**INTER-AGENCY CONTINGENCY PLAN**

**FOR HUMANITARIAN ASSISTANCE**

**INTRODUCTION**

Emergency preparedness of agencies and NGO partners in the field, as well as the capacities and resources available to them, is a prerequisite for humanitarian response to be effective, coordinated, dependable and timely. Within the broader field of preparedness, contingency planning is recognized as the essential management tool.

Contingency planning is a management tool used to ensure adequate arrangements are made in anticipation of a crisis. This is achieved through the participation in the planning process itself, as well as through follow-up actions and the revision of the plan.

The objective of the Inter-Agency contingency planning is the development of a common understanding of potential emergencies faced and how the UN working with governments and partners will respond to these emergencies. It is the process that is important and not the production of a document. The document serves as a record of the agreements reached and the decisions made during the planning process.

Inter-agency contingency planning does not replace the need for the contingency planning and preparedness measures of individual agencies and NGO partners. The Inter-agency process builds upon and brings together individual agency planning, in order to facilitate common understanding, avoid duplication of activities and gaps in humanitarian response.

**Contingency planning is the process of:**

1. Analysing potential emergencies and their humanitarian impact
2. Prioritizing potential emergencies
3. Developing appropriate plans: establishing clear goals, setting objectives, policies and procedures to deal with emergencies
4. Ensuring necessary preparedness measures and follow-up actions are taken

The United Nations Country Team working together with the IFRC and the NGO community form the **core group** of the Inter-Agency contingency planning process.

**COUNTRY**

Insert map

|  |  |
| --- | --- |
| **Version** |  |
| **Participants** |  |
| **Period Covered** |  |
| **Last update** |  |

**CONFIDENTIAL**

1. **EXECUTIVE SUMMARY (1 page)**
	* Summary of the country situation / crisis
	* Background for the contingency plan
	* Summary of contingency(s) and scenario(s):

Multi-crisis contingency plan (example: natural disasters+complex crisis+epidemics)

(AHI Pandemic can be integrated as an additional contingency)

|  |
| --- |
| **Contingency 1** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |
| **Contingency 2** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |
| **Contingency 3** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |
| **AHI Pandemic** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |

* + Summary of the management and coordination arrangements\* (cluster leads only):

|  |  |
| --- | --- |
| **Humanitarian Coordination** | HC/RC – OCHA\* |
| **Food** | WFP\* |
| **Agriculture** | FAO\* |
| **Refugees** | UNHCR\* |
| **Education** | UNICEF\* |
| **Water/Sanitation** |  |
| **Nutrition** |  |
| **Health** |  |
| **Shelter** |  |
| **Camp Management** |  |
| **Early recovery** |  |
| **Protection** |  |
| **Telecommunications** |  |
| **Logistics** |  |

\*Coordination Arrangements in accordance with the 2005 IASC cluster approach guiding principles

1. **CONTEXT ANALYSIS AND RISK ASSESSMENT**
2. **Context analysis (1 page)**
	* Country Information and context analysis (1 page)

-Brief background on the country and on the current situatio

* Summary of contingencies

-Brief summary of contingency scenarios

1. **Risk assessment (1 page)**
	* Risk assessment of the different contingencies and scenarios

-Describe the events that may occur, the magnitude of the potential emergency, potential humanitarian consequences, and their likelihood to occur.

1. **SCENARIOS**

|  |
| --- |
| **Contingency 1** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |
| **Contingency 2** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |
| **Contingency 3** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |
| **AHI Pandemic** |
| Best case scenario |  |
| Most probable scenario |  |
| Worst case scenario |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contingency** | **EW indicators/triggers** | **Humanitarian consequences** | **Affected population/location** | **Main actors available** | **Constraining factors/gaps** |
| **1 Contingency** Main elements of worst case scenario |  |  |  |  |  |
| **2 Contingency** Main elements of worst case scenario |  |  |  |  |  |
| **3 Contingency** Main elements of worst case scenario |  |  |  |  |  |

1. **OVERALL MANAGEMENT AND COORDINATION**

How do participating agencies and partners intend to work together and should particularly focus on assigning roles and responsibilities, common services and coordination arrangements.

1. **Overview of participation per sector of humanitarian intervention**

Insert relevant actors in relevant sectors of intervention. Cluster Leads should be distinguished through, for example, a different colour.

|  |  |
| --- | --- |
| **Sector (Cluster) of intervention** | **Participating agencies and partners** |
| Humanitarian Coordination | HC/RC – OCHA |
| Food | WFP, etc… |
| Agriculture | FAO, etc… |
| Refugees | UNHCR, etc… |
| Education | UNICEF, etc… |
| Water/Sanitation |  |
| Nutrition |  |
| Health |  |
| Shelter |  |
| Camp Management |  |
| Early recovery |  |
| Protection |  |
| Telecommunications |  |
| Logistics |  |
| Safety and Security\* |  |
| Communication\* |  |
| Information management\* |  |

\*Safety and Security, communication and information management are not clusters but highly relevant sectors of intervention.

Insert relevant actors in relevant sectors. Brief description of actor’s activity within sector:

|  |  |  |
| --- | --- | --- |
| **Sector** | **Actor** | **Activities** |
| **Food** | Who? | Doing What? |
| Who? | Doing What? |
| Who? | Doing What? |
| **Agriculture** | Who? | Doing What? |
| Who? | Doing What? |
| Who? | Doing What? |
| **Water/Sanitation** | Who? | Doing What? |
| Who? | Doing What? |
| Who? | Doing What? |

1. **Rapid response matrix**

Who does what by when?

|  |
| --- |
| **Within 24 hrs** |
| **N°** | **Activities** | **By who?** |
| 1 | Declare the emergency, convene meeting with partners for information and mobilization |  |
| 3 | Convene a meeting with IASC country directors, create an Emergency Cell and an operations room |  |
| 4 | Activate the Inter-Agency Contingency Plan |  |
| 5 | Activate the Clusters |  |
| 6 | Deploy a joint rapid needs assessment mission to affected areas |  |
| 8 | Start emergency relief based on rapid assessment |  |
| 9 | Submit information/situation report to agency/partner hierarchy |  |
| **Within 48 hrs** |
| 10 | Mobilize emergency funds/stocks available |  |
| 11 | Decide on resource mobilization options: Flash Appeal, NGO proposals, pooled funding, agency appeals, CERF, IRA/EMOP, DREF…Decide on reinforcement of coordination (UNDAC) |  |
| 12 | Present rapid needs assessment results to Emergency Cell |  |
| 13 | Revise the strategic intervention plan and the division of roles and responsibilities |  |
| 14 | Convene cluster meetings |  |
| 15 | Deploy required additional staff |  |
| 16 | Establishment of a multi-sectoral response according to identified priorities |  |
| 17 | Suspend ongoing non prioritary/essential programmes |  |
| 18 | Collect and consolidate data for information bulletins (sitreps, needs analysis) |  |
| 19 | Pursue information strategy aimed at populations |  |
| 20 | Evaluate the security situation |  |
| 21 | Propose post-traumatic counselling if needed |  |
| **First 2 weeks** |
| 22 | Consolidate information (3Ws), analyse gaps and material assistance flow |  |
| 23 | Conduct thorough evaluations and plan 6 months intervention, identification of immediate consequences and induced effects |  |
| 24 | Media briefings and press releases |  |
| 25 | Facilitate administrative procedures for the import of humanitarian equipment and goods |  |
| 26 | Identification of reception sites for the affected populations |  |

1. **Resource mobilization**

Annexes should include guidelines for Flash Appeal and CERF applications.

1. **Contingency Plan Focal Points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency/partner** | **Name** | **Telephone** | **Email** |
|  |  |  |  |
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1. **Existing coordination mechanisms**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working Group** | **Chair** | **Participants** | **Frequency of meeting** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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1. **STRATEGIES AND OBJECTIVES**

Common strategies and objectives.

1. **Intervention – entry strategy (1/2 page)**
	* Role of the UN humanitarian assistance
	* Overall objectives to be accomplished during the intervention
	* Links with development objectives and exit strategy
	* Links to humanitarian principles and humanitarian law
2. **Operational Objectives**

|  |  |  |
| --- | --- | --- |
| **Sector of intervention** | **Operational Objective** | **Partners contribution to objective** |
| Humanitarian Coordination |  |  |
| Food |  |  |
| Agriculture |  |  |
| Refugees |  |  |
| Education |  |  |
| Water/Sanitation |  |  |
| Nutrition |  |  |
| Health |  |  |
| Shelter |  |  |
| Camp Management |  |  |
| Early recovery |  |  |
| Protection |  |  |
| Telecommunications |  |  |
| Logistics |  |  |
| Safety and Security\* |  |  |
| Communication\* |  |  |
| Information management\* |  |  |

1. **Levels of preparedness required**

What can be done with what we have, what will be needed to do more

Multi-crisis plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Contingency** | **Target beneficiaries** | **Current stockpile level** | **Beneficiaries assisted** | **Additional equipment needed** | **Cost** | **Resources on standby** |
| **Contingency 1** |  |  |  |  |  |  |
| **Contingency 2** |  |  |  |  |  |  |
| **Contingency 3** |  |  |  |  |  |  |
| **AHI Pandemic** |  |  |  |  |  |  |

1. **SECTOR AND AGENCY RESPONSE PLANS**

Agency and sector response plans to be attached in annexe for reference.

1. **Immediate sectoral response (key points)**

|  |  |  |
| --- | --- | --- |
| **Sector of intervention** | **Immediate response** | **Resources required** |
| Food |  |  |
| Agriculture |  |  |
| Refugees |  |  |
| Education |  |  |
| Water/Sanitation |  |  |
| Nutrition |  |  |
| Health |  |  |
| Shelter |  |  |
| Camp Management |  |  |
| Early recovery |  |  |
| Protection |  |  |
| Telecommunications |  |  |
| Logistics |  |  |
| Safety and Security\* |  |  |
| Communication\* |  |  |

1. **Emergency Needs Assessment and monitoring arrangements**

|  |  |  |
| --- | --- | --- |
| **Type of Needs Assessment** | **Participating partner** | **Reporting (who, how?)** |
| **Rapid Needs Assessment**within 24 hrs |  |  |
|  |
|  |
|  |
|  |
| **Sectoral Needs Assessment** |  |  |
| Food |  |  |
| Agriculture |  |  |
| Refugees |  |  |
| Education |  |  |
| Water/Sanitation |  |  |
| Nutrition |  |  |
| Health |  |  |
| Shelter |  |  |
| Camp Management |  |  |
| Early recovery |  |  |
| Protection |  |  |
| Telecommunications |  |  |
| Logistics |  |  |
| **Other types of assessment?** |  |  |

1. **Summary of Sectoral Response**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sector** | **Objectives** | **Operational benchmarks** | **Resources required** |
| Food |  |  |  |
| Agriculture |  |  |  |
| Refugees |  |  |  |
| Education |  |  |  |
| Water/Sanitation |  |  |  |
| Nutrition |  |  |  |
| Health |  |  |  |
| Shelter |  |  |  |
| Camp Management |  |  |  |
| Early recovery |  |  |  |
| Protection |  |  |  |
| Telecommunications |  |  |  |
| Logistics |  |  |  |

1. **Timelines, Workflows**
2. **Preparedness and Maintenance Actions**

|  |  |  |
| --- | --- | --- |
| **Nature of change (correction/review/update)** | **Date** | **By whom?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Preparedness actions**
	* **Monitoring of Early Warning indicators**
	* **Baseline assessment/field visit**
	* **Training of staff**
	* **Stand by Agreements to be prepared (Government, NGO’s)**
2. **State of preparedness**

|  |  |  |
| --- | --- | --- |
| **Agency/partner** | **Current activities** | **Resource inventory** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **AHI PANDEMIC RESPONSE PLAN**
2. **ANNEXES**
3. Agency/partner contingency plans
4. National humanitarian contact list
5. HF/VHF/Satphone Communications (frequencies, call signs, numbers)
6. Maps (WWW incl. warehouses, entry/exit points…)
7. Resource mobilization tool guidelines (Flash Appeal, CERF…)
8. Multi-sectoral Rapid Needs Assessment checklist
9. IASC guidance note on the Cluster Approach
10. MoU’s, LoU’s