

ANNEX 1.

Narrative reporting format for Final response projects

A. General details

Reporting period	1 st October 2013 to 31 st March 2014
Project number given by Oxfam Novib	A-03303-02-506614
Title of the project	Humanitarian Capacity Building Program
Name of Partner Organization	Fast Rural Development Program (FRDP)
Exact location of the project (Please attach a list of all the villages in which the project is executed)	The project was mostly depended and based on soft-component and all activities were planned at Hyderabad.
Total project duration (months)	1 year
Start date of the project in the field	15 June, 2013
Reporting Period	15 th June 2013 to 14 th June 2014
Objectives of the project (overall and per sector)	<p>The prime objective and purpose of the project is to build capacity of staff and volunteers for working with humanitarian organization for building the capacity of communities in order to be well prepared and wrestle with disasters in both phases crises/emergency and rehabilitation</p> <p>To enhance the capacity of human resource of Fast Rural Development Program, on Different components, so that in future FRDP staff can perform actively in intervention, all the trainings are designed to build the staffs' capacity on technical sections such as on need Assessment, Analysis , Monitoring and evaluation, Reporting, Proposal writing, Disaster Risk Management, Human resource and Finance, and insuring HAP and SPHERE sanders in the implementation and service delivery for underprivileged and marginalized groups during disasters and on development projects as well.</p> <p>Specific objective of second phase:</p> <p>To train FRDP staff and other partner organization of OXFAM-NOVIB regarding DRR enrichment through three sequential trainings on RNA, Data Collection in emergency phase and proposal and report writing.</p>

Total number of beneficiaries planned	135
% per sector (Division of total beneficiaries in percentage per Sector)	Male 76% & Female 32%

B. Project background

- 1. Describe briefly any relevant changes, which have occurred in the local situation within the project context. If the problems as described in the original proposal have changed, describe these changes and how they affect the possible continuation of the project.**

The project was intended to strengthen the capacities of FRDP staff and volunteers and some other development partners to mainstream community managed disaster risk reduction concepts, principles and practices in the planning and implementation of community development efforts. Specifically it was aimed at helping them understand the concepts and principle of DRR and equip them with skills to facilitate participatory disaster risk reduction planning process at community level. They were also expected to share own experiences and appreciate limitations of their current approach and have clear ideas on how to improve on them.

- 2. Demonstrate if and how this project still fits within the context. So, what is the link of the project with other initiatives in the same sector? And what difference does the project make to the sector?**

Context is right

The overall project will make potential-prospective for FRDP to build its staff capacity along with volunteers for helping them earn skills to assist disaster-prone communities to be well prepared to reduce the risk of disasters and wrestle with disaster aftershocks and help out FRDP to enhance its transparently-handling of financial affairs with strategic planning through strategic document.

C. Project achievements in the reporting period

Quarter I

DRR & Early Warning System

SPHERE Standards

HAP

Quarter II

Rapid Need Assessment (RNA)

Data Collections

Proposal and Report Writing

Finance software

SOP development

Quarter III

No activity was carried out during quarter III due to staff engagement in other project and same with different need based content have been brought forward to quarter 4 and will be accomplished accordingly by scission and prior approval of ON so that remaining activities can be undertaken.

(List of participants enclosed)

Please fill out the table.

Note on beneficiaries: please give number of direct beneficiaries, and indirect beneficiaries. Indicate individuals desegregated by gender, and not households. Beneficiaries reached in one sector could be the same beneficiaries as mentioned in another sector. Please don't add up, try to avoid double Counting.

S#	Training	Beneficiaries	Male	Female	Indirect beneficiaries
Quarter I					
1	DRR & Early Warning System	20	15	5	All participants exchanged their learnt by replicating in the community
2	SPHERE standards	20	14	6	All participants exchanged their learnt by replicating in the community
3	HAP	25	19	6	All participants exchanged their learnt by replicating in the community
Quarter II					
1	Rapid Need Assessment	25 participants	18	7	All participants exchanged their learnt by replicating in the community
2	Data Collection During Emergency Phase	20 participants	17	3	All participants exchanged their learnt by replicating in the community
3	Proposal & Report Writing	25 participants	19	6	All participants exchanged their learnt by replicating in the community
4	SOP & Policy Development				
5	Finance Software				
Quarter III					
	NIL	NIL	NIL	NIL	NIL

Quarter IV					
1	HR & Finance Management	20 Participants	15	5	Attended Staff Learnt & exchanged their practices and they will follow the policies in emergencies.

Note on outputs / outcomes:

Note on beneficiaries: please give number of direct beneficiaries, and indirect beneficiaries. Indicate individuals desegregated by gender, and not households. Beneficiaries reached in one sector could be the same beneficiaries as mentioned in another sector. Please don't add up, try to avoid double Counting.

Sectors (fill in only relevant sectors) (see annex for description of sector)	Planned objectives, or output/ outcomes in this reporting period/per sector	Achieved outputs / outcomes in this reporting period/per sector	Achieved outputs / outcomes since the start of the project/ per sector	Number of people intended to be reached in this reporting period/per sector (male & female)	Actual number of people reached in this reporting period/per sector (male & female)	Total number of people reached since the start of the project (male & female)
Training set in training calendar on DRR	Enhance the capacity of staff to instil well preparedness and coping mechanism for community in times of emergency	Conducted three trainings on the targeted topics: <ul style="list-style-type: none"> • DRR & EWS • Sphere • HAP 	<ul style="list-style-type: none"> • All three trainings of first phase have been conducted with 65 participants • Staff and partner organization participants have enriched their capacity and work force of 65 people have learnt to deliver best coping mechanism to the community in times of emergencies • The trained staff is now capable to help community wrestle and get well prepared for any disaster • 65 development activists have built their capacity regarding DRR and its coping strategy for community development 	65 participants	65 participants	65 Participants
Institutional development	Augment institutional capacity through improved system by revising strategic documents of FRDP	Revised SOPs	SOPs and strategic documents of FRDP are revised. The system will be improved internally and for partners of FRDP since revised policies will help FRDP to grow and work with zeal for community development			

			HR, Finance, gender, logistics policies are revised and well prepared that will help FRDP to pave its way to institutional development. HID unit at FRDP is established and providing training facilities to staff and other partners			
2nd quarter trainings RNA Data Collection Proposal Writing & report Writing	Enhance the capacity of staff to instil well preparedness and coping mechanism for community in times of emergency	Conducted three trainings on the targeted topics: <ul style="list-style-type: none"> • Rapid Need Assessment • Data Collection • Proposal Writing & Report writing 	The project has made potential for FRDP to build its staff capacity along with volunteers for helping them earn skills to assist disaster-prone communities to be well prepared to reduce the risk of disasters and wrestle with disaster aftershocks and help out FRDP to enhance its transparently-handling of financial affairs with strategic planning through strategic document.	70 participants 16 Females 54 Males	70 Participants	70 Participants
Institutional Development	Augment institutional capacity through improved system by revising strategic documents of FRDP	Revised SOPs	FRDP for development its institutional capacity and well-developed strategy required a consultant to revise and develop organizational documents and SOPs that was made in second phase and FRDP possess a well prepared document to follow to track and head with its institutional capacity building	Overall 250 participants will benefit from the project and will build capacity and will come to know coping mechanism to get community well prepared		

				regarding DRR		
Institutional Development	Supplement the Organizational Capacity through improved Financial Software upgrading	Revised Financial Software from local to online	FRDP for the organizational development purchased the an online software which called Tally ERP 9, This software can be reached from our any field office and this will be very transparent system for the organizational internal controls.	Finance, HR & Procurement staff trained		
Quarter III All planned activities are forwarded to next month due to engagement of personal in other projects	NIL	NIL	NIL	NIL	NIL	NIL
VI Quarter HR & Finance Management Training of the Staff	Enhance the capacity of staff to follow the HR & Finance Management during the times of emergency	Conducted for days trainings on the HR & Finance in management during the Emergencies	The project has made potential for FRDP to build its staff capacity for helping them earn skills to cope the situation during the emergencies and help out FRDP to enhance its transparently-handling of financial affairs & Hiring the staff on emergency bases	20 participants- 5 Females 15 Males	20 Participants	20 Participants

D. Reflections on project achievements in the reporting period

Reflect on the data in the table above. Refer to description of the sectors (examples and sub-sectors) in annex.

The project lays enormous scope in development of staff and FRDP for its long term pace and proceeding wherein FRDP will be able to render qualitative services for the community through its experienced and disaster-combating-trained-staff. The project will also strengthen the intuitional capacity of FRDP in regards to its development wherein sphere & HAP standards will be followed in its emergency projects wherein disaster affected communities can be facilitated being most advantageous to bailout from the shocks-

Since well-trained staff regarding the issue of DRR will be ready-force to help community combat issues arising in times of emergencies 250 participants will get benefitted and will build capacity through humanitarian capacity building project and 2nd phase has helped participants to grip on Rapid Need Assessment, Data collection, proposal writing and Report writing tools which surely benefitted them to optimum level since their lacking capacity and drawbacks have now removed and the DRR-trained force can help FRDP and other volunteers and participants from different partner organization to wrestle and help community bail out from disastrous affect pre, during and post shocks.

As FRDP is in transitional period and its staff needs to be trained on all the components those were proposed to Novib, as a result these trainings augmented FRDP staff to act in the interventions that are currently implementing and also would implement in future, so the trained staff improved their capacities regarding Rapid Need Assessment, Data Collection and in report and Proposal writing trainings. Now FRDP has well trained force of regular, Project based staffs and also good number of trained volunteers.

1). Objectives and outputs / outcomes

a. Principal objectives

The standard objective of the Humanitarian Capacity Building project is to generate a well trained staff and volunteers team that could act properly in the project implementations. In second phase trainings staff

The standard objective and purpose of the project is to build capacity of staff and volunteers for working with humanitarian organization for building the capacity of communities in order for them to be well prepared and wrestle with disasters in both phases crises/emergency and rehabilitation. Along with that HCB's series of trainings suppose to be proven a great deal of learning and opportunity for organization's staff to be well trained and replicate those learnings in the targeted communities, here it does not end there would be a big number of indirect beneficiaries as the trained staff and community activists will rotate their skill to others and will generate large number of skilled persons in community by social activists and new staff of FRDP will be mentored by already trained staff.

b. Operation specific objective (please use indicator(s) and source(s) of verification)

- To train staff on DRR in disaster-times to help community cope with natural disasters
- Build capacity of FRDP Staff on all conducted trainings to help targeted communities to wrestle with after shocks of disasters

Intervention pre-set and design layout that were kept during trainings sessions:

All training sessions incorporated were based on the principles of participant centered learning. It was intended that participants should be active in each training session. The facilitators run the discussions through participatory methods such as brainstorming, small group discussions, role play, case studies, and question and answer sessions.

Specific Objectives of the project are as under

- Understand the philosophy, concepts and principles of community managed disaster risk reduction and trained all FRDP staff for helping community to take charge to bail themselves out of the problems occurred due to disasters
- Develop action plan to support community managed risk reduction efforts taking into consideration major hazards in the region like flood.

2). Activities

S#	Activities Planned	Achieved
1	DRR & EWS	Accomplished as planned
2	Sphere Standards	Accomplished as planned
3	HAP	Accomplished as planned
4	Training planned on RNA	Accomplished as planned
5	Training planned on Data Collection	Accomplished as planned
6	Training planned on Proposal Writing and report Writing	Accomplished as planned
7	SOP and Policies	Accomplished as planned
8	Financial Software	Accomplished as planned
9	HR & Finance Management	Accomplished as Planned
10	Procurement & logistics in Emergencies	Cancelled due to staff already attended
11	DRR & First Aid for Communities	Cancelled training of Communities done by the trained staff
12	Strategic Planning & Disaster Management	Cancelled

3.) Beneficiaries

The project, in its three quarters altogether, accomplished tasks as planned on time up to second quarter third quarter was not achieved due to staff-engagement in other emergency projects and some activities with slightest changes in training contents and topic are now brought forwarded to 4th quarter and will be achieved as planned

4.) Challenges

The project is going all smooth without hampering schedule of project and FRDP did not have any difficulty to lead its first quarter successfully

5.) Monitoring and evaluation

Since the project with its second phase intended to reach staff members and volunteers and participants from other OXFAM-NOVIB partner organizations to get trained and training coordinator had all responsibility to make things go smooth and practically all things were monitored and reported by training coordinator-

Mr Mohammad Achar Bozdar, Executive Director, Mr. Sarwan January (M&E Manager) paid visit and took two sessions in proposal and report writing training and monitored the performance of the training and trainer and thereafter received comments from learners regarding training and its content. Regular monitoring of all trainings were conducted by training coordinator Mr. Ghulam Akbar who was held responsible for overall handling and tackling of training affairs with keeping close-eye on learning stuff and imparted material that was to be delivered to participants

6.) Planning for next reporting period

Describe briefly the planned activities for next reporting period (indicate the changes from what was planned)

N/A

8) Room for any reflections and/or comments, human interest stories and cases, and photographs.

Training on Rapid Need Assessment (RNA)



Training on Data Collection during Emergency phase



Finance Software Tally ERP 9 Snapshot



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Basic Details

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Account ID : **ginza@wananchi.com**
Email-ID of account admin : **frdp.sind@gmail.com**
Name : **Fast Rural Development Program**
Role : **Customer**
Website : www.frdp.org.pk
Effective Date : **19-Aug-2013**
Is a multisite? : **No**
Account status : **Active**
Location set : **No**

Legend: Under process, Active, Deactivated,..

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Mailing Address Details

Address : **Fast Rural Development Program, House No
A 20, Al Mustafa Town, Phase II, Qasimabad, Hyderabad**
:
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Proposal & Report Writing Training

