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| CONTINGENCY PLAN**Country name:** Risk covered |
| [**DD Mmm YYYY**] | Prepared by Humanitarian Country Team |

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SUMMARY

Text

* Provide a short executive summary outlining the situation and risk analysis, the response objectives and intended operational delivery.

Situation & risk analysis

**Key questions:**

1. What type of emergency is anticipated and in what location?
2. What are the triggers to be closely monitored?
3. Numbers and percentage of population affected; population profile and demographics? Will it lead to displacements?
4. What is the likely response of the national government?
5. Is the government likely to come forward with a request for assistance?
6. Do the government / local authorities have prior experience in responding to the situation?
7. Gender considerations; specific vulnerable groups; and target beneficiaries?
8. What will the specific sectoral impacts be?
9. How long are emergency conditions likely to last?
10. What are likely to be the major constraints to an emergency response?
11. What are likely to be the major gaps?

Add country name and crisis type.

1. Country Information and Context Analysis

* Briefly describe country situation in one or two paragraphs;

2. Summary of Risk

* Provide a brief description of the risk being planned for, including potetianal location that will be affected;
* Briefly outline the triggers

3. Humanitarian Consequences

* Briefly outline what the immediate needs of the population are likely to be based on risk analysis and highlight those factors which exacerbate vulnerabilities;
* Describe coping mechanisms of the population

4. Response & Operational Capacity

* Briefly describe your country context (one paragraph);
* Briefly describe the existing response capacities in country (including, for example, government and NGO partners);

5. Gaps and constraints

* Briefly outline the capacity gaps in the provision of humanitarian assistance and protection;
* Describe major obstacles to providing humanitarn assistance (security, access constraints, administrative obstacles, logistics, etc.)

6. Planning figures for humanitarian assistance

* Briefly outline to the extant possible the most affected areas and number of people that will likely be affected disegregated by age and sex.

Response Strategy

**Key questions:**

1. What are the critical relief needs likely to be? What are the priority assistance measures likely to be?
2. What actions will need to be taken as an immediate response to the situation?
3. What is the total caseload that can be supported with current capacity?

1. Objectives & Response Activities

* Briefly outline the objectives that hope to be achived. For each objective outline at least 2-3 top level response activities of the different sectors/ clusters contributing to the achievement of the objective. It is important to show how a multi-sectoral response jointly contributes to the overall objectives.

Note: All activities proposed under the plan need to be consistent with these overall objectives

* Briefly outline explain the decisions behind the objectives; the principles and criteria behind the key interventions, what is the longer-term goal of humanitarian action in this crisis (preferably in specific terms, not generalities such as “meet all needs…”); how the objectives and activities address the causes and/or needs of the affected population.
* Explain how the strategy complements the national response strategy.

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|  | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. |
| * **Response Activity one**
* **Response Activity two**
* **Response Activity three**
 |
|  | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| * **Response** Activity one
* **Response** Activity two
* **Response** Activity three
 |
|  | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| * **Response** Activity one
* **Response** Activity two
* **Response** Activity three
 |

Operational Delivery

**Key questions:**

1. What actions will be taken as an immediate response to the situation? Who does what and when?
2. What will be the geographic targeting and beneficiary selection criteria?
3. What are the provisions in place for immediate response? Have critical relief packages been identified?
4. What would be the most appropriate assistance, taking into account local customs, the functioning of markets and likely coping mechanisms?
5. Has the use of cash transfers been considered? If so what arrangements have been put in place?
6. What will be the distribution and monitoring arrangements during the emergency phase? Will those arrangements require additional partners, training, equipment and/or tools?
7. What will be the timeline for the delivery of the initial priority assistance?
8. What will be the composition of the initial response team, base on the timeline for delivery of critical assistance?
9. Is the Government and sector/cluster partners response capacity known?
10. Is there enough information about the populations likely to be affected by the disaster? For instance, are sufficient data available concerning demographic statistics, vulnerabilities, etc.? Are there any information gaps that need to be filled through assessments?
11. Have stocks of relief items mapped? Have the locations of stocks also mapped?
12. Have regional stocks been identified? Is the timeline for delivery known?
13. Have potential suppliers been identified? Have procurement arrangements been put in place? Is the timeline for delivery known?
14. Have private sector partners been contacted to discuss their potential support?
15. What is the total caseload that can be supported with current sector/cluster capacity?

*The content of the sector/cluster operational plans describes the practical strategy envisioned for responding to the potential emergency in the country. It is the basic premise of the CP and reflects what partners agree will be the best way to respond to the risk that is antcipated.*

1. Sector/Cluster Operational Delivery Plan Summary

|  |
| --- |
| **Supports Objective xx, xx** |
| **Activities** | **Indicator** | **Target** |
| * *Example - Plan and construct two camps for 50,000 displaced people*
* *Provide 10,000 tents*
 | * *Two camps are constructed and inhabitated*
* *50,000 displaced people have adequate shelter*
 | *50,000 displaced people* |
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 | xxxxxx |
| * Lorem ipsum dolor sit amet
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* Lorem ipsum dolor sit amet
 | xxxxxx |

2. Addressing cross-cutting and context-specific issues

* This section should explain how protection, gender amd age, environment and other relevant cross-cutting issues that will be addressed by the plan or mainstreamed into the reponse. Any context-specific issues – such as an agreed IDP policy – should be referenced here. Explain how the strategy incorporates the views of the affected people and is based on a protection analysis of the situtation.

COORDINATION & MANAGEMENT Arrangements

**Key questions:**

1. Is an inclusive Humanitarian Country Team (HCT) including the participation of NGOs and Red Cross/Crescent established?
2. Is the HCT aware of Government coordination structures and capacity for emergency response?
3. Has a coordination structure for response been agreed between HCT and the government at the national and sub-national level?
4. Are clear procedures/protocols are in place between the HCT and the Government for requesting/accepting international assistance?
5. Has the government’s intent to use military assets in emergencies been identified? Have areas of cooperation/coordination been explored? If yes, is there a need for civil-military coordination?
6. Which sectors/clusters are most likely to be critical / should be prioritised?
7. Have lead agencies been identified to lead clusters\sectors? If so have coordinators been identified?
8. Has a public outreach and advocacy strategy been agreed?

1. HCT

* Outline briefly the humanitarian coordination structure in country, showing how all organizations and agencies will cooperate to achieve the response objectives
* Based on the planning assumptions and the strategic objectives that have been developed, highlight what management and coordination mechanisms have been established to guide the humanitarian response:
* Operational roles, responsibilities and accountabilities.
* Cluster/sector arrangements, including designated lead agencies.
* Cross-cutting issues
* Common Services Areas required.
* Reporting procedures
* Security coordination arrangements

2. Coordination with Government/Civil Society and National NGOs/Donors

* Briefly outline how the government’s response coordination functions.
* Briefly describe the coordination arrangements between the government, the Humanitarian Country Team, donors, civil society, private sector and beneficiaries.

3. Public Outreach and Advocacy

* Describe briefly the public outreach and advocacy strategy

Operational Support Arrangements

**Key questions:**

1. Is there a rapid needs assessment mechanism in place (agreed questionnaire, methodology, reporting requirements and logistical arrangements; trained assessment teams)
2. Is there sufficient logistical support (such as vehicles, aircraft, and GPS) and ICT communications equipment (computers, radio handsets, etc.) for initial response and assessment teams?
3. What arrangements are in place for initial humanitarian response monitoring?
4. What gaps exist? Have arrangements been made to get fill those gaps?
5. Have specific plans for collecting, managing, analysing and sharing information been included in plans for needs assessment, strategic planning, operations and monitoring?
6. Has a contact management system been established that can effectively manage information on incoming emergency response staff?
7. Does the country team maintain an inter-agency web platform suitable for managing information in an emergency, such as [www.humanitarainresponse.info](http://www.humanitarainresponse.info)?
8. What common services areas will be required to support the response: Transport and logistics, media and information, TC/IT?
9. What are the security coordination arrangements at the local, national, regional levels (i.e. information sharing meetings)? Is there a need for additional arrangements/ resources?
10. Are there specific security training needs?
11. Have participating organizations put in place Business Continuity Plans?
12. What gaps exist? Have arrangements been made to get fill those gaps?

1. Needs Assessments

* Describe—in general terms—what arrangements have been put in place for conduction multi-agency needs assessments. Include roles and responsibilites

2. Information Management

* Describe briefly the information management strategy. Include roles and responsibilites

3. Response Monitoring

* Describe—in general terms—what arrangements have been put in place for response monitoring. Include roles and responsibilities

4. Common Service Areas

* Briefly outline what common services areas will be required to support the response: Transport and logistics, TC/IT.

5. Safety & Secuirty

* Briefly describe the safety and security context for humanitarian workers in the operational area;
* Summarise the main recommendations for mitigating measures.

PREPAREDNESS GAPS & ACTIONS

**Key questions:**

1. Have specific preparedness actions be agreed on for sectors/clusters and agencies?
2. What follow up actions are required?

1. Gaps

* Briefly outline the gaps in preparedness that have been idenitified through the contingency planning process.

2. Preparedness Actions

* Briefly outline the preparedness actions that agencies/organizations have agreed to undertaken in order to strengthen their preparedness.

FUNDING REQUIREMENTS

**Key questions:**

1. Has an overall estimate of the resource requirements by sector/cluster been compiled?
2. What are the potential sources of funds? Will rapid response resources (e.g. CERF) be needed?
3. Should a donor consultation be organised?
* Highlight if there are existing fundraising structures in-country (CAP or other appeal)
* Indicate who would take the lead on developing the appeal
* Describe the fundraising strategy, if there are specific elements for the country
* Prepare for the possibility of an early CERF submission

1. Preparedness Requirements

* Provide a summary of the funding requirements for preparedness.

2. Response Requirements

* Provide a summary of the funding requirements for response.

ANNEX I:
CLUSTER OPERATIONAL DELIVERY PLANS

NAME OF CLUSTER

|  |  |
| --- | --- |
|  | **Lead agency: name (acronym)****Contact information: first name surname (email)** |
|  | REQUIREMENTS (US$) XX |  | LIST OF PARTNERS XX |  |

* This section is an opportunity to briefly summarize the overall delivery plan of the cluster and how the objectives/activities selected correspond to the overall objectives of the CP. Explain how the cluster response plan responds to the various needs of different groups and provide indications of sex and age disagreggation in the targeted population. Each cluster should give an explaintion of what assistance package they intend to delivery, what logistical arrangements are required, what the distribution criteria will be, who will deliver it, and what resources are required.