

FD-ABU-051
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CATHOLIC RELIEF SERVICES - USCC
ANGOLA PROGRAM

Emergency Preparedness and Response Training Program (EPRT)

QUARTERLY REPORT
Seventh Quarter
(April 1 - June 30, 2000)
August 10, 2000

COOPERATIVE AGREEMENT NO.: 654-G-00-98-00058

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I. EXECUTIVE SUMMARY

Program Title: Emergency Preparedness and Response Training Program (EPRT)
Cooperative Agreement No.: 654-G-00-98-00058
Country: Angola
Time Period Covered: April 1 to June 30, 2000

Although the official program start date for the EPRT is September 1, 1998, the grant agreement was not officially approved until October 5, 1998. The first six quarters, therefore, covered the period from October 1998 to March 31, 2000, and the seventh covers the period April 1 to June 30, 2000.

In addition to the maintenance of regular communication and collaboration with implementing partners, EPRT activities conducted during this three-month period can be summarized as follows:

- Remaining Year I LNGOs' Critical Input Grant financial and narrative reports received and evaluated
- Workshop II (Year II) implemented
- Assistance to LNGOs in planning/conducting Workshop II follow-up field activities provided
- Workshop I (Year II) report finalized and distributed
- Monitoring/technical assistance visits conducted in Huila and Benguela provinces
- Trainers/facilitators and facilities for Workshop III (Year II) identified
- Workshop III training exercises and materials revised
- Workshop III implemented
- Fund for Critical Input Grants presented to Year II LNGOs, and proposals solicited
- Assistance to LNGOs in planning Workshop III follow-up field activities provided
- Technical assistance to participants provided upon request
- Final draft of Manual (volume 1) received from consultant, and printing company contracted
- Manual (volume 1) distributed to all EPRT Year II participants

II. PROGRAM OVERVIEW

A. Program Goal/Objective:

The overall **goal** of the EPRT is to reduce the negative impact of disasters on food security through training and practical exercises designed to improve the emergency preparedness and response capacity of selected Ministry of Social Assistance and Reinsertion (MINARS) and

Technical Unit for the Coordination of Humanitarian Assistance (UTCAH) staff, local non-governmental organizations (LNGOs) and the communities they serve.

The specific **objective** of the program is to improve the assessment, planning and operational capacity of at least 30 LNGO representatives and 20 MINARS/UTCAH delegates in preparation for or in response to emergency situations, thereby providing the international humanitarian assistance community with capable and low-cost local implementing partners within two years.

B. Target Population Profile:

This training program has targeted staff from local nongovernmental organizations, as well as government officials working with MINARS/UTCAH, who are responsible for preparing for and responding to emergency situations. Between two and four representatives of each LNGO, and one from each of the MINARS and UTCAH provincial offices, have participated in the training cycle, while approximately 200 personnel continue to benefit from field activities.

C. Geographic Locations:

The first training cycle (Year I) included participants from four provinces, namely Benguela, Bié, Huambo and Huila. These provinces were chosen for several reasons. First, this region of Angola (central/southern) has been historically vulnerable to civil disturbance, population displacement, food insecurity, and other humanitarian crises. In addition, each province has an active or emergent NGO network that coordinates with local government and international humanitarian assistance agencies. Finally, at the time the proposal was being developed these four provinces were easily accessible.

For the second training cycle (Year II), the decision was made to continue working with the provinces of Benguela and Huila, while adding the province of Kuanza Sul. These are areas that are currently suffering from large numbers of new Internally Displaced People (IDPs). Current Angolan Government estimates put the totals of IDPs in these provinces at 425,000, 186,000, and 124,000, respectively. In addition, these provinces' main cities remain relatively secure and accessible, facilitating the development of partnerships with the LNGOs working within them.

III. PROGRAM PERFORMANCE

A. Progress Achieved Toward Objective:

During the EPRT project's seventh quarter, CRS project staff focused on activities related to the second and third workshops of the Year II training cycle.

Workshop II

Workshop II, entitled “Planning and Implementation of Emergency Programs”, took place from April 1 – 8 in the town of Benguela. Participants included twenty-six representatives from ten LNGOs and three MINARS/UTCAH provincial offices. In addition, and under an arrangement with the CRS Institution-Strengthening Program, one staff member each from Caritas National and Caritas Sumbe also participated. This workshop was facilitated by two Angolan trainers, one with expertise in project planning and management (who facilitated Workshop II in the Year I training cycle), and the other an adult learning training specialist (who has facilitated each of the other workshops); they were assisted by the CRS EPRT project manager and assistant project manager.

This workshop focused on the following themes:

- How to analyze information collected in field assessments
- How to apply this analysis to the development of a project proposal
- How to assess project resource requirements and design a budget
- How to design a participatory monitoring and evaluation plan
- How to approach and negotiate proposals with partner and donor organizations

During the workshop, the EPRT provincial teams presented the results of their Workshop I follow-up fieldwork, in which they conducted assessments of IDP populations using participatory rural appraisal (PRA) methods. These presentations were followed by group discussions to share ideas and promote coordination among the provincial groups.

In May, project staff traveled to Huila for the purpose of monitoring individual LNGO and group activities in the province. Separate meetings were held with members of each of the four LNGOs, followed by a group meeting that included members of the two LNGOs that participated in the first training cycle (unfortunately, both the MINARS and UTCAH representatives were unable to participate). During these meetings, participants discussed the first two workshops, and offered suggestions for Workshop III. Problems related to group coordination were also discussed, especially related to their follow-up activities. It was clear to CRS project staff that, while NGO coordination in Huila is strong, further support is needed to ensure that initial efforts will be transformed into a routine part of their activities. Furthermore, discussions revealed that the LNGOs were still finding it difficult to coordinate with the MINARS and UTCAH representatives, who were said to dedicate little time to the group.

In June, project staff also held a coordination meeting with Benguela-based participants from the Year I and Year II training cycles. This meeting showed that coordination was strong among the Year II LNGOs, but remained weak between the Year I and Year II LNGO groups. Participants discussed possible solutions to this challenge, and ultimately suggested that, in addition to their own efforts, CRS could assist in both strengthening their coordination and their capacity by entering into partnership with them in the implementation of emergency projects.

Workshop III

Also during June, project staff prepared for and implemented Workshop III, *Beneficiary and Commodity Management*, which took place from 24 – 29 June at the Caritas National Training Center in Luanda. Participants included twenty-six representatives from ten LNGOs and three MINARS/UTCAH provincial offices. In addition, under the arrangement with the CRS Institution-Strengthening Program, one member from Caritas Sumbe also participated. Training sessions were led by the Angolan facilitator who conducted the two previous workshops, together with a member of the CRS Emergency Response Team (based in Nairobi), and with assistance from the CRS/AO EPRT Project Manager and Assistant Project Manager. In addition, World Food Program representatives Vera Cruz (Distribution Monitor/Assistant), and Antonio Fragoso (Goods Quality Control) led sessions on commodity storage and reporting for WFP-funded projects.

This workshop focused on five themes: Registration of Beneficiaries; Securing, Transporting, Storing, and Keeping Stock of Goods; Goods Distribution; Security; and Management of Information, Documentation and Reports. It began with the presentation of the plan for the Critical Input Grant, which provides a maximum award of \$5,000 for the purchase of capital equipment considered essential to an organization's ability to provide emergency assistance to their target communities. Throughout the week, time was allotted for LNGO members to begin planning their proposals, and to meet with CRS project staff to discuss proposal requirements.

Each provincial group also presented the results of their Workshop II follow-up fieldwork, an exercise in project proposal development, which were discussed by the entire group. The remainder of the workshop dealt with the above-mentioned themes through a combination of presentations, discussions, group work, and practical exercises. Prior to the close of training, provincial teams developed plans for applying new techniques related to warehouse management upon return to their home provinces.

Participants also benefited from a panel composed of representatives from the UN World Food Program, the European Union, and Save the Children UK, who spoke about reporting requirements for emergency/rehabilitation projects from a donor perspective.

Because this workshop was the last of the regular training cycle, a closing ceremony was held on the workshop's final day. This ceremony was hosted by the CRS Acting Country Representative and Head of Projects, and included speeches by US Ambassador Joseph Sullivan and the Minister of MINARS Albino Malungo. Other invited guests included USAID representative Heather Evans, WFP representative George Heymell, and Caritas National representative Father Mario Castagnini.

Finally, and during this reporting period, CRS received approval for a four-month No-Cost Extension to the current EPRT project, resulting in a new project end date of 31 January, 2001.

B. LNGO Update:

To date, LNGOs participating in the EPRT project have taken great strides to apply lessons learned during training to projects in their respective provinces. The results of their labors can be judged in part by new project proposals that they are submitting, and for which funding is being received. For example, two LNGOs participating in the current training cycle have received substantial donations during this reporting period. The Kuanza Sul-based ACM (Associação Crista da Moçidade---a branch of the YMCA/Young Men's Christian Association) has recently received approval from the NGO Diakonie Emergency Aid for a \$100,000.00 USD project entitled "Emergency Aid to Displaced People". This project targets approximately 9,000 IDPs in Gabela, and includes the distribution of food and non-food items. Distributions begin in August, and ACM's regional secretary has invited members of other Kuanza Sul LNGOs participating in EPRT to attend a distribution, and witness the implementation of techniques learned during Workshop III.

AADC (Associação para o Apoio ao Desenvolvimento Comunitario/ Association for the Support of Community Development), an NGO based in Benguela province, has received approval from PAR (The E.U.'s Program for Support of Rehabilitation) for a \$160,000.00 USD project that targets 1000 families, including both recent IDPs and residents living in Catumbela. This project encompasses, among other things, the rehabilitation of classrooms, the installation of water pumps, and the distribution of agricultural inputs.

C. Obstacles Encountered:

CRS project staff encountered no serious obstacles during this reporting period. One minor difficulty, however, is related to the liquidations of the first Critical Input Grant, awarded to nine Year I LNGOs. While each has submitted financial reports and receipts, three are late reporting on outstanding balances. Furthermore, CRS is not completely satisfied with the liquidations presented by three of the LNGOs, and is in the process of conducting relevant inquiries.

There have also been other delays. For example, project staff have been unable to devote sufficient time to the writing of the Year II pre-training assessment reports. Because both conducting and reporting on the assessments is so time-consuming, it is likely that a Pact-trained consultant will be contracted to assist in the post-training assessments scheduled for October 2000. The writing of Volume 2 of the EPRT manual has also been delayed; however, CRS and the consultants have agreed to a new deadline of August 2000 for submission of the first draft.

None of the aforementioned problems are expected to significantly impact the attainment of stated indicators or expected results as outlined in the project proposal.

IV. ACTIVITIES PLANNED FOR NEXT QUARTER:

For the EPRT's eighth quarter, July 1 -- September 31, 2000, CRS plans to implement the following activities:

- Receive, correct, and return first drafts of Year II Critical Input Grant proposals
- Organize and conduct Evaluation Committee to review Year II Critical Input Grant proposals
- Follow-up with LNGOs on Committee results, and transfer approved funds
- Receive initial Critical Input Grant financial reports, and work with LNGOs on any needed improvements
- Complete and distribute reports of Workshops II & III
- Assist LNGOs in planning/conducting Workshop III follow-up field activities, and participate when possible
- Conduct monitoring/technical assistance visits of all Year II LNGOs
- Complete Year II pre-training assessment reports
- Identify trainers/facilitators and facilities for Refresher Course
- Prepare Refresher Course training exercises and materials
- Implement Refresher Course
- Receive, edit, and return first draft of EPRT manual, volume 2
- Receive completed manual, volume 2, and contract printing company
- Distribute volume 2 to all Year I & II EPRT participants
- Provide technical assistance to participants upon request