



REPORT ON COMMUNITY BASED DISASTER RISK MANAGEMENT ORIENTATION WORKSHOP

24th April - 13th May, 2016



**For District Disaster Management Committees and Satellite Disaster
Management Committees in the Southern Province**

i. ACRONYMS AND ABBREVIATIONS

CBDRM	-	Community Based Disaster Risk Management
CDPP	-	Community Disaster Preparedness Plan
DACO	-	District Agricultural Coordinator
DAO	-	District Administrative Officer
DC	-	District Commissioner
DDMC	-	District Disaster Management Committee
DDPP	-	District Disaster Preparedness Plan
DEBS	-	District Education Board Secretary
DM	-	Disaster Management
DMMU	-	Disaster Management and Mitigation Unit
DMO	-	District Medical Officer
DRM	-	Disaster Risk Management
DRR	-	Disaster Risk Reduction
DVO	-	District Veterinary Officer
EWS	-	Early Warning System
NGO	-	Non-Governmental Organisation
SDMC	-	Satellite Disaster Management Committee
ToR	-	Terms of Reference
UNISDR	-	United Nations International Strategy for Disaster Reduction
WVZ	-	World Vision Zambia

ii. ACKNOWLEDGEMENTS

The Community Based Disaster Risk Management training workshops would not have been successfully completed without assistance from the District Commissioners for the target districts, namely: Pemba,imba, Choma, Kalomo, Livingstone, Kazungula and Namwala. The hard work of participants from both the District Disaster Management Committees and Satellite Disaster Management Committees is gratefully acknowledged.

WVZ recognizes and appreciates the coordination and support by the Disaster Management and Mitigation Unit through the Regional Coordinator for Southern Province.

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1.0 EXECUTIVE SUMMARY

Like the rest of Southern Africa, Zambia was impacted by the recent El Nino event which resulted in late start to the 2015/2016 rain season and prolonged dry spells. The erratic and poorly distributed rainfall in December and January led to late planting, poor germination, reduced planted area and dry water bodies. Compounded by a poor previous cropping season, there were predictions of poor harvest, food and water scarcity and increased food prices.

In anticipation of a drought in Zambia, WVZ in partnership with other consortia partners (CONCERN, Save the Children and Oxfam) sent an alert to StartFund under the START Network, an international network of humanitarian NGOs, working together to connect people in crisis to the best possible solutions.

Using the grant from StartFund, WVZ sought to build capacity of DDMC to respond to possible impact of the El Nino phenomena. Two specific activities that were conducted were (1) Evaluation of district disaster management committees (DDMC) in 7 districts. and (2) Training of District (District disaster management committees) and sub-district community structures (satellite disaster management committees) in CBDRM, and cross cutting issues such as Gender, Protection, Accountability & transparency and Grievance mechanisms.

The Disaster Management Act number 13 of 2010 empowers the DDMC to coordinate Disaster Risk Management programmes in the district and therefore also becomes the key conduit for taking Community Based Disaster Risk Management (CBDRM) operations to the satellite disaster management committees (SDMC), which are the sub-district structures. As such, before undertaking CBDRM programmes at the sub-district level, the functionality of the DDMC to drive the process was evaluated and capacitated where gaps were noted. The functionality of the DDMC was evaluated on basis of membership, schedule of meetings, available logistics/resources committed to DDMC operations and knowledge of relevant policy and legal documents.

In collaboration with the Disaster Management and Mitigation Unit under the office of the Vice President, seven districts of southern province were identified for training in Community Based Disaster Risk Management, a framework that is aimed at strengthening the District and satellite Disaster management Committees and also serves as a standard operating procedure. These seven districts which are located in the drought-prone Agro-Ecological zone I were amongst eight districts of southern province that had never undergone training in the CBDRM framework.

The orientation workshops were facilitated by seven (7) CBDRM trainers from World Vision Zambia's National Office Disaster Management Team (NODMT) in collaboration with the Regional Coordinator for Southern Province representing the Disaster Management and Mitigation Unit (DMMU). A minimum of two trainers co-facilitated at each of the 5-day district trainings in three rounds. The initial round of trainings were undertaken concurrently in Pemba, Zimba and Kalomo (25-29 April). The second round of

trainings were in Choma and Namwala from 2-6th May while the final trainings were in Livingstone and Kazungula which run from 9-13th May.

Where District Disaster Management Committees (DDMC) were present, respective District Commissioners in the targeted districts were contacted to nominate for the training 15 members of the DDMC and 5 members of the local Satellite Committees. In districts where these structures were non-existent, heads of departments from key sectors in addition to others were requested to participate. Key sectors include Agriculture, WASH, Community Development, Health, Education and Nutrition. Gender considerations in selection of participants, was encouraged.

Of the 147 participants that were in attendance at the meeting, at least 30% were female and 70% were male. All districts were well represented by participants from key sectors in the districts. The presence of the District Commissioner and/or the District Administrative Officer was encouraging as buy in from this office was critical in ensuring the successful roll out of CBDRM processes to the satellites. This was evidenced by the positive speeches read out at each of the opening and closing ceremonies.

The main purpose of the workshop was to Understand the status of the DDMC; Roles and responsibilities of the DDMC as reflected in the DM Act; To share relevant information on the Community Based Disaster Risk Management and Roll-out the Community Based Disaster Risk Management Facilitation Manual

The speed of project implementation was unfortunately affected by a number of factors such as internal procurement and project formalization processes, conflicting activities in the districts that demanded the presence of the same members of the District Disaster Management Committee such as training of selected heads of department in Electoral processes in readiness for elections that were scheduled for the month of August and impromptu visits to districts by senior Government officials. The death of a senior chief in one district led to the postponement of training as senior staff were involved in funeral and burial preparations. The project duration coincided with labour day celebrations (1st May) which too required presence of the Heads of Departments, further delaying the process.

The evaluation of the DDMCs was aimed at building a strong institutional framework at the district level to support the creation of resilient communities through effective SDMC at the local level. The DDMC evaluation was used as a way to streamline and tailor the process of capacity building of the DDMC in line with its capacity endowment, identified weaknesses and opportunities as well as predicted risks.

Each DDMC was requested to carry out self-evaluation exercise and fill in a template. Responses were then shared in plenary which led to discussions on the identified strengths and gaps in the operations of the committees.

The need for members of the DDMC to be formally appointed with a letter was emphasised. This protects the members in case of any eventualities. DDMC need to act as a

clearing house for all information regarding Disaster Management (DM). In case of an emergency, it is the responsibility of this committee to clear any information/statements by media. This helps create harmony and avoids the issuance of conflicting statements. Since DM is implemented in sectors, preparedness plans should be prepared in sectors and compiled into district disaster preparedness plans. Lack of public awareness of DRR, hazards and risks is evident in all districts evaluated. There was an evident lack of dedicated resources for disaster risk reduction at all levels. Some recurring threats could be resolved with basic and small-scale mitigation interventions, yet no resources are allocated for mitigation actions and vulnerability reduction efforts at district and community levels. Participants were informed that resources may be financial, human and in-kind. The DDMC was encouraged to be innovative in resource mobilisation and to put in place measures for good stewardship in use of the resources.

In effort to strengthen the DDMC institution, guidance was provided to each of the 7 District Disaster Management Committees to Develop District Action and Roll out plans. The Regional Coordinator for the Disaster Management and Mitigation Unit (DMMU) would follow up implementation of the plans since these fall within his area of jurisdiction.

A total of 147 participants were trained in the CBDRM processes over a period of 3 weeks. Topics covered included Disaster Management concepts, Over-view of the Community Based Disaster Risk Management processes, Hazard analysis, Vulnerability x Capacity analysis, Early warning and surveillance, mitigation plans, Participatory monitoring and Evaluation, Community Action Plans and Community Disaster Preparedness plans.

Results of end of workshop evaluation exercise in the 7 districts gave indication that the majority of the participants had good understanding of workshop objectives, felt that the time allocation for the training and material covered was adequate and said that material covered for attainment of the objectives was adequate. The quality of the workshop facilitation was said to be excellent and many had good understanding of CBDRM material and of steps leading to the development of preparedness plans. When asked whether workshop objectives had been attained, most workshop participants gave rating of good to excellent and also expressed good confidence in applying the knowledge gained. This is an encouraging outcome because the CBDRM framework is very practical and is aimed at strengthening the District and satellite Disaster management Committees.

In addition to the CBDRM processes, participants were oriented on cross-cutting issues such as Gender, Protection, Accountability and Grievance Mechanisms. This was in order to address existing information and response gaps in these areas. Response to the End of Workshop evaluation question 'Has your awareness and understanding of cross-cutting issues significantly increased?' gave very good rating. All 65 respondents gave rating of between 3 and 5, which meant that their awareness and understanding of cross cutting issues ranged between good and excellent.

The bedrock of the resilience building process is in creating a strong institutional framework at the district and community levels. Evaluation of the DDMC should lead into the identification of gaps and development of district action plan to address the identified gaps.

It is important to Evaluate and orient the DDMCs and SDMCs regularly to ensure that capacity of members is built in CBDRM processes; The provisions of the DM Act number 13 of 2010 should be explained to the DDMC and SDMC so that they are aware of their roles and responsibilities pre-disaster, during disaster and post disaster; As DDMC is mandated to coordinate DM activities and actors in respective districts, it is important that they are made aware of cross-cutting issues, standards and principles that humanitarian actors should abide by such as Gender in DM, Accountability, Protection and Grievance management; The DDMC capacity building training should be followed by establishment and training of satellite disaster management committees within a short time to ensure that the momentum is maintained. As the slogan goes, 'Disaster Risk Management is Everybody's business'.

2.0 INTRODUCTION

Following the El Nino event that affected Southern Africa late in 2015, Zambia experienced a late start to the 2015/2016 rain season and prolonged dry spells. The erratic and poorly distributed rainfall in December and January led to late planting, poor germination, reduced planted area and dry water bodies. Compounded by a poor previous cropping season, there were predictions of poor harvest, increased food prices, food and water scarcity.

In anticipation of a drought in Zambia, WVZ in partnership with other consortia partners (CONCERN, Save the Children and Oxfam) sent alert to StartFund under the START Network, an international network of humanitarian NGOs, working together to connect people in crisis to the best possible solutions.

Through a StartFund grant, WVZ sought to build capacity of DDMC to respond to possible impact of the El Nino phenomena. Two specific activities that were conducted were (1) Evaluation of district disaster management committees (DDMC) in 7 districts. and (2) Training of District (District disaster management committees) and sub-district community structures (satellite disaster management committees) in CBDRM, and cross cutting issues such as Gender, Protection, Accountability & transparency and Grievance mechanisms.

The Disaster Management Act number 13 of 2010 empowers the DDMC to coordinate Disaster Risk Management programmes in the district and therefore also becomes the key conduit for taking Community Based Disaster Risk Management (CBDRM) operations to the Satellite Disaster Management Committees (SDMC), which are the sub-district structures. As such, before undertaking CBDRM programmes at the sub-district level, the functionality of the DDMC to drive the process was evaluated and capacitated where gaps were noted. The functionality of the DDMC was evaluated on basis of membership, schedule of meetings, available logistics/resources committed to DDMC operations and knowledge of relevant policy and legal documents.

Community Based Disaster Risk Management orientation workshops were held in 7 districts in southern province over a period of 3 weeks (24th April to 13th May, 2016). The purpose of this exercise was to carry out capacity assessments for the District Disaster Management Committees in respective districts and to train the DDMCs and selected members of the Satellite Disaster Management Committees in Disaster Risk Management and Cross-cutting issues such as Gender, Protection, Accountability and Grievance Management. This was in order to address existing information and response gaps in these areas. In attendance at each location were an average 20 individuals comprising 5 participants representing Satellite Disaster Management Committee (SDMC) and 15 participants representing the District Disaster Management Committee (DDMC).

3.0 WORKSHOP OBJECTIVES

The main purpose of the workshop was 4-fold:

- Understanding the status of the DDMC
- Roles and responsibilities of the DDMC as reflected in the DM Act
- To share relevant information on the Community Based Disaster Risk Management
- Roll-out the Community Based Disaster Risk Management Facilitation Manual

4.0 METHODOLOGY

In collaboration with the Disaster Management and Mitigation Unit under the office of the Vice President, seven districts of southern province were identified for training in Community Based Disaster Risk Management, a framework that is aimed at strengthening the District and satellite Disaster management Committees and also serves as a standard operating procedure. These seven districts which are located in the drought-prone Agro-Ecological zone I were amongst eight districts of southern province that had never undergone training in the CBDRM framework.

The orientation workshops were facilitated by seven (7) CBDRM trainers from World Vision Zambia's National Office Disaster Management Team (NODMT) in collaboration with the Regional Coordinator for Southern Province representing the Disaster Management and Mitigation Unit (DMMU). The GRZ CBDRM Facilitation Manual which is a hybrid of field best practices pioneered by various stakeholders in Disaster Risk Management (DRM) was used as the main resource. A minimum of two trainers co-facilitated at each of the 5-day district trainings in three rounds. The initial round of trainings were undertaken concurrently in Pemba,imba and Kalomo (25-29 April). The second round of trainings were in Choma and Namwala from 2-6th May while the final trainings were in Livingstone and Kazungula which run from 9-13th May (Table 1).

Where District Disaster Management Committees (DDMC) were present, respective District Commissioners in the targeted districts were contacted to nominate for the training 15 members of the DDMC and 5 members of the local Satellite Committees. In districts where these structures were non-existent, heads of departments from key sectors in addition to others were requested to participate. Key sectors include Agriculture, WASH, Community Development, Health and Nutrition. Gender considerations were encouraged.

Table 1: DDMC Evaluation & Training in Community Based Disaster Risk Management – Dates, Venue and number in Attendance

#	District	Dates	Venue	Total Attendance	SDMC members in attendance	DDMC members in attendance	Facilitators
1	Pemba	25-29 April 2016	Mukabani Lodge	25 (17 male, 8 female)	5	20	Andrew Bwalya Walter Daka
2	Zimba	25-29 April 2016	Zimba Council Chamber	20 (13 male, 7 females)	0	20	Maybin Ng'ambi David Kalemba Mary Mukwavi Edwin Peteli (DMMU)
3	Kalomo	25-29 April 2016		20 (16 male, 4 females)	0	20	Joseph Simukoko Lasford Moono
4	Namwala	2-6 May 2016	Brich Motel	22 (14 Male, 8 Female)	6 (3 M, 3 F)	16 (11 M, 5 F)	Maybin Ng'ambi David Kalemba
5	Choma	3-6 May 2016	Choma Hotel	20	5	15	Lasford Moono Mary Mukwavi Edwin Peteli (DMMU)
6	Livingstone	9-13 May 2016	Woodlands Lodge	23 (18 Male, 5 Female)	5	18	Edwin Peteli (DMMU) Mary Mukwavi
7	Kazungula	9-13 May 2016	Kazungula Council Guest House	17 (10 male, 7 female)	4	13	Samuel Chanda Walter Daka
	Total			147			

Of the total 147 participants that were in attendance at the workshops, at least 30% were female and 70% were male. Almost all districts were well represented by participants from key sectors such as Agriculture, Health, WASH, Education and Community Development & Social Welfare. The presence of the District Commissioner and/or the District Administrative Officer at the workshops was encouraging as buy-in from this office was critical in ensuring the successful roll out of CBDRM processes to the satellites. This was evidenced by the positive speeches read out at each of the opening and closing ceremonies.

5.0 FACTORS THAT AFFECTED SPEED OF PROJECT IMPLEMENTATION

The speed of implementation was affected by a number of factors such as internal procurement and project formalization processes, conflicting activities in the districts that demanded the presence of the same members of the District Disaster Management Committee such as training of selected heads of department in Electoral processes in readiness for elections that were scheduled for the month of August and impromptu visits to districts by senior Government officials. The death of a

senior chief in one district led to the postponement of training as senior staff were involved in funeral and burial arrangements. The project duration coincided with labour day celebrations (1st May) which too required presence of the Heads of Departments, further delaying the process.

6.0 WORKSHOP FINDINGS

6.1 PART I: Evaluation of District Disaster Management Committees

The evaluation of the DDMCs was aimed at building a strong institutional framework at the district level to support the creation of resilient communities through effective SDMC at the local level. The DDMC evaluation was used as a way to streamline and tailor the process of capacity building of the DDMC in line with its capacity endowment, identified weaknesses and opportunities as well as predicted risks.

In evaluating the functionality of DDMCs, four (4) aspects that were reflected upon included membership, schedule of meetings, available logistics/resources committed to DDMC operations and knowledge of relevant policy and legal documents. Each DDMC conducted a self-evaluation after which responses were shared in plenary which led to discussions on the identified strengths and gaps in the operations of the committees, as summarised in Table 2 below:



Participants to CBDRM Training from Kalomo DDMC & SDMC

Table 2: Summary Analysis of DDMC Status Checklist

District Number	1	2	3	4	5	6	7	
Name of District	Pemba	Zimba	Kazungula	Livingstone	Choma	Namwala	Kalomo	Av.
Name of the DDMC Chair	<u>Mr. Reginald H Mugoba - DC</u>	<u>Ms. Elizabeth Kalaluka-DC</u>	<u>Mrs. Paschalina Musokotwane</u>	<u>Mr. Omar Munsanje</u>	<u>Ms. Sheana Muleya</u>	<u>Ms. Mary Sakala</u>	<u>DC</u>	<u>DC</u>
Name of Secretary:	Nang'amba Chintu	Sepiso Mungande	Mercy Mbewe	Vivian Chikoti	Mr Robert Tembo	Mr Mubambe	DAO	Various
Number of institutions that are members of the DDMC.	20	12	13	20	13	28	15	17
Number of planned meetings per quarter	1	1	1	Un-known	1	1	1	1
Number of actual meetings that take place	4	1	4	When Disaster hits	1	3	0	2
Number of members in attendance	19	12	7	Un-known	5	15	0	8
Evaluation of Performance of DDMC	Has the DDMC performed the ToR listed in this table? (Yes/No)							

based on Terms of Reference (ToR)								
Did the DDMC prepare and update district multi – sectoral disaster preparedness, prevention and mitigation plans for slow and rapid onset disasters?	No	No	Yes	No	No	Yes	No	Yes (2/7) = 28.57%
Did the DDMC act as a clearing house for early warning information?	No	No	Yes	No	No	Yes	No	Yes (2/7) = 28.57%
Did the DDMC mobilize district resources for disaster management?	No	Yes	No	No	Yes	No	No	Yes (2/7) = 28.57%
Did the DDMC conduct Disaster Management training programmes for the district?	No	No	No	No	No	No	No	Yes (0/7) = 0%
Did the DDMC ensure efficient information flow from the local communities to	Yes	Yes	Yes	No	No	Yes	No	Yes (4/7) = 57.14%

the Provincial level?								
Did the DDMC participate in risk analysis and vulnerability assessment?	No	Yes	No	No	No	Yes	No	Yes (2/7) = 28.57%
Did the DDMC implement public awareness programmes in the district?	No	No	No	No	No	No	No	Yes (0/7) = 0%
Did the DDMC coordinate district disaster management activities?	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes (6/7) = 85.71%
Did the DDMC review and update district disaster plans?	No	No	No	No	No	No	No	Yes (0/7) = 0%
4. Availability of Resources								
Amount of Resources Available for implementation of DDMC programmes	-	Nil	Nil	Not known	Nil	Nil	Nil	Nil/7 = 0%
Linkage into institution's programmes	-	Nil	Yes	Yes	Yes	Yes	Yes	Yes (5/7) = 71.43%

5. Checklist for Evaluating SDMCs: Evaluation Criteria								
Does the SDMC oversee disaster preparedness, disaster relief and post disaster recovery activities of individuals and households under its jurisdiction?	Yes	No	Yes	No	Yes	No	No	Yes (3/7) = 42.86%
Does the SDMC have an updated register of the vulnerable households and individuals in the community?	No	No	Yes	No	No	Yes	No	Yes (2/7) = 28.57%
Has the SDMC undertaken sensitization of the local community on the effects of disasters and appropriate responses?	Yes	No	Yes	No	No	Yes	No	Yes (3/7) = 42.86%
Has the SDMC acted as a clearing house for information related to early warning?	Yes	No	Yes	No	No	Yes	No	Yes (3/7) = 42.86%

Does the SDMC participate in risk analysis and vulnerability assessments?	Yes	No	No	No	No	Yes	No	Yes (2/7) = 28.57%
Other Comments by participants:	No DM training last 2 years		DDMC needs re-orientation				<i>There was general agreement on urgent necessity to re-organize the DDMC, strengthen coordination and disaster capacity.</i>	

Summary Strengths of DDMCs Evaluated

Generally, the following strengths were identified in most districts:

- Districts have established Disaster Management Committees chaired by the DC and a Secretary has been appointed.
- Members of the DDMC have been constituted though not according to the provisions of the DM Act No. 13 of 2010.
- The DDMC has been meeting even though not as often as prescribed in the Act.
- In all districts at which the Evaluation was conducted, the DDMC recognized their role as Coordinator for district disaster management activities.
- In a few districts, Satellite Disaster Management Committees were established though the composition is not as prescribed by the DM Act.

Summary Weaknesses/Opportunities of DDMCs Evaluated

Gaps were observed in the areas of:

- Institutional arrangements of risk identification,
- Assessments,
- Monitoring and early warning;
- Knowledge management,
- Risk reduction and risk transfer.
- Resource mobilisation
- Public awareness programmes
- Information flow between district and sub-district structures
- Training in Disaster Management
- Updating District Disaster Plans

Members of the DDMC need to be formally appointed with a letter. This protects the members in case of any eventualities. DDMC should act as a clearing house for all information regarding Disaster Management (DM). In case of an emergency, it is the responsibility of this committee to clear any information/statements by media. This helps create harmony and avoids the issuance of conflicting statements. Since DM is implemented in sectors, preparedness plans should be prepared in sectors and compiled into district disaster preparedness plans. Lack of public awareness of DRR, hazards and risks is evident in all districts evaluated. There was an evident lack of dedicated resources for disaster risk reduction at all levels. Some recurring threats could be resolved with basic and small-scale mitigation interventions, yet no resources are allocated for mitigation actions and vulnerability reduction efforts at district and community levels. Participants were informed that resources may be financial, human and in-kind. The DDMC was encouraged to be innovative in resource mobilisation and to put in place measures for good stewardship in use of the resources. Copies of Acts (No. 13 of 2010) were provided to DDMC members for further reading to acquaint themselves with the provisions of the law.

6.2 PART II: TRAINING OF DISTRICT DISASTER MANAGEMENT COMMITTEES IN COMMUNITY BASED DISASTER RISK MANAGEMENT

A total of 147 participants were trained in the CBDRM processes over a period of 3 weeks. Topics covered included Disaster Management concepts, Over-view of the Community Based Disaster Risk Management processes, Hazard analysis, Vulnerability x Capacity analysis, Early warning and surveillance, mitigation plans, Participatory monitoring and Evaluation, Community Action Plans and Community Disaster Preparedness plans.

6.2.1 Summary of Topics Covered

The following are brief summaries on selected topics:

Disaster Management Concepts

This session started by defining some DM Concepts according to the 2009 UNISDR terminology on DRR. The United Nations International Strategy for Disaster Reduction (UNISDR) Terminology aims to promote common understanding and common usage of disaster risk reduction concepts and to assist the disaster risk reduction efforts of authorities, practitioners and the public. Participants were tasked to match DM concepts and their meanings which included the following: disaster risk, disaster, preparedness, hazards, mitigation, capacity, building code, adaptation, vulnerability, environmental impact assessment, etc.

DM Act, Policy, Manual

The participants were informed that the Disaster Management Act, policy and manual are in place. The DM structure in the country which spans from national to community level was introduced. Composition, Roles and responsibilities for each of the levels in the DM structure were explained as elaborated in the DM Act.

Introduction to facilitation skills

Skills of a good facilitator were explained to participants. This included responsibilities of a Facilitator and effective communication skills.

Over view of CBDRM process

The presenter explained that CBDRM is a Holistic process that the community is empowered with knowledge of how to identify, manage and respond to a range of risks associated with their social and environmental context. Functions and elements of CBDRM were graphically represented as: Establish SDMC, Hazard analysis, VxC analysis, EWS and surveillance, mitigation plans and implementation, preparedness and response plans. Hazards are inevitable but...they can be managed and mitigated through appropriate development actions. It is truly community based – community is capacitated to plan, implement, sustain, and own it. The CBDRM Facilitator leads the overall process as a primary knowledge contact to the SDMC who then facilitate the activities in the community.

Understanding Hazards affecting the community

The participants were divided into 3 groups for hands on exercise to find out the nature, extent and magnitude of the effects of shock based on past experience in the community. Effort was made to find out the likelihood of experiencing natural or man-made shocks and impact of each specific shock. Questions were asked like what shocks affect our community? How often has the community been affected and for how long? What are the effects (impact) of the shocks? who is affected? how are they affected? and which location in the community is affected?

Surveillance and Early Warning Systems

An Early Warning System (EWS) was defined as a complete system of indigenous and scientific signs, data collection, analysis, interpretation, decision-making and distribution of information before a shock occurs to enable affected people to activate resistance, response and coping mechanisms. The signs signify in the present a future threat. Checklist include the Identification of data to be collected; clarity about who will collect data, how often; both indigenous and technological data collected and analysed; communication scheme developed and variety of methods being used to share information/messages. The need for key messages getting out to the right people for timely action was emphasised.

Vulnerability and Capacity Analysis

The facilitator explained that the vulnerability and capacity analysis identifies the characteristics/elements of the community that either hinder or help the community to anticipate, prepare for, resist, cope with and recover from shocks. The characteristics are grouped under four categories: physical/environmental, social, economic and cultural.

Preparation of Community Disaster Preparedness Plans (CDPP)

The Facilitator explained that the Community Disaster Preparedness Plan is a community prepared and owned document that outlines measures to be taken in the event of a large shock or disaster. It includes plans for disaster response, relief, rehabilitation or mitigation activities and is based on the earlier shock analysis and vulnerability and capacity assessments, early warning data and mitigation plans. The key components of the CDPP were highlighted.

Development of mitigation plans

Prevention and Mitigation Working Group should preferably lead the process. Clear outcomes should be developed and the Project concept should be clear with a good understanding of causes and effects of shocks. Practical mitigation activities are identified and mitigation project plan developed. Plans should be budgeted for realistically.

Participatory Monitoring & Evaluation

Brief presentation was made on records to be collected in PM&E to include the planned activities, activities carried out and activities not carried out. Also discussed were period of implementation of activities, linkage with the activities-objectives, material and financial materials used in the execution of activities and people involved for each specific activity.

6.2.2 Summary of Workshop Evaluation for CBDRM Training in 7 Districts of Southern Province

Results of end of workshop evaluation exercise in the 7 districts gave indication that the majority of the participants had good understanding of workshop objectives, felt that the time allocation for the training and material covered was adequate and said that material covered for attainment of the objectives was adequate. The quality of the workshop facilitation was said to be excellent and many had good understanding of CBDRM material and of steps leading to the development of preparedness plans. When asked whether workshop objectives had been attained, most workshop participants gave rating of good to excellent and also expressed good confidence in applying the knowledge gained (Figure 1). This is an important outcome because the CBDRM framework is very practical and is aimed at strengthening the District and satellite Disaster management Committees and also serves as a standard operating procedure.

6.2.3 Cross-Cutting Issues

In addition to the CBDRM processes, participants were oriented on cross-cutting issues such as Gender, Protection, Accountability and Grievance Mechanisms. This was in order to address existing information and response gaps in these areas. Response to the End of Workshop evaluation question ‘Has your awareness and understanding of cross-cutting issues significantly increased?’ was rated as shown in the graph below. Out of 65 respondents, the majority (31) gave rating of 4 (very good), 14 gave rating of 5 (excellent) and 10 said that they now had good (rating=3) awareness and understanding of cross cutting issues. None of the participants indicated rating below 3 (Figure 2).

Figure I: Summary of Workshop Evaluation for CBDRM Training in 7 Districts of Southern Province

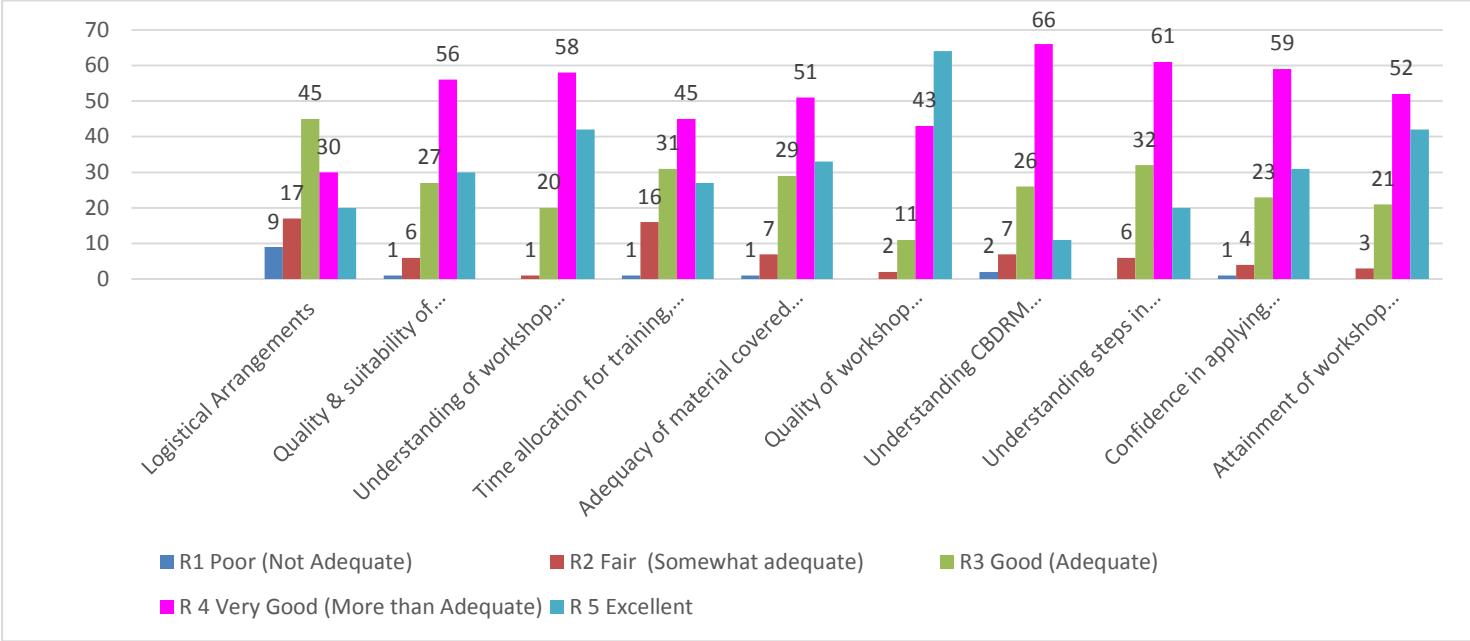
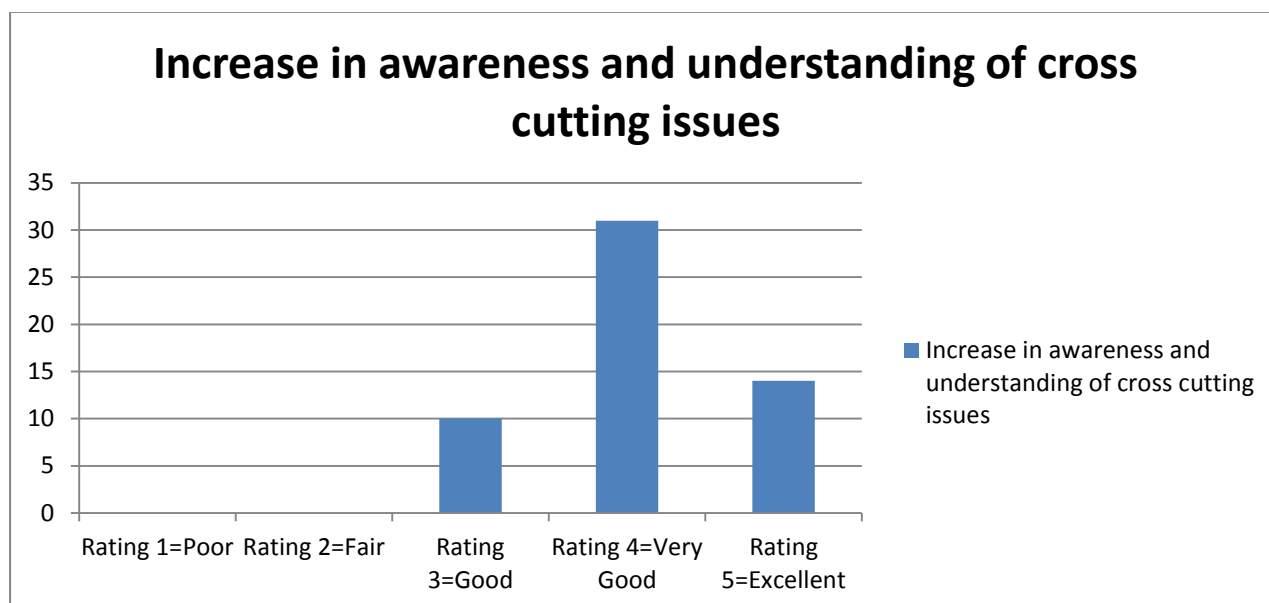


Figure 2:



7.0 DEVELOPMENT OF DISTRICT ACTION AND ROLL OUT PLANS

In effort to strengthen the DDMC institution, guidance was provided to each of the 7 District Disaster Management Committees to Develop District Action and Roll out plans. The Regional Coordinator for the Disaster Management and Mitigation Unit (DMMU) would follow up implementation of the plans since these fall within his area of jurisdiction.

Action Plans that were developed by each of the 7 DDMCs at the end of the Workshop period are given in Annex A, below.

8.0 CONCLUSION

Local governance and decentralization are relatively new processes and system in the country. As such there still remains much to be done in terms of developing capacities of local councils on local government management, local development planning, delivery of basic services, performance of their duties and responsibilities and efficient dispensation of local mandate and authority. These are important requisites if disaster risk reduction and management are to be fully mainstreamed in the local development processes and should be inclusive of all groups (men, women and children). In addition, fiscal decentralization and national budgetary support to local development processes are necessary to effect meaningful decentralization.

CBDRM is the arena for forwarding disaster risk management activities as a component of the overall socio-economic development of communities. The rationalized planning system for CBDRM has contributed to the promotion of participatory processes. The people are given the opportunity to take part in decision-making and in the implementation process. CBDRM as experienced by government and non-governmental organizations succeeds only with the mutual cooperation between national and local governments and the community.

The bedrock of the resilience building process is in creating a strong institutional framework at the district and community levels. Evaluation of the DDMC should lead into the identification of gaps and

development of district action plan to address the identified gaps. It is important to Evaluate and orient the DDMCs and SDMCs regularly to ensure that capacity of members is built in CBDRM processes; The provisions of the DM Act number 13 of 2010 should be explained to the DDMC and SDMC so that they are aware of their roles and responsibilities pre-disaster, during disaster and post disaster; As DDMC is mandated to coordinate DM activities and actors in respective districts, it is important that they are made aware of cross-cutting issues, standards and principles that humanitarian actors should abide by such as Gender in DM, Accountability, Protection and Grievance management; The DDMC capacity building training should be followed by establishment and training of satellite disaster management committees within a short time to ensure that the momentum is maintained.

As the slogan goes, 'Disaster Risk Management is Everybody's business'.

ANNEX A: DEVELOPMENT OF DISTRICT ACTION AND ROLL OUT PLANS

I.0 CHOMA DISTRICT CBDRM ROLL OUT ACTION PLAN

Ia. DDMC PLAN OF ACTION

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Appointment of Members formally	To fulfill the legal obligation as per the DM Act No. 13 of 2010	30 th May 2016	District Administration	DDMC Chairperson	Stationery	Members formerly appointed
Resource Inventory	Establish available resources for implementation of DDPP	6 th June, 2016	Choma district	DDMC secretariat (DACO)	-Transport -Stationery -communication	District Inventory record generated
Human						
Financial						
Equipment						
Sector preparedness plan Developed	To mitigate and or reduce the risk of disasters by specific sectors	30 th June, 2016	Choma district	Sector chairpersons	-Stationery -communication	SDPP developed for identified hazards
Health Sector						
Education Sector						
Water and sanitation						
Infrastructure						
Agriculture and natural resources						

sector						
Security Sector						
Social sector						
District Preparedness Plan Compiled	To mitigate and or reduce disaster risks in the district	14 th July, 2016	Choma district	DDMC Secretariat	-Stationery communication	DDPP developed for identified hazards
Formation of resource mobilization	To spear head the mobilization of resources	5 th June, 2016	Choma district	Choma DDMC chairperson	Stationery communication	Resource mobilization committee formed
Resource Mobilization	Make available resources needed for the implementation of preparedness plans	30 th July, 2016	Choma district	Choma DDMC Resource mobilization committee	Stationery Communication transport	Resource gap narrowed

Note: SDPP and DDPP shall be reviewed regularly to enhance responsiveness to changing hazard scenarios or based on lessons learnt.

1b. CHOMA DISTRICT CBDRM ROLL OUT ACTION PLAN

Purpose: To establish SDMC and build capacity of the community in CBDRM

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Debriefing of the local leadership	To orient the local leadership on SDMC	30 th August, 2016	In various communities	DDMC Facilitation team	-Transport Communication Stationery refreshments	Local leadership oriented on SDMC
Selection of SDMC members	To establish the SDMC as provided in the DM act No 13,	5 th September, 2016	In various communities	Facilitation team	Transport Communication Stationery refreshments	SDMC members selected

	2010					
Roll out of training to start up SDMC	To build capacity of the SDMC in CBDRM	12 th September	In various communities	DDMC facilitation team	Transport Communication Stationery refreshments	SDMC members trained
Monitoring of activities of the SDMC	To follow up the activities of the SDMC	12 th October, 2016	In various communities	DDMC	Transport Communication Stationery refreshments	SDMC activities Monitored
Evaluation	Collection of information	9 th January,2017	In various communities	DDMC	Transport Communication Stationery refreshments	SDMC activities evaluated

NOTE: SDMC activities shall be monitored on a quarterly basis

2.0 KAZUNGULA DISTRICT CBDRM ROLL OUT ACTION PLAN

Purpose: To establish SDMC and build capacity of the community in CBDRM

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Debriefing of the local leadership	Provide awareness of the CBDRM to traditinoanal leaders	June & july	At the palace	DDMC members	Transport Stationary Refreshements	Meeting conduct awareness done
Selection of SDMC Members	Formation &strengthening of SDMC's	August- september	In the zones	DDMC members & community leaders	Transport Stationary Refreshements	Meeting conduct SDMC's formed
Roll out of training to start up SDMC	Orientation of SDMC's in CBDRM	October- november	In the zones	DDMC facilitation team	Transport Stationary Refreshements	SDMC's oriented
Follow ups	Monitor the operations/activitie s being done by SDMC's	February/marc h	In zones	DDMC monitoring team	Transport Stationary Refreshements	Monitoring done, reports & observation made

3.0 LIVINGSTONE DISTRICT CBDRM ROLL OUT AND ACTION PLAN

3a. DDMC PLAN OF ACTION

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Appointment of Members formally	To fulfill the legal obligation as per the DM Act No. 13 of 2010	27 TH MAY 2016	Livingstone	DDMC Chairperson	Stationery Fuel	Members formerly appointed
Resource Inventory	Establish available resources for implementation of DDPP	16 th June 2016	Livingstone	DDMC Chairperson	Stationery Refreshment	District Inventory record generated
Human						
Financial						
Equipment						
Infrastructure						
Sector preparedness plan Developed	To develop sector plans which will assist to mitigate and or reduce the risk of disasters by specific sectors	7 th July 2016	Livingstone DC office	Sector leads	Stationery	SDPP developed for identified hazards
Health & Environment Sector	To develop sector plans which will assist to mitigate and or reduce the risk of disasters by specific sectors	7 th July 2016	Livingstone DC office	Sector leads	Stationery	SDPP developed for identified hazards

Social Sector (Social Welfare, Education & Health)	To develop sector plans which will assist to mitigate and or reduce the risk of disasters by specific sectors		Livingstone DC office	Sector leads	Stationery	SDPP developed for identified hazards
Water and sanitation (LCC, Water Affairs, SWASCO)	To develop sector plans which will assist to mitigate and or reduce the risk of disasters by specific sectors	7 th July 2016	Livingstone DC office	Sector leads	Stationery	SDPP developed for identified hazards
Infrastructure (Buildings, RDA, Meteorological, ZACL, ZR,RTSA, Fire Dept)	To develop sector plans which will assist to mitigate and or reduce the risk of disasters by specific sectors	7 th July 2016	Livingstone DC office	Sector leads	Stationery	SDPP developed for identified hazards
Economic Sector (Agriculture, Tourism, Commerce & Industry)	To develop sector plans which will assist to mitigate and or reduce the risk of disasters by specific sectors	7 th July 2016	Livingstone DC office	Sector leads	Stationery	SDPP developed for identified hazards
Security Sector (Zambia Army, ZAF, Zambia Police, O.P, Immigration, Zambia)	To develop sector plans which will assist to mitigate	7 th July 2016	Livingstone DC office	Sector leads	Stationery	SDPP developed for identified hazards

Prisons)	and or reduce the risk of disasters by specific sectors					
District Preparedness Plan Compiled	To develop a district preparedness plan which will assist to mitigate and or reduce the risk of disasters	21 st July 2016	Livingstone DC office	DDMC Chairperson	Stationery Sectors plans Refreshments Talk-time Transport	DDPP developed
Resource Mobilization	To raise enough resources for disaster mitigation and reduction in the district	26 th August 2016	Livingstone DC office	DDMC Chairperson	Stationery Refreshments Talk-time Fuel	Adequate Resources mobilised

Note: SDPP and DDPP will need to be updated regularly to enhance responsiveness to changing hazard scenarios or based on lessons learnt.

3b. LIVINGSTONE DISTRICT CBDRM ROLL OUT ACTION PLAN

Purpose: To establish SDMC and build capacity of the community in CBDRM

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Debriefing of the local leadership			DDMC			
Selection of SDMC members						
Roll out of training to start up SDMC						
Follow ups						

4.0 PEMBA DISTRICT CBDRM ROLL OUT ACTION PLAN

4a. DDMC PLAN OF ACTION

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Appointment of Members formally	To fulfill the legal obligation as per the DM Act No. 13 of 2010	MAY 2016	DC's Office	DDMC Chairperson	Stationery	Members formerly appointed
Resource Inventory	Establish available resources for implementation of DDPP	May 2016	DC's Office	DDMC Chairperson		District Inventory record generated
Human					Planning unit	
Financial					Accounts	
Equipment					Buildings	
Sector preparedness plan Developed	To mitigate and or reduce the risk of disasters by specific sectors	May 2016	Sector offices	Sector leads		SDPP developed for identified hazards
Health Sector						
Education Sector						
Water and sanitation						
Environment						
Infrastructure						
Agriculture and Food Security						
Security Sector						
District Preparedness Plan Compiled	To mitigate and or reduce disaster risks in the district	01/09/16	DC's Office	DDMC Chairperson	Stationery Refreshments	DDPP developed for identified hazards

Resource Mobilization	Make available resources needed for the implementation of preparedness plans	September 2016	DDMC Partners and Central Government	DDMC	Finance Material	Resources gaps narrowed or filled

Note: SDPP and DDPP will need to be updated regularly to enhance responsiveness to changing hazard scenarios or based on lessons learnt.

4b. PEMBA DISTRICT CBDRM ROLL OUT ACTION PLAN

Purpose: To establish SDMC and build capacity of the community in CBDRM

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Debriefing of the local leadership	To explain the importance of SDMC to local leadership	12/09/16	Moyo and Hamaundu Chiefdoms	DDMC	Fuel Vehicle Allowances	Local leadership appreciates CBDRM
Selection of SDMC members	Form SDMCs	Early October 2016	Moyo and Hamaundu Chiefdoms	Community members DDMC to facilitate	Fuel Vehicle Allowances	SDMC formed
Roll out of training to start up SDMC	Build capacity of SDMCs	Early November 2016	Moyo and Hamaundu Chiefdoms	DDMC Facilitators	Fuel Vehicle Allowances	SDMCs trained
Follow ups	To ensure the functionality of the committees	December 2016	All Districts Satellites	DDMC	Fuel Vehicle Allowances	SDMCS are performing effectively

5.0 ZIMBA DISTRICT CBDRM ROLL OUT ACTION PLAN

5a. DDMC PLAN OF ACTION

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Appointment of Members formally	To fulfill the legal obligation as per the DM Act No. 13 of 2010			DDMC Chairperson		Members formerly appointed
Resource Inventory	Establish available resources for implementation of DDPP			DDMC Chairperson		District Inventory record generated
Human						
Financial						
Equipment						
Sector preparedness plan Developed	To mitigate and or reduce the risk of disasters by specific sectors			Sector leads		SDPP developed for identified hazards
Health Sector						
Education Sector						
Water and sanitation						
Environment						
Infrastructure						
Agriculture and Food Security						
Security Sector						
District Preparedness Plan Compiled	To mitigate and or reduce disaster risks in the district			DDMC Chairperson		DDPP developed for identified hazards
Resource Mobilization	Make available resources needed					Resources gaps narrowed or filled

	for the implementation of preparedness plans					

Note: SDPP and DDPP will need to be updated regularly to enhance responsiveness to changing hazard scenarios or based on lessons learnt.

5b. ZIMBA DISTRICT CBDRM ROLL OUT ACTION PLAN

Purpose: To establish SDMC and build capacity of the community in CBDRM

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Debriefing of the local leadership			DDMC			
Selection of SDMC members						
Roll out of training to start up SDMC						
Follow ups						

6.0 NAMWALA DISTRICT CBDRM ROLL OUT ACTION PLAN

6a. DDMC PLAN OF ACTION

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Budget	Outcomes
Appointment of Members formally	To constitute a legal team in compliance with the DMMU Act No 13 of 2010.	13 th May 2016	District Administration Office	DDMC Chairperson -DC	Nil	Nil	Legal team constituted
Resource Inventory	To create a database of available resources in the district.	20 th May 2016	District Administration Office	DDMC Committee members	Stationary.	K200.00	District Inventory record generated
Human							
Financial							
Equipment							
Sector Preparedness plan Developed	To attain sector preparedness plans	13 th July, 2016.	District Administration Office	DDMC	Fuel K3610, stationary K2560.00, meals locals k88200.00 Transport k25200, DSA K52000.00	K172,070.00	District Disaster Preparedness Plan formulated.
Sector preparedness plan Developed							

Health Sector							
Education Sector							
Water and sanitation							
Environment							
Infrastructure							
Agriculture and Food Security							
District Preparedness Plan Compiled	To attain the overall district preparedness plan	30 th August 2016	NICO Centre	DDMC Committee	Stationary K1500.00, DSA K16000.00, Fuel K700.00	K18200.00	District Disaster Preparedness Plan formulated
Resource Mobilization	Make available resources needed for the implementation of preparedness plans	16 th May, 2016	Govt ,NGOs & other Cooperating partners	DDMC Members	Fuel, internet, Allowances,	K3500.00	Resources required for the implementation of preparedness plan available.

Note: SDPP and DDPP will need to be updated regularly to enhance responsiveness to changing hazard scenarios or based on lessons learnt.

6b. NAMWALA DISTRICT CBDRM ROLL OUT ACTION PLAN

Purpose: To establish SDMC and build capacity of the community in CBDRM

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
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Debriefing of the local leadership			DDMC			
Selection of SDMC members						
Roll out of training to start up SDMC						
Follow ups						

7.0 KALOMO DISTRICT CBDRM

7a. MITIGATION PLAN OUTLINE ACTION PLAN

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
1. Appointment of Members formally	To fulfill the legal obligation as per the DM Act No. 13 of 2010	17 th May	Council Chambers	DDMC Chairperson		Members formerly appointed
2. Resource Inventory	Establish available resources for implementation of DDPP			DDMC Chairperson		District Inventory record generated
i. Human				DDMC Chairperson		
ii. Financial				DDMC Chairperson		
iii. Equipment				DDMC Chairperson		
Sector preparedness plan Developed	To mitigate and or reduce the risk of disasters by specific sectors			Sector leads		SDPP developed for identified hazards
Health Sector		17 th May		DMO		
Education Sector		17 th May		DEBS		
Water and sanitation		17 th May		KDC- Rural Water Supply		

Environment		17 th May		Water Affairs, Wild Life and Forestry Department		
Infrastructure		17 th May		KDC- Director of Works Buildings Department		
Agriculture and Food Security		17 th May		DACO and DVO		
Security Sector		17 th May		DJOC		
Social		17 th May		Com Dev, Social Welfare, MoCTA, NGO's		
District Preparedness Plan Compiled	To mitigate and or reduce disaster risks in the district	30 th May, 2016	Council Chambers	DDMC Chairperson, DDMC		DDPP developed for identified hazards
Resource Mobilization	Make available resources needed for the implementation of preparedness plans					Resources gaps narrowed of filled

DISTRICT CBDRM ROLL OUT ACTION PLAN

ACTIVITY	OBJECTIVE	BY WHEN	WHERE	BY WHO	Resources	Outcomes
Debriefing of the local leadership						
Selection of SDMC members						
Roll out of training to start up SDMC						
Follow ups						

CBDRM ROLL OUT BUDGET

		Unit measure	Amount	Unit	Number of Days	Total
Activity 1	Sensitization on SDMC					
	Missing lunch	person	75	3	18	4,050.00
	Fuel	10	40	1	18	720.00
	Drama	performance	750	1	18	13,500.00
	PA hire (ZANIS)	each	500	1	18	9,000.00
	Total					27,270.00
Activity 2	Formation of the SDMC in Wards					
	Facilitation fee	person	250	3	18	13,500.00
	Fuel	litres	9	30	18	4,860.00
	Flip charts	each	30	3	18	1,620.00
	Boxes markers	box	12	1	18	216.00
	Note books	each	10	3	18	540.00
	Pens	each	2	3	18	108.00
	Bostic	each	20	1	18	360.00

	Total					21,204.00
Activity 3	Trainings of SDMC's and Disaster Risk Assessment					
	Facilitation fee	person	250	3	18	13,500.00
	Flip charts	each	30	3	18	1,620.00
	Boxes markers	box	12	1	18	216.00
	Note books	each	10	3	18	540.00
	Pens	each	2	3	18	108.00
	Bond papers	each	100	3	1	300.00
	Bostic	each	20	1	18	360.00
	Printer tonner	each	800	1	1	800.00
	Total					17,444.00
Activity 4	Quarterly Review Meetings					
		Snacks	15	4	45	2,700.00
		Water	5	4	45	900.00
	Total					3,600.00
Activity 5	Monitoring and backstopping SDMC					
	Missing lunch	person	75	3	18	4,050.00
	Fuel	10	40	1	18	7,200.00
	Total					11,250.00
	Grand Total					77,168.00