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Emergency Plan of Action Final Report

Togo: Flood Preparedness & Response

 International Federation
of Red Cross and Red Crescent Societies

DREF Operation	Operation N° MDRTG007
Date of Issue: 25 July 2019	Glide n° FL-2017-000149-TGO
Date of disaster: 28 September 2017	
Operation start date: 6 October 2017	Operation end date: 21 February 2018
Host National Society: Togo Red Cross	Operation budget: CHF 155,229
Number of people affected: 16,060 people (3,680 households)	Number of people assisted: 1,833 people (420 households)
N° of National Societies involved in the operation: Four (German RC, Danish RC, Swiss RC and ICRC)	
N° of other partner organizations involved in the operation: One (National Civil Protection Agency)	

The major donors and partners of the Disaster Relief Emergency Fund (DREF) include the Red Cross Societies and governments of Belgium, Britain, Canada, Denmark, German, Ireland, Italy, Japan, Luxembourg, New Zealand, Norway, Republic of Korea, Spain, Sweden and Switzerland, as well as DG ECHO and Blizzard Entertainment, Mondelez International Foundation, and Fortive Corporation and other corporate and private donors. On behalf of Togo Red Cross Society, the IFRC would like to extend gratitude to all for their generous contributions.

A. SITUATION ANALYSIS

Description of the disaster

From July 2017, torrential rains started in the northern regions of Togo, raising the water levels of the rivers in the south of the country (which collects all the water) particularly the Mono River. As projected by the forecasts of the Directorate General of National Meteorology of Togo, this continuous rainfall also affected the catchment area of the Nangbéto hydroelectric dam reservoir at the beginning of the rainy season in 2017. The meteorological forecasts on West Africa estimated excess rainfall in the northern zone of Togo. By 7 August 2017, the Nangbéto dam authorities warned that the dam had exceeded its water retention capacity, leading to an overflow starting with a discharge rate of 680 m³/s on 23 August. The spills reached their peak on 22 September with a flow of 1200 m³/s which dropped to 320 m³ on 26 September 2017. With excess water trapped, the authorities were obliged to release water by opening the dam, thereby resulting in downstream floods in several villages in the Maritime Region. Some 3,680 households or 16,060 people in 30 villages at risk of flooding at the time.

On 28 September 2017, a total of 602 households (3,612 people) were affected by the floods. Ten villages bordering the Mono river including Agbanakin, Atchamé, Togbavi, Togbagan, Azimé-Dossou, Adamé, Gbandi, Gbandidi, Agbetiko and Handivi) were flooded, affecting more than 213 households (1,278 people). An additional 389 households (2,334 people) in Agbanakin, were marooned in their village. Accessibility to several localities was only possible by canoe or on foot. A few weeks later, the number of affected people downstream increased to 3,680 households (this represents around 16,060 people in 30 villages).

On 6 October 2017, a [DREF operation](#) was launched for CHF 155,229 to assist Togo Red Cross in reducing the vulnerabilities of nine (9) villages severely affected by the floods. The DREF funds were used to assist 1,833 people (420 households) out of the 602 vulnerable households (2,815 inhabitants in 9 villages) targeted by the operation. To note, 1,308 households were affected in the 9 targeted villages. The operation focused on households evacuated during the floods and those who were not evacuated but who had high vulnerability and had been documented.

The nine targeted villages for this DREF operation included; Adamé, Agbanakin, Atcharne, Togbavi, Togbagan, Azime-Doussou, Agbetiko, Gbandi and Gbandjidji which are near the riverine of Mono River. Continuous situation assessment helped strengthen the identification of vulnerabilities of these households and to ensure they did not benefit from another stakeholders' assistance. Gender and cultural diversity approach were taken into consideration in identification of households.

This DREF operation had a 45-day extension due to the delay in the release of funds to initiate implementation. In addition, the extension was granted because all proposed activities could not take place in the defined timeframe (initial end date 6 January 2018) due to civil unrest which was beyond the NS's control. The extension was granted until 21 February 2018 to complete the pending activities and an [Operations Update](#) was published to reflect these changes..

Summary of response

Overview of Host National Society

The National Society (NS) had prepared for the floods based on the experience of the floods of September 2016. The floods were caused by the opening of the floodgates of the hydroelectric reservoir of Nangbéto Dam. The key preparedness activities included the development of meta-scenarios (high risk, moderate risk, and low risk) to define the degree of vulnerability of villages downstream of the dam that were at risk of being flooded because of the water release. There were 19 villages defined at high risk of suffering from flooding.

A team of 30 trained volunteers was deployed to the villages to raise awareness on how to prevent material damage and loss of life before the water was released. Awareness-raising had been carried out through the early warning mechanisms set up in these villages, developed together with IFRC and funded by the German government and the German Red Cross.

During the floods, the National Society in collaboration with public authorities collected information about the affected households. It was identified that the water release from the dam affected seven (7) villages from the high-risk area, two (2) villages within the moderate risk area and one (1) village that was initially not identified as being at risk. The assessment revealed the following nine flood-affected villages: Adamé, Agbanakin, Atcharne, Togbavi, Togbagan, Azime-Doussou, Agbetiko, Gbandi and Gbandjidji.

The National Society participated in coordination meetings with the National Civil Protection Agency (ANPC in the French acronym) to avoid duplication of efforts and gaps.

Overview of Red Cross and Red Crescent Movement in country

The International Federation of Red Cross and Red Crescent (IFRC), through the Abuja Cluster Officer, supported the Togo Red Cross flood response. It provided human resources and technical expertise to develop strategies and monitoring of the Emergency Plan of Action.

The German Red Cross (GRC) through the Disaster Risk Reduction and Adaptation to Climate Change (DRR /ACC) project supported Togo RC in assisting flood victims. This support was directed towards 19 high-risk villages through community sensitization of volunteers and community radio stations (broadcasts of sports and radio broadcasts), the distribution of aqua-tabs for drinking water treatment and plastic bags to 1,980 households for the protection of important documents (vital records, diplomas, identity cards, land titles, wills and another document).

The 1,980 households covered by the GRC project overlapped with 150 households covered by the DREF operation (which targeted a total of 602 households). These 150 households received tarpaulins, mosquito nets, buckets and mats in the village of Togbavi. To complement the GRC project, the DREF operation avoided duplication of efforts and as a result 150 households were excluded from tarpaulins, mosquito nets and buckets distribution.

An impact assessment was carried out for this project in 32 villages including the nine (9) villages targeted by the DREF. The idea was to have this DREF to complement the GRC villages as more villages were affected. The objective of this survey through the Functional Estimated (FUNES) system (a hydro meteorological flood prediction tool) was used to identify and analyze the outcomes generated by intervention in the localities affected by floods to improve future actions. Findings were used to understand the effectiveness of the approach used and most importantly, guide the NS and stakeholders in improving future operations.

At the National Society level, weekly coordination meetings were regularly held. The meetings brought the operation team, the NS management team and the RDRT together to discuss implementation progress. The purpose of these meetings was to analyze the progress of implementation and address all the challenges by taking the necessary corrective measures.

Overview of non-RCRC actors in country

In response to the disaster, the Togolese government through the National Agency for the Civil Protection (ANPC) and the Catholic Organization for Integral Development (OCDI) released XOF 40,000 000 (or CHF 72,500) and XOF 1,000,000 (or CHF 1,800) respectively. These resources allowed to aid a total of 1,227 households, approximately 5,303 people directly affected in the prefectures of the lakes and the Bas-Mono area.

A long-lasting Insecticidal net (LLIN) distribution campaign was carried out by the National Program against Malaria as part of the grant from the Global Fund against AIDS, Tuberculosis and Malaria. This insecticidal net distribution was not made as part of the response to the emergency but still covered the villages targeted by the DREF operation. Outside these interventions, no further action covered the population of the villages affected by flooding. Table 2 below shows the distribution (tarpaulin, LLIN, buckets, mats, bathing and laundry soap) in targeted households considered by others according to official information.

Table 1: Other stakeholder distribution to targeted households

Prefectures	Distributi on sites	Targeted Villages	No. of beneficiary households	Tarpaulins	LLIN	Buckets	Mats	Bathing soap (250 g)	Laundry soap (200g)
Lakes	Aklakou	Adame	88	0	223	1	227	228	226
		Azime-Dossou	76	0	201	0	214	214	214
	Agbanakin	Agbanakin	76	0	205	0	214	214	214
		Atchamey	45	18	64	18	126	126	92
		Togbagan	52	0	151	0	148	148	148
	Togbavi	94	60	168	8	338	338	220	
Lower Mono	Agbetiko	Agbetiko	55	0	123	0	116	116	116
	Agome-Glozou	Gbandi	70	0	207	0	202	202	202
Total			556	78	1,342	18	1,464	1,586	14,32

Needs analysis and scenario planning

Although food distributions and some NFIs were made available through the DREF and thanks to ANPC, analysis revealed some gaps for some households. Indeed, out of the 602 households targeted by the DREF operation, none received the full package planned in the DREF operation because there were insufficient funds.

The detailed Rapid Mobile Phone-based (RAMP) survey analysis revealed that the needs must be reconsidered to focus on 6 villages (out of 9) based on the scope and type of needs. These villages are in the Prefecture of the Lakes namely; Togbavi, Togbagan, Atchamey, Agbanakin, Adamé and Azime-Dossou. The other two villages of the Bas-Mono (Agbétiko and Gbandidi) did not suffer any material damage other than crop losses and the DREF does not take this aspect into account when it comes to humanitarian assistance. Thus, the team decided to concentrate the interventions on the 6 villages of the Lakes.

Data analysis on the assistance carried out by non-Red Cross actors at the end of the operation indicated that the need for household items remained in these areas. These needs were in the domain of water treatment, sanitation, and livelihoods, became the priority sectors for a possible further assistance operation.

Risk Analysis

The watershed of the Nangbeto hydroelectric dam was overflowed at the beginning of the rainy season. Despite the continuous running of the generators, half of the water retention capacity of the dam was exceeded on 7 August 2017.

The forecasts of the National Meteorological agency of Togo and the consensual forecasts for West Africa, confirmed the excess rainfall and their normal displacement in the northern zone of Togo. The projection illustrated the flood impact to include; damage to houses and crops and disruption of the marketing chain that would pose a risk to the livelihoods.

At the time of the implementation of this DREF operation, the country was experiencing a socio-political instability due to demands made by the opposition. The opposition-led protest movements took place at least every two weeks. The civil unrest was a threat; however, this did not affect the flood-affected area significantly as an agreement between government and protestor was made before the implementation. However, the protest movements in the flood-affected area had a negative impact on the smooth implementation of activities. The compromises obtained by the public authorities for the organization of a nationwide political dialogue was a positive element that allowed the teams in the field to carry out activities during days where no protests had been scheduled.

Despite the distributions made by the National Civil Protection Agency and by the DRR German Red Cross funded project, all items were distributed without duplication.

B. OPERATIONAL STRATEGY

Proposed strategy

The overall objective of the operation was to meet the humanitarian needs of the 602 most vulnerable families (2,815 people) affected by the floods in the Maritime region, along the Mono River downstream of the Nanqbeta Dam.

The DREF implementation reached 420 households or 1,833 people instead of the planned 602 households (2,815 people) because of the delay in the response but also because of the partial interventions already carried out by the Civil Protection Agency and the DRR project funded by the German Red Cross. As such, the focus was on humanitarian aid for the affected populations especially those identified as most vulnerable.

Activities planned under this operation are reported under section **C. Detailed Operational Planned** below.

National Society Capacity Building

The national staff received technical support from the Regional Disaster Response Team (RDRT) member sent by the Federation to implement the operation. The operation also contributed to the strengthening of the capacity of 18 volunteers on the Rapid Assessment Mobile Phone (RAMP) tool for the assessment and data submission to the National Society's Monitoring and Evaluation Unit. Overall, this DREF operation enabled the NS to further increase its capacity to conduct assessments using this tool. During the RAMP training, volunteers were able to become more familiar with the use of RAMP tool as they tested the questionnaire to make sure errors were corrected before rolling out the survey to the nine targeted villages.

Training on distribution techniques and hygiene promotion also increased the capacity of the NS. Thus, 30 volunteers were successfully trained on the following key topics; the link between diseases and practices often associated to water treatment/management, hygiene and sanitation, key messages to deliver to target populations, communication techniques and the rules governing an assistance operation (distribution of NFI). Towards the end of the implementation in February 2018, another team of 10 volunteers were briefed and trained on the use of the MAGPI survey system to conduct the Beneficiary Satisfaction Survey (BSS) for future DREF interventions.

The RDRT deployed personnel contributed to the development of dynamic matrices for the distribution as well as planning, monitoring and analysis of programmatic gaps per household. He also participated in volunteer capacity building workshops on the use of RAMP, outreach and distribution. It should also be noted that the technical assistance provided by the RDRT not only allowed to improve the identification capacities of vulnerable households in emergency situations but also enabled the setting up of a database for the purpose.

Operational support services

Human Resources

Togo RC used its staff and volunteers (NDRT, PC-team members, focal points and other volunteers in the field) to implement this operation. Some 27 Volunteers and 6 staff members were deployed in affected villages shortly after the disaster occurred and assisted in carrying out a rapid assessment and helped monitor the situation.

The NS has a Finance and Accounting department which oversaw management of funds received through the DREF. This department was therefore in charge of producing financial reports in accordance with the NS and Federation procedures, under the supervision of the Secretary General.

The RDRT staff deployed in Togo supported the NS in conducting the operation and piloted the development of tools needed to monitor the operation. Human resources working on the DRR project funded by the German RC also provided their support in the implementation of the DREF operation.

The National Society continued to strengthen the management and coordination of the operation through the strategic deployment of specialized field staff and coordination in various working groups. Two commissions were set up for the implementation and monitoring of DREF activities: these are the Technical Steering Committee and the Procurement Commission.

Logistics and Supply Chain

Logistic support was provided in accordance with the standard procedures of the Federation. A procurement committee was set up to implement the procedures. The procurement of shelter kits and household items was subjected to a local tendering process which led to the purchase of hygiene kits and other items distributed. The contract was awarded by the Department of Finance and Accounting of the CRT under the control of the purchase committee.

Information Technologies (IT)

Wi-Fi is available at Togo RC headquarters with some experiences of connectivity issues. Apart from the initial assessment survey done with printed forms, the rest of the evaluation process (rapid assessment and beneficiary satisfaction survey) was conducted via the Magpi mobile application. The submission of data to the coordinator was done through the mobile 3G internet connection despite the distance from Lomé to affected areas.

Communications

The NS has a well-structured communication team for the transmission of information. All information to beneficiaries goes through prefectures focal points of the Lakes and Bas-Mono. The latter therefore contacted community members teams who, in turn, shared the information and mobilized the targeted communities.

In addition, there was open collaboration between the Togo RC Communications Coordinator and national and local authorities to ensure a regular flow of information between field operations and key actors. Collaboration was also good between the Coordinator and most media channels or printed press.

A steady flow of information was maintained between the beneficiaries and the headquarters for the sake of transparency and accountability. Thus, prior to distributions, beneficiaries were informed about the distribution programs, services and the Fundamental Principles of the Red Cross Movement. The response team maintained the

visibility in the field as planned by wearing Red Cross caps and jackets to raise public awareness on the role of the National Society and the International Federation during a humanitarian response. Togo RC made arrangements to document all communication material needed.

Security

Due to the political environment, demonstrations continued to take place throughout the country during the implementation period. Beyond the fact that roadblocks had been set up in some places, at times, causing disruption on traffic, security risks remained permanent but were mitigated by having the NS staff and volunteers follow strict security rules.

The level of criminality in Togo is relatively low (over the entire territory) except for Lomé and the border posts where it is higher. To reduce the risk of Red Cross personnel to be exposed, on crime or violence, mitigation measures were put in place, including monitoring of the situation and implementation of minimum-security standards for all staff deployments. This involved the briefing on how to observe personal safety for all Red Cross personnel involved in the operations.

Planning, Monitoring, Evaluation & Reporting (PMER)

Follow-up and monitoring activities were put in place to ensure the quality of implementation. A mixed coordination committee had been also set up to ensure the operation monitoring on daily basis. These teams were supported by the RDRT member for planning field visits to measure the progress of the implementation and provide necessary support for the intervention.

For an efficient data management, information system comprising database templates was developed and updated regularly. These matrices allowed to identify by name all households affected by the floods at each stage. These databases were updated through regular transmission of data collected in the field from MAGPI tools to further support in the editing of narrative reports as required by the Federation.

Administration and Finance

The finance department of Togo Red Cross has run the implementation of financial procedures. To ensure the efficient implementation of the budget, the finance department has worked closely with the deployed RDRT staff in accordance with the agreement signed between the National Society and IFRC Abuja cluster office. A regular journal of expenditure has been kept for this purpose to guarantee the budget monitoring and expenditures.

C. DETAILED OPERATIONAL PLAN

	<p>Disaster Risk Reduction People reached: 1,833 (420 HHs) Male: 1,312 Female: 521</p>
<p>Outcome 1: Continuous assessment and analysis issued to inform the design and implementation of the operation</p>	
<p>Output 1.1 Participation in assessments and continuous collection of information from local units</p>	

Indicators:	Target	Actual
Not previously defined.	N/A	N/A

Narrative description of achievements

Key Activities: Output 1.1

- Briefing of volunteers on the assessment using electronic tools (MAGPI or RAMP)
- Conducting an initial assessment by trained volunteers' teams
- Staff and volunteer orientation on the assessment and selection of beneficiaries
- Community satisfaction survey
- Post distribution review

A total of 18 volunteers were trained on the Rapid Assessment Mobile Phone (RAMP) tool for ongoing assessment and data collection and further submission to the National Society's PMER Unit. This helped the NS to increase its capacity to conduct evaluations using this tool. During this training, volunteers were able to become more familiar with the use of RAMP tool as they tested the questionnaire to make sure any error that could come out must get corrected before rolling out the survey to the 9 villages affected.

Preliminary selection of beneficiaries was done based on the gap analysis matrix. This allowed to make a first selection of 602 households. Additional information on households was obtained through continuous evaluation. Thus, based on such criteria related to the presence of elderly people or children under 5 in households, female-led households or single mothers, a final selection of 420 households was made for distributions, based on the fact that some households had received support from other partners and some three targeted villages were not as affected as the six others.

To assess the level of beneficiary vis-à-vis the intervention, a Beneficiary Satisfaction Survey (BSS) involving 27 volunteers was conducted on 12 and 13 February 2018 in sampled areas covered by the DREF to document on how to improve future operations.

Beneficiary Selection

A total of 602 household beneficiaries (out of 1,308 households) were identified to benefit from this DREF operation. The pre-shortlisting was done from the consolidated nominative list based on the initial assessment of the Togo RC which were used during the food and NFI distribution by the Civil Protection Agency. The main beneficiary selection criteria were determined by the size of the households. Thus, all the households of our database having a size of 4 persons were selected as a priority except for 46 households of the villages of Gbandidi which were entirely selected regardless of the size as they did not receive any intervention at that time. In addition to this key criterion, it also took into consideration whether the household is a woman-led or simply the number of women in the household. *Table 3* below illustrates the summary of targeted total number of beneficiary households per village.

Table 3: Summary of targeted beneficiary households per location

	No. Villages	No. of Beneficiaries HH	Affected Persons		
			Gender		Total
			M	F	
Group 1	1. Gbandi	70	413	-	413
	2. Gbandidi	46	55	82	137

	3. Adame	88	445	-	445
	4. Azime-Doussou	76	402	-	402
	5. Togbagan	52	301	-	301
	6. Togbavi	94	336	-	336
	7. Agbanakin	76	203	206	409
	Subtotal 1	502	2,155	288	2,443
Group 2	1. Agbetiko	55	245	-	245
	2. Atchamey	45	127	-	127
	Subtotal 2	100	372	0	372
	Total	602	2,527	288	2,815

The real-time evaluation in the 9 villages allowed to complete the detailed shortlisted household's database. The implementing team therefore realized that the interventions needed to focus on the six (6) villages of the Lakes area because the 3 others of the Bas-Mono area had not been so severely affected. Indeed, the villages of Bas-Mono experienced floods but did not have serious damages. Only the farms were impacted, and the government interventions covered this aspect via the food distribution.

After an in-depth assessment, it was recommended to have an intervention targeting the six (6) villages of the Lakes due to the extensive damages suffered by these communities. Other key criteria were considered for the accuracy and impartiality in the assistance. The criteria included: women-led households, households with elderly persons, households with children under the age of five, children-led households, single women, heads of households. Based on these criteria, only 420 households were selected to be assisted in NFI in the 6 villages of the Lakes which are Togbavi, Togbagan, Atchamey, Agbanakin Adamé and Azimé-Doussou as reflected in the *Table 5* under Shelter sector.

Outcome 2: The NS early warning systems and procedures are supported to increase capacity

Output 2.1: Early warning equipment and support are provided to NS and to flood preparedness programs

Key Activities: Output 2.1

- Analysis and dissemination of EW information
- Contribution to volunteer's communication costs

Data management, information system comprising database templates were developed and updated regularly for better analysis. These matrices allowed to identify names of all households affected by the floods at each stage. With the PMER support, the databases were updated through regular transmission of data collected in the field from the RAMP or MAGPI tools to further support in the editing of narrative reports as required.

To ensure the flow of information between field teams, supervisors and the HQ recharge cards, and internet connectivity were provided to volunteers and the staff to ensure everyone has information or can submit required information when necessary. Volunteers were equally provided with visibility material (Red Cross jackets, t-shirts, etc.) to ensure proper Movement visibility while conducting this operation.

A Lesson Learnt Workshop was conducted on 18 February 2018 in Avévé. The workshop brought together the community volunteers (19), focal persons (02), representatives of beneficiaries (07) local authorities (07) and the staff

of the Togo RC including drivers. The workshop was an opportunity to discuss on the strengths, weaknesses and areas to improve during future similar DREF operations in Togo.

Challenges

- Due to the compliance procedures of funding transfer to the NS, funds took longer than expected to reach NS, thus causing a one-month delay in the start of activities.
- The political situation in Togo at the time of implementation played a negative role in terms of following the implementation timeline due to regular protests in the streets of major towns. Hence, disrupting all field movements and putting at risk the RC staff and volunteers.

Lessons Learned

The use of RAMP, specifically MAGPI, tremendously contributed to quick and accurate data collection and analysis process compared to the traditional approaches of using forms which is costly and takes longer.



Water, sanitation and hygiene

People reached: 1,833 (420 HH)

Male: 1,312

Female: 521

Outcome 3. Immediate reduction in risk of waterborne and water related diseases in targeted communities

Output 3.1: Access to safe water and adequate sanitation which meets Sphere and WHO standards

Indicators:	Target	Actual
Not previously defined.	N/A	N/A

Key Activities: Output 3.1

- Purchase hygiene/dignity kits
- Purchase and distribute aqua tabs (NADCC 167 mg)
- Distribution of hygiene/dignity kits

Output 3.2: Hygiene promotion activities which meet Sphere standards in terms of the identification and use of hygiene items provided to target population.

Key Activities: Output 3.2

- Emergency hygiene promotion activities and demonstration on the use of hygiene/dignity kits
- Procure bibs for volunteers (visibility)
- Rehabilitate/update existing latrines and bath houses on relation sites
- Provide emergency latrines where relevant to meet IDPs needs on relocation sites.

Narrative description of achievements

A refresher session for 27 volunteers (3 volunteers per village) was conducted on good hygiene promotion practices. The focal points for the Lakes and Bas-Mono Prefecture also benefited from this session held on 20 December 2017. After the refresher session, the volunteers were mobilized in their respective villages and carried out sensitization, monitoring and orientation activities at community level for 10 days.

Furthermore, an additional refresher session for 30 volunteers focusing on distribution techniques and the Red Cross Code of Conduct was conducted on 20 December 2017 in Avévé. This training focused on the Sphere standards and

Code of Conduct; Inspection of the distribution sites; Safety and protection: roles and responsibilities and working relationships on the field; Selection and registration of beneficiaries + selection guidelines; Guidelines regarding the distribution of assistance in emergency operations; and distribution of NFIs.

The renovation of latrines was not carried out because the affected population had all left the sites which had been disinfected and rehabilitated by the National Sanitation Service via the National Civil Protection Agency. However, the ECOSAN latrine in the village of Agbanakin has not been rehabilitated because of persistent tensions in the village where two clans are fighting over the ECOSAN latrine achievements. Negotiations are under way to ease the tensions in the village.¹

Challenges

The villages affected by the flood were near rivers and the challenge was there wasn't clear water to drink as a result and some water-born illnesses occurred due to water surrounded by the villages.

Lessons Learned

Themes	Survey Review	Distribution Review	Awareness Review
Strong points	<ul style="list-style-type: none"> Field team presence Good arrangements made for the work of the surveyors 	<ul style="list-style-type: none"> Well-known and ventilated place of distribution. Perfect organization and security during the distribution. Items were well received: bucket, blanket, soap, toilet paper, loincloth, mat, Aquatabs, Sanitary equipment, cutlass, hoe, pickaxe, shovel, rake. 	<ul style="list-style-type: none"> Developed modules for awareness and distribution. Acceptance of messages by the population. Training has reduced or eliminated potential problems or misunderstandings.
Points to improve	<ul style="list-style-type: none"> Information of the arrival of the surveyors not received. Visibility of the surveyors required. 	<ul style="list-style-type: none"> Need to expand the number of beneficiaries. Property destroyed while households took out loans and they hoped for financial support. 	Difficulty of filling in the report cards at the beginning but later resolved.

¹The summary table o distribution is provided in Table 6



Shelter

People reached: 1,833

Male: 1,312

Female: 521

Outcome 4: Immediate shelter and non-food items needs of the affected population are addressed

Output 4.1: Emergency shelter materials to 602 households provided

Indicators:	Target	Actual
Not previously defined.	N/A	N/A

Narrative description of achievements

Key Activities: Output 4.1

- Selection of households for emergency shelter material
- Distribution of shelter materials and tool kits
- Distribution of non-food items
- Procurement of emergency shelter materials, shelter toolkits and non-food items

Procurement and storage of NFIs: Managed under the Finance Department of Togo RC, the logistics unit was responsible of the procurement of NFIs. Nevertheless, the Procurement Commission comprising of the RDRT member and other staff members had been set up and coordinated the tenders and contracting process. Receipt of items, quality check and payments and storage were coordinated by the Finance Department. The procedures were carried out in accordance with IFRC standards and guidelines.

Distribution of NFIs: On the 10, 11 and 17 January 2018, volunteers were mobilized to support the Lomé team in the distribution of NFIs. This operation was conducted according to the schedule provided in *Table 4* (see below). The socio-political troubles in the country did not allow the timely delivery of NFI as most suppliers were concerned about the safety of the items during transportation by road –due to insecurity and possible looting from demonstrations. In addition to this, some villages could not be reached on 10 January 2018 as initially planned. In fact, most inhabitants being animists, they could not honor the appointment due to the arrival in the village of the high voodoo priest. In consultation with the community's leaders and beneficiaries, the Red Cross team decided therefore to postpone the distribution to 17 January 2018.

Table 4: Distribution of NFIs

N°	Name of Village	No. of HH	Date of distribution
1	Togbavi	62	10 January 2018
2	Togbagan	30	
3	Atchamey	35	
4	Adame	118	11 January 2018
5	Azime-Dossou	83	
6	Agbanakin	92	17 January 2018
TOTAL		420	

Overall, 420 households or 1,833 beneficiaries were on the final selection list and they received the planned assistance in both household items and hygiene kits as detailed earlier.

Table 5: Number of beneficiaries per location that received HHI distributed

No.	Villages	Beneficiaries			
		No. of HH	No. of Men	No. of Women	Total
1	Togbavi	62	199	62	261
2	Togbagan	30	103	36	139
3	Atchamey	35	72	39	111
4	Agbanakin	92	336	142	478
5	Azimé-Dossou	83	244	91	335
6	Adame	118	358	151	509
Total		420	1,312	521	1,833

The table below summarizes the quantities distributed versus what was received and the quantities returned to stock. The items are stored in the central warehouse of Togo RC in Tsévié.

Table 6: The table below summarizes the quantities distributed Vs what was received, and the quantities returned to stock

NFI Category	Tarpaulins	Mosquito nets	Jerricans	Buckets	Washing soaps	Laundry soaps	Hygienic papers	Women clothing	Hygiene towels	Mats	Blankets	Aqua tabs	Shelter Kits	Megaphones
Total distributed	418	418	836	418	1134	418	1914	186	416	792	851	11,640	30	0
Stock procured	904	904	1,204	904	1,204	1,204	2,408	602	1,204	904	1,204	20,076	30	42
Quantities returned to stock	486	486	368	486	70	786	494	416	788	112	353	16,800	0	42

Challenges

Some population of flooded areas were angry about not being part of selected beneficiaries but the Red Cross communication team, in collaboration with the project team, explained the selection process and criteria to non-beneficiaries to ease the rising tensions.

Lessons Learned

Review and updating of the data helped to inform best ways the distribution could be planned as some NFIs or other types of support had been provided already by other partners.

Some beneficiaries expressed their will to see some of the NFIs be converted into cash so that they would be able to buy what they want. This aspect needs to be explored and discussed at the senior level.

D. THE BUDGET

The overall budget for this operation was CHF 155,229 of which CHF 107,147 (69%) was utilized. A balance of CHF 48,082 will be returned to the DREF.

Explanation of the variances

Description	Budget (CHF)	Expenditure (CHF)	Variance Explanation
Relief Items, Construction, Supplies			
Shelter – Transitional	0	982	This budget was overspent by CHF 982 (100%); however, it was wrongly coded and should fall under Clothing & Textile.
Teaching Materials	0	1,020	This budget line was overspent by CHF 1,020 (100%) but this was meant to support the workshops and trainings through materials used for the purpose.
Logistics, Transport & Storage			
Storage	273	0	This budget line remained unspent because there was no need for storage space for the items. They were purchased and distributed to the beneficiaries.
Distribution & Monitoring	8,727	0	This budget line appears to be unspent, however, the cost charged under 'National Society Staff' was supposed to be reflected on this budget line (CHF 7,197).
Personnel			
National Society Staff	0	7,197	This budget line appears overspent by CHF 7,197 (100%) due to wrong coding, as it should have been charged under 'Distribution and Monitoring' budget line.
Workshops & Training			
Workshops & Training	10,909	2,403	This budget line was unspent by CHF 8,506 (77.97%) because the number of volunteers targeted for the training was less than anticipated because most volunteers had been previously trained.
General Expenditure			
Travel	14,520	2,432	This budget line was unspent by 12,088 (83.25%) because the flood-affected area was not far from Lomé (Togo RC HQ) and hence the travel cost was reduced.
Communications	1,364	2,235	This budget line was overspent by CHF 871 (63.85%) because there were more communication needs required to communicate with the various branches.
Financial Charges	1,000	804	This budget line was unspent by CHF 196 (19.6%) because it was slightly over budgeted.
Other General Expenses	1,091	323	This budget line was unspent by CHF 768 (70.39%) because there were no additional general expenses as they were covered in all the other budget lines.

Contact information

Reference documents



Click here for:

- [Previous updates](#)
- [Emergency Plan of Action \(EPoA\)](#)

For further information, specifically related to this operation please contact:

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How we work

All IFRC assistance seeks to adhere to the **Code of Conduct** for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGO's) in Disaster Relief and the **Humanitarian Charter and Minimum Standards in Humanitarian Response (Sphere)** in delivering assistance to the most vulnerable. The IFRC's vision is to inspire, **encourage, facilitate and promote at all times all forms of humanitarian activities** by National Societies, with a view to **preventing and alleviating human suffering**, and thereby contributing to the maintenance and promotion of human dignity and peace in the world.

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DREF Operation

FINAL FINANCIAL REPORT

Selected Parameters			
Reporting Timeframe	2017/10-2019/04	Operation	MDRTG007
Budget Timeframe	2017/10-2019/04	Budget	APPROVED

Prepared on 27/May/2019

All figures are in Swiss Francs (CHF)

MDRTG007 - Togo - Floods

Operating Timeframe: 06 Oct 2017 to 06 Jan 2018

I. Summary

Opening Balance	0
Funds & Other Income	155,229
DREF Allocations	155,229
Expenditure	-107,147
Closing Balance	48,082

II. Expenditure by area of focus / strategies for implementation

Description	Budget	Expenditure	Variance
AOF1 - Disaster risk reduction		920	-920
AOF2 - Shelter	54,261	39,913	14,348
AOF3 - Livelihoods and basic needs			0
AOF4 - Health			0
AOF5 - Water, sanitation and hygiene	36,805	10,656	26,149
AOF6 - Protection, Gender & Inclusion			0
AOF7 - Migration			0
Area of focus Total	91,066	51,489	39,577
SFI1 - Strengthen National Societies	97	38,182	-38,085
SFI2 - Effective international disaster management	20,235	10,627	9,608
SFI3 - Influence others as leading strategic partners	26,121	4,983	21,138
SFI4 - Ensure a strong IFRC	17,710	1,865	15,844
Strategy for implementation Total	64,163	55,658	8,505
Grand Total	155,229	107,147	48,082

DREF Operation

FINAL FINANCIAL REPORT

Selected Parameters			
Reporting Timeframe	2017/10-2019/04	Operation	MDRTG007
Budget Timeframe	2017/10-2019/04	Budget	APPROVED

Prepared on 27/May/2019

All figures are in Swiss Francs (CHF)

MDRTG007 - Togo - Floods

Operating Timeframe: 06 Oct 2017 to 06 Jan 2018

III. Expenditure by budget category & group

Description	Budget	Expenditure	Variance
Relief items, Construction, Supplies	81,508	66,064	15,444
Shelter - Relief	25,646	24,104	1,542
Shelter - Transitional		982	-982
Clothing & Textiles	19,660	13,505	6,155
Water, Sanitation & Hygiene	29,468	21,956	7,512
Teaching Materials		1,020	-1,020
Utensils & Tools	6,735	4,496	2,239
Logistics, Transport & Storage	19,182	6,259	12,922
Storage	273		273
Distribution & Monitoring	8,727		8,727
Transport & Vehicles Costs	10,182	6,259	3,922
Personnel	13,273	17,209	-3,936
International Staff	6,000	6,482	-482
National Society Staff		7,197	-7,197
Volunteers	7,273	3,530	3,742
Workshops & Training	10,909	2,403	8,506
Workshops & Training	10,909	2,403	8,506
General Expenditure	20,884	8,673	12,211
Travel	14,520	2,432	12,088
Information & Public Relations	2,182	2,048	133
Office Costs	727	831	-103
Communications	1,364	2,235	-871
Financial Charges	1,000	804	196
Other General Expenses	1,091	323	768
Indirect Costs	9,474	6,539	2,935
Programme & Services Support Recover	9,474	6,539	2,935
Grand Total	155,229	107,147	48,082