Rules for Operating in Affected Areas (NWFP)

For humanitarian organization

Background: The Rules for Operating in Affected Areas (R.O.A.A) provide guidance to humanitarian organizations to enhance their ability to access and assist the affected population and returnees within the areas of return or affected areas in coordination with relevant authorities and in accordance with security protocols and local culture and traditions.

The humanitarian community has been assisting IDPs in the central districts of NWFP. However, after restoration of peace in the most of the conflict areas and returns of IDPs to their places of origin, the focus of interventions will start to be shifted to the affected areas. Compliance with the R.O.A.A is binding for the entire humanitarian community and will help in the provision of safety and security to humanitarian workers for smooth, coordinated and uninterrupted humanitarian operations.

General Operating Rules:

1. All International NGOs, National NGOs, International Organizations and UN agencies SHALL obtain No Objection Certificates (NOCs) and/or Project Approvals from PDMA/PaRRSA in the format attached as ***Annex – A***, prior to starting operations within the affected areas. Annex C is the format for applying for an NOC which should be completed and submitted to adnanzafar.eru@gmail.com[1].
2. All projects related to IDPs in general and all projects related to any intervention in any sector in the Affected Areas (as notified by the Home Department) in particular, must be submitted to PDMA/PaRRSA for approval.
3. In all cases, NGOs/UN agencies SHALL not sign any agreement, MoU or ANY RELATED DOCUMENT WHICH GIVES ANY LEGAL AUTHORIZATION TO WORK IN THE AFFECTED AREAS OR FOR THE IDPs anywhere in the province with any Pakistani provincial, federal or any other Government Department directly. In all cases the procedure mentioned in 2 (Vide Supra) SHALL be followed and all NOCs will be issued by PDMA/PaRRSA.
4. The NOC will specify the date of issue, validity period duly signed by the Director (operations, relief and coordination) and countersigned/ endorsed by the DG PDMA. The NOC will authorize the organization to work in a particular area and sector as specified in the NOC. The NOC will also be vetted by the concerned clusters which are the core coordination mechanism for humanitarian interventions. All project proposals will be shared with the Economic Affairs Division and other concerned authorities.
5. For first time interventions, the NOC shall be issued after receiving a formal request from the concerned organization along with the project proposals and required documents as specified. Once the NOC is issued, for every new intervention, there will be no need for a separate NOC. However, each new project proposal SHALL be submitted to Inter Agency Coordination Cell of the PDMA and the concerned NGO/UN agency will start working only once the project is approved.

[1] For more information please see http://www.helpidp.org/donor-ngo-coordination.php

6. PaRRSA recommend that applications for a NOC be divided into sector / cluster specific activities. For example a programme working in WASH, Health and nutrition should be split into three separate NOC applications as this will greatly speed up the approval process.

7. Implementing Partners (IPs) are covered under the NOC of the contracting organization. As long as the contracting organization has an NOC this will cover the activities of the IP.
8. All the on-going and planned interventions/projects will be coordinated with the concerned provincial/divisional/district/agency authorities (Commissioner, Political Agent, District Coordination Officer, Head of concerned line department).
9. All movements (of humanitarian workers and supplies) within, to and from the affected areas would be coordinated with law enforcement agencies through the Home Department with coordination of Special Services Group.
10. Establishment of offices within the conflict area shall be in coordination with the concerned District/Agency Authorities who would carry out security assessment of the premises. To maximize on the scarce security resources in the affected areas it is suggested to keep NGO/UN agencies offices consolidated in compounds where security can be provided by the government.
11. Equipment, supplies and premises SHALL be used exclusively for purposes connected with assistance of affected communities.
12. All organizations working in the effected areas must ensure that they involve relevant authorities and the local community in the implementation of projects.
13. It SHALL be ensured by all organizations that they recruit workers on the basis of suitability and qualification for jobs and not on the basis of political or any other considerations, giving priority to people from the affected areas. Locals SHALL be hired where requisite skills are available locally in the areas such as drivers, office boys etc and in all other cases where two candidates have equal skills and experience, the local SHALL be given first preference for employment.
14. To the maximum possible extent organizations will ensure they purchase materials and equipment locally within the project area to enhance the local economy.
15. PaRRSA will coordinate all assessments and therefore all Organizations must communicate with them prior to undertaking any assessments in NWFP.

Compliance with Security Protocols and Local Culture and Traditions:

1. **Female Staff working in rural areas**: It is advised when stationing female staff in rural areas that they must be accompanied by another female staff. Care must be exercised to balance the policy the humanitarian organizations of equal opportunity and merit based selection with local sensitivities.
2. **Respect for Women**: The community in rural areas is sensitive to strangers interacting with their women. Unfamiliar males approaching or talking to women can have serious repercussions. Discretion is advised when approaching local women; this must be done in consultation with males/heads of families, however female staff can interact with the local women without the presence of males. Similarly care needs to be exercised in office working; female staff be seated separately and a male and a female staff having one to one meeting behind closed doors be avoided as far as possible. Promiscuous relationship is not tolerated in the area and can draw violent reaction.

DRAFT

3. **Working Hours**: Late working hours for female staff particularly in the hours of darkness is unacceptable to the local community and can invite a sharp reaction.
4. **Separate seating arrangements:** Un-related males and females sitting together are viewed unfavourably. Separate seating arrangements for male and female staff should be made in training workshops, seminars, official orother functions.
5. **Dress Code**: Women staff are advised to cover themselves fully by head scarf, full sleeves shirts and shalwar (trousers) to the ankles. Dress is worn loose with aversion to "revealing" and tight dress. Due discretion is advised for female workers while moving in the area. Men are advised to wear local dress and avoid shorts or dress which is inappropriate to local customs.

6. **Travel:**
    1. A female sitting on the front seat in a vehicle along with the driver is viewed with disapproval. Female staff should avoid sitting in the front seat as far as possible. They may occupy the front seat if more than one male colleague is accompanying as males and females sitting on the same seat are also cause of more serious concern to the local community.
    2. For out of city/long travel, the female employees may be allowed to be accompanied by a Mahram i.e. a close relative like father or brother etc. at their personal expense and arrangements, if so requested by the staff concerned. The male guardians/family of the female staff must be informed in advance of such planned travels.
    3. Workshops/Seminars requiring overnight stay of female staff away from their duty stations are a sore point and cause of violent reaction from the community. The entire humanitarian community should ensure that workshops/seminars are organized in safe areas and if the participation of female employees is unavoidable, they must be provided separate boarding and lodging and their families should consent to their participation in the event.

Compliance with Security Protocols

7. **Security Coordination** NGO/UN agencies are advised to maintain close liaison with the District Police Officer (DPO) who will liaise with all heads of intelligence agencies and Pakistan Army deployed in the area. DPO will hold weekly district meetings with the Security Focal Points of the NGOs/UN agencies to coordinate security arrangements.

8. **Security Focal person** NGO's/UN agencies are advised to appoint security focal person at the district level.

9. **Information Sharing** Timely sharing of any valuable information including type of any threat received or suspicious behavior should be immediately shared with DPO through the security focal person.

10. **Security Advisory** Police issue advisory from time to time to the security focal person. NGOs and UN agencies operating in the areas are requested to adhere to the police advisory and plan their movements accordingly.

DRAFT

11. **Security Plans** All NGOs and UN agencies are requested to draft security plans for their offices in the district and share a copy with DPO.

12. **Securing Office Building** All NGOs/UN agencies are advised secure their office building with security cameras, bomb blast protection securing the outer premises, re-strengthening gates and employing private security guards for their premises.

13. **Staff Information** All NGOs and UN agencies are requested to provide information on staff stationed in the district in the attached form – ***Annex B***

14. **Traveling Outside District** Staff (national or international) who will be visiting the district for short assignments /assessments must also liaise with Home Department and acquire prior approval before travelling. The Home Department will require personnel and vehicle details. Home Department and provincial government have the right to allow or not allow any requests for travel in the affected districts.

15. **Travelling inside districts** All NGO/UN agency travelling within the district will be coordinated with the DPO and local mechanisms will be developed through the Security Coordination meeting chaired by the DPO.

DRAFT

Annex A– No Objection Certificate

NO OBJECTION CERTIFICATE

1. In pursuance of expression of interest submitted by the NGO / INGOs, the Provincial Disaster Management Authority PDMA, is pleased to issue No Objection Certificate to your organization on following terms;

2. That the _____

   Is hereby provisionally allowed to work in cluster (s)_____

3. In the area (s) of _____

4. NOC issuance date _____

5. Validity Period _____

6. NOC is extendable subject to satisfactory performance.

7. The NGO's operation in the specified area shall be in accordance to the TORs.

8. The Log frame Analysis, (LFA) shall be submitted to the PDMA within 10 days of the issuance of NOC for outputs to purpose review (OPR) by PDMA.

Dated: _____ _____

Director (Operation, Relief & Coordination)
PDMA

Dated: _____ _____

Director General
PDMA

DRAFT

Annex B – Permanent Staff Information

General Information

Name of Staff	Nationality	NIC/Passport Details (Attach Copies)	Organization	Cell Number	Office Number

Staff Residential Arrangements

Staff Name	Accommodation Address	Landline Number

Staff Office Arrangements

Staff Name	Office Address	Landline Numbers

DRAFT

Annex C – Format for NOC Application

Section I – Contact Information	
1.Name of Organization & Address:	*Please fill in the name of the Organization and the physical address in Islamabad and relevant field hub/s.*
2. Name of Primary Contact Person:	*Please fill in the contact names including the responsible project manager*
- At HQ/Peshawar	*person at HQ level as a secondary contact*
- At project location	
Name of Secondary contact:	
- At Headquarters level	
- At Islamabad/Peshawar	
3. E-mail Address:	*Please fill in the e-mail details*
- At HQ level	
- At HQ/Peshawar	
- At project location	
4. Telephone Number:	*Please fill in the phone number details* (mobile and landline if applicable)
- Islamabad	
- Project location	
5. Fax Number:	*Please fill in the fax number details*
- Islamabad	
- Project location	
Section II – Project Summary	
6. Title of Project:	*Please fill in the title of the Project*
7. Sector of intervention:	*Include the Sector of intervention for this proposed Project*
	(e.g. health, education, livelihood, etc)

Food and Agriculture	
Camp Management	
Protection	
Health and Nutrition	

	Education ☐ **Water Sanitation and Hygiene** ☐ **Logistics** ☐ **Shelter and NFI** ☐ **Early Recovery** ☐ **Other** ☐ *If Other please describe:* .....
8. Proposed Project Location:	*Please fill in the details*
- Province/State:	
- District/s:	
- Tehsil/s:	
- UC/s:	
- Village/s:	
9. Estimated number of beneficiaries:	*Please fill in the total number of beneficiaries*
10. Proposed timeframe for project:	*Please indicate the duration of the proposed project*
11. Estimated Project cost in US $:	*Please fill in the total cost as per the budget*
12. Funding Source:	*Insert the source of the funding specific to this intervention.*
Section III – Project Details	

Background of the project: *This portion should indicate* **why** *the proposed intervention should be undertaken* *by describing the current problem and the link to the target population. Also include a brief description of how, the* *problem has been identified (field assessments, meetings with local authorities, surveys, etc).* *Include details on the* **beneficiaries** *indicating clearly the estimated number of direct beneficiaries (households and* *individuals) who will benefit from this project, and a number for the indirect beneficiaries who could benefit from this* *project, also please highlight the criteria for the selection of the beneficiaries.*	
Specific Objectives: *Indicate the specific objective/s of the proposed intervention.*	
Strategy of the Project: *Provide a comprehensive description of the project components and the way they contribute to the achievement of the project objectives. It should make explicit the way the proposed intervention addresses and solve the identified problems.*	
If the project is to be executed by any partner organization (Implementing Partners), please include the details about them.	
Proposed Activities: *Provide a <u>concise</u> description of the project activities that are linked to the problem and the strategy outlined above.*	

DRAFT

Outputs: *Enter the direct measurable results (goods and services) of the proposed intervention.* *Project outputs that can be quantified. An output measures progress made towards achieving an objective. These should be higher level than the milestones and should work towards meeting the project objectives.*	
Coordination: *indicate government counterparts whom the organization has been coordinating with for this project.* *Also indicate the cluster/coordination meeting under which this project was discussed with other NGOs or UN agencies.*	
Risks/Challenges: *list any potential difficulties that could constrain the implementation of the project*	
Supporting documents: *the following documents are considered necessary to be submitted with the project* *proposal in the format produced above:*	
1) 1. Project proposal	
2. Supporting documents:	
a. Covering letter from the NGO to PRC NWFP	
b. Profile of the NGO	
c. Registration Proof (INGO from EAD - NGOs from Social Welfare *Department)*	
d. Time-lines for the proposed project	
e. Declare source of funding for the projects	
g. Any other supporting Document (if required)	

DRAFT