant application of the defined particular policy or guidelines or SoPs if any stakeholders request clarification on it
- Provide support towards MNGO CP members and project implementation teams on the adopted policies, guidelines and SoPs through relevant trainings, coordination meeting and field visits to the project offices and implementation areas
- Provide regular official recommendations and assessment to the Steering Committee and the Fund Board on the compliance and quality assurance level of the emergency response and follow-up actions implemented by a CP member organization or organizations, so that the Steering Committee and the Fund Board will make decision for further financial support to these actions
- Request technical support from other experienced resource persons or organizations to achieve further improvements of the adopted policies, guidelines and SoPs
- Conduct regular review meeting among PD/MC members and occasionally with the Steering Committee and the Fund Board and project implementation organization/ organizations in order to learn the relevancy, feasibility and applicability of the adopted policies, producers and SoPs, and to improve these institutions
- Develop and publish the documents and documentaries, reflecting best practices, lessons learned and case studies which will result replications
- Oversight project implementation (planning, implementing, monitoring, etc)
- Lead and develop project proposal together with relevant clusters

5) Roles and Responsibilities of the PD/MC members

(a) Chairperson/ Vice-Chairperson

- Call PD/MC meetings as needed
- Chair meetings, get agreement and approve decisions made at meeting
- Provide technical support in developing policies, guidelines and standard operation procedures (SoPs) in five main aspects of program management (program implementation, finance, procurement and logistic, HR and admin) in order to maintain program quality and accountability, and amending and interpreting these adopted policies, procedures and SoPs
- Synchronize the policies, guidelines and standard operation procedures whenever they were developed and call a three parties meeting CPSC, Fund Board and PD/PMC and present on the developed document and request the meeting to adopt after thorough discussion.
- Document the adopted documents (policies, guidelines and SoPs) and circulate to Cluster member organizations.
- Provide support to MNGO CP members and project implementation teams on the adopted policies, guidelines and SoPs through relevant trainings, coordination meeting and field visits to the project offices and implementation areas
- Communicate regularly with the Steering Committee and the Fund Board to provide official recommendation and assessment on the compliance towards the adopted policies, procedures and SoPs by the organization/organizations implementing the emergency response and follow-up activities
- Communicate, discuss, inform and hold meetings with International Community and Humanitarian Organizations for further improvements of the adopted institutions, and share best practices and lessons learnt
- Report in time to the Steering Committee and the fund board if there is any immense operational constraints and risk in order to address them in time

(b) Secretary/Joint Secretary

- Organize PD/MC meetings and keep meeting records
- Organize and arrange communication and contacts with other organizations and actors
- Provide technical support in developing policies, guidelines and standard operation procedures (SoPs) in five main aspects of program management (program implementation, finance, procurement and logistic, HR and admin) in order to maintain program quality and accountability, and amending and interpreting these policies, procedures and SoPs Coordinate with the chair of PD/MC and give necessary suggestions and advice during the time of emergency and response
- Provide support towards MNGO CP members and project implementation teams on the adopted policies, guidelines and SoPs through relevant trainings, coordination meeting and field visits to the project offices and implementation areas

(c) Members

- Regularly participate in the PD/MC meeting and decision making of the PD/MC
- Provide technical support in developing policies, guidelines and standard operation procedures (SoPs) in five main aspects of program management (program implementation, finance, procurement and logistic, HR and admin) in order to maintain program quality and accountability, and amending and interpreting these policies, procedures and SoPs coordinate with the chair of PD/MC and give necessary suggestions and advice during the time of emergency and response
- Provide support towards MNGO CP members and project implementation teams on the adopted policies, guidelines and SoPs through relevant trainings, coordination meeting and field visits to the project offices and implementation areas
- Take responsibility and implement particular assignments given by and at the committee meeting