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Save the Children



OXFAM

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A. Terminology

Capacities are resources, means and strengths, which exist in households and in the community and which enable them to cope with, withstand, prepare for, prevent, mitigate or quickly recover from a disaster.

Climate Change: Climate change refers to any change in climate over time, whether due to natural variability or as a result of human activity. Average temperature increase, natural disasters and their frequency such as floods, droughts, storms, erratic rain patterns and rising sea levels may be attributed to Climate Change.

Community Based Disaster Management (CBDRM): is a process, which leads to a locally appropriate and locally owned strategies for disaster preparedness and risk reduction.

Disaster: serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.

Disaster Risk Reduction: Disaster Risk Reduction (DRR) is any activity carried out by a village, community, aid agency or government that helps to prepare, mitigate, adapt and increase resilience toward the impact of disasters. These activities can be legislation, policies, strategies and practices that are developed and applied to minimise vulnerabilities and disaster risks.

Hazard: A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation.

Hazard Assessment: is determining the hazards which has happened in the community, including the estimation of potential hazards which are likely to occur in the future.

Vulnerability: a set of prevailing or consequential conditions, which adversely affect the community's ability to prevent, mitigate, prepare for and respond to hazardous events.

B. Background

CARE, the French Red Cross (FRC), Oxfam and Save the Children International (SCI) have been implementing various Disaster Risk Reduction (DRR) projects across Lao PDR over the last few years. Through these projects the agencies have developed a wide range of technical guidelines and modules related to Community Based Disaster Risk Management (CBDRM) and other cross cutting issues such as age; gender, education and preparedness to enhance the capacity of communities and local authorities to manage disasters and their related risks.

For the second joint Community Based Disaster Risk Management project (2016-17), funded by European Union Civil Protection and Humanitarian Aid (ECHO), and given the priority of MoNRE /DDMCC, it was agreed during design phase to make solid efforts to integrate various modules/work packages into one common minimum standard, binding all necessary requirements, procedures and processes in one single document as a handy reference tool.

The minimum standards were drafted jointly by CARE, FRC, Oxfam and SCI (hereafter “the consortium”) and have been piloted and used for capacity building of local governance structures to collect feedback and lessons learned in targeted provinces. To finalise the CBDRM Minimum Standard, the Consortium also held a one-day workshop with key stakeholders at National level with representatives from key ministries working with Disaster Management to collect their feedback and reach a consensus on the CBDRM Minimum Standard contents

C. Purpose and elements of the CBDRM minimum standard:

The main purpose of defining the minimum standard is to compile a user friendly document from available international standards, national standards and work done by the Consortium over the years on Community Based Disaster Risk Management (CBDRM) processes. The document captures various steps of CBDRM processes and sets out the minimum requirements for each of the steps for CBDRM and is intended to be a resource for all CBDRM practitioners in Lao PDR.

Key Elements of the Minimum standards:

The Minimum Standards are encompassing the following key elements of Community Based Disaster Risk Management:

1. Site/Village Selection
2. Disaster Risk Assessment
3. Disaster Risk Reduction and Mitigation measures
4. Emergency Preparedness Measures
5. Emergency Response and Recovery
6. DRM Planning Process
7. Monitoring, Evaluation and Learning

Format of minimum standards:

For each of the elements there is a qualifying statement (a standard) followed by various key indicators and guidance notes for each of the indicators. Further there is a reference column listing the key resources available. Each agreed minimum standard is formulated in following format:

Minimum Standard #	[Qualifying statement]	
Key Indicators	Guidance note	References
1		
2		

Definitions:

Minimum standard: The set of minimum acceptable qualities required.

Key indicator: A set of statements indicating the achievement of the minimum standard, capturing process and outcome accomplishment.

Guidance note: A combination of existing narratives, tips and guidelines providing more details on how to achieve the indicators.

D. Minimum Standards for CBDRM:

I. Minimum Standard on Site/ Village Selection



I. Minimum Standard on Site/ Village Selection	“The site/village selection for CBDRM activities shall be participatory, consultative and based on known vulnerabilities (including gender and age) and capacities (or lack of) of the communities targeted and the village profile is produced for most hazard prone villages”.	
Key Indicators	Guidance note	References
1. Key Risk, vulnerabilities, and hazard related analysis and index documents available at country level are used to define the criteria for selection of site/ village	<p>The national level approved documents from DDMCC, MONRE, MLSW, UN, INGOs, NPA etc. can be used to define the geographical focus of the CBDRM action.</p> <p>The authorized country level hazard mapping or area specific mapping, latest Post Disaster Needs Assessment (PDNA), Damage and Loss Assessment (DALA), CDI vulnerability mapping or other similar document shall be used to define the geographical focus. Documents at UN/RC/INGO can also be used if available.</p>	<p>Country Disaster Statistics and Indicators²</p> <p>Risk Index³</p> <p>National Risk profile Lao PDR⁴</p>

² <http://www.preventionweb.net/countries/lao/data/>

³ reliefweb.int

⁴ <http://www.adpc.net/v2007/programs/udrm/projects/Risk%20Assessment%20Projects/RiskProfileLaoPDR/Default.asp>

	<p>Cross check information by using at least 3 different sources of information among this list:</p> <p>Online laodecide¹ database,</p> <p>Vulnerability index,</p> <p>Risk profile from MLSW</p> <p>Climate change vulnerability of WFP</p> <p>DDMCC, MONRE, MLSW, MoP , UN, Red Cross , INGOS , NGOS</p>	<p>Climate change vulnerability (WFP)⁵</p>
<p>2. The selection criteria are discussed among key stakeholders including key VDPCC members in a participatory manner and shared</p>	<p>The standard procedure with formats can be used to develop criteria if these are not already existing for site/village selection . The selection criteria shall be endorsed by the provincial authority (Province Disaster Prevention and Control Committee) or District Authority (District Disaster Prevention and Control Committee). The key Village Disaster Prevention and Control Committee members shall be consulted for their feedback on the criteria.</p>	<p>Community-Based Disaster Risk Reduction Manual (pp. 33-34)⁶</p>

¹ <http://www.decide.la/en/>

⁵ www.wfp.org/climatechange/innovations/analyses

⁶ <http://www.preventionweb.net/publications/view/49215>

<p>with community for their feedback.</p>	<p>The selection criteria must include geographical, social, economic and environmental vulnerabilities of the community in most foreseen disasters based on country level risk profiles. The priorities may be given to those areas which are geographically more vulnerable and the people within the areas who are the most disadvantaged.</p> <p>The selection criteria must be publically available for public awareness and feedback purposes. Provincial and district offices shall keep the criteria at hand and if possible displayed on their boards for public sharing.</p>	
<p>3. The list of criteria are reviewed and vulnerable villages are updated on a yearly basis in consultation with key PDPCC, DDPCC and selected VDPCC members</p>	<p>The criteria may be reviewed and the list of vulnerable villages shall be updated by Village Head and Disaster Management Committee on an annual basis based on updated Risk profiles and emergency preparedness plans. Current disasters and responses shall be taken in account to closely analyse the risks and vulnerabilities.</p>	

<p>4. Basic village profile is created or established and /or updated.</p>	<p>The Primary Village profile must be created for the villages that are selected based on the agreed criteria. The village profile can include basic information on village population, gender segregated data, location, area, public infrastructure, natural resources (forest, river etc.), Livestock and livelihood related information (agriculture, fisheries, forest and local artisans etc.).</p>	<p>The profile shall be updated after a disaster risk assessment, providing more information on geographical, social, economic and environmental capacities and vulnerabilities.</p>
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II. Minimum Standard on Disaster Risk Assessment



II. Minimum Standard on Disaster Risk Assessment	“The detailed Hazard Risk, Vulnerability and Capacity Assessment shall be carried out at village level for selected site/villages in a participatory manner where people of different age groups and gender have equally participated in process.”	
Key Indicators	Guidance note	References
1. A ‘common procedure’ is established within local governance structures, especially DDPCC and VDPCC, to manage the risk assessment process.	<p>The Lao PDR DM Law and relevant Disaster decree issued by various ministries will be governing these procedures.</p> <p>The ‘procedure’ should be initiated by and based on the local government structure, national policies and law and linked to an existing district/ provincial/ national assessment system. The system contains an integrated set of actors drawn from district and village level administrators, NPAs, academics in areas where there are universities, and VDPCC members.</p> <p>Villagers and local authorities shall be given various tools on Hazard Vulnerability Capacity Assessments (HVCA) to practice and decide on the most suitable tool to the local context.</p>	<p>Provide the list of HVCA/PVCA tools available and efforts can be made to harmonize Oxfam newly developed emergency preparedness guidelines.</p> <p>7</p>

⁷ <https://resourcecentre.savethechildren.net/library/guidelines-common-rapid-assessment>

<p>2. Budgets is available to support local action and finances are made available at the DDPCC or VDPCC level to conduct the Assessment.</p>	<p>DM law and other prevailing decrees related to disaster management may provide an opportunity to have budget allocation for disaster management. Either the district/ village budget for development planning or the village disaster management fund can be used for this purpose. The VDPCC should take lead with support from DDPCC to make the funds for risk assessment available.</p>	
<p>3. The key members from high risk VDPCC are aware of “common procedure” and trained on HVCA process by DDPCC and PDPCC.</p>	<p>The trained DDPCC members should train high risk area VDPCC members on HVCA before conducting risk assessments as well make them aware of the “common procedures” for disaster management including how to access and make use of available funds.</p> <p>Ensure that both men and women are equally participating in HVCA process, including capacity building on Suggested areas as referred to in the Community-Based Disaster Risk Reduction manual (pp. 55-59 table 5.1).</p>	<p>Community-Based Disaster Risk Reduction manual by ADPC (pp. 55-59 table 5.1)⁸</p> <p>Towards gender sensitive Disaster Risk Reduction in Lao PDR: Training curriculum for</p>

⁸ <http://www.preventionweb.net/publications/view/49215>

	Community HVCA must inform the School HVCA and the CBDRM process shall encompass School Based Disaster Risk Management (SBDRM) elements, including training of teachers along with key VDPCC members.	Village Disaster Preparedness. 9 School disaster Management 10
4. Hazard Vulnerability and Capacity Assessment is conducted with participation of community from different age groups and gender, to gather the key information on disaster risks,	<p>The key elements of a Hazard, Vulnerability and Capacity Assessment are:</p> <ul style="list-style-type: none"> a. Evidence of the hazard risk (the nature of the hazard/ severity/ frequency/ duration/ specific location) b. Evidence of Climate change impacts c. Gender and age segregated data on vulnerable population from high risk point of view is collected. d. Capacity of community in terms of skills, resources and assets. <p>For Education the key elements are: Continuity of education</p>	

⁹ <https://resourcecentre.savethechildren.net/library/gender-sensitive-disaster-risk-reduction-training-curriculum-village-disaster-preparedness>

¹⁰ <https://resourcecentre.savethechildren.net/library/school-disaster-management-planning>

<p>capacities and vulnerabilities.</p>	<p>Use of school, location, Structural vulnerabilities of school including compound, school building and facilities)</p> <p>The hazards and risks should be identified with participation of the community including various age groups and gender segregated groups, using focus group discussion methodology. The identified risks shall be prioritised based on agreed criteria and consultations.</p> <p>The vulnerabilities (geographical, social, economic etc.) and capacity (social, economic, resources, skills etc.) of the community should then be thoroughly assessed against each of the priority risks in a participatory manner.</p> <p>HVCA at community level needs to include an analysis of the school vulnerability in the target area according to</p>	<p>Community-Based Disaster Risk Reduction manual by ADPC (pp. 57-62)</p> <p>Reports of the CSS Self-Assessment, 11</p> <p>Towards gender sensitive Disaster Risk Reduction in Lao PDR¹²</p>
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¹¹ <http://laos.riskrapps.net/dashboard>

¹² <https://resourcecentre.savethechildren.net/library/gender-sensitive-disaster-risk-reduction-training-curriculum-village-disaster-preparedness>

	<p>the criteria selected in step #1 (location of school, history of disaster at school, structural vulnerabilities, access to school during disaster, use of school as a shelter or not)</p> <p>Local knowledge about past hazards, vulnerable groups, and capacities and coping mechanisms is taken into account in the conduct of risk assessment, climate change impact now and the future threats</p> <p>Risk assessment integrates the results of scientific knowledge, secondary data and community perceptions. Suggested tools for the assessment are: historic profile, safe school survey (CSS School Safety Self-Assessment) risk mapping, seasonal calendar, social/institutional network, semi-structured interviews (Focus group discussion), transect walk, direct observation, list of vulnerable groups, livelihood analysis.</p> <p>While assessing the vulnerability and capacities gender, child protection, disability and environmental concerns must be integrated in data collection and analysis. Make sure that women feel comfortable to share their ideas and concerns (enabling environment). Include a session</p>	
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	to raise awareness about the importance of gender consideration. Allow men and women to prioritize hazards/vulnerabilities/capacities in separate groups first. Perform social mapping and livelihoods mapping separately with men and women.	
5. The results of Risk, capacity and vulnerability analysis are published (or displayed) at village level by VDPCC.	<p>The risk mapping and Vulnerability analysis shall be published for sharing and also to get more inputs from people who may have been left out from participating in common HVCA exercise.</p> <p>School safety reports generated automatically by the CSS Self-Assessment is to be shared with the DRM Education focal point and District Education staff. In rural and remote communities, VDPCC members and schools representative are most of the time same people If they are not it is important to include school representative in the sharing process of community HVCA.</p>	
6. A baseline for Disaster risk management capacities and vulnerabilities is	<p>This indicator is linked with “Site selection” indicators no. 4. The Village profile created earlier is to be updated with more information about the risks, vulnerabilities and capacities in a way that this effort creates a baseline for known vulnerabilities and capacities, these are</p>	

<p>established or updated for each location/site/Village.</p>	<p>important steps towards the measurement of the progress of CBDRM capacities by monitoring vulnerabilities and capacities on regular basis.</p> <p>This will be obtained from the participatory risk assessment (HVCA) exercise described above., The baseline will be a qualitative and quantitative record of the status of the community and its location prior to CBDRM taking place. This is essential in order to measure progress.</p> <p>The baseline must capture the data on community population (male, female, disabilities, children, elderly, literacy rate, main occupation, geography, administrative boundaries and community infrastructure), Hazard risks and root causes of vulnerabilities, capacities (social, economic, skills, resources) to cope the ill effect of disasters.</p> <p>IF the baseline already exists, it must be updated annually to capture the changes in risk, capacities and hence vulnerabilities of the targeted communities. The Risk Assessment should be reviewed and updated every year.</p>	
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III. Minimum Standard on Disaster Risk Reduction and Mitigation Measures:



III. Minimum Standard on Disaster Risk Reduction and Mitigation Measures:	<p>“The risk reduction and mitigation measures are effectively implemented at village level utilizing local knowledge and resources to its best for selected site/village where people of different age groups, ethnic groups and gender have equally participated.”</p>	
Key Indicators	Guidance note	References
1. The risk reduction and mitigation measures identified in plans are implemented effectively using local knowledge, skills and resources under the leadership of VDPCC and with support from DDPCC, PDPCC and	<p>The risk reduction measures are implemented under the leadership of the VDPCC with close consultation and participation of communities and where necessary with support from DDPCC and other stakeholders.</p> <p>The risk reduction measures shall be implemented with total transparency including the publication of local plans, beneficiaries and costs using the village board or other suitable mechanism existing. If improvement of local knowledge and skills needs to be prioritized it is not excluded to bring external support for effectiveness and quality of the actions.</p>	<p>Towards gender sensitive Disaster Risk Reduction in Lao PDR: Training curriculum for Village Disaster Preparedness. June 2015 CARE</p>

<p>other stakeholders identified.</p>	<p>Ensure to make use of the check-list for gender sensitive prevention/mitigation related to (i) health prevention and education, (ii) evacuation and early warning system, (iii) shelter/relief items, (iv) evaluation of needs, (v) training and distribution of information, (vi) information sharing, education and communication, (vii) Assistance and recovery.</p> <p>School based mitigation work should ensure to include child participation. For example when building latrine or wash facilities, ensure to take the children's views into account. It is also important to refer to the humanitarian standards for school mitigation WASH activities such as, separate latrines for girls/boys, access to children wheelchairs. The school must be accessible for all.</p>	<p>International (pp. 35-36) 13 School Disaster Management Guideline 14</p>
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¹³ <https://resourcecentre.savethechildren.net/library/gender-sensitive-disaster-risk-reduction-training-curriculum-village-disaster-preparedness>

¹⁴ <https://resourcecentre.savethechildren.net/library/school-disaster-management-planning>

<p>2. The risk reduction and mitigation measures are implemented in a participatory manner to reduce village level vulnerabilities and increase the capacity to cope in disasters.</p>	<p>The risk reduction measures shall prioritize the village as a whole (including the School level disaster management action plans) and address the common root causes of mass vulnerabilities e.g. construction/upgradation of protection walls for flooding, construction/upgradation of evacuation centres, protection/upgradation of common water sources, protection/upgradation of health centres and schools and construction of local infrastructure (e.g. Bridge, culvert etc.).</p> <p>Further, the risk reduction and mitigation measures are to be implemented for the most vulnerable families who are selected based on the agreed criteria and endorsed by community collectively.</p> <p>The essential risk reduction measures for most vulnerable families e.g. Women/child headed household, disabled and other socially disadvantaged families can be implemented based on collectively identified beneficiaries on common criteria endorsed by community. These measures shall be prioritizing the elimination of long standing root causes of vulnerabilities.</p>	
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<p>3. The risk reduction and mitigation measures are incorporating the long term sustainable solutions.</p>	<p>The measures are planned and implemented in a way that it imparts the longer term sustainable solutions to the root cause.</p> <p>The measures can comprise both structural (EWS, constructions, etc.) and non-structural (mobilization of skilled people, training, establish DM fund, livelihood enhancement).</p>	
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IV. Minimum Standard on Emergency Preparedness Measures



IV. Minimum Standard on Emergency Preparedness Measures:	“The emergency preparedness measures are set out at village level, including clearly defining the standard operating procedures and roles and responsibilities of key personals, for the risks which have not been reduced or mitigated with a potential of having high impact on the community in a manner ensuring that people of different age groups and gender have equally participated and taken appropriate responsibilities as appropriate.”	
Key Indicators	Guidance note	References
1. The most likely disaster scenario/s is defined in consultation with community at village level where all people including different age groups and gender have equally participated.	<p>The Detailed scenario planning has to be done including local context, disaster risks, frequency, history, impact and capacities to respond.</p> <p>The scenario planning will focus on the highly anticipated and unmitigated risk related impact and measures, it should include, risk prioritization (for those which are not reduced or mitigated), possible impacts, capacities to respond/cope, vulnerabilities, stakeholders mapping, clear roles and responsibilities of key personals to manage and respond)</p>	<p>School Disaster Management guideline 15</p> <p>Oxfam Emergency Preparedness guidelines (set of 4) developed for Lao-PDR 16</p>

¹⁵ <https://resourcecentre.savethechildren.net/library/school-disaster-management-planning>

¹⁶ <https://resourcecentre.savethechildren.net/library/guidelines-common-rapid-assessment>

<p>2. The standard operating procedures for activation of emergency response plan, needs assessment, security, finance management, procurements, and decision making/coordination exists at all level.</p>	<p>The standard operating procedures must be defined and agreed by concerned stakeholders in a participatory, responsible and transparent manner.</p> <p>The standard operating procedures includes the following:</p> <ul style="list-style-type: none"> - Assessment: The procedure should include when and how to conduct the assessment? Team formation? Who is responsible? Reporting formats and time lines. - Security: The Standard operating Procedures includes threat analysis and related actions as per the classification, reporting mechanisms, responsible person and contact details. - Finance: includes the set of procedures on eligible expenses, expense booking, supporting documents, authorization and its limits and relevant formats based on local governance over all financial manual and practices. - Decision making/Coordination: This includes activation of the emergency response plan, formation of team, establishment of emergency operation 	<p>School Disaster Management guideline</p> <p>Oxfam Emergency Preparedness guidelines (set of 4)</p>
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	centres, assessment, allocation of funds and reporting.	
3. The evacuation route and 'safe places/shelters' are identified and communicated to all the communities through acceptable media.	<p>The safe places and route shall be identified and maintained in good condition, ready for use in case of emergency, considering the most likely and high impact disasters in consultation with all the community in inclusive manner.</p> <p>The school evacuation routes and places shall adhere to school disaster management procedures and plans, however, it must further be integrated in community plans to ensure that schools are safe and education continuation is achieved. The school children should be participating in the decision making process for identifying safe evacuation routes and places.</p> <p>The emergency preparedness plan shall include the evacuation routes /maps and related procedures in easy to understand language/formats including visual illustrations for the illiterate and provision of audio</p>	<p>School Disaster Management Guidelines</p> <p>IFRC guidelines on evacuation.¹⁷</p>

¹⁷ www.ifrc.org/en/what-we-do/idrl/idrl-guidelines/

	<p>materials for the visually impaired.</p> <p>Further, the visual illustrations are to be displayed at various points in the village for people to refer to in case of emergency</p>	
<p>4. Village level early warning system and procedures are in place and are transparently communicated to all the communities, including the ¹⁸publically available display of illustrations at various locations for easy access and understanding.</p>	<p>The village level early warning system must be derived with participation of all the communities. The system shall be based on known risks and procedures on communicating the warning messages to all the communities and community members including various women, children, elderly, disabled and others in the most understood language and formats.</p>	

¹⁸ <https://resourcecentre.savethechildren.net/library/school-disaster-management-planning>

<p>5. Emergency contact lists of the DDPCC and the VDPCC are available and displayed at key locations including district and village.</p>	<p>The emergency contact list is integral part of emergency preparedness planning. The list, including names, designation, phone numbers and their roles and responsibilities, are developed in consultation with the community and supported by the DDPCC and the PDPCC. It shall be agreed and displayed at key places in the villages. The DDPCC should always have the contact details of the VDPCC at hand for two way communication. The list shall be updated on a regular basis.</p>	
<p>6. The emergency preparedness plan is updated on regular basis, at least once a year before the critical time of disaster by community in a participatory manner.</p>	<p>The emergency preparedness plan is as efficient as it is updated and practiced, hence sincere efforts shall be put in by VDPCC and community leaders to update the emergency preparedness plan if possible twice a year before the critical times of identified disasters. For example, if flood is the most likely scenario the preparedness plan must be prepared and /or updated 2 months prior to the onset of monsoon season.</p>	

7. The annual mock drills are organized in villages and schools to test the procedures and understanding of communities and their response level.	The mock drills at village level to practice the preparedness including understanding of procedures and roles and responsibilities shall be organized twice a year or at least once a year based on how well it is resourced and understood by the key stakeholders.	Oxfam Simulation guideline. 19 School Standard Operating Procedure guideline 20
8. Community are aware of emergency preparedness planning.	The communities are aware of safe places, evacuation routes, early warning messages, roles and responsibilities, emergency contact lists and actions agreed in the preparedness plan.	

¹⁹ <https://resourcecentre.savethechildren.net/library/guidelines-common-rapid-assessment>

²⁰ <https://resourcecentre.savethechildren.net/library/school-disaster-management-planning>

V. Minimum Standard on Emergency Response and Recovery



V. Minimum Standard on Emergency Response and Recovery	“The response in villages is carried out as per the procedures set out in emergency preparedness plans if the disaster occurs, the sectoral responses must adhere to national and international standards and based on needs of affected population.”	
Key Indicators	Guidance note	References
1. The decision to respond to emergency is made based on agreed criteria and procedure set out in in emergency preparedness plan.	The emergency response decision is based on agreed criteria and procedures set out and defined in the preparedness plans (contingency plans). The last updated emergency preparedness and response plan should be referred to for, however, if the disaster incurred is out of the scenarios planned for, the VDPCC and other key members of community should review it and make a consensus based decision on the response and further actions.	
2. The joint needs assessment is carried out and	The response scale and scope is genuinely based on needs assessments conducted as per the standard procedure of Rapid Assessment as set out in emergency	PDNA, UNDP Link : ²¹

²¹ <http://www.undp.org/content/undp/en/home/librarypage/crisis-prevention-and-recovery/pdna.html>

response programme design is based on the needs of the affected population.	preparedness plan. The initial rapid assessment shall be revised and updated after 3 weeks of initial response and further, if needed, the detailed assessment shall be carried out after 3 months of response for gaps to be addressed in ongoing responses as well as capturing the longer recovery needs of affected community.	Common rapid assessment -Oxfam ²²
3. The sectoral response activities are adhering to the national and international standards.	All responses planned for Water Sanitation & Hygiene (WASH), Livelihood, Education, Health, Nutrition etc. must adhere to national standards where applicable and in case of inexistent national standards the international standards such as SPHERE, Child protection, Gender in Emergency, Education in Emergency, Common Humanitarian Standards must be followed. The check-list for gender sensitive protection related can also be used for further guidance to (i) health prevention and education, (ii) evacuation and early warning system, (iii) shelter/relief items, (iv) evaluation of needs, (v)	SPHERE standards, CP standards, GiE, EiE, CHS etc. ²³ Decree of the Government on aid assistance, ²⁴ -Guideline of the government on how

²² <https://resourcecentre.savethechildren.net/library/guidelines-common-rapid-assessment>

²³ <http://www.sphereproject.org/handbook/>

²⁴ <https://resourcecentre.savethechildren.net/library/decree-lao-government-aid-assistance>

	training and distribution of information, (vi) information sharing, education and communication, (vii) Assistance and recovery.	to calculate aid assistance 25 Towards gender sensitive Disaster Risk Reduction in Lao PDR ²⁶
4. The response is timely, efficient and effective.	The response shall be planned in a way that lifesaving activities eg. Search & Rescue is implemented immediately using all available resources in most cost effective way following procedures set out in emergency preparedness plans. The decisions must be made at local level by the VDPCC and community leaders with support from DDPCC for response as well as any external support is needed.	Guideline on emergency response planning, simulations, common rapid assessment guidelines Oxfam 2017 27

²⁵ <https://resourcecentre.savethechildren.net/library/guideline-how-calculate-assistance>

²⁶ <https://resourcecentre.savethechildren.net/library/gender-sensitive-disaster-risk-reduction-training-curriculum-village-disaster-preparedness>

²⁷ <https://resourcecentre.savethechildren.net/library/guidelines-common-rapid-assessment>

	<p>The assistance to the affected community is delivered timely and in the most cost effective way with the community participating and upholding their rights to assistance.</p>	
<p>5. The response is well coordinated, transparent, integrated, inclusive and well monitored.</p>	<p>The response at village level is well coordinated under the leadership of the VDPCC members including the DDPCC and other stakeholders by arranging regular meetings at village/district level for review of response and monitoring updates following the standard procedures set out in emergency preparedness plan.</p> <p>The representatives from all sectors of community shall be part of coordination meetings and voices of people from all age groups and gender shall be captured in the coordination meetings. The beneficiaries or their representatives must be invited to coordination meetings to capture their views and feedback on relevance, timeliness, efficiency and effectiveness of the response activities.</p> <p>The coordination meeting outputs and actions must be documented and displayed for public reference in the village.</p>	

6. The emergency response is planned to include the early recovery options.	The emergency response includes options of early recovery needs beyond the immediate relief from the beginning. The plan must be kept open and flexible to accept adjustments based on updated needs assessments and transition from relief to recovery with minimum efforts and most cost effective ways.	Recovery (ADPC) ²⁸ USAID ²⁹
7. The emergency response is reviewed on a regular basis and further assessed for longer term recovery needs of affected communities.	The emergency response progress of planned activities is reviewed on a regular basis and needs for further assessments including in-depth assessments for longer term recovery should be decided. During the initial phase of disaster response, the review shall be on a daily and weekly basis which will form the basis for longer term intervention or in-depth assessment. The in-depth assessment must follow the procedures and formats set out in preparedness plans.	
8. The recovery plan encompasses social,	The recovery plans must be prepared based on in-depth	

²⁸ <http://www.adpc.net/igo/contents/Publications/publications-Details.asp?pid=623#sthash.bk8emCW5.dpbs>

²⁹ http://pdf.usaid.gov/pdf_docs/Pnadm003.pdf

<p>economic and environmental needs of affected population, addressing longer term recovery and has links with socio-economic development plans.</p>	<p>assessments covering major sectors affected by disaster and impacts on social (displacements, conflict, land issues etc.), economical (loss of livelihood, changed livelihood pattern, new emerging livelihoods, markets, small and land less farmers, fishermen etc.) and environmental impacts (loss of forest cover, water resource or course of river etc.). The needs must be articulated in plans which shall be linked with the SEDP.</p> <p>The check-list for gender sensitive recovery related to (i) health prevention and education, (ii) evacuation and early warning system, (iii) shelter/relief items, (iv) evaluation of needs, (v) training and distribution of information, (vi) information sharing, education and communication, (vii) Assistance and recovery, can also be used.</p>	<p>Towards gender sensitive Disaster Risk Reduction in Lao PDR: Training curriculum for Village Disaster Preparedness. CARE (pp. 35-36)</p> <p>30</p>
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³⁰ <https://resourcecentre.savethechildren.net/library/gender-sensitive-disaster-risk-reduction-training-curriculum-village-disaster-preparedness>

VI. Minimum Standard on DRM Planning Process



VI. Minimum Standard on DRM Planning Process:	<p>“The participatory planning process for Disaster risk management at village level for selected sites/villages where people of different age groups , ethnic groups and gender have equally participated is carried out to lay the strategy and action plan to reduce, mitigate, prepare and manage the identified risks and integrate these in socio economic development plans.”</p>	
Key Indicators	Guidance note	References
1. The CBDRM planning process is part of local government responsibilities which are linked with province and national level governance structures and procedures.	<p>The Community Based Disaster Risk Management (CBDRM) planning process must be a part of legal provision made in country under DM law and DRR decree issued by various ministries (the National Social Economic Development Plan # 8 2016-2020)</p> <p>The CBDRM planning must be integrated into overall development plans of villages which are linked with budget and finance mechanisms in-country.</p>	<p>CBDRM Manual NSEDP#8 31</p>
2. Village Planning processes are led by	<p>The VDPCC should be the key authority taking the lead in preparing the CBDRM plans. However, given the capacity</p>	<p>Community-Based Disaster Risk</p>

³¹ http://www.la.one.un.org/images/publications/8th_NSEDP_2016-2020.pdf

<p>the VDPCC with support from the DDPCC ,PDPCC , community and other stakeholders.</p>	<p>and possible lack of knowledge they must be supported by trained DDPCC and PDPCC including other actors present in area for effective and efficient plans.</p> <p>The planning process entails: (i) engaging the community in the process, (ii) formulation of objectives, (iii) devising of risk reduction measures, (iv) determination of required resources, (v) assigning of roles & responsibilities, (vi) defining timeline, (vii) defining and enforcing of the operational procedures and policies, (viii) identification of opposing elements for implementation, (ix) finalizing, testing and updating the plan.</p> <p>Ensure to take into account the different priorities of men and women, children, elderly and people with disabilities, particularly in terms of health, evacuation, shelter, evaluation, training and information distribution, communication, assistance & recovery.</p>	<p>Reduction manual (pp. 69-74)³²</p> <p>Towards gender sensitive Disaster Risk Reduction in Laos 33</p>
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³² <http://www.preventionweb.net/publications/view/49215>

³³ <https://resourcecentre.savethechildren.net/library/gender-sensitive-disaster-risk-reduction-training-curriculum-village-disaster-preparedness>

<p>3. The CBDRM plan is based on identified risks; linking with development plans and budgeting mechanisms, and strongly integrating the age, disability, gender and environmental issues in a comprehensive manner.</p>	<p>The CBDRM plans shall be based on the risks identified with the participation of the communities and other actors who are affected by the disaster (or potential disaster) integrating cross cutting issues like age, gender, disability and environment. Further the CBDRM plans shall be linked with local development plans (SEDP) to ensure that risk reduction and mitigation measure are well incorporated and funded.</p> <p>The plan shall comprehensively capture the disaster risk reduction, mitigation and preparedness related activities with detailed description, related costs, timelines and roles and responsibilities of key stakeholders.</p> <p>The CBDRM plan can include following content:</p> <ol style="list-style-type: none"> Village profile 	<p><u>Integrated DRM in to Social Economic Development Plan guidelines.</u> 34</p> <p><u>CBDRM manual School Disaster Management guidelines</u> 35</p> <p><u>Community-Based Disaster Risk Reduction manual (pp. 70 and Annex 2 template).</u> 36</p>
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³⁴ <https://resourcecentre.savethechildren.net/library/guidelines-integrating-disaster-risk-and-climatechange-village-socio-economic-plans>

³⁵ <https://resourcecentre.savethechildren.net/library/school-disaster-management-planning>

³⁶ <http://www.preventionweb.net/publications/view/49215>

	<ol style="list-style-type: none"> 2. Validity of Plan 3. Hazard Vulnerability, Capacity Assessment 4. Stakeholder mapping 5. Key issues and impact of disaster 6. Risk prioritization 7. Strategies and activities for risk reduction and mitigation 8. Capacity building of community and stakeholders managing risks 9. Roles and responsibilities of the VDPCC 10. Schedule of activities 11. Detailed budget for each activity 12. Review and updating timeline 13. Contact numbers 14. Required resources 	
4. The CBDRM plan has provision to further link with Socio-Economic development plans.	The CBDRM plan is developed in such a way that it integrates cross cutting issues (gender, age, child protection, disabilities, environment etc.) and is possible to link to Socio-Economic Development Plans which will serve as a base for allocation of budget from the district to the villages.	

<p>5. CBDRM plan is endorsed and budget provision is made for identified risk reduction, mitigation and preparedness activities.</p>	<p>It is essential to have the plan approved by concerned authorities to ensure resource allocation, especially budget. Hence, the plan should be elaborated to include prioritized activities, related costs and timeline.</p>	
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VII. Minimum Standard on Monitoring, Evaluation and Learning



VII. Minimum Standard on Monitoring, Evaluation and Learning:	<p>“The community based Disaster Risk Management indicators to measure the process, output and outcome of CBDRM processes at village level are defined in consultation with the community in a participatory and transparent manner and continuously monitored and reported. Activities are improved based on the learning over the course of implementation.”</p>	
Key Indicators	Guidance note	References
<p>1. A Monitoring and Evaluation framework is prepared under the leadership of the VDPCC and local communities with support from DDPCC, PDPCC.</p>	<p>The monitoring framework must be developed to measure the progress of the indicators as set out in the Minimum Standards under the leadership of the VDPCC and with the participation from all representatives of the communities. Technical support, if needed, should be mobilized by the VDPCC from region or national level while preparing the MEF.</p> <p>The framework should be simple and not requiring complicated information. However, the essential data/information (as the table in the indicator 2) must be collected through the community based monitoring.</p>	
<p>2. A clear monitoring frame work is established at village</p>	<p>The Monitoring, Evaluation and Learning of CBDRM activities is of outmost importance for the effective and efficient implementation of activities to make</p>	

level to measure the process and output of the key indicators set out for 6 minimum standards.	community resilient. The monitoring framework must contain following information:						
	Indicators / outputs	Indicator/ Ou	Target value	Data Source	Collection method and Frequency	Responsible person	
3. The MEF is capturing qualitative and quantitative information.	The MEF is developed to clearly capture the quantitative and qualitative information about the various CBDRM activities. The qualitative information can be captured by documenting quotes, beneficiary interviews, case studies, observations and key-informant interviews. Standard formats and guidelines must be prepared in advance and the VDPCC shall be trained by District and/or Provincial authorities or other relevant stakeholders (INGOs etc.) on Monitoring and Evaluation.						
4. The lessons learned from, preparation and implementation of CBDRM processes	The lessons learned from the CBDRM process preparation and implementation of activities are captured (shared and documented) in a structured or non-structured manner, for example by holding lessons						

is captured on a regular basis and CBDRM plans are improved.	learned events at village level.	
5. Community feedback is captured and acted upon.	<p>The community feedback is structurally captured by establishing a feedback mechanism at village level in participation with the community. The mechanism contains various options and related procedures to register the feedback. For example, written feedback by individuals or groups through 'feedback-box' or letter to authority or verbal feedback over dedicated phone number.</p> <p>The standard procedures must be set out in a participatory manner for registration of feedback, use of mechanism, procedure of action and dissemination of results of feedback mechanism.</p> <p>A dedicated committee can be established to register and handle the feedback in a transparent and neutral way.</p>	

List of Stakeholders in Community Based Disaster Risk Management Minimum Standard Development:

1. Ministry of Labour and Social welfare
2. Ministry of Natural Resource and Environment
3. Ministry of Education
4. Ministry of Public Security
5. Ministry of Health
6. Ministry of Public work and Transportation
7. Ministry of Agriculture
8. National University of Laos
9. Lao youth Union
10. Lao Red Cross
11. The District and Province Disaster Prevention and Control of Sayaboury, Vientiane, Khammoun and Xekong provinces.
12. Save the Children international
13. CARE International
14. Oxfam
15. French Red Cross

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