



Republic of Somaliland

National Disaster Preparedness and Food Authority
(NADFOR)

Standard Operating Procedure (SOP) For Disaster Risk Management

October 2020

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1. Background

Somaliland is located in a region susceptible to climate change induced disasters, particularly, drought, floods and lately, increasing incidents of cyclones and rainstorms, causing destruction of property, destruction of key sectors of the economy, destruction of infrastructure, personal injury and death. To address these climate change induced disasters requires integrating disaster risk reduction (DRR) policy and Disaster Risk Management (DRM) practice into national development agenda and sustainable development goals (SDGs). To achieve this, current DRR and DRM practices encourages a cohesive and interlinked disaster risk management strategies at national level and across all sectors and communities.

As part of the National Disaster Management Strategy, NADFOR, the government agency responsible for the management of disaster related crises in Somaliland, has established this Standard Operation Procedure (SOP) For Disaster Risk Management. The Standard Operating Procedure (SOP) is intended to ensure disaster response operations are carried out in a systematic way by organizations participating in emergency relief efforts or disaster response operations. To improve response capacity of the country and to respond emergency crises effectively, the SOP operationalizes both “National Disaster Preparedness Strategy” and the “National Disaster Contingency Plan”. It proposes specific measurable set of actions which needs to be taken before, during emergency response operation and at the recovery phase. The actions proposed by the Standard Operating Procedure (SOP) prior to and throughout the disaster response and recovery phase are in line with the international humanitarian coordination system which was set by General Assembly resolution 46/182 in December 1991.

2. Approach and Methodology used to develop the SOP

Besides a continues dialogue with senior personnel of NADFOR and UNPD, the preparation of this Standard Operating Procedure was undertaken through an evolving process including a review of several strategic internal documents (National Disaster Policy, National Disaster Preparedness Strategy, National Contingency Plan and several UN publications) and several pertinent documents and tools published by the UNDRR. In addition, inputs and views obtained from a various stakeholder (governmental and non-governmental representatives, representatives of local and international NGOs and the United Nations Agencies) during a consultation workshop held on 8th October were reviewed and are incorporated in the document where appropriate.

3. Purpose of the Standard Operating Procedure (SOP)

This Standard Operating Procedure (SOP) is a part of the Somaliland National Disaster Preparedness Strategy. The Standard Operating Procedure provides management structure and step-by-step set of orderly procedures which directs actions needed to be taken during emergency crises. Through sectoral-based approach, the SOP proposes harmonization of emergency relief activities in the event of a disaster. By doing so, it is expected that, improved aid distribution, reduction in vulnerability of affected communities to shocks and improved accountability and partnership among organization (governmental and non-governmental) participating in emergency relief operations will be achieved. Also, through this integrated approach (sectoral), humanitarian assistance is expected to bring about an early recovery or contribute to the recovery of the affected communities from the impact of the disaster as the proposed actions in the recovery phase are closely aligned with national development agendas.

4. Scope and Application of the Standard Operating Procedure

The Standard Operating Procedure (SOP) is a national-wide protocol and thus, applies to all disaster response operations implemented by either, international, national or regional based governmental and non-governmental organizations responding to disaster risk within Somaliland boundaries. The protocol (SOP) is also applicable to all types of disasters (Geophysical, Hydrological, Climatological, Meteorological and Biological). Hence, all local and international organizations, whether governmental or non-governmental, participating in emergency relief responses are expected to adhere to the procedure and action set out in this protocol whilst responding to disaster occurrences in the country.

5. Objectives of the Standard Operating Procedure

The main objectives of the Standard Operating Procedure (SOP) are;

- 5.1 To provide a leadership and a single-point of coordination in disaster response operations in the event of critical disaster situation.
- 5.2 To deliver immediate emergency relief provisions to disaster affected communities in the most efficient manner and thus, reduce gaps and overlaps in the disaster response operations and the delivery of humanitarian aid.
- 5.3 To ensure that, all partners (governmental and non-government organizations) participating in disaster response operations and the delivery of emergency relief

provisions are aware of their roles and responsibilities and accordingly follow the steps and actions stipulated in this Standard Operating Procedure (SOP) accordingly.

6. Implementation of the Standard Operating Procedure

The decision to execute the actions contained in this Standard Operating Procedure depends on multiple factors, particularly, the magnitude of disasters, the perceived level of impact (local, regional or national) on the affected communities. For a slow-onset disaster such as drought and epidemic diseases, there is an opportunity to monitor the situation overtime, and thus, the authorities will have a sufficient time to prepare a viable response. However, for a sudden and unexpected disasters, such cyclones and floods, a Rapid Response Assessment (RRA) conducted immediately after the disaster is the best means thus far, to determine the level of response required. In either case, implementation of the Standard Operating Procedure will heavily depend on NADFOR's ability to utilize and engages its local and international development partners for the effective implementation of the Standard Operating Procedure.

7. Stakeholder Engagement

To ensure the Standard Operating Procedure is operative and steps and actions proposed therein are implementable during disaster response operations, it is important that, all stakeholder, particularly, government ministries/agencies and international and local nongovernmental organizations align their existing (if any) disaster response operations with this procedure in the first instance. Albeit, a consultation event was held to obtain views of stakeholders and there is an ongoing discussion with a view to improve the overall arrangement of the Standard Operating Procedure, particularly, roles and responsibilities of stakeholders, NADFOR with the support of UN counterpart agency (OCHA) will need to dedicate sufficient time and resources to communicate, train, if necessary and test the system with all key stakeholders once the Standard Operating Procedure is approved.

8. Pre-disaster Measures - Applicable to all Sectors		National Coordinati on Body	Line Ministries	International Partners	Timeframe
A. Early Warning Stage					
i.	Early Warning System – Risk Knowledge ¹ , Monitoring and Warning Service ² , Communication and Dissemination of Warnings ³ , Community Response Capability ⁴	NEDFOR	Ministry of Information, Multi-Agency	OCHA, FAO (FSNU and SWALIM)	Ongoing
ii.	Disaster Management Strategy/Framework (All sectors) and integrate DRR and DRM in sectoral and national development plans	NADFOR	Multi-Agency	OCHA, FAO, WFP	Ongoing
iii.	Sectoral Vulnerability Assessment – Population susceptibility and Potential Impact (All Sectors)			All Int. Development Partners	
iv.	Disaster Contingency Fund at National Level	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Ongoing
v.	Stockpile adequate food stock and other relief provisions (medicine, nutrition, shelter and WASH, increase water storage/harvesting, crop seeds, fertilisers, farming tools and fishing gears, medical equipment, tents, etc.) and fodder banks feed where possible	NADFOR	Multi-Agency	OCHA, FAO, WFP, All Int. Development Partners	Ongoing
vi.	Logistic/transport and security plans/preparations	NADFOR	MoPW and MoI	OCHA, All Int. Development Partners	Ongoing
B. Immediately After Disaster – Emergency Planning					
i.	Convene “National Disaster Committee” emergency relief response meeting	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Immediately
ii.	NDC to activate emergency response plan in line with this SOP	NADFOR	NCD		Immediately

¹Assessments of risk through systematic collection and analysis of data about the hazard considering the dynamic nature of hazards and vulnerabilities that arise from processes such as urbanization, rural land-use change, environmental degradation and climate change

²Continuous monitoring of hazard parameters and precursors to generate accurate warnings in a timely fashion

³A clear message about the risk containing simple, useful information to enable proper responses that will help safeguard lives and livelihoods

⁴The process of which communities understand their risks, respect and follow the warning and know how to react.

iii.	Identify areas and population at risk through NADFOR's representatives, Regional and District Authorities and INGOs and LNGOs	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Immediately
iv.	Identify available emergency stocks (food and nonfood provisions) at regional and local level through the Regional and District Authorities and NADFOR's local representatives/INGOs and LNGOs	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Immediately
v.	Establish contact with Regional Authorities (Governance and Mayors) - in collaboration with Regional Authorities, LNGOS, religious leaders and private sector, NADFOR's Regional Offices to deploy first emergency relief provisions from local resources/available stocks (food and NFIs)	NADFOR	MoI		Immediately
vi.	Unlock National Disaster Fund and issue urgent humanitarian assistance appeal	DMC and NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Immediately
vii.	Determine Sector Lead Agencies (SLA) and agree appropriate emergency relief action plans for each Sector (who is doing what)	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Immediately
i.	Review/verify with all partners that preparedness capacity is valid/updated – Sector stocks, personnel, logistics, communication equipment, pre-identified NGO and CSO and other partners	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Immediately
C. Need analysis - Joint needs assessments					
i.	Establish and deploy Rapid Response Assessment (RRA) teams (Multi-Sector Initial Rapid Assessment (MIRA)) to assess the situation. <i>consider use of mobile data collection for rapid reporting. Also, consider logistic arrangements, security threats/risks, access to affected areas and logistical needs</i>	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Within 6 hours of the disaster
ii.	Convene immediate follow up meeting to discuss findings (recommendations, needs and capacity) of the Rapid Response Assessment (RRA) and plan the next set of actions (emergency relief action plans – Sector-based approach)	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Within 12 hours of disaster declaration
iii.	If rescue and evacuation is required, under the supervision of ministry of interior, regional/district authorities to undertake all rescue efforts where practical. Convene additional multi-agency meeting to address the matter. Specific management plan for any relocation efforts will need to be developed and agreed immediately	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	As soon as identified
D. Implementation					

i.	Initiate agreed emergency relief action plans with the Sector leads (SLs) and dispatch emergency relief provisions (Food, NFIs, shelter, medicine which includes ready-to-use therapeutic foods and Shelter) in line with the RRA in a coordinated (convoy) manner and continue until situation is stabilized	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Within 24 hours of disaster
E. Reporting and Monitoring					
i.	Establish M&E procedure and reporting methods (ideally daily) to NEDFOR and OCHA – <i>use of mobile data collection system should be considered</i> . NADFOR and OCHA to coordinate and communicate agreed “ emergency relief action plans ” with regional authorities (Governance and Mayors), LNGOs, CBOs, Private Sector and Religious Groups	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Ongoing
F. Immediately After Stabilizing the Situation (Early Recovery)					
i.	Convene Multi-Agency meeting and launch a Joint Short-term Need Assessment (Sectoral or Sector Based) with a view to sustain the livelihood of the affected communities for the next three months	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Within two weeks
G. Midterm Recovery					
i.	Convene Multi-Agency meeting and launch a Midterm Rehabilitation and Recovery Strategy with a view to sustain the livelihood of the affected communities from six months to a year	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Within two months
H. Long-term Recovery					
i.	Convene Multi-Agency meeting and launch a Long-term Rehabilitation and Recovery Strategy with a view to sustain the livelihood of the affected communities from six months to a year	NADFOR	Multi-Agency	OCHA, All Int. Development Partners	Within four months

9. Food Security in Humanitarian Relief

Actions	National Coordination Body	Line Ministries	International Partners	Timeframe
A. Emergency Response Relief Stage				
i. Continue and if necessary, increase the distribution of agreed emergency relief action plan/food provisions (food and related NFIs) to support the livelihood of affected communities in line with other sectors	NADFOR	MoAD, MoL&F, MoWD, MoERD	OCHA, WFP, FOA other Int. Development Partners	Immediately
ii. Through the M&E ensure and maintain adequate stockpile of food provisions in line with emergency relief provisions of other Sectors to sustain affected communities at least in the next three months	NADFOR	MoAD, MoL&F, MoWD, MoERD	OCHA, WFP, FOA other Int. Development Partners	Ongoing
B. Early Recovery				
i. Initiate intervention measures and food security programmes proposed by the JSNA report in a coordinated manner consistent with other Sectors to sustain affected communities for the next six months	NADFOR	MoAD, MoL&F, MoWD, MoERD	OCHA, WFP, FOA other Int. Development Partners	Within four weeks
i. Through M&E, ensure and maintain adequate stockpile of food reserves in line with other Sectors to sustain affected communities at least in the next six months	NADFOR	MoAD, MoL&F, MoWD, MoERD	OCHA, WFP, FOA other Int. Development Partners	Ongoing
C. Mid-Term Recovery				
i. Initiate interventions measures and food security programmes proposed by the Midterm Sectoral Strategy, including provisions of in-kind food assistance such cash and food for work programmes, livelihood restoration programmes, socio-economic programmes, infrastructure rehabilitation to sustain affected communities up to a year in line with other sectors	NADFOR	MoAD, MoL&F, MoWD, MoERD	OCHA, WFP, FOA other Int. Development Partners	Within three months
ii. Through M&E, ensure and maintain adequate stockpile of food reserves in line with other Sectors to sustain affected communities at least up to a year	NADFOR	MoAD, MoL&F, MoWD, MoERD	OCHA, WFP, FOA other Int. Development Partners	Ongoing

D. Long-term Recovery

- | | | | | | |
|----|--|--------|--------------------------|--|-------------------|
| i. | In line with other sectors, initiate the intervention measures and food security programmes proposed by the long-term sectoral strategy, including in-kind food assistance such cash and food for work programmes, livelihood restoration programmes, socio-economic programmes, infrastructure rehabilitation and reconstruction to support the affect communities until their livelihood is fully restored and return of the local economy to normalcies | NADFOR | MoAD, MoL&F, MoWD, MoERD | OCHA, WFP, FOA other Int. Development Partners | Within six months |
|----|--|--------|--------------------------|--|-------------------|

10. Health and Nutrition in Humanitarian Relief

Actions		National Coordination Body	Line Ministries	International Partners	Timeframe
A. Emergency Response Relief Stage					
i.	Continue and if necessary, increase the distribution agreed emergency relief action plan/health and nutrition provisions to support the livelihood of affected communities in line with other sectors next three months	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Immediately
ii.	Through the M&E ensure and maintain adequate health and nutrition provisions in line with relief provisions of other sectors to sustain affected communities at least in the next six months	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Ongoing
B. Early Recovery					
i.	Initiate intervention measures and health and nutrition programmes (health and nutrition programmes and facilities) proposed by the JSNA report in a coordinated manner consistent with other Sectors to sustain affected communities for the next six months	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Within four weeks
ii.	Through M&E, ensure and maintain adequate stockpile health and nutrition reserve provisions in line with other Sectors or sectors to sustain affected communities at least in the next six months	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Ongoing
C. Mid-Term Recovery					
i.	Initiate interventions measures and health and nutrition programmes proposed by the Midterm Sectoral Strategy, including rehabilitation and reconstruction infrastructure of Health and Nutrition infrastructure, restocking of livelihoods (livestock),	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Within three months

	Conditional Cash, child feeding programmes, child immunizations programmes to support affected communities up to a year in line with other sectors				
ii.	Through M&E, ensure and maintain adequate stockpile of medical and nutrition reserves in line with other Sectors or sectors to sustain affected communities at least up to a year	NADFOR	MoHD, MoHR	UNICEF and IOM, SCI, CWW, WVI, NRC	Ongoing
D. Long-Term Recovery					
a.	In line with other Sectors, initiate the intervention measures and health and nutrition programmes, including but not limited to child immunization programs, restocking of livelihoods, conditional cash, improved farming practices, seed distribution, community education and other actions proposed by the long-term sectoral strategy, including rehabilitation and reconstruction of health and nutrition infrastructure to support the affect communities until their livelihood is fully restored and return of the local economy to normalcies	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Within six months

11. Education in Humanitarian Relief

Actions	National Coordination Body	Line Ministries	International Partners	Timeframe	
A. Emergency Response Relief Stage					
i.	Continue and if necessary, increase the distribution agreed emergency relief action plan/education services provisions including school feeding programmes to support the education needs of affected communities in line with other sectors next three months	NADFOR	MoEd	OCHA, UNICEF and SCI (Save the Children)	Immediately
ii.	Through the M&E ensure and maintain adequate stockpile of education material and educational personnel in line with relief provisions of other Sectors or sectors to sustain affected communities at least in the next six months	NADFOR	MoEd	OCHA, UNICEF and SCI (Save the Children)	Ongoing
B. Early Recovery					
i.	Initiate intervention measures and programmes proposed by the JNA report to support the education needs of the affected communities for the next three months, such as establishment temporary Safe Learning Spaces, essential education and recreation supplies (kits and materials), school feeding programmes, back to school programmes, psychosocial	NADFOR	MoEd	OCHA, UNICEF and SCI (Save the Children)	Within four weeks

	support for children and teacher if necessary, in a coordinated manner consistent with other sectors				
ii.	Review and increase stockpile of education provisions in line with other Sectors or sectors to sustain education needs of affected communities in the next six months	NADFOR	MoEd	OCHA, UNICEF and SCI (Save the Children)	Ongoing
C. Mid-Term Recovery					
i.	In chorus with other Sectors, initiate the interventions measures and programmes proposed by the Midterm Strategy, including school feeding programmes, reconstruction and rehabilitation of education facilities (class rooms and wash facility) infrastructure, feeding programmes to sustain the educational needs of the affected communities up to a year	NADFOR	MoEd	OCHA, UNICEF and SCI (Save the Children)	Within three months
ii.	Through the M&E ensure and maintain adequate stockpile of education material and educational personnel in line with relief provisions of other Sectors to sustain affected communities up to year	NADFOR	MoED	OCHA, UNICEF and SCI (Save the Children)	Ongoing
D. Long-term Recovery					
i.	In chorus with other Sectors, initiate the interventions measures and programmes proposed by the Midterm Strategy, including reconstruction and rehabilitation of education infrastructure to sustain the educational needs of the affect communities until their livelihood is fully restored and return of the local economy to normalcies	NADFOR	MoED	OCHA, UNICEF and SCI (Save the Children)	Within six months

12. WASH in Humanitarian Relief

Actions	National Coordination Body	Line Ministries	International Partners	Timeframe	
A. Emergency Response Relief Stage					
i.	Initiate and maintain agreed emergency relief (WASH) action plan and if necessary, increase the distribution of the WASH provisions including water availability (water tracking and storage) in line with other sectors	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Immediately
ii.	Through the M&E ensure and maintain adequate stockpile of emergency WASH relief provisions to sustain affected communities at least in the next three months	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Ongoing

B. Early Recovery					
i.	Initiate measures and intervention programmes proposed by the JNA report in relation to WASH to improve water and sanitation situation of affected communities for the next three months including constructions of temporary water outlets/storage and toilet in chorus with other sectors	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Within four weeks
ii.	Review and increase stockpile of WATSAN and other relief provisions to sustain affected communities at least in the next six months	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Ongoing
C. Mid-Term Recovery					
i.	Initiate the intervention programmes including establishment of permanent fresh water sources, reconstruction and rehabilitation of water sources and storage facilities proposed by the Long-term RRS in line with other sectors	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Within three months
iii.	Through the M&E ensure and maintain adequate stockpile of fresh water sources/storage and water availability in line with relief provisions of other Sectors to sustain affected communities up to a year	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Ongoing
D. Long-Term Recovery					
i.	In chorus with other Sectors, initiate the interventions measures and programmes proposed by the Midterm Strategy, including reconstruction and rehabilitation of WASH infrastructure to sustain the WATSAN needs of the affect communities until their livelihood is fully restored and return of the local economy to normalcies	NADFOR	MoHD, MoWR	UNICEF and IOM, SCI, CWW, WVI, NRC	Within six months

13. Shelter in Security in Humanitarian Relief

Actions		National Coordination Body	Line Ministries	International Partners	Timeframe
A. Emergency Response Relief Stage					
i.	Initiate and maintain agreed emergency relief shelter (emergency shelters) and security arrangements action plan and if necessary, increase the distribution of the provisions in line with the sectors	NADFOR	MoHD, MoWR	UNHCR	Immediately
ii.	Through the M&E ensure and maintain adequate stockpile of emergency Shelter supplies and security arrangements to sustain affected communities at least in the next three months	NADFOR			Ongoing
B. Early Recovery					
i.	Initiate measures and intervention programmes (repairs of former shelters where possible and new semi-temporary) proposed by the JNA report in relation to	NADFOR	MoHD, MoWR	UNHCR	Within four weeks

	Shelter and Security to improve shelter and security situation of affected communities for the next six months unison with other sectors				
ii.	Review and increase stockpile of shelter supplies and other relief provisions to sustain affected communities at least in the next six months	NADFOR	MoHD, MoWR	UNHCR	Ongoing
C. Mid-Term Recovery					
i.	Initiate the intervention programmes, (rehabilitation and reconstruction of permanent shelters) proposed by the Long-term RRS in line with other sectors	NADFOR	MoHD, MoWR	UNHCR	Within three months
ii.	Through the M&E ensure and maintain adequate shelter supply and security arrangements in line with relief provisions of other Sectors to sustain affected communities up to a year	NADFOR	MoHD, MoWR	UNHCR	Ongoing
D. Long-Term Recovery					
i.	In chorus with other Sectors, initiate the interventions measures and programmes (reconstruction of permanent resilient shelters) proposed by the Midterm Strategy, including repatriation programme, reconstruction and rehabilitation of shelter and security arrangements to sustain the WASH needs of the affect communities until their livelihood is fully restored and return of the local economy to normalcies	NADFOR	MoHD, MoWR	UNHCR	Within six months

Annex 1 – Field Assessment Form

1. Type of Disaster	Flood	Drought	Human Disease outbreak	Animal Disease Outbreak	Fire	Environmental Pollution	Transportation Accident	Pest infestation	Conflict	Any other specify
2. Geographic Area	Region				Town/villages			Approximate # of Inhabitants		
3. Villages/Settlements Assessed								Approximate # of Inhabitants		
4. Persons	# injured		# dead		# missing		Remarks			
5. Homes Affected	# Minor damage		# moderate damage		# destroyed		Remarks			
6. # of Families (provide % if number is not possible)	Currently known displaced evacuated			Projected likely to be displaced evacuated			Remarks			
7. How are people sheltered? Tents/ Make shift shelter/ host families/ camps, other	Describe situation									
Describe damage										
8. Status of roads/best way to access affected area										
9. Condition/access as applicable:	Describe access									
Bridges										
Water facilities										
Sewage systems										
Schools										
Health facilities										
10. Concerns for human health, Animal health, Hazardous & Toxic materials	Describe situation									
Others specify	Describe situation									

Annex 2: Roles and Responsibility in Disaster Response Participating Partners

No	Agency	Roles and Responsibility
1.	National Disaster Management Committee (NDMC)	<p>Pre-disaster Actions</p> <ul style="list-style-type: none"> • Oversight and approval of disaster management policy and disaster management framework • Promote and support integration of DRR and mainstreaming disaster management in national development and sectoral development planning process at all levels <p>Immediately After Disaster</p> <ul style="list-style-type: none"> • Declaration of emergency crises in the event of disaster occurrence • Activation of the Standard Operating Procedure (SOP) and initiation of steps and actions contained therein. • Fund raising and emergency relief appeals
2.	NADFOR	<p>Pre-disaster Actions</p> <ul style="list-style-type: none"> • Establish national policy and planning frameworks for disaster risks reduction (DRR) and mainstream disaster management principles and practices across sectors and within national development planning processes at all levels in the country • Coordinate with the sectoral ministries to integrate and mainstream DRR in the respective sectoral development policies, strategies, and plans • Coordinate with regional authorities and district authorities to prepare and update disaster risk reduction (DRR), disaster management plans (DMPs) and disaster contingency plans (DCPs) and urban risk reduction plans in the cities and towns in the country • Systematic collection and analysis of the disaster information including hazards, risks, vulnerabilities, and feed into the process of enhanced preparedness and to the planning and programming process at the state, district and local level • Ensures availability of disaster contingency fund at national level and allocation of emergency funds for priority needs during disasters • Coordination of stockpiling of relief provisions for all sectors (food and NFIs, such as medicine, nutrition, shelter and WASH, increase water storage/harvesting, crop seeds, fertilizers and fishing gears, medical equipment, tents, etc.) and fodder banks feed where possible • Coordinate and organize monthly meeting with the UN agencies, donors, and international partners to complement and improve national capacity, preparedness and emergency response efforts • Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to various economic, social and environmental sectors <p>During Disaster – Response Actions</p> <ul style="list-style-type: none"> • Ensure full operational capacity of the National Emergency Operation Centre (EOC) for 24/7 during the disaster to serve as the hub for emergency coordination and information management

- Ensure dissemination of emergency alert/warning information and situation updates through Radio, Television, Fax, Telephone, E-mail, Mobile and other means of mass communication to inform the disaster vulnerable populations, local authorities, humanitarian partners, and the stakeholders at large.
- Review stocks and Issue orders, for dispatch of relief materials to required places or disaster affected communities
- Convene immediate meeting with the humanitarian partners and provide guidance to ensure a coordinated response and relief operations with clear priorities on the worst-affected populations and by avoiding duplications and addressing critical gaps.
- Conduct rapid damage assessment in conjunction with UN agencies, and international partners and launch an international appeal if appropriate
- Ensure effective coordination and communication with the relevant ministries, institutions district, and local disaster management committees and issue directives for pre-positioning of relief and emergency assistance

Post Disaster Actions

- Coordinate with the UN agencies through OCHA and the international partners and undertake a post-disaster assessment of loss and participate in the preparation of short, mid and long-term recovery multi-sectoral strategies
- Coordinate with and sensitize the donors and mobilize resources in support of recovery and rehabilitation programme
- Coordinate, guide, and implement recovery and rehabilitation programme/projects in a gender-responsive way and by adopting principles of building back better
- Monitor and evaluate short, mid and long-term intervention recovery programmes

3. UN agencies,
INGOs and LNGOs

Pre-disaster Activities

- Integration of disaster management (mitigation, prevention, preparedness, response and recovery) ensuring disaster risk reduction (DRR) and climate adaptation is applied in their development programmes and ensure disaster resilience investment in line with the development plans of their respective line ministry and nationally
- Disaster Preparedness Contingency Plans in line with that (if any) of their particular line ministries
- Promote advocacy and access to capacity building (research, information and training) opportunities in disaster management and disaster risk reduction to stakeholders, in particular, to NADFOR, line ministries, LNGOs, CBOs and the community to perform their disaster management functions in a better manner

During Disaster – Response Actions

- Ensure coherent response in mobilization and distribution of emergency relief provisions in collaboration with their sector lead (SL) or line ministries

- In coordination with NADFOR and line ministry, deploy assessment teams and participate in Rapid Response Assessment (Sectoral) to determine extent of the damages
- In partnership with NDC and NADFOR, support and sponsor emergency relief appeals
- Monitoring and Evaluation of the effectiveness of relief efforts and recovery programmes in collaboration with their respective line ministry

During Recovery – Response Actions

- Participation and delivery of disaster recovery (short, medium and long term) intervention programmes in cooperation with their line ministries
- Provide assistance and advice to government through NADFOR and line ministry on sectoral development policies and monitor intervention and development programmes
- Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to various economic, social and environmental sectors in the country

4. Ministry of Health development

Pre-disaster Actions

- Provide public health leadership and provide policy direction develop responsive development plans and monitor health trends and issues on the nation's health system
- Integrate disaster risk reduction (DRR) on health intervention programs and mainstreaming disaster management in the sector's development plans
- In collaboration with both local and international partners, establish and implement appropriate sectoral disaster contingency plan for the health sector to ensure availability of sufficient health and nutrition stock requirement considering current and future disaster risks
- Undertake period disaster susceptibility studies to identify hazards/risks and reduce disaster impacts on the sector
- Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters

During Disaster Actions

- In partnership with both local and international specialized partners, lead and coordinate the deployment of Rapid Response Assessment (RRA) teams (Sector Initial Rapid Response Assessment) to assess situation or health and nutrition needs of affected communities
- In collaboration with international and local specialized partners, coordinate and lead the mobilization and distribution of emergency relief provisions (health and nutrition) to support health and nutrition needs of the affected communities
- Coordinate and perform regular reporting and evaluation (M&E) of disaster response operation (health and nutrition) in partnership with its local and international counterpart

Post Disaster Actions

- In coordination with its local and international partners, undertake the preparation of a Joint Need Assessment (JNA) immediately to ensure updated information on the situation with a view to sustaining the health and nutrition needs of the affected communities in the short-term (early recover)
- In collaboration with its local and international partners, implement “early recovery” intervention programs and projects proposed by the JNA to sustain the health and nutrition needs of disaster affected communities
- Leads the reporting and evaluation of “early recovery” intervention programmes proposed by the JNA and restock health and nutrition provisions in partnership with its local and international partners
- In partnership with international and local partners, initiate and coordination the preparation of “Midterm Sectoral Recovery Strategy “with a view to sustain the health and nutrition needs of the affected in the mid-term
- Lead and coordinate the implementation of “midterm recovery” intervention programmes proposed by the “Mid-term Sectoral Strategy” to sustain the health and nutrition needs of the affected communities in partnership with local and international partners
- Coordinate the reporting of evaluation of “midterm recovery” intervention programmes proposed by the mid-term strategy and restock provisions in partnership with its local and international partners
- Leads the preparation of “Long-term Sectoral Recovery Strategy” with a view to support the health and nutrition needs of the affected communities in the long-term (from one year onwards) in partnership with local and international partners
- Implementation and coordination of “long-term recovery” intervention programmes proposed by the “Long-term Sectoral Strategy” to sustain the health and nutrition needs of the affected communities in the long-term in partnership with its local and international partners
- Lead and coordinate the review, reporting of evaluation of “long-term recovery” intervention programmes proposed by the long-term strategy and restock provisions if necessary, in partnership with its local and international partners

6. Ministry of Livestock and Fishery

Pre-disaster Actions

- Provide policy leadership and develop strategies and plans integrating disaster risk reduction and (DRR) climate change to mainstream disaster management in the sector’s development plans
- In collaboration with both local and international partners, establish and implement appropriate sectoral disaster contingency plan to ensure (safe storage and facilities for the stocks of feeds, fishing gears and sector related equipment) availability of sufficient stock requirement considering current and future disaster risks
- Undertake periodic disaster susceptibility studies to reduce potential disaster impacts on the sector
- Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters

During Disaster Actions

- In partnership with both local and international specialized partners, lead and coordinate the deployment of Rapid Response Assessment (RRA) teams (Sector Initial Rapid Response Assessment) to assess situation on disaster impacts on the sector and on the affected communities
- In collaboration with international and local specialized partners, coordinate and lead the mobilization and distribution of emergency relief provisions (feedstock, fishing gears and other related equipment) to support the needs of the affected communities
- Coordinate and perform regular reporting and evaluation (M&E) of disaster response operation (health and nutrition) in partnership with its local and international counterpart

Post Disaster Actions

- In coordination with its local and international partners, undertake the preparation of a Joint Need Assessment (JNA) immediately to ensure updated information on the situation with a view to sustaining the sector requirement or needs of the affected communities in the short-term (early recover)
- In collaboration with its local and international partners, implement “early recovery” intervention programs and projects proposed by the JNA to rehabilitate sector and sustain needs of disaster affected communities
- Leads the reporting and evaluation of “early recovery” intervention programmes proposed by the JNA and restock sector (feedstock, fishing gears and other related provisions) in partnership with its local and international partners
- In partnership with international and local partners, initiate and coordinate the preparation of “Midterm Sectoral Recovery Strategy “with a view to rehabilitate and reconstruct the sector to sustain the needs of the affected in the mid-term
- Lead and coordinate the implementation of “midterm recovery” intervention programmes proposed by the “Mid-term Sectoral Strategy” to rehabilitate and reconstruct key infrastructures of the sector to sustain the needs of the affected communities in partnership with local and international partners
- Coordinate the reporting of evaluation of “midterm recovery” intervention programmes proposed by the mid-term strategy and restock necessary provisions in partnership with its local and international partners
- Lead the preparation of “Long-term Sectoral Recovery Strategy” with a view to support the needs of affected communities in partnership with local and international partners
- Implementation and coordination of “long-term recovery” intervention programmes proposed by the “Long-term Sectoral Strategy” to sustain the needs of the affected communities in partnership with its local and international partners
- Lead and coordinate the review, reporting of evaluation of “long-term recovery” intervention programmes proposed by the long-term strategy and restock provisions if necessary, in partnership with its local and international partners

7. Ministry of Education

Pre-disaster Actions

- Provide policy leadership and develop strategies and plans integrating disaster risk reduction (DRR) and climate change and equally mainstream disaster management in the sector’s development plans

- In collaboration with both local and international partners, establish and implement appropriate sectoral disaster contingency plan to ensure the sector can respond to disaster events considering current and future disaster risks
- Undertake periodic disaster susceptibility studies to reduce potential disaster impacts on the sector (services, personnel and infrastructure). Including the needs of most vulnerable students
- Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters

During Disaster Actions

- In partnership with both local and international specialized partners, lead and coordinate the deployment of Rapid Response Assessment (RRA) teams (Sector Initial Rapid Response Assessment) to assess situation on disaster impacts on the sector and on the affected communities
- In collaboration with international and local specialized partners, coordinate and lead the mobilization and distribution of emergency relief provisions (feedstock, fishing gears and other related equipment) to support the needs of the affected communities
- Coordinate and perform regular reporting and evaluation (M&E) of disaster response operation (health and nutrition) in partnership with its local and international counterpart

Post Disaster Actions

- In coordination with its local and international partners, undertake the preparation of a Joint Need Assessment (JNA) immediately to ensure updated information on the situation with a view to sustaining the sector requirement or needs of the affected communities in the short-term (early recover)
- In collaboration with its local and international partners, implement “early recovery” intervention programs and projects proposed by the JNA to rehabilitate sector and sustain needs of disaster affected communities
- Leads the reporting and evaluation of “early recovery” intervention programmes proposed by the JNA and restock sector (feedstock, fishing gears and other related provisions) in partnership with its local and international partners
- In partnership with international and local partners, initiate and coordination the preparation of “Midterm Sectoral Recovery Strategy “with a view to rehabilitate and reconstruct the sector to sustain the needs of the affected in the mid-term
- Lead and coordinate the implementation of “midterm recovery” intervention programmes proposed by the “Mid-term Sectoral Strategy” to rehabilitate and reconstruct key infrastructures to sustain the needs of the affected communities in partnership with local and international partners
- Coordinate the reporting of evaluation of “midterm recovery” intervention programmes proposed by the mid-term strategy and restock necessary provisions in partnership with its local and international partners
- Leads the preparation of “Long-term Sectoral Recovery Strategy” with a view to support the needs of affected communities in partnership with local and international partners

	<ul style="list-style-type: none"> • Implementation and coordination of “long-term recovery” intervention programmes proposed by the “Long-term Sectoral Strategy” to sustain the needs of the affected communities in partnership with its local and international partners • Lead and coordinate the review, reporting of evaluation of “long-term recovery” intervention programmes proposed by the long-term strategy and restock provisions if necessary, in partnership with its local and international partners • Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to agricultural production in Somaliland.
<p>8. Ministry of Agriculture Development</p>	<p>Pre-disaster Actions</p> <ul style="list-style-type: none"> • Provide policy leadership and develop strategies and plans integrating disaster risk reduction (DRR) and climate change and equally mainstream disaster management in the sector’s development plans • In collaboration with both local and international partners, establish and implement appropriate sectoral disaster contingency plan to ensure the sector can respond to disaster events considering current and future disaster risks • Undertake periodic disaster susceptibility studies to reduce potential disaster impacts on the sector with a particular emphasis on disaster prone areas and most vulnerable communities • Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters <p>During Disaster Actions</p> <ul style="list-style-type: none"> • In partnership with both local and international specialized partners, lead and coordinate the deployment of Rapid Response Assessment (RRA) teams (Sector Initial Rapid Response Assessment) to assess disaster impacts on the sector and on the affected communities • In collaboration with international and local specialized partners, coordinate and lead the mobilization and distribution of emergency relief provisions (feedstock, agriculture tools, fertilizers and other related farming equipment) to support the needs of the affected communities • Coordinate and perform regular reporting and evaluation (M&E) of disaster response operation on the sector in partnership with its local and international counterpart <p>Post Disaster Actions</p> <ul style="list-style-type: none"> • In coordination with its local and international partners, undertake a Joint Need Assessment (JNA) immediately to ensure updated information on the situation with a view to sustaining the sector requirement or the needs of the affected communities in the short-term (early recover) • In collaboration with its local and international partners, implement “early recovery” intervention programs and projects proposed by the JNA to rehabilitate sector and sustain needs of disaster affected communities • Lead and coordinate the reporting and evaluation of “early recovery” intervention programmes proposed by the JNA and restock agriculture relief provisions in partnership with its local and international partners

		<ul style="list-style-type: none"> • Lead and coordinate the preparation of “Midterm Sectoral Recovery Strategy “with a view to sustain the agriculture needs of the affected in the next twelve months in cooperation with its local and international partners • Lead and coordinate the delivery of “midterm recovery” intervention programmes proposed by the “Midterm Sectoral Strategy” to sustain the agriculture needs of the affected communities in the next twelve months in partnership with local and international partners • Lead and coordinate the reporting of evaluation of “midterm recovery” intervention programmes proposed by the midterm strategy and restock agriculture provisions in partnership with its local and international partners • Lead and coordinate the preparation of “Long-term Sectoral Recovery Strategy” with a view to support the education needs of the affected communities in the next two to three years in partnership with local and international partners • Lead and coordinate the delivery of “long-term recovery” intervention programmes proposed by the “Long-term Sectoral Strategy” to sustain the agriculture needs of the affected communities in the next two three years in partnership with its local and international partners • Lead and coordinate the review, reporting of evaluation of “long-term recovery” intervention programmes proposed by the long-term strategy to support the agriculture needs of the affected communities and restock education provisions if necessary, in partnership with its local and international partners
9	Ministry of Interior	<ul style="list-style-type: none"> • MoI is the government agency responsible for evacuation emergency assistance, search and rescue, communication with regional and district authorities, shifting of people to relief camps, burial work of dead bodies, fire management, logistics
10.	Ministry of Finance	<ul style="list-style-type: none"> • Provide and approval of “National Disaster Contingency Funds” and manage accounts • In consultation with NADFOR, allocate funds on priority basis for disaster mitigation, preparation and recovery programmes. • Oversight of all disaster related expenditures in line with GoSL Public Accounts Procedure and principles of donors • Monitor and evaluate the use of funds • Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters
11.	Ministry of Planning	<ul style="list-style-type: none"> • Promote integration of disaster management policies (DRM and DRR) in national development plan (NDP) sectoral development plans • Coordinate emergency appeals and liaison with international community in the event of disaster incident. • Ensure recovery and rehabilitation programmes are in line with national development plans and that of respective sectors • Adapt best-practiced methods and build institutional capacities through training, research and advocacy

		to support resilient approaches to climate change induced disasters
12.	Ministry of Environment and Rural Development and	<ul style="list-style-type: none"> • Will have primary responsibility in enforcement of land-use plan, evacuation from low-lying areas, selection or authorization of new sites for camps, protection environment and prevention of overcrowding in the event of disaster incident • Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters
14.	Ministry of Public Works	<ul style="list-style-type: none"> • MoPW is the government agency responsible for the distribution of emergency shelter, maintenance of public infrastructure, search and rescue, identify safer places, assess physical damage, identify safer routes, provide necessary equipment for search and rescue, reconstruction and rehabilitation during recovery phase • Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters
15.	Somali Red Crescent Society	<ul style="list-style-type: none"> • First aid/ search and rescue/ providing food, shelter, NFIs in the early phases of the disaster • Adapt best-practiced methods and build institutional capacities through training, research and advocacy to support resilient approaches to climate change induced disasters
16.	Regional Governors	• Through NADFOR regional office to coordinate emergency response at province level
17.	District Mayors	• In coordination with NADFOR District representative, direct and supervise all emergency relief activities at district level

Annex 3. List of Participants in the Standard Operating Procedure for DM Consultation Workshop

STANDARD OPERATING PROCEDURE (SOP) FOR DISASTER MANAGEMENT WORKSHOP
REGISTRATION FORM

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