

Strengthening Burundi Red Cross Society's Capacity to prepare and respond to emergencies

Project Evaluation Report



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February 2019

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LIST OF ABBREVIATIONS AND ACRONYMS

BDRT	Branch Disaster Response Team
BRCS	Burundi Red Cross Society
CRDT	Communal Disaster Response Team
DDRT	District Disaster Response Team
DR	Desk Reviews
DRC	Democratic Republic of Congo
DREF	Disaster Response Emergency Funds
FGD	Focus Group Discussions
IDP	Internally Displaced Persons
IFRC	International Federation of Red Cross and Red Crescent Societies
IOM	International Organization for Migration
KII	Key Informant Interview
NFI	Non-food items
NRDT	National Disaster Response Team
OCAC	Organizational Capacity Assessment and Certification
OD	Organizational Development
OFDA	Office of United States' Foreign Disaster Assistance
PMER	Planning Monitoring Evaluation and Reporting
UNICEF	United Nations International Children's Emergency Fund
UNFPA	United Nations Population Fund
VCA	Vulnerability and Capacity Assessment
WASH	Water Sanitation and Hygiene
WFP	World Food Program
WHO	World Health Organization

EXECUTIVE SUMMARY

This evaluation was commissioned by International Federation of Red Cross and Red Crescent Societies (IFRC) and Burundi Red Cross Society (BRCS) to evaluate the project “strengthening the national Red Cross Society’s Capacity to prepare and respond to emergencies”. The project intervention consisted of pre-positioning emergency assistance items (shelter kits and household items) and training volunteers and staff for timely responding to emergencies. Evaluation approaches included (i) interviews with key informants (project implementers, warehouse keepers and community-based organizations, (ii) focus group discussions with branch coordinators, (iii) and surveys with volunteers and beneficiaries.

This project has been positively and highly appreciated by local administration, volunteers, and assisted vulnerable people (beneficiaries) as it significantly contributed to strengthening the capacity of the National Society to prepare and timely respond to the needs of vulnerable people. The targeted emergency shelter kits and household kits were timely and fully acquired and pre-positioned to the national strategic warehouse of Gitega.

Through capacity building, the project has strengthened the capacity of volunteers and warehouse keepers in disaster management and warehouse management, respectively (Efficiency). In total 1,644 household kits and 1,644 shelter tool kits were pre-positioned in the national strategic warehouse of Gitega. Warehouse keepers of different BRCS branches were trained on use of Logic

Warehouse Management Software and then enabled them in tracking the movement of assistance items for timely and accurate reporting. In addition, the project evaluation revealed that 292 volunteers/staff trained in various topics related to disaster management such as first aid in emergencies, WASH (water, hygiene and sanitation), emergency shelter installation, vulnerable people identification, etc. The pre-positioning of the acquired materials enabled the National Society to timely assist 517 households (3,102 people) severely affected by the heavy rains, flooding and landslides in three provinces of Burundi (Bujumbura, Rumonge and Gitega) for the period of 2017-2018.

The technical backstopping by the IFRC staff in addition to the existing strong organization of the BRCS significantly facilitated the delivery of expected project results. IFRC staff provided technical support and expertise for the project implementation; whereas trained volunteers participated actively in responding to the needs of vulnerable people

Apart from the strong network of volunteers, the existing partnerships with other humanitarian agencies is a core element for sustaining the project intervention. The achievements of this project (pre-positioning of assistance materials, trainings and logistics support) are positive enough to inform national humanitarian agencies for replicating this intervention or enhancing the project outcomes.

Based on the findings of the evaluation the following are key recommendations:

a) Relevance and appropriateness

- The project only focused on pre-positioning assistance materials but there are gaps in early warning mechanisms. BRCS should invest in strengthening early warning systems at all levels involving relevant stakeholders to strengthen emergency responses;
- The evaluation found out that the volunteers' preference for training was in first aid (51%) but this project did not have first aid component. BRCS should consider investing in first aid training and establishing first aid posts;

b) Efficiency

- The delays in clearing mosquito nets meant that the nets could not be distributed within the project time frame. The main reason was tax exemption and government policies. BRCS should negotiate pre-agreements with national authorities for quick clearance of humanitarian goods;

c) Effectiveness

- The items are pre-positioned at Gitega warehouse and the national society has planned to transfer some to branches with high vulnerability. This needs to be fast-tracked to ensure effective response when a disaster occurs;

d) Sustainability & connectedness

- The project achieved the planned trainings (94%), but the needs for emergency response are much higher. This calls for more training to retain knowledge and also expand the pool of disaster response teams;

e) Coordination

- There is a good coordination system from the village to the national level and this has enabled the project to deliver assistance to the affected people. BRCS should invest in strengthening the emergency coordination mechanisms to ensure timely delivery humanitarian response.

1. INTRODUCTION

The population of Burundi is facing various complex emergencies, political instability leading to the population movement, epidemic diseases in addition to the effects of climate change and variability. This situation aggravates the economic status of the population particularly those in rural areas. Since 2016, the number of people needing humanitarian assistance was estimated to be about 3 million due to the deterioration of the socio-economic situation coupled with chronic poverty and the increased risk of natural disasters. According to World Health Organization (WHO, 2018), more than 110,000 people are displaced in the country, an increase of 18 % compared to the same period in 2015. For example, in 2016 abundant rains, landslides and floods affected about 4 million people and approximately 42, 000 people were internally displaced. This situation exacerbated the risk of waterborne disease and exposed the most vulnerable population to malaria outbreak.

Burundi Red Cross Society (BRCS) is a countrywide humanitarian organization agency in Burundi. It has employees at national headquarters (68 employees), provincial level (99 employees), communal level (119 staff), and a strong network of over 600,000 volunteers distributed among 2,936 Red Cross units at village level (BRCS, 2017). Through this decentralized operational structure, BRCS is a leading humanitarian organization in assisting vulnerable people in Burundi. In addition, BRCS has a pool of 40 specialized National Disaster Response Team (NDRT) members who are trained in first aid in emergencies, emergency needs assessments, sphere standards, Water sanitation and hygiene (WASH) and camp management. In 2017, BRCS went through an Organizational Capacity Assessment and Certification (OCAC) with the objective of identifying the challenges and priorities for organizational development (OD) and capacity building.

The countrywide distribution of both BRCS staff and volunteers helps the National Society to work hands in hands with local governments and strengthen partnerships with other humanitarian organizations. As humanitarian organization, BRCS is mandated to prevent and alleviate the vulnerability of people through enhancing capacity of households to cope with emergency situations. In line with this mandate, the BRCS in collaboration with IFRC implemented a one-year project entitled “***Strengthening Burundi Red Cross Society's Capacity to prepare and respond to emergencies***”.

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The project aimed at (i) prepositioning shelter and Non-food items (NFI) to meet the immediate needs of the affected internally displaced persons (IDP) in 18 provinces of Burundi and (ii) strengthening the capacity of Burundi Red Cross Society to be the leading humanitarian organization in Burundi and (iii) enhancing already existing knowledge to ensure BRCS staff and volunteers perform better their duties while assisting vulnerable people. The project was implemented from September 2017 to December 2018 by the Burundi Red Cross Society with technical support from the International Federation of Red Cross and Red Crescent Societies (IFRC), Nairobi office. During the project implementation, volunteers provided a backbone to the operation as they work directly with communities in a very cost-effective manner.

2. EVALUATION PURPOSE AND OBJECTIVES

BRCS and IFRC jointly commissioned the final evaluation of the project specifically to (i) assess the relevance and appropriateness, efficiency, effectiveness, coverage, coordination, sustainability and connectedness, accountability and (ii) draw lessons and recommendations that would help for the future project design and analyze the success and challenges with an emphasis on learning to feed into future pre-positioning and response within the wider movement.

3. METHODOLOGY

This project evaluation was conducted through various data collection approaches namely desk reviews (DR), key informant interviews (KII), focus group discussions (FGD) and surveys (Table 1). Data collection tools including discussion guides for KII and FGD and questionnaires for surveys were prepared prior to the actual data collection. As the project implementation involved beneficiaries, volunteers and BRCS staff, the sampling frame distinguished three different layers. Therefore, both systematic and purposive sampling procedures were used to select survey respondents. Bouchard's formula was used for estimating sample size within each defined layer (Cochran, 1963)¹. Field surveys data collection was performed using "Kobo Collect" the online data collection tool. Data collected was subjected to both descriptive and inferential analyses.

¹ Cochran, W. G. (1963): Sampling Techniques, 2nd Ed., New York: John Wiley and Sons, Inc.

Table 1: Respondents for the data collection approaches

Data collection approach	Source of information and data	Project component assessed
Desk review (DR)	– Project documents (proposal, progress reports) and strategic documents of both BRCS and IFRC	– To understand the program context, its implementation and identify gaps addressed during the data collection
Key Informant Interview (KII)	– IFRC staff involved in the project implementation – BRCS staff involved in the project implementation – Community based organizations from where the project assisted beneficiaries	– Relevance & appropriateness – Efficiency, – Effectiveness, – Sustainability & connectedness – Lessons learned
Focus Group Discussion (FGD)	– Branch coordinators	– Relevance & appropriateness – Efficiency, – Effectiveness, – Sustainability & connectedness – Lessons learned
Surveys	– Assisted populations (vulnerable people who benefited the shelter kits and Non-food items) – Trained BRCS staff and volunteers	– Relevance, – Coverage, – Coordination – Sustainability, – Accountability – Lessons learned

3.1. Data collection approaches

3.1.1. Desk Review

The first step of this evaluation was the desk reviews which led to a good understanding of the project context, the project implementation and identified gaps addressed during the data collection. Desk reviews consisted of exploring the project documents (proposal and progress reports) and strategic documents of BRCS and IFRC. The reviewed documents included the project proposal, project monitoring and evaluation plan, BRCS Strategic plan for 2018-2021, IFRC Africa-Road Map 2017-2020, IFRC Framework for Evaluation, amongst others. In addition, physical or electronic sources deemed to provide relevant information related to this evaluation were visited and explored for this evaluation.

3.1.2. Key informant interviews

Key staff of IFRC and BRCS staff members involved in the project implementation participated in the evaluation as key informant interviewees. As the project planned to preposition emergency shelter kits and NFI in the five warehouses (Gitega, Rutana, Bujumbura-Rural, Rumonge and Cibitoke) in the country, the warehouse keepers were also interviewed as key informants. In addition, community-based organizations, local administration and civil protection services were also interviewed. In total, 16 people were interviewed as key informants (Appendix 2).

3.1.3. Focus group discussions

This data collection approach was applied in the evaluation with the aim of obtaining data from a purposely selected group of individuals with the knowledge of the project. The focus group discussion (FGD) was used to collect data regarding aspects of the project implementation that are only provided by experts and other knowledgeable staff from the project implementation team. In this evaluation, the FGD targeted the coordinators of the branches (provinces) covered by the project implementation. As the project implementation involved mainly four branches Gitega, Bujumbura, Rumonge and Cibitoke, four branch coordinators participated in the focus group discussion (Appendix 2).

3.1.4. Surveys

The capacity of the National Society to prepare and respond to emergencies was assessed through household survey with the vulnerable people (beneficiaries) who were assisted by the project. Respondents included vulnerable people who received shelter kits and or non-food items from the project. During the intervention, Gatumba (Mutimbuzi Commune, Bujumbura Province), Muhuta (Muhuta Commune, Rumonge Province), Rumonge (Rumonge Commune and Rumonge Province) and Nyaruhongoka (Bugarama Commune, Rumonge Province) suffered from natural disasters. On the other hand, the training component of the project was assessed through questionnaires targeting trained BRCS volunteers. Respondents were selected from the 18 branches among the communal committee members, District Disaster Response team members, Branch Disaster Response team members, and the National Disaster

Response Team members. In total, 121 beneficiaries and 85 volunteers participated in these surveys.

3.2. Sampling strategy

3.2.1. Sampling frame and sampling procedure

The project targeted 9,600 targeted people with shelter and non-food items (NFIs), 180 communal committee members (10 per province), 190 BRCS volunteers (90 District Disaster Response Team Members, 90 Branch District Response Team members, 10 National Disaster Response Teams), 18 BRCS staff members in the branches and five BRCS staff in the headquarters in Bujumbura. These stakeholders involved in the project implementation constituted the sampling frame for the evaluation. The analysis of this sampling frame distinguished three different layers namely beneficiaries, volunteers as well as BRCS staff. The three layers (beneficiaries, volunteers and staff) were considered as strata for the sampling frame. The list of the project implementers/beneficiaries (for each layer) was provided by the national project implementation team. For the beneficiaries and volunteers' strata, the stratified sampling procedure was used to select sampling units. However, for BRCS staff layer, participants to the KII and FGD were selected through purposive sampling (Table 2).

Table 2: Summary of sampling strategy and sample size

Sampling frame composition	Sampling frame size	Sampling area	Sampling method	Sample size
Beneficiaries (IDPs) Targeted people for shelter and NFI	9,600	Mutimbuzi, Rumonge	Stratified	121
Community based organizations Local Administration Civil protection service	4	Mutimbuzi, Rumonge	Purposive	4
Volunteers 180 Communal committee members, 90 District Disaster Response Team members, 90 Branch District Response Team members, 10 National Disaster Response Teams	370	All the 18 branches (Provinces)	Stratified	85
BRCS staff /Burundi	23	BRCS staff	Purposive	14
IFRC staff /Nairobi	3	Nairobi	Purposive	2
Total	10,000			226

3.2.2. Sample size calculation

Bouchard's formula highlighted below was used for estimating sample size within each defined layer.

$$n = \frac{n_0}{1 + \frac{n_0}{N}}$$

Where n is the adjusted sample size, n_0 is the Bouchard's sample for the infinite universe which corresponds to 96 survey units at a confidence interval of 95% and precision level (error margin) of 10% and N the targeted population.

Based on the sampling frame composition the number of respondents within each sampling layer were estimated for adding up to a sample size of 224 survey units. This sample is made of 121 Internally Displaced People , 85 Volunteers, 12 BRCS staff, 2 IFRC staff and 4 representatives of community based organisations (local administration and civil protection agencies).

4. EVALUATION FINDINGS

This section highlights the evaluation assessment regarding effectiveness of activities, efficiency and appropriateness of response to identified needs of IDPs, sustainability and relevance of the project. The section further assesses coherence of the project with local, national and Red Cross movement policies as well as coordination between different stakeholders and actors.

4.1. Relevance and appropriateness

In partnership with the IFRC, Burundi Red Cross Society implemented a one-year project whose goal was to strengthen the capacity of Burundi Red Cross Society to prepare and respond to the needs of internally displaced people in the 18 regional branches. The project aimed to pre-position emergency shelter kits and non-food items, train staff and volunteers on management of these materials and build capacity of BRCS on disaster preparedness and logistics management. The project has secured the National Society with 1,644 emergency shelter kits and 1,644 household kits. These emergency assistance items are listed among the three most preferred items by internally displaced people during the vulnerability situation (Figure 1). When asked to indicate the three most preferred assistance materials to temporarily address vulnerability situation, beneficiaries mentioned that they prefer to be assisted with emergency shelter kits, food items and household kits, at rates of 55%, 27% and 8%, respectively.

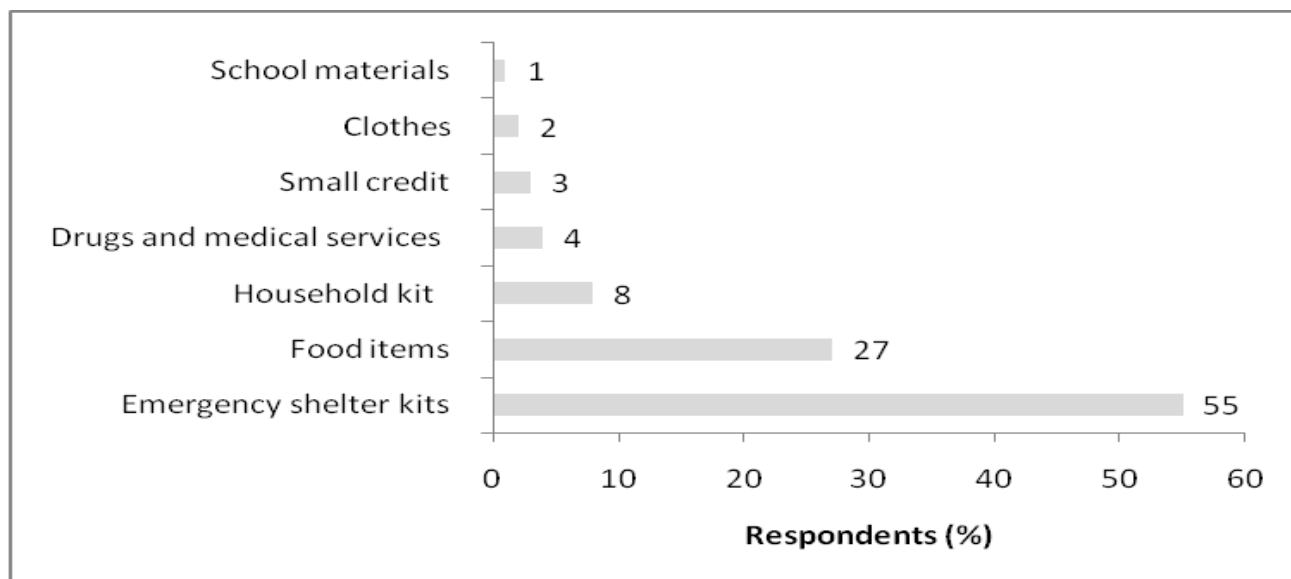


Figure 1: Assistance materials preferences of vulnerable people

The project strengthened, the capacity of Volunteers and BRCS staff in six training topics namely (i) identification of vulnerable people, (ii) coordination and management of vulnerable camps, (iii) disaster management and adaptation to climate change, (iv) first aid in emergencies, (v) vulnerability and capacity assessment (VCA), and (vi) wash (water, hygiene and sanitation). These training themes responded well to the needs of volunteers in terms of capacity building. Indeed, interviewed volunteers indicated that the three most preferred training topics include first aid in emergencies, WASH (water, sanitation and hygiene), emergency shelter installation, hygiene, nutrition, dead body treatment and vulnerable people identification (Figure 2). The least preferred training topic was identification of vulnerable people with an estimated rate of 3%. Despite this relative low rate of preference, training of volunteers in identification of vulnerable people is a key component of humanitarian assistance for which the National Society should invest most in the future.

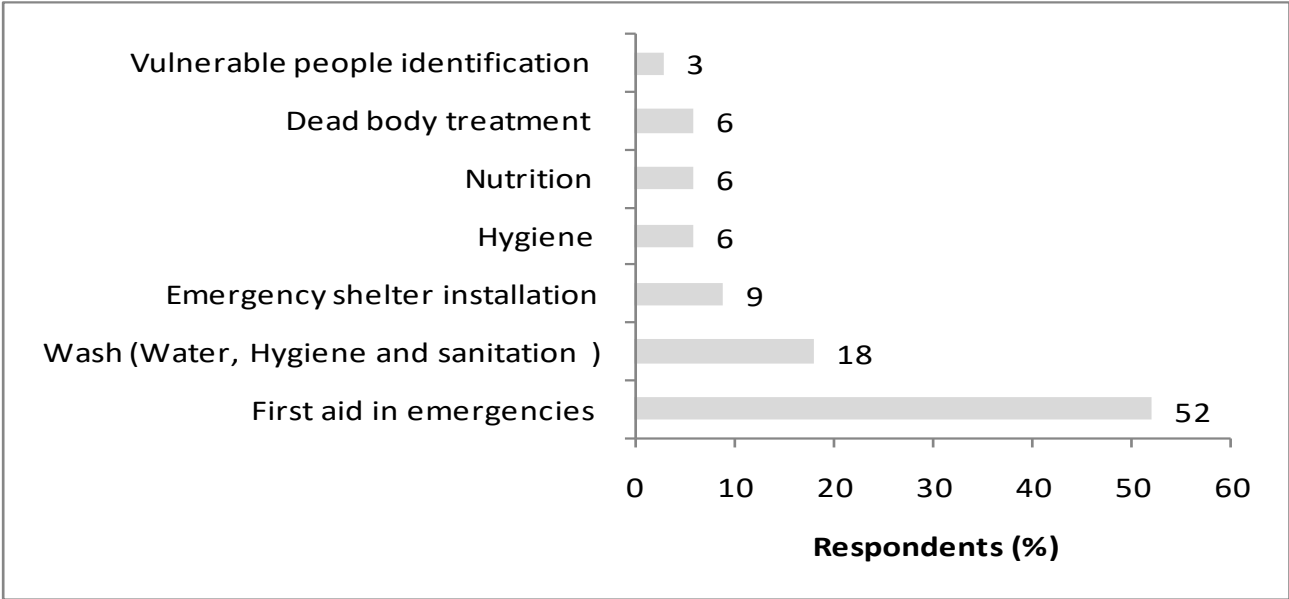
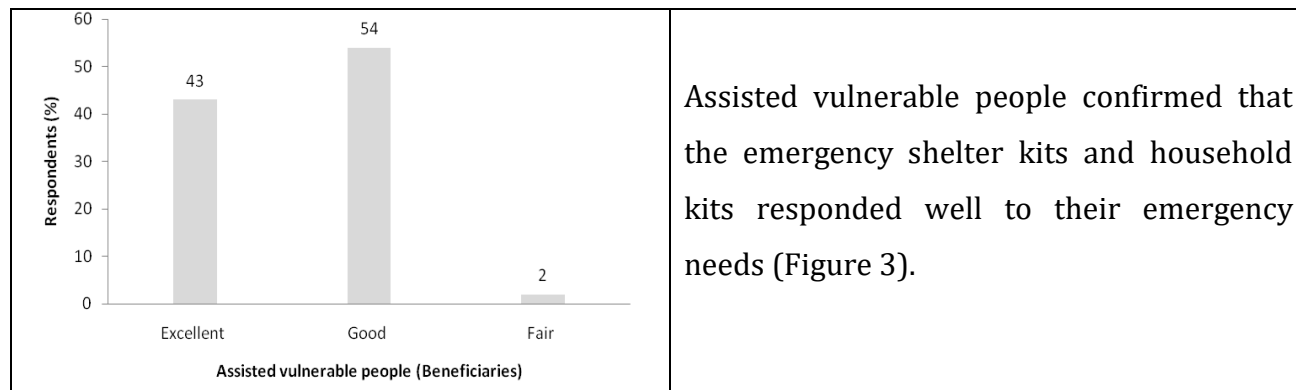


Figure 2: Training topics preferences of volunteers

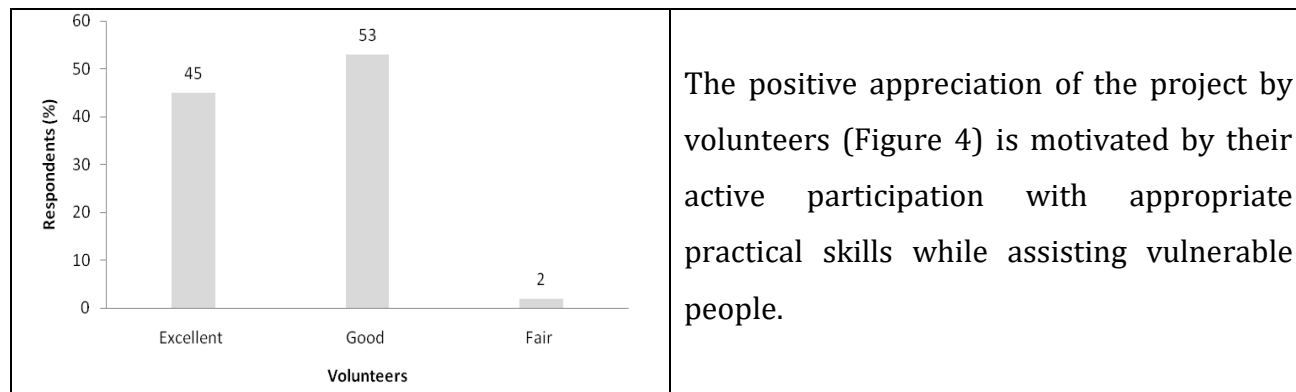
In addition, warehouse keepers in different branches were trained on use of warehouse management software (SYSTEMS LOGIC) and logistics capacity of BRCS staff to undertake their duties strengthened through acquisition of six laptops. The trained staff were appreciative of the software for its ability to manage the store, track the flow of items and ease the reporting. Interviewed warehouse keepers in Rumonge, Cibitoke and Gitega indicated that before being exposed to the software, it was problematic for them to track flow of items. This support has made it easier to track the movement of items and produce accurate report of stocks in the Strengthening Burundi Red Cross Society’s Capacity to prepare and respond to emergencies Project Evaluation Report

warehouse. However, newly recruited warehouse keepers and newly appointed managers of the department of logistics need to be trained in the use of this software for facilitating the reporting and information sharing, as highlighted by the warehouse keepers in Gitega and Rumonge branches.



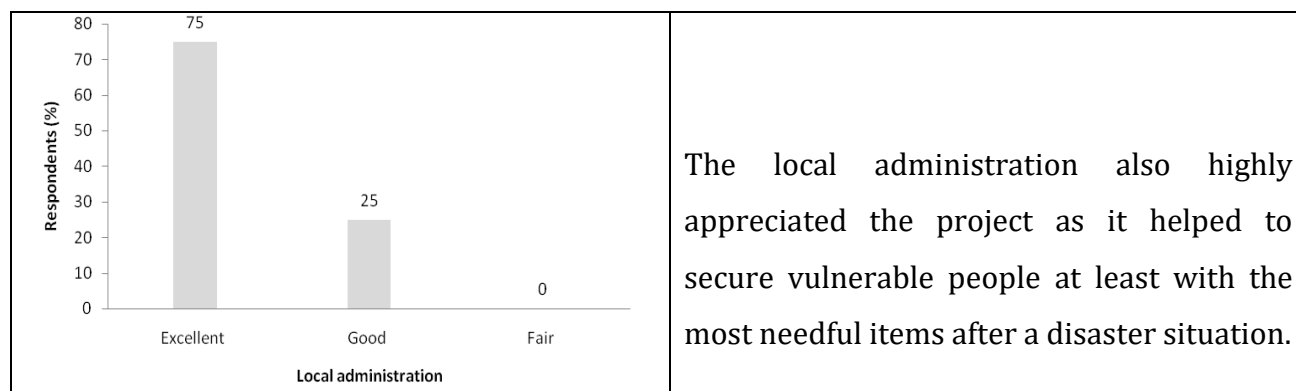
Assisted vulnerable people confirmed that the emergency shelter kits and household kits responded well to their emergency needs (Figure 3).

Figure 3: Project appreciation by beneficiaries



The positive appreciation of the project by volunteers (Figure 4) is motivated by their active participation with appropriate practical skills while assisting vulnerable people.

Figure 4: Project appreciation by volunteers



The local administration also highly appreciated the project as it helped to secure vulnerable people at least with the most needful items after a disaster situation.

Figure 5: Project appreciation by local administration

4.2. Efficiency

The targeted assistance materials including emergency shelter kits, household kits and laptops were not locally available. Therefore, due to its vast experience in such kind of interventions, these materials were purchased by IFRC and supplied to the National Society. All the planned assistance materials were fully purchased with 44 extra items. These additional items could be attributed to the effect of bulking while buying these materials. The evaluation team notes that the reported costs per deliverable generally indicate high Value for Money and that the approach applied of using IFRC procurement systems was a very efficient way of using limited funds to get more emergency response items. Indeed, the evaluation team notes that the project has been efficient in terms of exceeding the output targets and in terms of achieving the planned activities within the project period.

As explained by the top management of BRCS, for products unavailable in Burundi, IFRC procures these materials and delivers to the National Society. The evaluation team notes that one advantage of this approach is the timely delivery of materials of good quality and better prices compared to the initial plans. The budget allocation to trainings was not enough to cater for the planned face to face training of the National Society supply chain department. However, through working in partnerships, this activity was jointly implemented with World Food Program (WFP) by supporting the deployment of an IFRC Logistics profile.

The IFRC staff, particularly PMER, Disaster Management and logistics participated in the project implementation as envisaged in the design. Although the slight changes in IFRC staff managing the Burundi project created a gap in consistent follow up and management support. However, this didn't affect implementation as BRCS were able to step in.

4.3. Effectiveness

The evaluation also sought to assess the degree to which objectives of the intervention were achieved. And findings show that, the planned acquisition of 1,600 emergency shelter kits and 1,600 household kits was exceeded by 3%. With the same budget, the National Society supported by IFRC acquired 1,644 emergency NFI kits (torch, bucket, jerry can, laundry soap, body soap, blanket, kitchen kit set family, mosquito net) and 1,644 shelter kits (tarpaulins, rope, woven plastic, shovel, machete, hand saw, needle, hammer and measuring tape). Apart from the mosquito nets for which the customs clearance delayed up to mid-December 2018

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due to bureaucracy, the last batch of emergency shelter and household kits were delivered to BRCS on 6th July 2018 and 18th June 2018, respectively in time to support vulnerable communities.

Table 3: Emergency shelter tool kits and household kits purchased by the project

Items	Planned	Purchased	Observations
Emergency shelter kits	1,600	1,644	44 extra items
Non-Food Items (household kits)	1,600	1,644	44 extra items

Acquired materials were pre-positioned in the national and strategic warehouse located in Gitega Province (Figure 6). Due to the long process of clearance, the mosquito nets were pre-positioned in the national strategic warehouse in Gitega in mid-December 2018. The national strategic warehouse of Gitega was selected for prepositioning of these materials for the following reasons: (i) Gitega Province is located in the central part of Burundi, an ideal location for securing assistance in any emergency situation occurring in any province of the country, (ii) compared to other branch warehouses, the national strategic warehouse is big enough and well equipped for safety of these materials.

However, according to the BRCS management, some of these materials will be transferred to the branch warehouses particularly for provinces with high index of disaster vulnerability (Rumonge, Bujumbura and Cibitoke).



Figure 6: External view of the national strategic warehouse of Gitega

Regarding capacity building, out of the 310 trainees planned, a total of 292 trainees (volunteers and staff) were trained in the various training topics i.e. a coverage level of 94%.

Table 4: Trained volunteers/staff

Category of trainees	Planned	Trained			Variance
		Male	Female	Total	
District Disaster Response Team (DDRT)	30	25	5	30	0
Branch Disaster Response Team (BDRT)	90	54	18	72	8
National Disaster Response Team (NDRT)	10	9	1	10	0
Communal Disaster Response Team (CDRT)	180	144	36	180	0
Total	310	232	60	292	8
Percentage (%)	100	79	21	94	6

The negative balance of 8 untrained volunteers is attributable to absence of targeted volunteers and BRCS staffs to trainings due to unexpected personal circumstances like illness. Among the trained volunteers/staff, only 21% are female against 79% male. This proportion calls for the National Society to deliberately increase the attendance rate of female for the future capacity building opportunities. At the end of each training session, trainees were subjected to examination and post-training evaluation. Trained volunteers and project management team indicated that the time allocated to the training was not enough for awarding certificate to trainees (Figure 7). 21% of trained volunteers/staff confirmed not retaining the practical skills acquired two months after the training. This calls for regular training of volunteers (follow ups) in the same topics to enhance their performance.

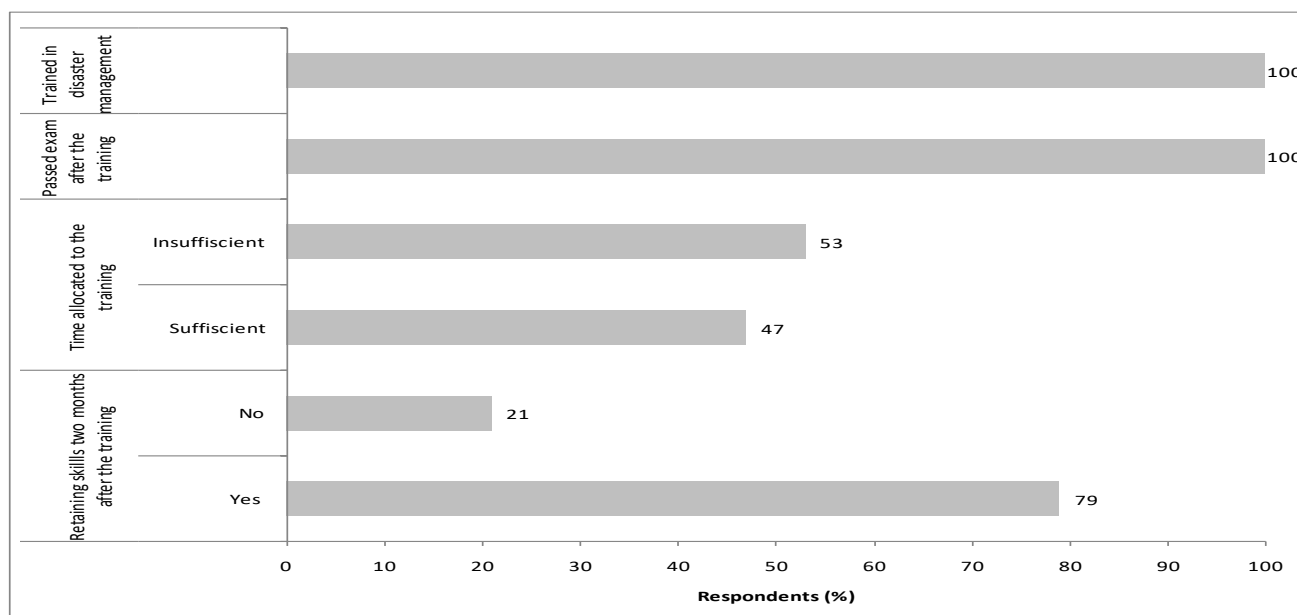


Figure 7: Training in disaster management (evaluation and retaining skills and knowledge)

For effectiveness, the IFRC team provided technical support in the implementation of the OFDA project in Burundi. The IFRC Planning, Monitoring, Evaluation and Reporting (PMER) officer, Disaster Management (DM) team and logistics staff occasionally came to Burundi for monitoring visits and supporting project implementation. For instance, the IFRC-PMER officer did four visits lasting three days each to facilitate the designing of project implementation tools, the definition of terms of conditions for the project evaluation, training in disaster management and start up meeting for the final project evaluation. For the reference, beyond the aforementioned support for this is project implementation, the IFRC supports the national society in various domains such as funds mobilization through proposal writing, purchasing items that are not locally available, capacity building of human resources among others.

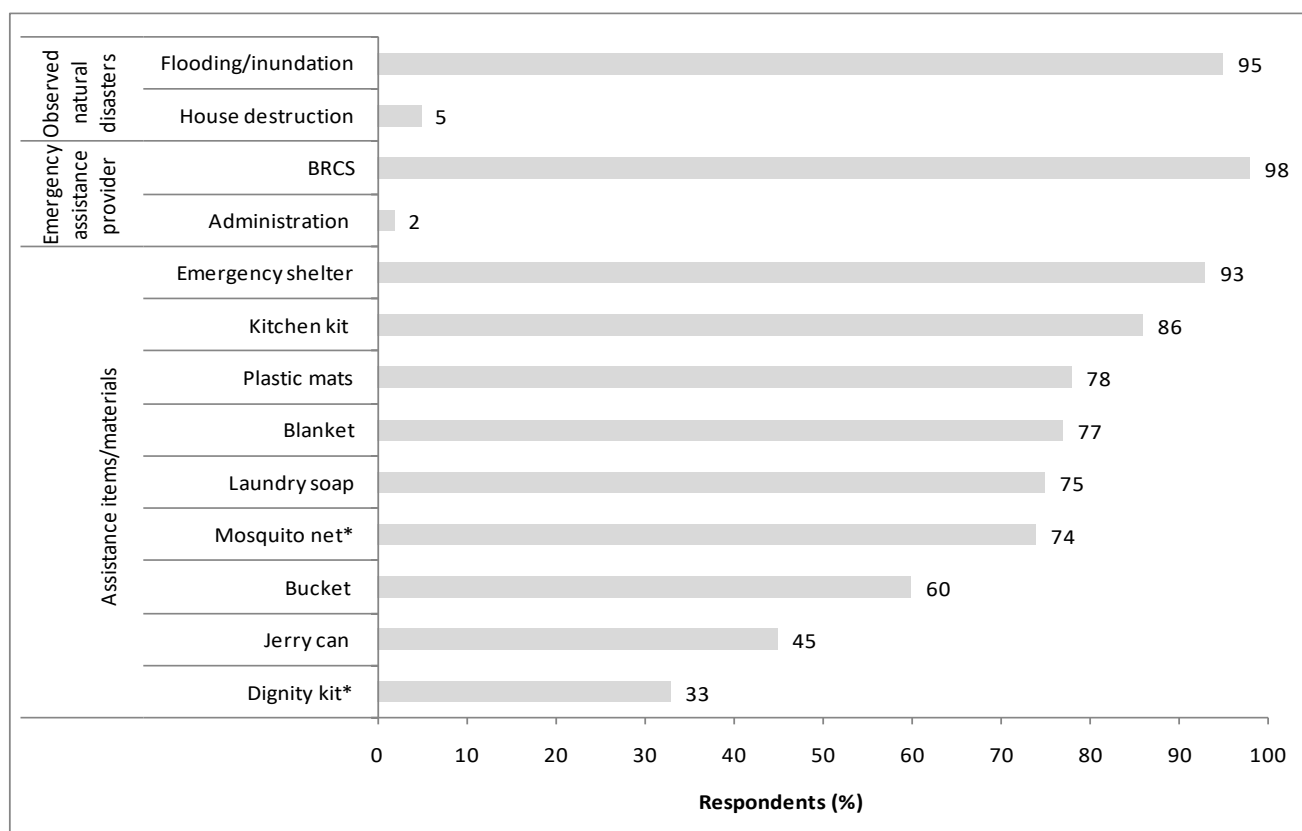
4.4. Coverage

During the project implementation, natural disaster including heavy rains, flooding/inundation, landslides and house destruction happened in Bujumbura (Buterere-March 2018, Nyaruhongoka –November 2017), and Gitega (Mutaho - November 2018). Later, 153 households assisted from Nyaruhongoka were established in a vulnerable camp at Kigwena in Rumonge Province (Table 5). Refugees from Democratic Republic of Congo (DRC) were temporally established in Rumonge Province.

Table 5: Number of households assisted

Province	Type of disaster	Affected	Assisted
Rumonge	Landslides and house destruction	318	134
Bujumbura	Flooding and house destruction	330	300
Gitega	Heavy rains and house destruction	146	83
Total		794	517

In total, 794 households were affected from which 517 were assisted by both Government and Burundi Red Cross Society, an estimated coverage rate of 65%. Despite this relatively good coverage level, community-based organizations and affected population still call upon to BRCS to increase the assistance in order to reach more of affected people. Assisted households vulnerable benefited both emergency shelter kits and household kits (Figure 8). Local administration, civil protection, BRCS staff and volunteers were involved in both beneficiary identification and assistance materials distribution. As indicated by the survey, 70% of the assisted people were severely affected by the disaster compared to their neighbors.



* Mosquito nets and dignity kit were provided by another national humanitarian agencies

Figure 8: Observed natural disaster and type of assistance provided

4.5. Coordination

The project implementation team was inclusive in approach and comprised of IFRC staff, BRCS staff, volunteers, local administration, civil protection services and beneficiaries. The project implementation benefited from an existing local knowledge within the National Society and strong partnership between humanitarian partners while assisting the disaster affected population. This partnership involves village committee members, communal committee members, provincial committee members and national committee members. At provincial level of this partnership, the committee members must include local administration, civil protection officer, a BRCS staff as a secretary of this committee and other humanitarian partners operating in the province. This organization have demonstrated its ability to timely assist affected population and sharing information. However, the platform needs to be very sensitive to the early warning system. This joined effort coordinated by the national implementing team has efficiently led to the timely delivery of the expected project results.

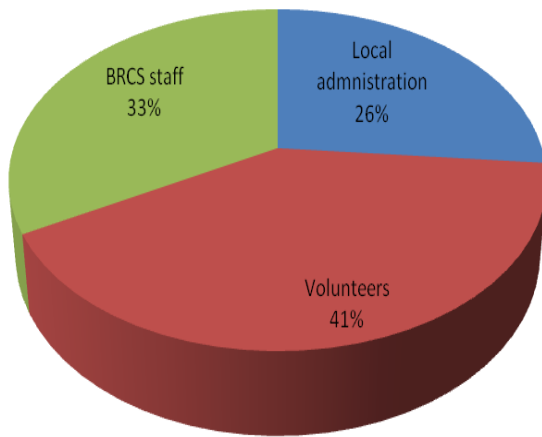
4.6. Sustainability and connectedness

The major factors that contributed to the project achievements include the strong partnerships among humanitarian stakeholders and community-based organizations. These partners include the Government, IOM, World Vision, UNICEF, UNFPA, CARITAS Burundi, Catholic Church, etc. These stakeholders are well positioned to sustain the project results, initiate and the implement similar projects for the benefit of vulnerable people for instance; the Gitega Warehouse is also used by UNICEF for storage of WASH items for use in emergencies.

The Disaster Response Emergency Funds (DREF) is also a key element to sustain the project intervention. With its support, the distributed items are regularly replenished to maintain the strategic stock of materials for emergencies. Throughout the country, volunteers have been organized in the disaster response teams established at provincial and communal levels. Ideally, trained volunteers at village level would be a cost-effective approach for timely addressing disaster management. However, volunteers need to be re-trained regularly for providing skills and ability to support the increasing number of internally displaced populations.

4.7. Accountability

The project aimed at strengthening BRCS's capacity to prepare and respond to the Internally Displaced People and other vulnerable people in the 18 regional branches. Apart from the purchases of assistance materials (shelter kits, household kits and laptops), the project was implemented by the BRCS staff and volunteers. Therefore, the society being strengthened participated in the project design and its implementation. The project implementation team regularly received the feed-back from both volunteers and beneficiaries through the monitoring field visits. In addition, during the project evaluation key informants' interview, focus group discussions and surveys were carried out to provide feed-back from the project implementation shareholders.



As indicated by the assisted households, local communities (local administration) were always associated with volunteers and BRCS staff while identifying the vulnerable people (Figure 9).

Figure 9: Participation of local communities in identification of vulnerable people

4.8. Lessons learned

Based on the evaluation findings, the team identified seven major lessons or areas of enhanced knowledge that the Red Cross Movement can use to increase its ability for future Strengthening of National Societies Capacity to prepare and respond to emergencies:

- The pre-positioned assistance materials in the national strategic warehouse of Gitega enabled the national society to timely assist over 500 households severely affected by the heavy rains, flooding, landslides and house destruction
- For its effectiveness in timely responding to the vulnerable people in different areas of Burundi, the national Society has planned to transfer some of the pre-positioned materials in the different branches particularly those with a high vulnerability index.
- The training offered in disaster preparedness, mitigation and management enabled volunteers to efficiently provide practical assistance to affected vulnerable people and more. In addition, 80% of the trained volunteers confirmed retaining practical skills at two months after the training;
- The technical support in terms of laptops and training on use of warehouse management software has significantly strengthened the logistics department through enhancing electronic archiving for better warehouse management, timely and accurate reporting;

- The backstopping of IFRC staff through technical meetings, trainings and field visits were fully helpful in timely delivering the project results. The PMER, DM, and Logistics significantly provided technical support in designing project implementation and evaluation tools, training volunteers/staff, monitoring and evaluation of the project implementation.
- There was a prolonged delay in clearance of mosquito net, although beyond BRCS and IFRC staff. These assistance items were fully cleared and stored in the national strategic warehouse of Gitega in December 2018.
- Due to climate change and variability, the country (Burundi) had strong and many natural disasters. This called for assisting more vulnerable people whereas the project was targeting only 1,600 households.

5.0 CONCLUSION

The project fully achieved the planned objectives and delivered the expected output results to a greater extent. Indeed, the National Society acquired shelter kits, household kits, laptops and volunteers/staff were trained in management of these assistance materials. As a result of the project, there is significant improvement in the capacity of the National Society to prepare and respond to the emergency needs of internally displaced populations. This was achieved through an effective coordination framework between IFRC, BRCS and other partners towards an enhanced cost-effectiveness in implementation. However unexpected long delay in clearing mosquito nets delayed delivery of this assistance to beneficiaries.

5.1 RECOMMENDATIONS

a) Relevance and appropriateness

- The project only focused on pre-positioning assistance materials but there are gaps in early warning mechanisms. BRCS should invest in strengthening early warning systems at all levels involving relevant stakeholders to strengthen emergency responses;
- The evaluation found out that the volunteers' preference for training was in first aid (51%) but this project did not have first aid component. BRCS should consider investing in first aid training and establishing first aid posts;

b) Efficiency

- The delays in clearing mosquito net meant that the nets could not be distributed within the project time frame. The main reason was tax exemption and government policies. BRCS should negotiate pre-agreements with national authorities for quick clearance of humanitarian goods;

c) Effectiveness

- The items are pre-positioned at Gitega warehouse and the national society has planned to transfer some to branches with high vulnerability. This need to be fast-tracked to ensure effective response when a disaster occurs;

d) Sustainability & connectedness

- The project achieved the planned trainings (94%), but the needs for emergency response are much higher, this calls for more training to retain knowledge and expand the pool of disaster response teams;

e) Coordination

- There is a good coordination system from the village to the national level; this has enabled the project to deliver assistance to the affected people. BRCS should invest in strengthening the emergency coordination mechanisms to ensure timely delivery humanitarian response.

6. REFERENCES

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- 3) Red Cross Society’s Capacity to prepare and respond to emergencies, Project proposal.
- 4) International Federation of Red Cross/Red Crescent-IFRC (2016): IFRC in Africa Road Map 2017-2020.
- 5) International Federation of Red Cross/Red Crescent-IFRC (2011): IFRC Framework for Evaluation.

7. APPENDICES

Appendix 1: Success stories

THE USE OF THE SYSTEMS LOGIC SOFTWARE HAS ADDRESSED THE CHALLENGES OF DELAYS IN REPORTING OF WAREHOUSE KEEPERS

Challenge

Burundi Red Cross Society has eighteen branches countrywide with warehouses to store emergency kits and items. These warehouses store materials from various projects within BRCS and different partners. Apart from the national strategic stock of Gitega which is relatively large, others warehouses in different branches are relatively small. Pre-positioned emergency items and kits was initially quite challenging for warehouse keepers to track and monitor.

Action and Results

In addressing this challenge, BRCS collaborated with IFRC which offered training on use of warehouse management software “SYSTEMS LOGIC”. The training was offered to BRCS staff managing warehouses in different branches. With this software all the materials are stored electronically which helps to produce accurate report per project or par partners. Evelyne Nininahazwe (accountant and warehouse keeper in Rumonge) and Calinie Kanyange (warehouse keeper at BRCS headquarters) explained how it was difficult to provide accurate stocks’ reports before introduction of the SYSTEMS LOGIC software.

Perspective for sustainability

The great contribution of this software in managing warehouse calls for regularly training logistics staff particularly those newly recruited. In addition, having a national staff capable to train colleagues would significantly contribute to promoting the use of LOGIC software.

Appendix 2: List of respondents to the Key Informant Interviews

Name	Organization	Position
1. Peter Muhangi	IFRC	Food Security Advisor
2. Rishi Ramrakha	IFRC	Head of Logistics Unit – Africa Region
3. Vénérand Nzigamasabo	BRCS	Deputy Secretary General in charge of preparation and response to emergencies
4. Etienne Ndikuriyo	BRCS	Director of Programmes
5. Octavie Kubwamungu	BRCS	Director of Supporting Services
6. RUBWEBWE Janvier	BRCS	Head of the Department of Logistics
7. Desiré Bundoyi	BRCS	Head of the Department of Disaster Management
8. Isaac Ndoricimpa	BRCS	Head of the Department of Planning, Monitoring, Evaluation and Reporting
9. Leon Gahungu	BRCS	Head of BRCS operations in western part of Burundi and Project Principal Investigator
10. Carinie Kanyange	BRCS	Warehouse keeper / BRCS Headquarters Bujumbura
11. Freddy Simbananiye	BRCS	Warehouse keeper /Gitega Branch
12. Evelyne Nininahazwe	BRCS	Warehouse keeper and accountant /Romonge Branch
13. Prosper Nduwimana	BRCS	Provincial Secretary / Cibitoke branch
14. Pascal Ndikumana	BRCS	Provincial Secretary / Bujumbura branch
15. Languide Nizigama	BRCS	Provincial Secretary / Rumonge branch
16. Pasteur Ntunzwenimana	BRCS	Provincial Secretary / Gitega branch
17. Rodrigue Ndagijimana	National Police	Civil Protection Officer / Rumonge Province
18. Alexis Hatungimana	National Police	Civil Protection Officer / Bujumbura-Rural Province
19. Yollande Ntihakose	Local administration	Chief of Zone Kigwena
20. Hussein Ntahetwa	Local administration	Chef of Zone Gatumba

Appendix 3: Data Collection tools

KII.1

KEY INFORMANT INTERVIEW WITH THE PROCUREMENT AND ACCOUNTING STAFF OF IFRC INTERVIEW GUIDE

Identification of respondent

Name:

Position:

1. Number of shelter kits purchased by the program: /___/

2. Number of emergency shelter distributed

Item	Purchased	Distributed	Balance	Observation
Total number of shelter				

3. Number of computers and printers purchased

Item	Planned	Purchased	Balance	Observation
Computer	6			
Printers	6			

4. Number of computers and printers distributed

Item	Purchased	distributed	Balance	Observation
Computer				
Printers				

5. You have been supporting the implementation of this program, what is the most important achievement of this program?

.....

Notes (if any)

6. You have been supporting the implementation of this program, how can you rate the contribution of this program to improve the capacity of BRCS capacity to prepare and respond to the IDP shelter and NFI emergency needs in 18 regional branches?	Excellent	Good	Fair
	/_/_/	/_/_/	/_/_/

Notes (if any)

7. Any particular technical of financial challenges/constraints you have observed while implementing the program? (If any, provide the three major constraints ones)

1.

2.

3.

Notes (if any)

8. Do you have any suggestions that you can formulate to BRCS for improving its capacity to prepare and respond to emergencies?

1.

2.

3:

Notes (if any)

KEY INFORMANT INTERVIEW WITH THE PROGRAM IMPLEMENTATION TEAM OF BRCS
INTERVIEW GUIDE

Identification of respondent

		Date of interview: /__/__/2018
Name of Respondent: _____		Questionnaire ID: /_____/
Individual number: /_____/		Enumerator: _____
Country : BURUNDI Province: _____ Commune _____		
Village/Colline : _____ Sub-village/sous colline _____		
Gender: _____ /__/ (1. Male, 2. Female)		
Are you a member of BRCS? /__/ (1. Yes, 2. No)		
Type of Respondent /__/ (1.Volunteer, 1. BRCS Staff, 3. Beneficiary; 4. Project team; 5. Other)		

9. Number of shelter kits received from IFRC: /_____/

10. Proof of emergency shelter kits reception

Item	Delivery slip		Receipt slip		Observation
	Yes	No	Yes	No	
Tarpaulins					
Woven plastic					
Shovel					
Machete					
Rope					
Shovel					
Handsaw					
Needle					
Claw hammer					
Measuring tape					
Nails					

11. Number of shelter delivered to regional warehouses

Warehouse	Number of emergency shelter kits delivered	Delivery slip		Observation
		Yes	No	
Gitega				
Rutana				
Cibitoke				
Bujumbura-Rural				
Bujumbura-Mairie				
Rumonge				
Ruyigi				
Makamba				
Muyinga				
Kirundo				

12. Number of households and beneficiaries assisted with shelter kits

	Planned	Assisted	Observation
Total number of households	1,600		
Total number of beneficiaries	9,600		

13. Gender disaggregation of assisted beneficiaries

	Male	Female	Total	Observation
Total number of assisted beneficiaries				

14. Proof of NFI reception

Non food items	Number	Delivery slip		Receipt slip		Observation
		Yes	No	Yes	No	
Bladders						
Kitchen kit						
Jerry can						
Bucket						
Mosquito net						
Dignity kit						
Laundry soap						
Blankets						
Plastic mats						

15. Number of NFI delivered to the regional warehouses

	Gitega	Rutana	Cibitoki	Buja-Rural	Buja-Mairie	Rumonge	Ruyigi	Muyinga	Makamba	Kirundo	Delivery slip		Observation
											Yes	No	
NFIs													
Bladders													
Kitchen kit													
Jerry can													
Bucket													
Mosquito net													
Dignity kit													
Laundry soap													
Blankets													
Plastic mats													

16. Number of households and beneficiaries assisted with NFIs

Households/beneficiaries	Planned	Assisted	Observation
Total number of households	1,600		
Total number of beneficiaries	9,600		

17. Gender disaggregated number of assisted beneficiaries

Beneficiaries	Male	Female	Total	Observation
Total number of assisted beneficiaries				

18. Number of training conducted

Trainings topics	Beneficiaries (staff, volunteers, ...)	Training venue	Observation
1.			
2.			
3.			

19. Number of staff & volunteers trained

BRCS Staff	Planned	Trained	Observation
District Disaster Response Team members (DDRT)	90		
Branch Disaster Response Team members (BDRT)	90		
National Disaster Response Team members (NDRT)	10		
Total			

20. Gender disaggregated number of trained staff and volunteers

	Male	Female	Total	Observation
District Disaster Response Team members (DDRT)				
Branch Disaster Response Team members (BDRT)				
National Disaster Response Team members (NDRT)				
Total				

21. Training reports and attendance lists will be used to provide the following data

	Trainees			Observation
	M	F	Total	
Number of people trained in disaster preparedness, mitigation and management by gender				
Number of people passing final exams or receiving certificates by gender				
Percentage of people trained who retain skills and knowledge two months after the training				

22. Is there any training co-facilitated by IFRC with IFRC staff as a co-trainer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

23. If yes how many trainings that were co-facilitated by IFRC co-trainer?	/_/_/
--	-------

24. Use of allocated funds to the trainings

Item	Planned amount	Amount spent	Balance	Observation
Trainings	USD.....	USD	USD	

25. Did IFRC send the PMER to support DM for the program implementation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

26. If yes for how long	/_/_/
-------------------------	-------

27. Apart from financial support, what are other technical supports that IFRC provided to BRCS for the program implementation? 1. 2. 3.	Observations
---	--------------

28. Any particular technical of financial challenges/constraints you have observed while implementing the program? (If any, provide the three major constraints ones) 1. 2. 3:	Observations
---	--------------

29. According to you, were the Program objectives achieved?	/_/_/
---	-------

1. Objective fully achieved 2. Objectives partially achieved 3. Objectives not achieved 4. Do not know

30. Do you think that the program has achieved the expected results?	/_/_/
--	-------

1. Results fully acheived 2. Results partially achieved 3. Results not achieved 4. Do not know

31. You have been coordinating the implementation of this program, what is the most important achievement of this program?	Observations
---	--------------

32. You have been coordinating the implementation of this program, rate the contribution of this program to improve the capacity of BRCS capacity to prepare and respond to emergencies in the 18 branches	Excellent	Good	Fair
	/_/_/	/_/_/	/_/_/

33. Do you have any suggestions that you can formulate to the BRCS for improving its capacity to prepare and respond to emergencies? 1. 2. 3.	Observations
---	--------------

34. Do you have any suggestions that you can formulate to the IFRC for improving its support to national Red Cross society programs like BRCS? (If any, provide the three major constraints ones) 1. 2. 3.	Observations
--	--------------

KEY INFORMANTS INTERVIEWS WITH BRCS STAFF/WAREHOUSE KEEPERS
INTERVIEW GUIDE

Identification of respondent

		Date of interview: /__/__/2018
Name of Respondent: _____		Questionnaire ID: /_____/
Individual number: /_____/		Enumerator: _____
Country : BURUNDI Province: _____ Commune _____		
Village/Colline : _____ Sub-village/sous colline _____		
Gender: _____ /__/ (1. Male, 2. Female)		
Are you a member of BRCS? /__/ (1. Yes, 2. No)		
Type of Respondent /__/ (1.Volunteer, 1. BRCS Staff, 3. Beneficiary; 4. Project team; 5. Other)		

35. Number of shelter kits received from BRCS headquarters: /____/

36. Proof of reception of shelter tool kits and household kits

Item	Number	Delivery slip		Receipt slip		Observation
		Yes	No	Yes	No	
Shelter tool kits						
Household kits						

37. Proof of delivery of computers and printers (if necessary)

Item	Number	Delivery slip		Receipt slip		Observation
		Yes	No	Yes	No	
Computers						
Printers						

38. Number of NFI received from the BRCS headquarters

NFIs	Number	Receipt slip		Observation
		Yes	No	
Bladders				
Kitchen kit				
Jerry can				
Bucket				
Mosquito net				
Dignity kit				
Laundry soap				
Blankets				
Plastic mats				

39. Utilization of the shelter kits while assisting vulnerable people

Shelter kit items	Inflow	Outflow	Balance	Observation
Tarpaulins				
woven plastic				
Shovel				
Machete				
Rope				
Shovel				
Handsaw				
Needle				
Claw hammer				
Measuring tape				
Nails				

40. Utilization of the Non-Food Items while assisting vulnerable people

NFIs	Inflow	Outflow	Balance	Observation
Bladders				
Kitchen kit				
Jerry can				
Bucket				
Mosquito net				
Dignity kit				
Laundry soap				
Blankets				
Plastic mats				

41. You have been participating in the implementation of this program, how can you rate the contribution of this program to improve the capacity of BRCS capacity to prepare and respond to the IDP shelter and NFI emergency needs in 18 regional branches?	Excellent	Good	Fair
	/__/_	/__/_	/__/_

FOCUS GROUP DISCUSSION WITH BRCS STAFF / BRANCH COORDINATORS
DISCUSSION GUIDE

Identification of group members

Name	Branch	Contacts (Phone)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

42. In your operational area did you observe a situation of vulnerability (Emergencies) for the period 2017-2018	Yes <input type="checkbox"/>	No <input type="checkbox"/>
43. What has been the reason of this vulnerability?		/ /
1. Flood, 2. Drought, 3. Socio-political crisis, 4. Cholera disease, 5. Destruction of the house, 6. Other (specify):.....		
44. Did you provide any assistance to vulnerable people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

45. If yes, how many (number of) households and beneficiaries assisted?

Households/beneficiaries	Affected	Assisted	Observation
Total number of households			
Total number of beneficiaries			

46. Gender disaggregation of assisted beneficiaries

Beneficiaries	Male	Female	Total	Observation
Total number of assisted beneficiaries				

47. Number of households and beneficiaries assisted with emergency shelter kits

	Affected	Assisted	Observation
Total number of households			
Total number of beneficiaries			

48. Gender disaggregated number of assisted beneficiaries with emergency shelter kits

	Male	Female	Total	Observation
Total number of assisted beneficiaries				

49. Were the program activities responding to the priorities of vulnerable people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

50. Number of staff trained on warehouse management software

Trainees	Planned	Trained	Observation
Staff			
Volunteers			
Total			

51. Gender disaggregated number of trained staff and volunteers

	Male	Female	Total	Observation
Staff				
Volunteers				
Total				

52. Number of training conducted

Trainings topics (Provide attendance lists (if available))	Beneficiaries (staff, volunteers, ...)	Training venue	Observation
1.			
2.			
3.			
4.			
5.			

53. Number of staff & volunteers trained

BRCS staff trainees	Planned	Trained	Observation
District Disaster Response Team members (DDRT)			
Branch Disaster Response Team members (BDRT)			
National Disaster Response Team members (NDRT)			
Total			

54. Gender disaggregated number of trained staff and volunteers

BRCS staff trainees	Male	Female	Total	Observation
District Disaster Response Team members (DDRT)				
Branch Disaster Response Team members (BDRT)				
National Disaster Response Team members (NDRT)				
Total				

55. Training reports will be visited to provide the following data

	Trainees			Observation
	M	F	Total	
Number of people trained in disaster preparedness, mitigation and management by gender				
Number of people passing final exams or receiving certificates by gender				
Percentage of people trained who retain skills and knowledge two months after the training				

56. You have been participating in the implementation of this program, how can you rate the contribution of this program to improve the capacity of BRCS capacity to prepare and respond to the IDP shelter and NFI emergency needs in 18 regional branches?	Excellent	Good	Fair
	/_/_/	/_/_/	/_/_/

SURVEY WITH THE BRCS SAFF AND VOLUNTEERS TRAINED
QUESTIONNAIRE

Identification of respondent

		Date of interview: /__/__/2018
Name of Respondent: _____		Questionnaire ID: /_____/
Individual number: /_____/		Enumerator: _____
Country : BURUNDI Province: _____ Commune _____		
Village/Colline : _____ Sub-village/sous colline _____		
Gender: /__/ (1. Male, 2. Female)		
Are you a member of BRCS? /__/ (1. Yes, 2. No)		
Type of Respondent /__/ (1.Volunteer, 1. BRCS Staff, 3. Beneficiary; 4. Project team; 5. Other)		

57. Did you participate in the identification of the vulnerable people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
58. If not why were you not involved in the identification of vulnerable people?		/__/
1.....2.....3.....		

59. Did you have pre-defined criteria before identifying vulnerable people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
60. If not what criteria did you use for vulnerability identification		
1.....2.....3.....		

61. Are you satisfied to use the pre-defined criteria before the identification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
70. If not what would you suggest to improve the identification criteria?		
1.....2.....3.....		

62. As volunteer or staff of BRCS what kind of training do you need most	Observations
1.	
2.	
3.	

	Yes	No
63. Have you been trained in disaster preparedness, mitigation and management?		
64. Did you do the final exam after the training?		
65. If yes, did you pass this exam?		
66. Was the time allocated to the training enough for you?		
67. Did you have any idea about "Emergency Shelter" before the training?		
68. Did you learn how to set up "Emergency Shelters"?		
69. Did you participate in the construction of the emergency shelters?		
70. Did you learn the standards of the Sphere project?		

71. During this training, the practical knowledge acquired allowed you to have the skills after two months of training?		
72. Did you participate in the distribution of non-food items?		
73. Do you know the composition of the household in the humanitarian context?		

74. Did the training topics respond well to your needs as volunteer and BRCS staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
75. If the answer is Yes, rate the extent to which the assistance responded to your needs	/_/_/	
1. Excellent, 2. Good, 3. Fair)		

76. Were there other volunteers who were not trained	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is "no", why were they not included in the volunteers being trained		
1.....		
2.....		
3.....		
77. If the answer is "yes", why were you included in the assisted population		
1.....		
2.....		
3.....		

78. As the BRCS continues to grow, will you be able to train the new volunteers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is "no", why would you not be able to train others		
1.....		
2.....		
3.....		

79. What are other training topics would you like to benefit?	Observations
1.....	
2.....	
3.....	

80. What will you not forget for the training benefited from this program?	Observations
1.....	
2.....	
3.....	

81. Give your three main suggestions to the Red Cross Burundi Society for improving its capacity to the preparedness, responsiveness and assistance to the vulnerable	Observations
1.....	
2.....	
3.....	

82. You have been participating in the implementation of this program, how can you rate the contribution of this program to improve the capacity of BRCS capacity to prepare and respond to the IDP shelter and NFI emergency needs in 18 regional branches?	Excellent	Good	Fair
	/_/_/	/_/_/	/_/_/

HOUSEHOLD SURVEY WITH THE PROGRAM BENEFICIARIES (ASSISTED VULNERABLE PEOPLE)
QUESTIONNAIRE

Identification of respondent

		Date of interview: /__/__/2018
Name of Respondent: _____		Questionnaire ID: /_---_/
Individual number: /_---_/		Enumerator: _____
Country : BURUNDI Province: _____ Commune _____		
Village/Colline : _____ Sub-village/sous colline _____		
Gender: _____ /__/ (1. Male, 2. Female)		
Are you a member of BRCS? /__/ (1. Yes, 2. No)		
Type of Respondent /__/ (1. Volunteer, 1. BRCS Staff, 3. Beneficiary; 4. Project team; 5. Other)		

83. Have you been in a situation of vulnerability for the period 2017-2018	Yes <input type="checkbox"/>	No <input type="checkbox"/>
84. What has been the basis of this vulnerability?	/___/	
1. Flood, 2. Drought, 3. Socio-political crisis, 4. Cholera disease, 5. Destruction of the house, 6. Other specify):.....		
85. Have you been assisted for this emergency situation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
86. Who provided the assistance?	/___/	
1. Red Cross, 2. Church, 3. Neighbor, 4. Administration, 5. Other (specify).....		

87. In the case of BRCS assistance did you receive the following			
Temporary shelter	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Plastic mats	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Kitchen kit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Jerry can	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Bucket	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Mosquito net	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Dignity kit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Laundry soap	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Blanket	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
88. How can you rate the assistance provided by the Burundi Red Cross?	Excellent	Good	Fair
	/___/	/___/	/___/

89. A part from emergency shelter kits and NIFs, what are other items would you like to receive from BRCS to temporally address vulnerability situation?	Observations
1.	
2.	
3.	

90. Were the items received from BRCS easy to handle to use?	/_/_/
1. Easy to use, 2. Difficult to use, 3. Do not know	

91. In a case of the vulnerability situation which kind of support do you need most?	Observations
1.	
2.	
3.	

92. Did the items respond well to your needs as vulnerable person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
93. Rate the extent to which the assistance responded to your needs	Excellent	Good	Fair
	/_/_/	/_/_/	/_/_/

94. In the absence of BRCS is there any partner or place where you can get emergency shelter kits and NFIs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
95. If the answer is Yes, where?	/_/_/	
1. Local market, 2. Government services, 3. Private entrepreneurs, 4. Other specify		

96. Were there other vulnerable people in the neighborhood who were not assisted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
97. Why were you included in the assisted population?	/_/_/	
1. Severely affected than neighbors, 2. Family with children under 5 years, 3. Female headed households, 4. Large family above six people, 4. Aged family members, etc..		

98. In the absence of BRCS support, will you continue to use the shelter and NFIs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
99. If the answer is "no", why?	/_/_/	
1. Materials are expensive, 2. Not available at local market, 3. Difficult to set up and maintain. 4. Do not know, 5. Other reason/Specify		

100. Were community based organizations participating in the vulnerable people identification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

101. Give your three main suggestions to the Red Cross Burundi Society for improving its capacity to the preparedness, responsiveness and assistance to the vulnerable	Observations
1.	
2.	
3.	
102. What will you not forget for the assistance benefited from this program?	Observations
1.	
2.	
3.	

KEY INFORMANT INTERVIEW WITH THE COMMUNITY BASED ORGANISATIONS (LOCAL ADMINISTRATION AND CIVIL PROTECTION SERVICES)

INTERVIEW GUIDE

Identification of respondent

	Date of interview: /__/__/2018
Name of Respondent: _____	Questionnaire ID: /_____/
Individual number: /_____/	Enumerator: _____
Country : BURUNDI Province: _____ Commune _____	
Village/Colline : _____ Sub-village/sous colline _____	
Gender: /__/ (1. Male, 2. Female)	
Are you a member of BRCS? /__/ (1. Yes, 2. No)	
Type of Respondent /__/ (1.Volunteer, 1. BRCS Staff, 3. Beneficiary; 4. Project team; 5. Other)	

103. In your operational area, did the population suffer emergency situation of vulnerability for the period 2017-2018	Yes <input type="checkbox"/>	No <input type="checkbox"/>
104. What has been the basis of this vulnerability? 1. Flood, 2. Drought, 3. Socio-political crisis, 4. Cholera disease, 5. Destruction of the house, 6. Other (specify):.....	/___/	
105. Did the vulnerable people receive any assistance ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
106. Who provided this assistance? 1. Red Cross, 2. Church, 3. Neighbor, 4. Administration, 5. Other (specify).....	/___/	

107. In the case of BRCS assistance, what kind of materials did the vulnerable people receive?		
Temporary shelter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Plastic mats	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Kitchen kit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Jerry can	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bucket	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mosquito net	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dignity kit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Laundry soap	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blanket	Yes <input type="checkbox"/>	No <input type="checkbox"/>

108. How can you rate the assistance provided by the Burundi Red Cross?	Excellent	Good	Fair
	/___/	/___/	/___/

109. Give your three main suggestions to the Red Cross Burundi Society for improving its capacity to the preparedness, responsiveness and assistance to the vulnerable 1. 2. 3.	Observations

Appendix 4: Receipt slips of shelter tool kits, household kits and laptops

CROIX - ROUGE
BURUNDI

BON DE RECEPTION
GOODS RECEIVED NOTE

N° 01947

Date de réception: 6/7/18

Entrepôt/emplacement: Entrepôt de Gitega

Reçu de: Fédération

Immatriculation véhicule: Mucinda Bw-1
véhicule registration number: Achas A-1500 C-073 A.I.T

N°	Numero de suivi Tracking number (CTN)	Description de l'article Item description	Unité Units	Quantité Quantity	Poids (Kg) Weight (Kg)	Remarques Remarks
1	1422 201 100 10	Kit outils	box	319	7.264 kg	
TOTAL						

ils sont arrivés en bon état

Signature: **HOEMEYE Jerry**

Reçu par: **Calvine FANYANDE G.S.S**

Date: **Le 6/7/18**

Signature: *[Signature]*

Destinataire: Vert: Retour à l'expéditeur
 Bleu: Transporteur
 Jaune: Expéditeur

Receipt slip of shelter tool kits

CROIX - ROUGE
DU BURUNDI

BON DE RECEPTION
GOODS RECEIVED NOTE

Stock No. 01751
Date de réception: 18/06/2018

Entrepôt/emplacement: **BUJUMBURA**

Reçu de: **FEDERATION INTERNATIONALE**

Immatriculation véhicule:

	Numéro de suivi Tracking number (CTN)	Description de l'article Item description	Unité Units	Quantité Quantity	Poids (Kg) Weight (Kg)	Remarques Remarks
A	1 FCR Im Hous House kit 18	House hold kit	Kit	246	6.027kg	
TOTAL				246	6.027kg	

aires: **En bon état**

Bujumbura

Receipt slip of shelter tool kits



International Federation of Red Cross and Red Crescent Societies
Fédération Internationale Des Sociétés de la Croix-Rouge Et Du Croissant-Rouge
Fédération Internacional de Sociedades de la Cruz - Roja y de la Media Luna Roja
الاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر

GIFT CERTIFICATE/PROFORMA INVOICE

We hereby certify that the goods listed here below are gift of the International Federation of Red Cross and Red Crescent Societies for use in humanitarian operation of the following Country delegation:

Beneficiary:

The Secretary General
Croix-Rouge Du Burundi (Burundi Red Cross Society)
18 Avenue Des Etats-Unis
B.P 324, Bujumbura, Burundi

Attention / Notify :

Isaac NDORICIMPA
Head of PMER- Croix-Rouge Du Burundi
Mobile: +257 79987918; 76238701; Tel: +257 22218871; Fax: +257 22211101
Email: isaac.ndoricimpa@croixrougeburundi.org

Proforma No: 01/03-18
Nairobi : 09 March 2018

Full Description of Goods	Quantity	Unit Value (USD)	Unit net weight (Kg)	Country of Origin	Serial No.
Lenovo ThinkPad X270	1	1,500	2	Kenya	PCOPTCPO
Lenovo ThinkPad X270	1	1,500	2	Kenya	PCOPTCNU
Total Declared Value		USD 3,000			

HUMANITARIAN AID - NOT FOR SALE
Without commercial value
Value for customs purposes only



Rishi Ramrakha
Head of Regional Logistics Unit
The International Federation of Red Cross and Red Crescent Societies
Regional office for Africa – Nairobi, Kenya

www.ifrc.org
Saving lives, changing minds

Physical Address
Woodlands Road
(Off State House Road)

Telephone: +254 20 2835 000/2712160/2714255
Mobile: +254 (0) 722 2000672/736 880021
Fax: +254 20 2712777
Email: regional.eastafrika@ifrc.org

Postal Address
P.O. Box 41275 - 00100
Nairobi, Kenya

Delivery slip of 2 laptops



International Federation of Red Cross and Red Crescent Societies
Fédération Internationale Des Sociétés de la Croix-Rouge Et Du Croissant-Rouge
Fédération Internacional de Sociedades de la Cruz - Roja y de la Media Luna Roja
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Fédération Internacional de Sociedades de la Cruz - Roja y de la Media Luna Roja
الاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر

GIFT CERTIFICATE/PROFORMA INVOICE

We hereby certify that the goods listed here below are a gift from **International Federation of Red Cross and Red Crescent Societies** for use in humanitarian activities of the following National Society / Delegation:

Hand carried by: Vénérand NZIGAMASABO
Croix-Rouge du Burundi
Directeur des Programmes

Consignee /Beneficiary:
Burundi Red Cross Society.
Bujumbura, Burundi

Person to Notify:
Vénérand NZIGAMASABO
Croix-Rouge du Burundi
Directeur des Programmes
Bureau : +257 22218871 - 22274008
Mobile : +257 75/79313246 - 77735608
E-mails : venerand.nzigamasabo@croixrougeburundi.org
nzigamasabov@gmail.com
Skype : venerand.nzigamasabo3
RoheroI, 18 Av. des Etats-Unis/POBox 324 Bujumbura

HUMANITARIAN AID - NOT FOR SALE - RELIEF GOODS

Without commercial value.
Value for customs purposes only.

DETAILS: Relief Goods for HUMANITARIAN AID

No	Model	Serial Number	Value (USD)
1.	Lenovo X270	PC0PTCNZ	1,500.00
2.	Lenovo X270	PC0PTCNV	1,500.00

TOTAL VALUE: USD 3,000.00 (USD: ONE THOUSAND FIVE HUNDRED)

07th February 2018

Rishi Ramrakha
Head of Regional Logistics Unit

The International Federation of Red Cross and Red Crescent Societies
Regional Office for Africa – Nairobi Kenya

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