



EMERGENCY PREPAREDNESS & RESPONSE PROCEDURES

Organization: Agricultural Development Association
(PARC)

Date of last update: 15/6/2023

Key risks

The following key risks have been identified by the organization:

- 1) Natural disasters: rain, storms/severe winds, drought, fires in agricultural areas, agricultural diseases and loss of assets/livelihoods.
- 2) Political events resulting in loss of lives, mass displacement, loss of assets/livelihoods.

Targeted Groups and Locations

We target affected rural communities and marginalized groups in West Bank & Gaza strip.

Response Capacity

- Experienced staff and well-established system in Emergency Management.
- 12 branches and four large storage facilities (North, middle, south of West Bank and Gaza).



- 3200 volunteers distributed all over the West bank and Gaza.
- Long term trustful relationship at local and international levels.
- Membership of national and international humanitarian response networks.

Declaring the state of emergency

The General Director has the authority to declare the state of institutional emergency after conducting the necessary consultations.

Key Humanitarian interventions

The organization intends to implement the following humanitarian interventions as relevant in the first days of a new emergency, based on the risks identified above.

Sector	Intervention
Shelter/NFIs	FI/NFIs distribution household kits, hygiene kits, blankets, clothes
	Shelter material distribution (plastic sheet, metallic sheet, foddors,
	Rehabilitation t of Child Friendly Spaces/safe playing areas



Child protection	Friendly spaces for elder, women and people special needs
Education	School kit distribution
	Establishment of temporary schools/learning spaces
	Informal education
WASH	Bottled Water and water storage provision
	Latrine provision
	Hygiene promotion and education
	Early warning, assessments
	Rehabilitation of water resources, Rehabilitation of WASH facilities
	Flooding mitigation (pumping)
	General food distribution
	Cash for work, Multi-Purpose Cash Assistance -MPCA



Food security and livelihoods	Stocking/de-stocking
	Open/greenhouse rehabilitation, household economy, fishers' inputs, early recovery interventions (agricultural diseases)
	Early warning systems, assessments
	Tools and equipment
Energy security	Energy generation (renewable and nonrenewable energy)

Central institutional team responsible for emergency response

Emergency response team leader	Monjed Abu Jaish
Deputy Leader of the Emergency Response Team\Programs	Jamil Abdelhadi / Muqbel Abu Jaish
Deputy Leader of the Emergency Response Team\Resource Mobilization	Rahaf Rifai



Procurement & Logistics Manager	Loay Abu Hait
Human Resources Manager	Issam Hamad
official Spokesman	Monjed Abu Jaish

Active branches during Emergency

Branch	Responsible personnel	Mobile number
Ramallah	Mahmoud Alqadi	0598904495
Nablus	Fares Nasasra	0598396557
Al Zababdeh / Jenin	Ismail Soboh	0599240247
Tulkarm	Ahed Ghanem	0592770024
Qalqilya	Wafaa Joudeh	0598921705
Salfit	Abdulateef Damdoom	0598605745
Bethlehem	Ziyad Salah	0598921741
Hebron	Mahmoud Hroob	0599879615
Jordan Valley	Azem Haj Mohammad	0592961705
Jericho	Ekrema Adas	0592877769
Gaza	Hani Ramlawi	0599656174
Jerusalem	Mohammad Allan	0595181957



Procedures related to branches during Emergency

- The branch coordinators are commits to work in branch offices, according to official working hours.
- In the event of impossibility of reaching the branch offices, Branch employees shall communicate with the administrative department and develop an alternative work plan.
- Meetings between the Head office and the branches will be held virtually.
- Priority for PARC branches to carry out the open work.
- Branch employees are encouraged to document the occupation's violations related to the agricultural sector.
- PARC branches coordinate with the social protection committees in each governorate, under the direct supervision of the branch coordinator.
- Branch coordinators commit to submit a daily report about the branches work.



Procurement and Financial Emergency Procedures

Tenders:

- Receipt of quotations and bids shall be via e-mail, if receipt by hand is not possible.

Evaluation and Awarding:

- Forming a fixed evaluation and awarding committee for tenders during the emergency period.
- The Tender Committee takes the appropriate procedure in evaluating the bids and making the awarding decision.

Transparency and confidentiality:

- The email address for receiving tenders is the responsibility of the IT department at PARC.
- The IT department provides the tender committee with offers received via e-mail after the final date specified in the tender conditions.
- All measures shall be taken to ensure the confidentiality of the submission and transparency of the process.

Bank Guarantees:

- The requirement for bank guarantees may be suspended if suppliers find difficulty in providing them.



Thresholds:

- For tenders exceeding the threshold of 200,000 USD, approval is taken for each case separately from the Head of BOD or the Deputy.

Financial Transactions:

- Digitizing financial transactions internally between internal departments.
- Signing financial transactions electronically by authorized signatories after consulting them.
- Replacing bank checks with bank transfers to suppliers who have bank accounts.
- Sending and receiving banking correspondence via email.
- Coordinating with electronic payment companies and making them an option for payment in the event of inability to pay using the usual methods.