

***ANNEX-2***  
***GUIDE FOR***  
***COMMUNITY-DRIVEN***  
***FLOOD MANAGEMENT***

**JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
MINISTRY OF WATER AND IRRIGATION (MWI)  
WATER RESOURCES MANAGEMENT AUTHORITY (WRMA)**

**THE STUDY  
ON  
INTEGRATED FLOOD MANAGEMENT  
FOR  
NYANDO RIVER BASIN  
  
GUIDE  
  
FOR  
  
COMMUNITY-DRIVEN FLOOD MANAGEMENT**



**MARCH 2009**

**Nippon Koei Co., Ltd.  
IDEA Consultants Inc.**

## PREFACE

The technical assistance that is being provided by Japan International Cooperation Agency (JICA) is for the most part directed towards capacity building and institutional strengthening of the Water Resources Management Authority (WRMA) as well as technical assistance linked to improvements in physical community-driven infrastructure and non-structural services in the community located at flood prone areas in the downstream stretch of Nyando River basin. Throughout the execution of technical assistance, there is now a greater recognition that there is a need to include the water users' associations (WRUA) including the private sector, NGOs, community-based organizations (CBOs) in the flood management process so as to utilise all available local capacities and to resolve the vulnerability of community against flood. Thus, greater attention is being given to the role of community-based flood management organisations (CFMO) in the implementation of integrated flood management (IFM).

This manual is prepared for the capacity development of WRMA through the activities for community-driven flood management organization for the accomplishment of integrated flood management. This manual is organized into nine chapters mainly along with case studies, which were conducted during the Study on Integrated Flood Management for Nyando River Basin funded by JICA;

Chap.	CONTENTS
1.	Procedure of community flood hazard mapping by Participatory Rural Appraisal (PRA) method.
2.	Necessity of establishment of community-driven flood management organization (CFMO) and how to organize the community people in line with the experience throughout the Study.
3.	An example of community flood management manual for each CFMO to cope with flood management along with flood management cycle.
4.	Basic knowledge for providing the community-driven structural measures as part of integrated flood management.
5.	Basic knowledge for operation and maintenance (O&M) for the community-driven structural measures as part of integrated flood management.
6.	Procedure of periodic evacuation drill as one of major tasks in capacity building for flood vulnerable communities.
7.	An example of teachers' and students' textbooks for disaster management education.
8.	Preparation and update of flood disaster map
9.	Effective use of Geographic Information System (GIS) for integrated flood management.

**ANNEX-2**

**GUIDE**  
**FOR**  
**COMMUNITY-DRIVEN FLOOD MANAGEMENT**  
**(FOR THE PURPOSE OF CAPACITY BUILDING OF WRMA)**

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***CHAPTER 1***

***HOW TO CONDUCT COMMUNITY  
FLOOD HAZARD MAPPING***

## 1. INTRODUCTION

Research and development work can only be able to operate on original lines and thus make meaningful and constructive contribution both to the development of communities and the overall socio-scientific and technological development, when development options and priorities take fully into account the specific objective and requirements of those particular communities.

Communities know better than any one else the environments in which they live and this reservoir of indigenous knowledge could successfully be tapped in support of development efforts. *Community mapping* with Participatory Rural Appraisal (PRA) is therefore an emerging process in the development arena that seeks to tap this knowledge and create a people's awareness of their potentials and resource endowments in a graphic spatial context for the efficient management of the process of their own development.

It has the potential of creating an endogenous force that supports economic development and gives the communities a special dynamic quality and ownership of the development process. In this process communities use the locally available resources such as sticks, stones, soils

The community mapping process carried out in this exercise is aimed at achieving the following:

- Transmitting and communicating desired information about the flood situation as perceived by the communities quickly, clearly and in a most effective way.
- Providing required information on the nature and distribution of flood hazard areas along with other variables of interest in the areas of operation.
- The provision of graphic insights into significant relationships e.g. between the flood hazard prone areas and evacuation centres and other existing health facilities.

In order to achieve the above objectives, a community participatory procedure is used. The procedure used during the community mapping exercise has been detailed in the following sections.

## 2 CASE STUDY : Kochogo Sub-Location, Nyando District

### 2.1 Introduction and Familiarization with participants:

More than fifty men and women (120 people) of Kochogo South came to the Full Gospel Church. Those who came included disaster Committee officials, village elders, the youth and women of all ages.

The key to success of any PRA community mapping exercise is the successful establishment of a rapport with the community. A first step in establishing such a rapport is to endear one's self to them by encouraging an interactive environment suitable for their participation in the intended activities of the PRA community mapping activities.

In this particular exercise, this was achieved through a session of self-introduction of all participants,

setting of rules of participation and enabling them to know that each one's traditions, religious beliefs, views and ideas are important and valued.



*Photo 1*

This process is shown in *photo1*. A facilitator explained the purpose of the meeting to participants and led the meeting through the process. The importance of maps in community planning and development was also explained and hence the need to draw and use maps in articulating their development problems and potentials and making their own community action plans (CAP).

### 2.2 The making of a base map for community hazard mapping;

#### a) Participatory Sub location Boundary Delineation

Having understood the expectations of the exercise, the community was asked to choose one of their own to lead them in the mapping processes. A village elder (retired teacher) was chosen in *photo 2*.

As a consensus building technique, the village elder first gave a descriptive narrative of the boundary of Kochogo South by naming homesteads that mark the outermost border of the sub location as well as the



*Photo2*

physical features that also act as boundary markers such as rivers streams, and fences. The narrative was discussed among the community members and a consensus reached.

Once the consensus was reached, the member began drawing the outermost boundary of the base map on the ground with a stick while cognitively discussing the distances, orientations and shapes with other participants (*photo 3*).

b) Participatory plotting of features in the map

The next step was the fitting in of roads to create a framework for fitting in the basic topographic features of the Villages. Roads were fitted in segments as they relate to particular landmark features and homesteads always connecting one segment to another while discussing with the other members until the whole length of the road was finished.

Following same procedure as in step 2 (a) above, the village elder not only drew the boundaries of the five villages but also the basic features such as rivers, swamps, roads, social amenities such as Churches, education facilities, health facilities, Land mark homesteads particularly at road junctions for orientation purposes and other village resources marking them with soils of a different colors, stones, leaves and any other locally available materials (*photo 4*- a staff assists the elder in putting leaves on the place where people mentioned as swamp and small stones on the trunk road and mud on the homesteads).

During the plotting of both the boundaries and other map details, other participants always watched as the elder drew. They also gave advice and opinions and controversial areas discussed and agreed upon. (Photo 5- the village elder explains a point to a community member about a disputed village border).



*Photo 3*



*Photo 4*



*Photo 5*



*Photo 6*



In some cases the controversy became so intense and passionate that some of the members would get up and crowd the drawing area just to ensure that their points of views were taken into consideration. (Photo 6- the disputed point draws more members to the drawing areas to explain their opinions)

After all the line work and plotting of sufficient detail on the base map was completed, the village elder explained the map to all participants. Further discussions ensued and upon the satisfaction of all participants, a consensus was reached about the basic map.

c) Participatory addition of flood hazard/vulnerability information

After a further prompting by facilitators, the village elder led the participants in further identification and discussions of flood hazard and vulnerability occurrence in the Kochogo community. Flood hazards such as flood related human deaths, destroyed shelters; crops, livestock, depth of flood etc and locations of vulnerable groups were identified. These were then added into the basic map using simple local material on the ground.

d) Transfer of the map from the ground onto a sheet of paper

The next task after a consensus on the map details was reached was then the transfer of the sketched map on to a sheet of paper.

A team of four community members was chosen to now transfer the map onto the sheet of paper. A table was prepared with all the required resources which included coloured pens, pencils, markers a rubber, masking tape and an A1 sheet of paper (*Photo 7*).

The facilitators then explained to the community the use of various colours for various features on the map. The community members then transferred the map detail on the A1 paper piece by piece, doing their own scaling and drawing as they observed them as drawn on the ground. The Quick-Bird satellite images were also introduced at this point to aid their drawing of the sub location in its normal geographical shape.



*Photo 7*

e) Ground truthing/ Tansecting

The selected mapping team, after finalizing the draft map were then give the task of going out into the field to groundtruth/ verify the map details they had plotted on the map.

This task too a whole day and the team used the prepared map, accompanied by one facilitator,

to navigate their way to the features. Details which were missed during the initial plotting were added to the map to make the map as complete as possible. The satellite images were also used during this navigation process and the features recognizable on it were further annotated (*photo 8*- the mapping team in the field carrying out a groundtruthing exercises during a transecting day in the sub location).



*Photo 8*

GPS readings of the features were also taken, particularly the locations of the vulnerable households and approximated altitudes.

f) Final compilation and completion of the map

After the completion of groundtruthing activities, the mapping team went back to the meeting site and started the process of recompiling the entire map, adding all the details and corrected information obtained from the field. (Photo 9 – the mapping team are seen in the photo using the bonnet of a car as a table to do the final compilation of the map).



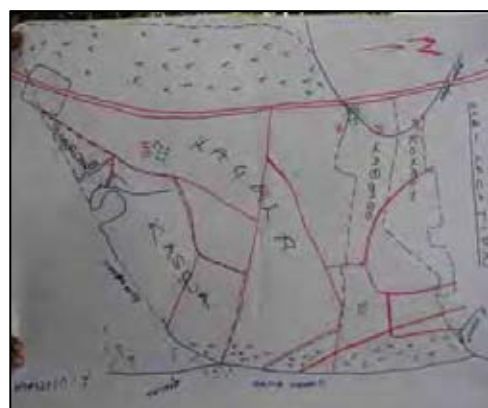
*Photo 9*

g) Presentation of the final map to the community members

After finalization of the map with information from the field, the resulting map was presented at a plenary session on the final day of the activities of the PRA exercise. All the proposals made at the community action planning activities were also added before the final map was now accepted and finally compiled. Photo 11 – shows the final map after fields activities were completed and photo 10 – shows the presentations of the final map at the plenary session.



*Photo 10*



*Photo 11*

### 3 OUTPUT

#### 3.1 Assessment of Flood Hazards

In a community the vulnerability to flood may be different at different locations. The type of damage for those living along the river bank is different from those away from it. Similarly different types of houses in the same area may have different degrees of vulnerability according to the mode of construction. Community Flood Management Organisation (CFMO) should first prepare a map identifying the area in accordance with the type of flood prone area. On the map, features like public land, public utilities, high land, roads etc. should be delineated. If possible, the map should also delineate areas having different depths of water or duration of standing water.

While preparing the map, CFMO should interact with the people and also seek help of organizations working in disaster management. The sub-location office of Disaster Management Committee (DMC), assistant chief of sub-location, several NGOs and social organizations can also provide technical support for preparing such maps.

Preparation of this map would facilitate assessing where the flood is likely to affect the most and accordingly prepare plans to minimize the damages. The map prepared so far would provide list of houses that are likely to be submerged during flood event and the area of crop that is likely to be affected. If at all preparing the map is not possible, the CFMO can prepare a list with its own experiences of previous flood events and interaction with the people.

#### 3.2 Community Flood Hazard Map at different locations

Based on the above procedure, the following communality hazard maps were prepared as shown in Figure 3.1.

In the process of the preparation of the above map, the followings are identified as issues and those should be improved through implementation of pilot projects.

**Table 3.1 Actions for Community Flood Hazard Map in the Pilot Project**

Issues Identified	Reasons	Action to be taken in the pilot project
No “non-structure measures” was indicated in the map.	Most people showed high concern to structure measures only.	Flood flow and depth should be considered in the workshop. Based on the flood analysis, self-help including maintenance of structure measures and evacuation should be discussed and illustrated on the map in the workshop.
Participants have no idea how to utilize community flood hazard map, although they	Explanation on use of community flood hazard map is not enough, since the long	In the workshop, effective use of community flood hazard map will be discussed. Especially, which information should be added and deleted

wanted to put the map in the board to show the other local people.	time (6 days per community) has been required for preparation of base map.	for effective use at community level. After improvement of hazard map, the board with community flood hazard map will be established in the pilot project.
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Figure 3.1 Community Flood Hazard Map Prepared by Community

***CHAPTER 2***

***HOW TO ESTABLISH***

***COMMUNITY-DRIVEN***

***FLOOD MANAGEMENT ORGANISATION***

***(CFMO)***

# HOW TO ESTABLISH COMMUNITY-DRIVEN FLOOD MANAGEMENT

## ORGANISATION (CFMO)

Community institutions are important to plan, implement and monitor different activities relating to flood disaster and minimize the impacts of flood on the community. Community development will start with the component of mobilization of communities, to strengthen the organisational bases for local flood mitigation initiatives. Unlike the past practices in which people are hastily organised primarily for the construction of physical facilities, more focus should be placed on awareness-raising and capacity building of the communities themselves.

Prior to the formation of the Community Flood Management Organisation (CFMO), required information such as importance of community institutions, role and responsibilities of CFMO, formation process and involvement of the community, women, affected groups etc. should be disseminated to the concerned officials of sub-location and representatives from government agencies, local leaders, teachers and the community.

It is also necessary to organize meetings and dialogue with communities regarding the formation of the CFMO. Some catalyst organization is needed at the point that who will do all these things. Depending upon specific situation, there can be a number of institutions initiating this process. NGOs, Red Cross etc. can play this role.

Furthermore, there are some government organisations related to disaster management such as local office of sub-location, local police office, which can initiate this process. The elite should seek the possibility of involving themselves in one or more of these organizations.

Initially, an ad-hoc meeting of about 10 members should be formed before the formation of the main committee. The meeting will be involved in discussions and interactions among the affected communities, local leaders, teachers, women and different ethnic groups. For such discussions, the meeting should seek the help of the catalytic organization. The main objective of this committee will be to make draft constitution of the committee and facilitate the formation of CFMO.

Once the draft constitution is prepared, the ad-hoc meeting should call for a mass meeting for discussing on the draft. The draft constitution should be amended to reflect the suggestions received in the mass meeting.

The CFMO should have about 30 members elected from the general assembly according to the constitution of the community. This CFMO will include women, ethnic groups, local leaders, teachers etc. There should be an advisory committee of which concerning district level

government organizations, concerned members of DMC, school teachers, local health workers, agriculture extension workers, local NGOs and CBOs will be the members.

The CFMO with draft constitution will apply for registration to the office of the Ministry of Gender and Social Services, under social services department. The format of draft constitution is provided in Appendix I and the organization chart is in Appendix II.

Furthermore, it is very important for CFMO how to raise the fund for their community-driven flood management activities. Fund raising can be defined as a process of soliciting finances for an activity or a process of mobilizing resources for implementing an activity.

NGOs and CFMOs in developing nations often neglect local sources of funds because raising money from foreign agencies seems to be easier. Local fundraising is, however, very important for two reasons: the CFMO gains its own income, which it can control directly, and it is much easier to convince donors to give their support when the NGO/CBO can show that it has already has a significant proportion of its funds. The manual for fundraising is attached in Appendix III.

**KOGWEDHI COMMUNITY  
DEVELOPMENT SELF HELP GROUP**

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**THE  
CONSTITUTION**

P.O. BOX 388 AHERO.

OFFICE : KOGWEDHI VILLAGE  
TEL. NO.



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## KOGWEDHI COMMUNITY DEVELOPMENT SELF HELP GROUP

### DECLARATION

We, the members of Kogwedhi Community Development Self Help Group herein after called: The Group". Aware of our clarion resolve to better our welfare, united in spirit, ideas, goals and principles of the group and trusting in the almighty God in all our aspirations endeavors and commitments, do hereby adopt this constitution a our common rule book and reaffirm our resolve to promote, safeguard and uphold it's principles.

#### 1. ESTABLISHMENT:

THE GROUP was founded on 25/7/2007 at Kogwedhi Village.

- a) The name of the group shall be Kogwedhi Community Development Self Help Group.
- b) The area of operation of the group shall be the area currently described as Kogwedhi Village

#### 2. OBJECTIVES:

There exists enormous potential and ingenuity among the people, which needs to be harnessed and directed to productive causes to benefit the society. The group is conceived as an innovative and catalytic organization for people's development and empowerment in the area:-

- a) To improve food security through control and management of flood water (retention pans and dams).
- b) To reduce water borne diseases.
- c) To reduce flooding through dyking and opening of canals, opening the river beds and channels of Nyando river and planting trees for bank protection e.g blue gum, mangoes, *sesbania sesban*.
- d) To increase family incomes.
- e) To uplift the living standards of the members locally.
- f) To promote poverty eradication and sound environmental management within the area of Kogwedhi.
- g) To mobilize members of the group for development activities so that they can participate actively in local wealth creation.
- h) To assist members identify, analyze and initiate sound strategies of addressing problems affecting them and community.
- i) To source and mobilize mutual, material and financial resources for the effective implementation of its goals.
- j) To network, collaborate and associate with other organizations whose objectives are, wholly or partial similar to the group's objectives.
- k) To foster and advance basic and higher levels of literacy in the society.
- l) To fight and overcome all setbacks that undermines the safety, welfare and progress of humanity: poverty, ignorance, disease, conflict and insecurity in the area.

#### 3. ACTIVITIES:

To carry out its objectives, the group shall undertake the following activities:

- a) Tree planting.
- b) Awareness campaigns: Aids, etc
- c) Rice farming.
- d) Sanitation and safe water provision.
- e) Promotion of education.
- f) Environmental Conservation.
- g) Horticultural farming.
- h) Any other money generating projects.

## 4. PRINCIPLES:

The group shall apply the following principles in all its work:

- a) Transparency.
- b) Democratic decision making.
- c) Collective responsibility
- d) Non- discrimination between members.
- e) Gender equality.
- f) Concern for the welfare of the members of the group.
- g) Equal opportunity for all.

## 5. MEMBERSHIP:

### 1. Admission

- a) Full ordinary membership shall be open to all persons, male and female who have attained the age of 18 years and were born in and reside in Kogwedhi.
- b) Associate membership shall be open to persons outside the group's area of operation, but shall not vote.
- c) Any member desiring to resign from the group shall submit his/her resignation to the Secretary which shall take effect from the date of the receipt by the secretary.

### 2. Membership fees

- a) Individual ordinary members shall pay a member registration fees of Kshs 200/= and thereafter a subscription fee of 50 shilling on monthly basis.

### 3. Duties and privileges of members

- a) All members are obliged to promote, safeguard and uphold the ideals, values and goals of the group at all times. Any activity or conduct in conflict with the values and goals herein this constitution is strongly discouraged and may warrant appropriate disciplinary action by the executive committee.
- b) All members have the duty to serve the Group optimally, including prompt payment of all fees as may be prescribed from time to time.

### 4. Privileges

- a) All fully paid up ordinary members shall attend, contribute and vote at all general meetings and elections.
- b) All fully paid up ordinary members shall be eligible to run for any of the office posts in all elections of the group.
- c) All the members have the right to access and inspect books of accounts, records and any other relevant documents of the group
- d) All members and officials shall enjoy organizational immunity in the course of serving the group.
- e) All ordinary members shall be entitled to such benefits and equal opportunities that proceed from the group's work programmes.

### 5. Cessation of Membership

- a) Any member may be expelled from membership if the executive committee so recommends, and if the general meeting of the group shall resolve by a two thirds majority of members present that such a member should be expelled, on the ground that his/ her conduct is incompatible with the ideals of the group.
- b) The executive shall have power to suspend a member from membership until the next general meeting of the group following such suspension, but notwithstanding such suspension, such a member shall have the right to address the general meeting at which his suspension is to be considered.
- c) Any person who resigns or is removed from membership shall not be entitled to a refund of his/her subscription, but may apply for readmission as a member of the group after 1 (one) year.

**6. STRUCTURE:**

**1. Office**

- a) The group shall maintain a central office under a central management committee, herein called ex-com of six members consisting of a chairperson, secretary, treasurer, assistant chairman, assistant Secretary, assistant treasurer together with four representatives from each of the sub locations. The assistant chief shall be a member of the executive, but shall not hold an elective post.

**2. Functions of the Organs of the Group**

- a) The Central management Committee shall perform the following functions
- i. Coordinate the activities of the group.
  - ii. Solicit funds for the group
  - iii. Represent the association in all external dealings and relations.
  - iv. Expel or suspend members from the group.
  - v. Initiate, design and coordinate projects implementation.
  - vi. Report to the members of the association of it's work.

**7. OFFICE BEARERS:**

**1. Office Bearers**

- a) The office bearers and other committee members shall be elected at the annual general meeting.
- b) The office bearers shall hold office for two years and may be re-elected for a further consecutive term of two years.
- c) Any office bearer who ceases to be member or the group shall automatically cease to be an office bearer thereof.
- d) Office bearers may be removed from office in the same way as is laid down for the expulsion of member and vacancies thus created shall be filled by persons at the general meeting resolving the expulsion.
- e) The group shall endeavor to promote gender equality in it's election.

**8. DUTIES OF OFFICE BEARERS:**

**1. Chairperson**

- a) The Chairperson shall unless prevented by illness or other sufficient cause, preside over all meetings of the executive committee and at all general meetings.
- b) He /she shall be the official spokesperson of the group.

**2. Vice-Chairperson**

- a) He /She shall be the principle assistant to the chairperson and shall perform all duties of the chairperson in his/her absence.

**3. Secretary**

- a) The secretary shall handle all the correspondence of the group under general supervision of the committee. In case of urgent matters where the committee cannot be consulted, he shall consult the chairperson or if unavailable, the vice chairperson. The decision reached shall be subject to ratification or otherwise at the next committee meeting.
- b) He shall issue notices convening all meetings of the committee and all general meetings.
- c) He / she shall preserve all office documents and records of all proceedings of the group and the committee.

**4. Assistant Secretary**

## *Appendix-I*

- a) In the absence of the secretary, the assistant secretary shall perform all the duties of the secretary and such other duties assigned to him/her by the secretary or the committee.

### **5. Treasurer**

- a) The treasurer shall receive and also disburse, under the direction of the committee, all the money belonging to the group and shall issue official receipt for all monies received by him/her.
- b) The treasurer is responsible to the committee and to all members of the group that proper books of account of all monies received and paid by the group are written up preserved and made available for inspection.

### **6. Assistant Treasurer**

- a) The assistant treasurer shall perform such duties as may be specifically assigned to him/ her by the treasurer or by the committee and in absence of the treasurer, shall perform all the duties of the treasurer.

## **9. COMMITTEE:**

- a) The committee shall consist of all the officials and four representative from each of the sub-locations.
- b) The committee shall meet at such times and place as it may resolve and shall meet at least once every month.
- c) Any casual vacancy for members of the committee caused by death or resignation shall be filled by the affected committee until the next annual general meeting of the group.
- d) When deemed necessary and essential for the operation of the group, the group shall create certain auxiliary bodies and committees (ad hoc) to deal with such specific tasks.

## **10. DUTIES OF THE COMMITTEE:**

- a) The committee shall be responsible for the management of the Group and for that purpose may give direction to the office bearers as to the manner in which, within the law, they shall perform their duties.
- b) The committee shall have power to appoint such sub-committees as it may deem desirable to make reports to the committee upon which appropriate action shall be taken by the committee.
- c) All monies distributed on behalf of the Group shall be authorized by the committee except as specified otherwise in this constitution.
- d) The quorum for the meetings of the committee shall be at least two thirds of all the members.

## **11. GENERAL MEETINGS:**

The group shall have two classes of general meetings: The Annual General Meeting and Special General meeting.

### **1. The Annual General Meeting**

- a) This shall be held every first Saturday of July at a venue to be decided by the relevant committee. Notice in writing of such general meeting and agenda/a or the meeting shall be sent to the members not less than 21 days before the day of the meeting.

- b) The agenda of the annual general meeting shall consist of the following:
  - i. Confirmation of the minutes of the previous general meeting.
  - ii. Election of office bearers and committee members.
  - iii. Such other matters as the committee may decide or as to which notice shall have been given in writing by a member or members to the secretary at least 28 days before the date of the meeting.
  - iv. Any other business with the approval of the chairperson.

**2. Special General Meeting**

- a) A special general meeting may be called for any specific purposes by the committee. Notice in writing of such meeting shall be sent to all members not less than seven days to the date of the meeting.
- b) A special general meeting may also be requisitioned for a specific purposes by order in writing to the secretary by not less than two thirds of the members and such meeting shall be held within 4 days of the date of requisitioning .The notice of such meeting shall be as shown in rule 12 (a) and no matter shall be discussed other than that stated in the requisition.
- c) The quorum for any general meeting shall not be less than a two third of all registered members.

**12. PROCEDURE AT MEETINGS:**

- a) In all meetings of the group, the chairperson, or in his absence the vice chair, or in the absence of both officers, a member selected by the meeting shall chair the proceedings.
- b) The chairperson may at his/her discretion limit the number of persons permitted to speak in favor or against any motion.
- c) Resolution shall be done by simple voting by show of hands.
- d) The Chair shall have a casting vote in the event of a tally in voting.
- e) All decisions shall be by simple majority subject to any other provision herein this constitution.

**13. FUNDS:**

- a) The funds of the group shall be used only for the objects of the Group.
- b) All monies and funds shall be received and paid to the treasurer and shall be deposited or withdrawn by the chairperson, the secretary and the treasurer in the name of the group, in any bank approved by the committee.
- c) The Group shall operate a joint bank account.
- d) No payment shall be made out of the bank account without the resolution of the committee authorizing such payment, and all cheques on such bank account shall be signed by the treasurer, and either the chairperson and secretary. s
- e) The executive committee shall have the power to suspend any official who it has reasonable cause to believe is not properly accounting to any of the funds or property of the group, and shall have power to appoint another person in his/her place. Such suspension shall be reported to a general meting to be convened not later than seven days from the date of such suspension, and the general meeting shall have full power to decide what further action to be taken on the matter.
- f) The financial year of the group shall be from every 30<sup>th</sup> June to 1<sup>st</sup> July every calendar year.
- g) The Group shall give permission and authorize any of its members to assist in the collection of cash and issues of receipt if this is considered necessary.

**14. AMENDMENT OF THE CONSTITUTION:**

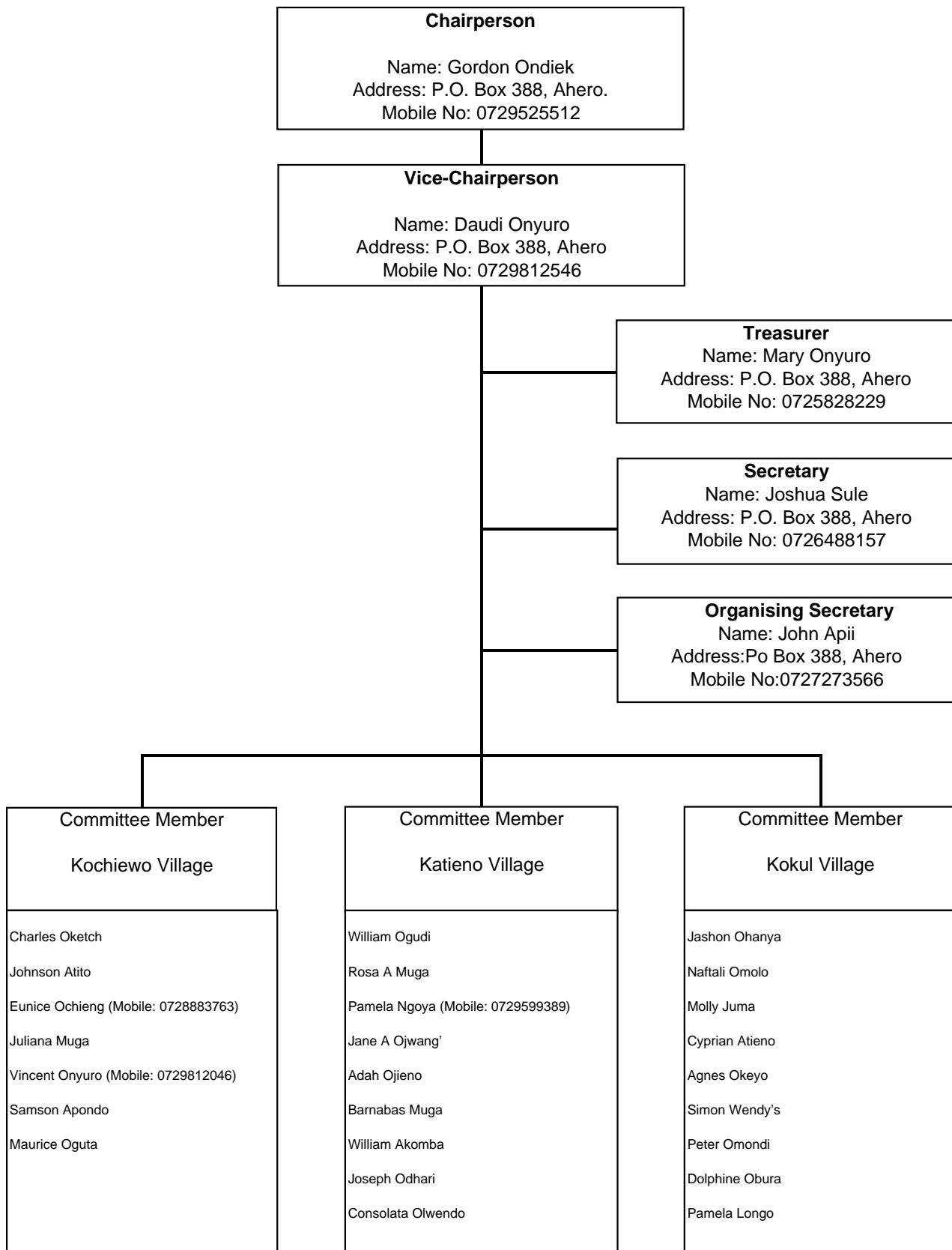
- a) Any amendment of this constitution must be approved by at least two thirds majority at a general meeting of the group. They cannot however be implemented without the prior consent of the registrar, obtained upon application made in writing and signed by three bearers.

**15. DISOLUTION:**

- a) The group shall not dissolve except through a resolution passed by a general meeting of the members by vote of two thirds of the members present. If no quorum is obtained, the proposal for dissolution shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to members at least 14 days before the date of the meeting. The quorum of this second meeting shall be the number of members present.
- b) Provided that no dissolution shall be effected without prior permission of the registrar in writing, obtained upon application to him in writing and signed by three office bearers.
- c) When the dissolution of the group has been approved by the registrar, no further action shall be taken by committee or any office bearer of the group in connection with aims of the Group other than to get and liquidate cash, all the assets of the group.
- d) Subject to the payment of all debts of the group, the balance therefore shall be distributed among the members, in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

**ADOPTED BY RESOLUTION OF MEMBERS AS ANNEXED HERETO BELOW.**

**Kogwedhi Community Self Help Organisation**





**FUNDRAISING MANUAL**

**FOR**

**COMMUNITY FLOOD MANAGEMENT ORGANIZATIONS**  
**(CFMOs)**

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## INTRODUCTION

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### 0.1 What is fund raising?

Fund raising can be defined as a process of soliciting finances for an activity or a process of mobilizing resources for implementing an activity.

NGOs and CBOs in developing nations often neglect local sources of funds because raising money from foreign agencies seems to be easier. Local fundraising is, however, very important for two reasons: the CBO gains its own income, which it can control directly, and it is much easier to convince donors to give their support when the NGO/CBO can show that it has already has a significant proportion of its funds.

The possible sources of funds therefore include the following:

- ✘ General public;
- ✘ Well-off individuals;
- ✘ Local groups;
- ✘ Local government;
- ✘ Membership fees;
- ✘ Sale of services.

### 0.2 Methods of fund raising

- ✘ Harambee;
- ✘ Merry go round;
- ✘ Donation from well-wishers;
- ✘ Members' contribution;
- ✘ Donors/ sponsors;
- ✘ Raffle;
- ✘ Fund raising walks;
- ✘ Monetary contribution in kind;
- ✘ Benefactors (well placed sons and daughters and other members of the community);
- ✘ Income generating activities by the committees.

This manual looks at proposal development as method of fundraising for Community Based Organizations (CBOs). Proposals generally follow a widely accepted format, although funders may change the format to fit their needs. The keys to success in proposal writing are:

- ✘ Developing a clear program plan;
- ✘ Researching funders thoroughly;

- ✧ Targeting your proposals carefully;
- ✧ Writing a concise proposal.

The manual has been prepared to improve the ability to turn an idea that requires funding into a proposal that merits funding. It is a manual with step-by-step approach to successful proposal development for community based organizations. The basic idea behind this manual is that your proposal must reflect a well planned project and that funds given to an organization should be used wisely. Funders should see that your project is meeting a genuine community need and that it is doing so at a reasonable cost.

### **0.3 Major components of a proposal**

For a proposal to appear convincing it should have the following components:

- ✧ **Cover letter:** accompanies the proposal and briefly describes its significance;
- ✧ **Summary:** a very brief (usually one page) overview of the proposal;
- ✧ **Introduction:** presents the organization's qualifications to carry out the proposed programme plan;
- ✧ **Need(s) statement:** a compelling description of the need to be address by the applicant or organization;
- ✧ **Objectives:** spell out what specific results or outcomes are to be accomplished;
- ✧ **Methods:** describe the programs and services to achieve the desired results;
- ✧ **Evaluation:** describes a plan for assessing program accomplishments;
- ✧ **Future funding:** provides an agency's strategies for developing additional funding to continue the program after initial grant funding is over;
- ✧ **Budget:** a line-item summary of revenues and expenses.

## CHAPTER 1

### PREPARING YOUR NEED STATEMENT

#### 1.1 Introduction

A need(s) statement describes a critical condition or a set of conditions or a social need affecting certain people or things in a specific place at a specific time. This component of the proposal answers the question, **What is the community need to be addressed?**

#### 1.2 Major points in developing a needs statement

The following are some major points to keep in mind when developing a need statement:

- ✘ have a clear relationship to the organization's mission and purpose
- ✘ not emphasize organizational needs but rather focus on a need in the community
- ✘ be well supported with evidence
- ✘ be consistent with the scope of your organization's ability to respond to that need
- ✘ be easy to read by eliminating any jargon that might act as a communication barrier

#### 1.3 Tips for writing the need statement

- ✘ State the need using hard-core statistics, not assumptions
- ✘ Use statistics that are clear and that support your argument
- ✘ Use comparative statistics and research, when possible
- ✘ Make sure all data is well documented
- ✘ Use touching stories of people as examples
- ✘ Focus your explanation of the need on the geographic area you can serve

**Table 1: Statement of need questionnaire**

WHO? WHERE? WHEN?	WHAT? WHY?	EVIDENCE OF PROBLEM	SO WHAT?
Who are the people with the need?	What is the need?	What evidence do you have to support your claim?	What are the consequences of meeting the need?
Where are the people?			
When is the need evident?	Why does this need occur?		How is the need linked to your organization?

---

## CHAPTER 2

### DEFINING CLEAR GOALS AND OBJECTIVES

---

#### 2.1 Introduction

Once the need to be met has been agreed upon and written into a need statement, it is necessary to develop goals and objectives to give a clear picture of the results of implementing your programme. The goals and objectives are the outcomes of the planned programme, and they answer the question, **how would the situation look if it changed?**

#### 2.2 Definition

**Goal-** a goal is a broad-based statement of the ultimate result of the change being undertaken (Long-term)

**An Objective-** Is a measurable, time-specific result that the organization expects to accomplish as part of the grant. It is much more **narrowly** defined than a goal and is also tied to the need statement.

#### 2.3 Major points in preparing objectives

The following are some major points to keep in mind when preparing the objectives. The need to be addressed should:

- ✘ Be stated in quantifiable terms;
- ✘ Be stated in terms of outcomes, not methods and inputs i.e. they should specify the result of an activity as opposed to just describing the program methods;
- ✘ Clearly identify the population group being served;
- ✘ Be realistic and capable of being accomplished within the time frame indicated.

When developing each objective, answering the following five questions helps to clearly articulate the result one expects to accomplish:

- ✘ What is/are the key area(s) you are seeking to change?
- ✘ What segment of the population will be involved in the change?
- ✘ What is the direction of change (increase or improvement, decrease or reduction) you will be looking for?
- ✘ What is the degree or amount of change you'll be looking for?
- ✘ What is the deadline to reach the degree of change?

#### HELPFUL HINT

One easy way to ensure you are writing a good objective is to start your objective with wordings, such as the following, that suggest a purpose:

**To reduce ...**

**To increase ...**

**To decrease ...**

**To expand ... etc**

## 2.4 Tips for writing good goals and objectives

- ✘ Goals and objectives should tie directly to the need statement;
- ✘ Include all relevant parties in the target population;
- ✘ Allow plenty of time for the objectives to be accomplished; things always take longer than planned;
- ✘ Objectives do not describe methods but results;
- ✘ Determine how you are going to measure the change you are projecting in your objective.

**Table 2: Goals and objectives exercise**

<b>Goal .....</b>				
	<b>Objective 1</b>	<b>Objective 2</b>	<b>Objective 3</b>	<b>Objective 4</b>
<b>Area of change</b>				
<b>Target Population</b>				
<b>Direction of change</b>				
<b>Time frame</b>				
<b>Degree of change</b>				



## CHAPTER 3 DEVELOPING METHODS

### 3.1 Introduction

The method component of the proposal tells the donors/funders how the organization will accomplish the objectives and answers the question, **What can the organization do to change the situation?**

A method is a detailed description of the activities to be implemented to achieve the ends specified in the objectives. Methods are also frequently referred to as activities or strategies

### 3.2 Developing method components

To develop the methods component answer the following questions:

- ✘ What are the “givens” that are inflexible, such as the date of completion, money available?
- ✘ What activities need to be done in order to meet the objectives?
- ✘ What are the starting and ending dates of the activities?
- ✘ Who has the responsibility for completing each activity?
- ✘ How was this methodology determined to be the correct one to solve the problem presented?

**Table 3: Example of Timeline**

Activity	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1.												
2.												
3.												
4.												
5.												

### 3.3 Tips for writing the methods component

- ✘ Tie methods to your objectives and to your need statement;
- ✘ Ensure that methods match (congruent) with resources requested in the budget;
- ✘ State what facilities and capital equipment will be available for the project;
- ✘ Build various phases of activities on one another to move effort toward the desired results. Include a timeline.

**Table 4: Methods exercise**

TASKS/SUBTASKS	RESOURCES NEEDED	START AND FINISH DATES

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## CHAPTER 4

### PREPARING THE EVALUATION COMPONENT

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#### 4.1 Introduction

An evaluation is a process that determines the effectiveness and efficiency of a project. Decisions made during this process help an organization plan for the project's future and reassure funders/donor that their financial commitment is being well spent.

Figuring out how to evaluate the programme you have proposed is a thinking exercise. Behind every program is a "theory of action"- a set of beliefs, held by those who oversee the program, about how the means lead to the ends. Determining the relationship between your expected outcomes and the program efforts and explaining what is important to evaluate and why are the first steps in preparing your evaluation component.

To develop your theory of action, you should think of the following five elements, which all programs contain:

- ✧ **Inputs:** all resources that are assembled before the program begins, such as clients, staff, materials, facilities, and equipment;
- ✧ **Throughputs:** the methods of the program that employ the resources;
- ✧ **Outputs:** the immediate results for the client that are the effects of the throughput process;
- ✧ **Outcomes:** the effects of the program on the client's life or the societal need addressed;
- ✧ **Impacts:** the long-term benefits to the client and/ or society.

**Table 5: Identify your Program elements**

1. **What are the inputs for your program?**
2. **What are the throughputs?**
3. **What are the outputs of your program?**
4. **What are the outcomes?**
5. **What are the impacts?**

#### 4.2 Reasons for conducting evaluations

Organizations conduct evaluations in order to do five things:

- ✧ Find out whether the program did what was expected;
- ✧ Determine if the methods specified were used and the objectives met;
- ✧ Determine if an impact was made on the need identified;
- ✧ Obtain feedback from their target group and others;
- ✧ Maintain some control over the project;
- ✧ Make adjustments during the program to help its success.

When preparing the evaluation section of your proposal, ask yourself the following questions to help frame what you will say:

- ✧ What is the purpose of your evaluation?
- ✧ How will the findings be used?
- ✧ What will you know after the evaluation that you do not know now?
- ✧ What will you do after the evaluation that you cannot do now for lack of information?
- ✧ How will you know if you have succeeded with your program?

### **4.3 Approaches for collecting data**

There are two approaches one can take in collecting data:

**Quantitative:** translate experience into units that can be counted, compared, and manipulated statistically. Data analysis techniques include descriptive statistics and inferential statistics. These allow us to make statements about cause-and-effect relationships

**Qualitative:** rooted in direct contact with people involved in a program and consist of three kinds of data collection: interviews, direct or field observation, and review of certain documents.

**Table 6: Evaluation Planning Questions**

- 1.) What questions will your evaluation activities seek?**
- 2.) What are the specific evaluation plans and time frames?**
  - ✧ **What kinds of data will be collected?**
  - ✧ **At what points?**
  - ✧ **Using what strategies or instruments?**
  - ✧ **Using what comparison group or baseline, if any?**
- 3.) If you intend to use your study on a sample of participants, how will this sample be constructed?**
- 4.) What procedures will you use to determine whether the program was implemented as planned?**
- 5.) Who will conduct the evaluation?**
- 6.) Who will receive the reports?**

## CHAPTER 5

### PREPARING A PROGRAM BUDGET

---

#### 5.1 Introduction

The budget is the plan you have for the project or for your organization expressed in monetary terms. The best budgets “translate” the methods section of the proposal into monetary terms needed to implement the plan that has been described earlier in the proposal. Remember, your budget is an **estimate**.

#### 5.2 Steps in the Budgeting Process

To develop the budget of a proposal for a specific project, follow these steps:

1. Establish the budget period, the length of time the budget covers- Decide how long a period of time the proposal covers, and develop a budget for that length of time;
2. Estimate expenses, obtaining cost estimates as necessary- begin by estimating direct expenses which include the following:
  - ✧ Program staff salaries and benefits
  - ✧ Supplies
  - ✧ Equipment
  - ✧ Program-related travel
  - ✧ Program-related rent
  - ✧ Printing
3. Decide whether and how to include overhead costs- In-direct costs, often called overhead, are costs that are shared by all the programs of an organization, such as the cost of the audit, the executive director’s salary, general liability insurance, and the copier lease;
4. Estimate donated goods and services that will be used- Donated goods and volunteer time are important to many non-profit ventures. Including these in-kind contributions demonstrate community support for the project;
5. Estimate anticipated revenues for the project- some projects will generate income through fees that can help pay for the projects expenses. Other income may include individual contributions, a special event e.g. harambees, or grants from other foundations and corporations;
6. Check to be sure that the budget as a whole makes sense and conveys the right message to the funder- Make sure that the budget makes sense and corresponds to the methods discussed earlier in your proposal. Remember that the budget should not raise any “red flags”.

Table 7: Revenue and Expense Budget

ITEM DESCRIPTION	CASH REQUIRED	IN-KIND CONTRIBUTIONS	TOTAL BUDGET
<b>REVENUE</b>  <b>Grants</b> Foundations Government Individual donations Special events <i>(Harambees)</i> In-kind donations Volunteer services Total revenue Corporations			
<b>EXPENSES</b>  Salaries ..... ..... ..... Payroll taxes/benefits(% of salaries) Bookkeeping Contractor Total personnel Office rent Supplies Printing Utilities Telephone Copy services Postage Travel Membership dues Total non-personnel Total expenses			

***CHAPTER 3***

***HOW TO DEVELOP  
COMMUNITY FLOOD MANAGEMENT MANUAL***

## **COMMUNITY FLOOD MANAGEMENT MANUAL**

### **Introduction**

The JICA Study team selected four villages most affected by floods during community survey to be used as pilot sites. In the PRA exercise conducted during the survey, the communities identified both structural and non-structural measures would mitigate the impact of flooding during heavy rains. However an obvious gap was noted that there were no organized institutional structures at the grassroots level to supervise or take the lead in the implementation of identified measures to ensure sustainability. This necessitated the formation of community flood management organizations (CFMO) in each of the pilot project sites.

Against this background was also the challenge that most of the organizations formed by the communities in the past have always collapsed without achieving their goals. Lack of capacity was identified to be the cause of this anomaly. To counteract this, the study team recommended that the capacity of the CFMOs be built in various areas that would enable them work together cohesively and focus on their goals in life.

The membership of the CFMO grew rapidly at the commencement of the trainings. Public meetings were first held to mobilize the community and to explain the activities which were to be carried out. In consequence of integrated flood management, the following trainings were given to each community as a part of pilot projects.

- (i) Capacity development for flood management
- (ii) Preparation of community flood management manual

The flood management manual is intended to provide the target communities of Kogwedhi, Kokwaro, Kasiru and Odesso with procedures to be followed according to the disaster cycle and activities to be carried out by the community in order to manage themselves against flood disaster.

The manual is divided into stages which includes; pre-plan phase and planning phase including seven sections: mitigation plan, early warning, evacuation plan, medical referral system, rehabilitation and reconstruction plan, testing and evacuation drill.

# **KOGWEDHI AREA**

**MAGINA SUB-LOCATION**

## ***FLOOD MANAGEMENT MANUAL***



**OCTOBER 2008**

**Kogwedhi Community Self Help Group**

**(CFMO)**



## ***PREFACE***

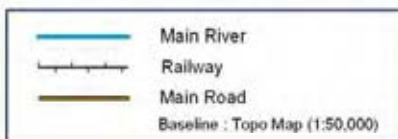
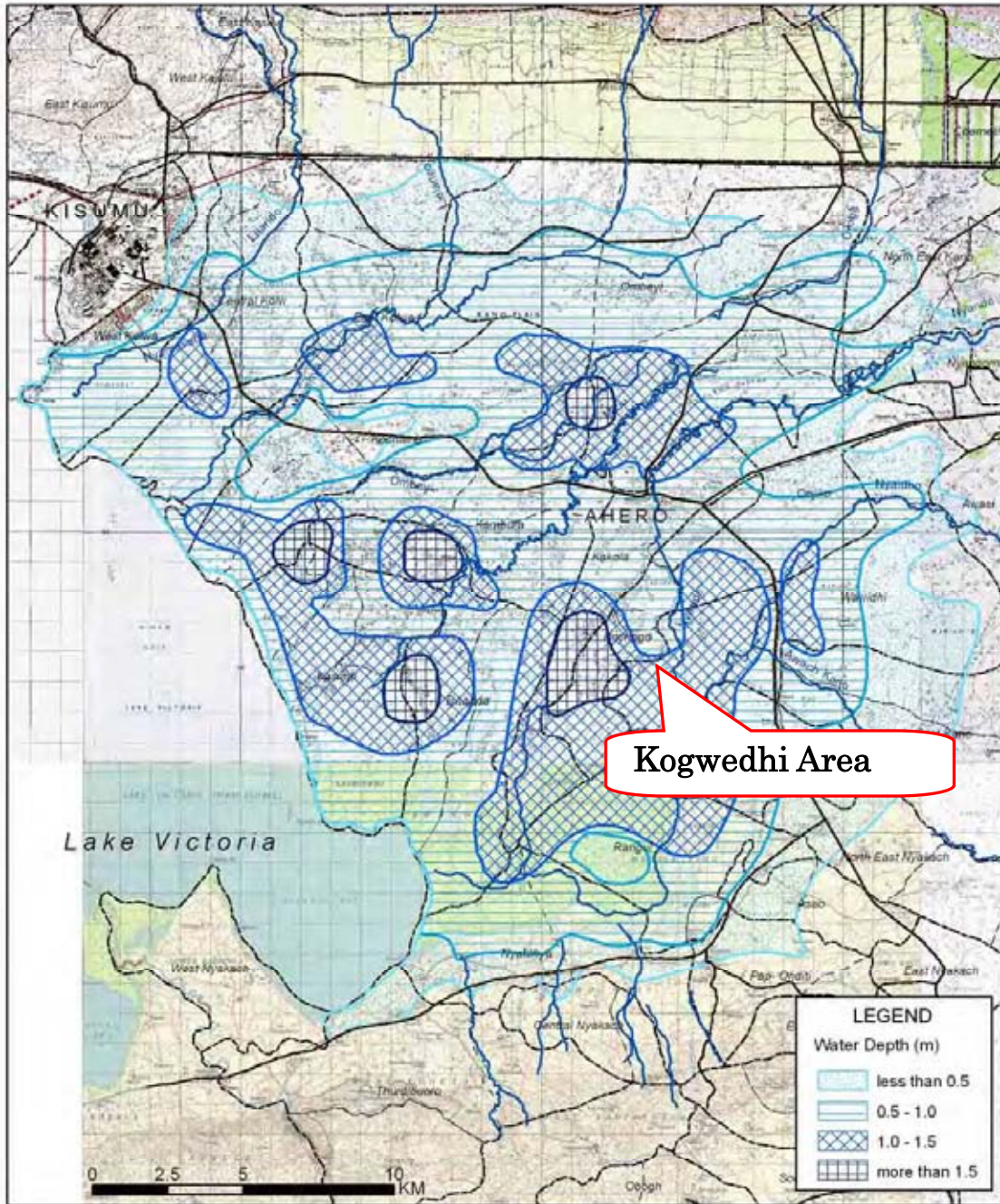
The biggest tragedy in any human society is when the community becomes the victim of nature. Nature sometimes turns berserk and attack the very person who is mandated to take of it the community in the name of disasters.

In different places different disasters attacks at a given time. In our area of Kogwedhi floods are the disaster that attacks us at any given time so long as the river Nyando water level rises above normal. Years past we as the community were able to predict the times of the floods and therefore prepare ourselves psychologically for the inevitable! But seasons have changed and the weather pattern has changed and therefore floods have become unpredictable!

As a result of this changes we as the community has managed to come up with a flood management manual that we are able to use as we cope with the floods in efforts of managing them for productive use by the community.

Sincerely Yours,

Mr. Gordon Ondiek  
Chairperson  
Community Flood Management Organisation  
Kogwedhi Area



JAPAN INTERNATIONAL COOPERATION AGENCY  
 THE STUDY ON INTEGRATED FLOOD MANAGEMENT  
 FOR NYANDO RIVER BASIN  
 IN THE REPUBLIC OF KENYA

**FLOOD DISASTER MAP**

## **1. PRE-PLAN STAGE**

1.1 Kogwedhi Community Self Help Group is a Community Flood Management Organization (CFMO).

The formation of Kogwedhi Community Self Help Group was initiated to enhance the capacity of Kogwedhi community in tackling and managing the perennial floods in the area. The group comprises three villages committees' i.e.

- Kokul village Committee
- Katieno Village Committee
- Kochiewo Village Committee

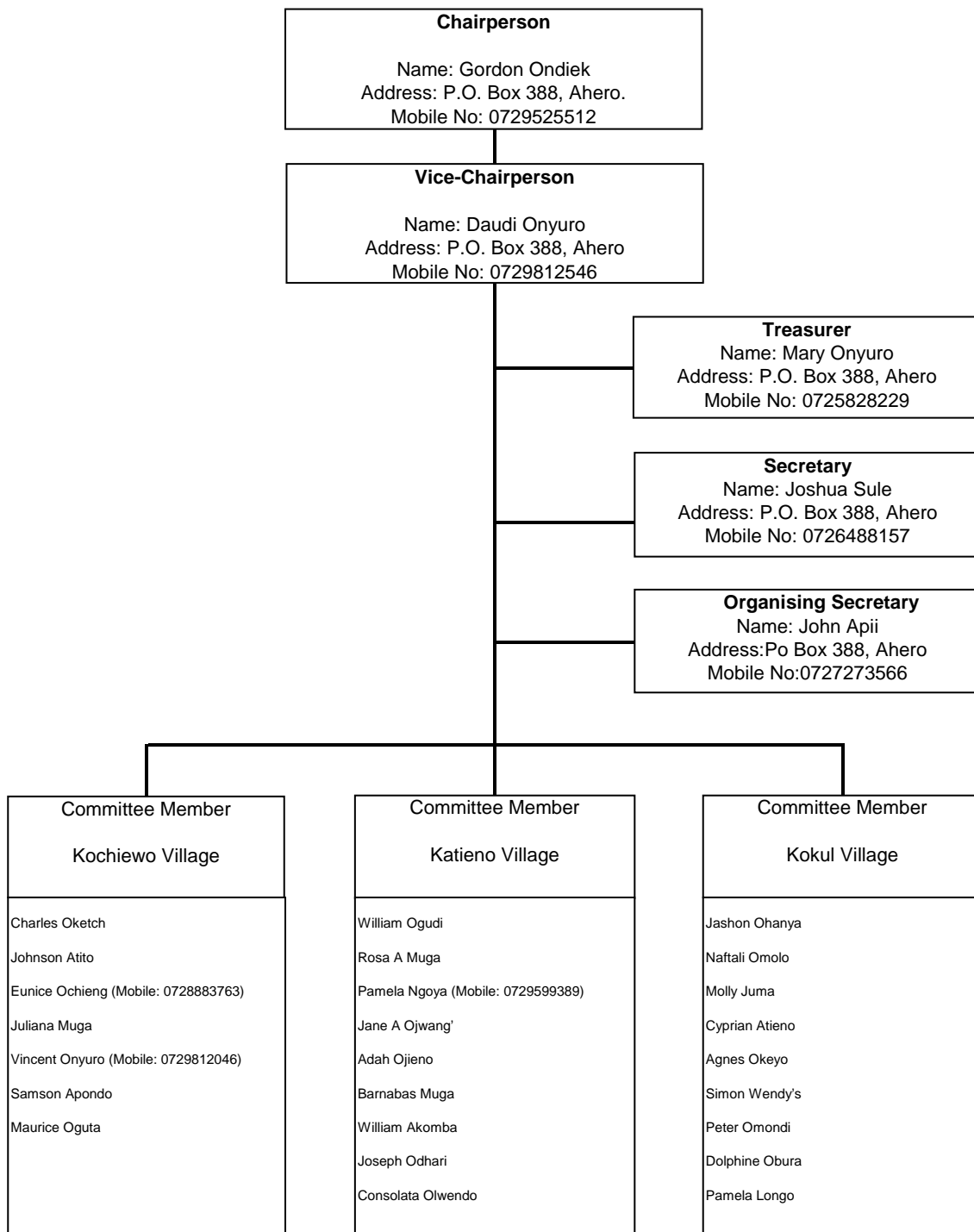
### 1.2 Community Definition

The manual covers Kogwedhi area which comprises of three villages. At the right side of River Nyando is Kokul village where there is a dyke running down stream along the River Nyando, then there is Katieno village that is next to Kogwedhi Primary school and then there is Kochiewo which neighbours the Kochogo South location.

### 1.3 Purpose of the Plan

The purpose of this plan is to outline the process and procedure to be followed and activities to be carried out by the Kogwedhi Community working together and effectively prepare for floods, minimize damage of floods, respond to floods and how to recover from the impact of flood hazard.

## Kogwedhi Community Self Help Organisation



## ORGANISATION CHART

#### 1.4 Target Users

The manual is intended for use by the following individuals and organizations in the management of floods in Kogwedhi area.

- Kogwedhi Community Self Help Group
- Nyando District Provincial Administration
- Magina Disaster Management Committee
- Vulnerable community members in Kokul, Katieno and Kochiewo villages
- Kogwedhi Primary School
- Churches that are used as evacuation centers e.g. Israel Church, Vosh Church etc
- NGOs operating in the area e.g. VIRED International
- Red Cross and other humanitarian organizations
- Well wishers e.g. Rotary club in Kisumu

#### 1.5 Target Area

The manual is targeted for Kogwedhi area in Magina sub-location. Kokul village is normally the first to be affected because of its closeness to the river as the flood water moves towards Katieno and finally inundating in Kochiewo village.



LOCATION MAP OF KOCHIEWO VILLAGE



LOCATION MAP OF KOGWEDHI AREA

## 2. PLANNING PHASE

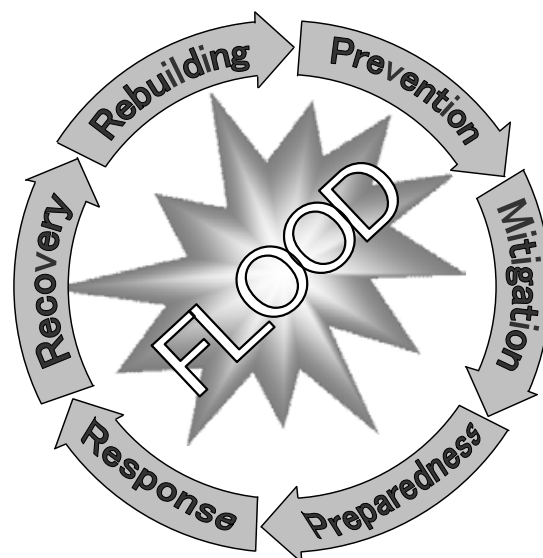
This is the part of the manual that outlines the activities that are to be undertaken at the different stages of the flood disaster cycle

### 2.1 Preparation of Mitigation Plan

This part of the manual describes the flooding in Kogwedhi area, it identifies and assesses the vulnerable in the community, it also discusses the response capacity and coping strategy by the community, it also details the public information flow (dissemination) and it also outlines monitoring and evaluation strategy.

#### (1) Description of Flooding

Flooding in Kogwedhi area is as result of increased velocity of the water in R Nyando in addition to the increased water level in the Nyando river whose channels meanders and therefore unable to contain the water in its channel and therefore flooding. At Kokuta Sia in Kokul village is where the river water breaks the banks and pours its water into Kokul Village. This excessive water thereafter flows into Jordan stream and then floods into Katieno village. The water also breaks the banks at Koduma and Jalaram areas.



DISASTER MANAGEMENT CYCLE

## FLOOD MANAGEMENT ACTIVITIES

<b>Management</b>	<b>Activities at Kogwedhi Area</b>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>• Clearing of the river channel especially of debris at Jalaram point of Nyando River</li> <li>• Opening up of blocked canals e.g. Jordan stream</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Building of the raised permanent houses especially at Kokul village but also in Katieno and Kochiewo villages</li> <li>• Drill a borehole for clean water use at Kogwedhi Primary School and other evacuation centers</li> <li>• Rehabilitation of roads and construction of new good roads.</li> <li>• Building a health facility in the donated community land</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Identify and gravel the roads often used during evacuation e.g. the road leading to Israel C.A church in Kochiewo, road leading to Kogwedhi primary school from Katieno and the road leading to Kogwedhi primary school from Kokul</li> <li>• Raising of the house floors in the Kokul, Katieno and Kochiewo.</li> <li>• Organize flood awareness training at Israel C.A Church</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Dissemination of information of the flood situation to Provincial Administration and Red Cross</li> <li>• Alert the community and assist in the evacuation</li> <li>• Seek for relief aid from government, Red Cross and NGOs engaging in humanitarian assistance like World Vision and churches in the area e.g. Catholic</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Reconstruction of damaged floors of the houses. This is to be done by women</li> <li>• Bringing back the livestock that were kept with the relatives who live in raised places e.g. Kochiewo</li> <li>• Clearing of blocked canals to allow the inundated water to flow away to allow the community to use their farm lands</li> </ul>
<b>Rebuilding</b>	<ul style="list-style-type: none"> <li>• Reconstruction of the destroyed houses. This is normally done by men.</li> <li>• Reconstruction of the destroyed roads assisted by government and VIRED International through food for work programme</li> </ul>



## (2) Vulnerable Element

The vulnerability of Kogwedhi area can be categorized as follows: human population, economic activities (livestock keeping and farming) and infrastructure.

### Human Population

The population estimate of Kogwedhi area is 1,500 people who are all vulnerable to floods.

<u>Characteristics of population</u>	<u>Nos. of people</u>
Physically/ mentally able adults	
Physically / mentally able children	
Physically challenged adults	7
Mentally challenged adults	6
Physically and mentally challenged children	70

### Economic Activities

- Cultivation of sugarcane and horticultural produce
- Livestock keeping which are also used for ploughing (Oxen)
- Small business entrepreneurship

### Infrastructures

- Dyke in Kokul
- Rural murrum roads in the 3 villages
- Kogwedhi Primary School.

Soils	Black cotton soils	Black cotton soils	Black cotton soils
Vegetation	Amaranthus, Sodom apple, Thorn trees,	Rice scheme, Wetland sedges, Phragmites	Trees (Yellow fever), grass
Food crops	Bananas, arrow roots, maize, sorghum, cow peas, vegetables	Rice	Bananas, arrow roots, maize, sorghum, cow peas, vegetables
Animals kept	Cattle, goats, chicken	None	Cows, sheep, goats
Water sources	Miriu, Boreholes	Miriu river and Bacho stream	Bacho stream
Socio- economic Indicators	Grass thatched houses, Growing of low cost rice variety	Small-holder irrigation scheme	Grass thatched houses, sick people, many orphans and widows, Growing of low cost rice variety
Problems	Flooding, Livestock diseases, lack of pasture during floods, human and livestock diseases, lack of toilets	Lack of roads, lack of well planned rice scheme, blocked irrigation canals	Flooding, lack of roads, lack of pasture during floods, human and livestock diseases, lack of toilets
Opportunities	Dredging Miriu river, training on good sanitation and livestock husbandry	Opening up blocked canals, High quality rice variety	Dredging Miriu rive and Bacho stream, training on good sanitation and livestock husbandry

### Transect Walk across Kogwedhi Area

### (3) Response Capacity and Strategy

The enhanced community response capacity shall enable the community to carry out the following tasks:

- Assist in the evacuation of the affected people to safer evacuation centers e.g. Israel C.A in Kochiewo village or Kogwedhi Primary School which is the boundary that links the three villages in Kogwedhi area.
- Deliberate target of evacuating the vulnerable e.g. the aged, children and the physically and mentally challenged individuals in the community.
- Maintain proper standards in terms of cleanliness, sanitation and crowds at the evacuation center for example in Israel C.A where most people in Kochiewo evacuate, the Kogwedhi group will not allow overcrowding in such a center and therefore other people will be relocated to the neighbouring evacuation center like the VOSH church

Coping strategy that will be used will include:

- Use of the available resources e.g. home made stretchers to ferry the sick and handcarts to ferry properties and aged, children and disabled persons
- Provision of locally available food stuffs to feed the victims
- Mobilization of the community to assist in human labour and donations of food stuffs.

## LIST OF RESPONSE FOUNDATION

Objective	Foundation	Telephone
Shelter	a) Israel C.A Church b) Kogwedhi Primary School	0724489763
Agency	a) Provincial Administration Nyando district b) Board of school	057851566 0729525512
Facility	a) Ahero Sub-District Hospital	0572020171
Rescue	a) Red Cross Nyando Branch	0721781026 0727620899
Source	a) Ministry of Health Public Health Department Ahero  b) Ministry of the Office of the President, Provincial Administration Ahero	0572020171  057851566
NGO	a) VIRED International b) World Vision	0721517515
Personnel	a) Red Cross coordinator Nyando branch b) Assistant Chief c) Chief	0721781026 0721676376 0722455625

## 2.2 Early Warning

The Early Warning system for Kogwedhi in this manual is intended to provide community members with a way of warning against the impending floods that will give the community ample to time to evacuate

### (1) Various Signs of Flooding



**Peculiar noise of frogs**



**Eastward winds**



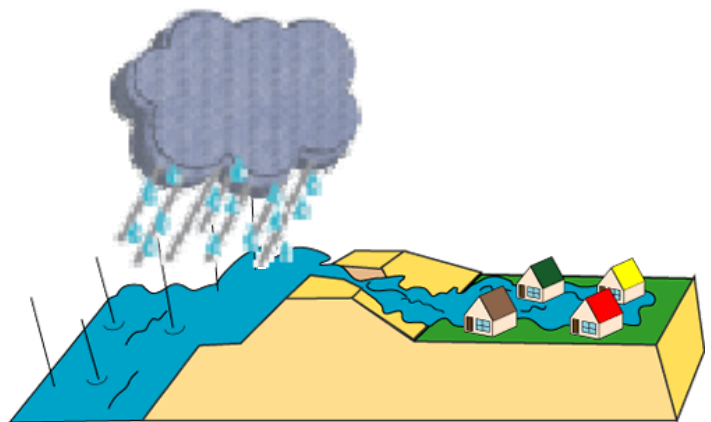
**Certain species of birds**



**Rising of river water level**



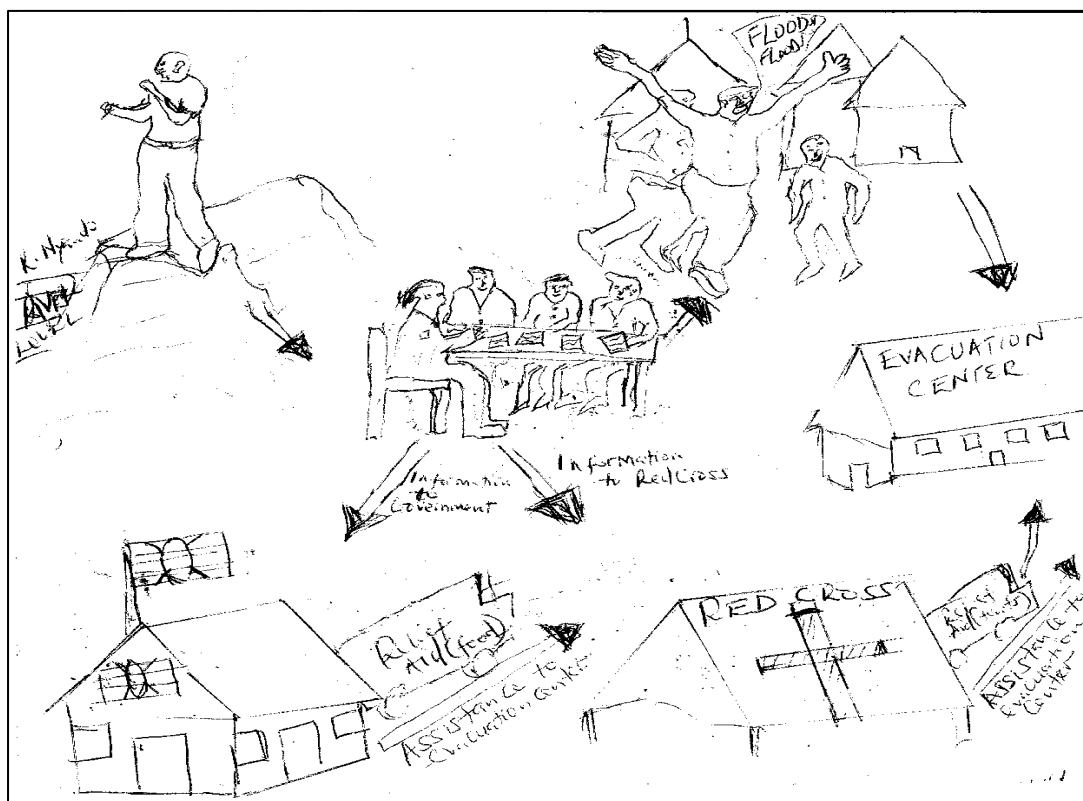
**Flotsam and foam**



**Noise of Overflow**

## (2) Dissemination of warning information to community

Kogwedhi self-help group monitors continuously the water level in the Nyando River. In the event of water level rising the chairperson holds a meeting with the Kogwedhi self-help group. As the river water level continues to rise, the members of executive committee go round the village informing the community members of impending floods.



## (3) Dissemination of information to Government

Close coordination and cooperation between the Kogwedhi Community Self Help Group and the Provincial Administration are done in efforts of flood management. With assistance from the assistant chief the Kogwedhi self help group report the flood information to higher government authorities to bring in assistance.

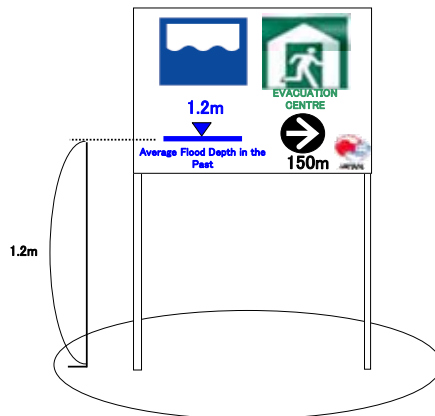
## 2.3 Evacuation Plan

This part of the manual indicates what need to be done when, where and how during the evacuation.

- a) The Kogwedhi Community Self Help Group will annually host an evacuation drill, that will familiarize the community members on ways of evacuating
- b) The routine of the drill will be the guiding factor for the evacuation of community members. After observing the early warnings the chairperson alongside the village elders will go round the village shouting that the river water level has risen above normal and people should begin to evacuate to the nearest evacuation center e.g. in Kochiewo village nearest evacuation center is Israel C.A, in Katieno and Kokul nearest evacuation center is Kogwedhi school.
- c) The chairperson alongside his/her executive committee will have the mobile numbers of all community members who own a handset and they will call them alerting them to evacuate alongside their neighbours to the nearest evacuation center.
- d) The chairperson, the executive committee and the assistant chief will then call and ask for assistance from the red cross and government (ministry of special programmes and the provincial administration both in the office of the president)



COMMUNITY FLOOD HAZARD MAP FOR KOKWEDHI AREA



SIGNBOARD OF FLOOD DEPTH AND EVACUATION CENTRE



## 2.4 Medical Referral System.

This part of the manual explains the medical referral system that will be a guide to the community on where to take the injured or the sick for medical assistance

### (1) First Aid

Kogwedhi Community Self Help Group provides a first aid kit that will be used when there are injuries to persons during evacuation. Kogwedhi Community Self Help Group having been trained in the elementary first aid by the Red Cross lead the initiatives in assisting the injured persons before referring them to the hospitals

### (2) Dispensary:

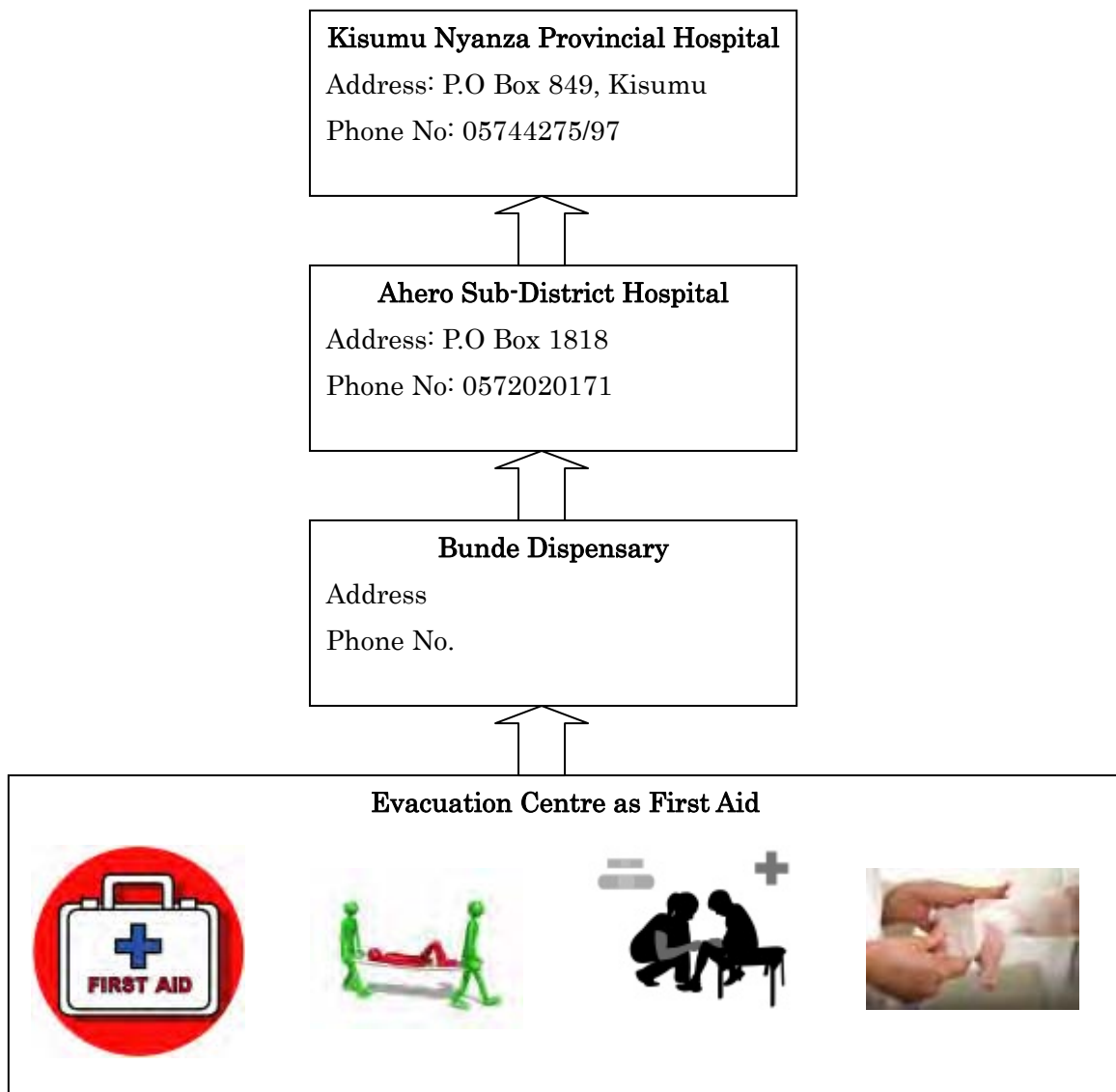
Bunde dispensary is the closest medical facility to Kogwedhi area. It is headed by matron with regular visits by Clinical Officers during emergency. Cases which are not complicated shall be referred here for example mild malaria, nose bleeding, simple cuts etc and also normal child births.

### (3) Sub-District Hospital:

All complicated cases shall be referred to Ahero Sub-District Hospital without delay. The Kogwedhi Community Self Help Group members shall assist the injured or the sick by transporting them on home made stretchers or bicycle and where necessary the chairperson shall coordinate with provincial administration to seek assistance of the divisional officer.

#### (4) Provincial Hospital

Based on the professional assessment at Ahero Sub-District Hospital the patient(s) will be transferred to Kisumu Nyanza Provincial Hospital for specialized treatment.



### MEDICAL REFERREL SYSTEM

## **2.5 Rehabilitation and Reconstruction Plan**

It is important to note that comprehensive rehabilitation and reconstruction of the Kogwedhi area is far beyond the capacity of the community for example in the cases of damaged dyke or destroyed roads.

However, there are simple measures that the community can undertake in efforts of restoring basic infrastructures which includes the earlier mentioned economic activities. Therefore the Kogwedhi community will be engaged in the following activities as a self help mechanism in rehabilitation and reconstruction efforts:

- Excavation of blocked water channels like Jordan stream. Otherwise Kogwedhi will be under retarding water for more than one month.
- Earth pavement around the houses (Go Ndiri)
- Repairing the damaged houses
- Planting trees and grasses in the homesteads
- Digging new latrines and constructing utensils racks in the homes
- Reclaiming the inundated farms and cultivating these farms
- Moving out of the evacuation centers especially Kogwedhi Primary School to give room for pupils to continue with the learning programme
- Bringing back livestock from the places that the livestock had been kept safely e.g. with the relatives living in raised places therefore not affected by the floods
- Sealing off all collapsed latrines in the Kogwedhi area
- Digging up anew shallow wells because most of these wells collapses during floods



Rehabilitation of damaged house wall



Rehabilitation of community road



Clearing of blocked channels.



Bringing back and grazing livestock



Moving out of evacuation centers.



Reclaiming of inundated farms

## **COMMUNITY-DRIVEN REHABILITATION ACTIVITIES**

## **2.6 Testing**

This part of the manual deals with the testing and evaluation of the plan drawn in this manual. The testing and evaluation of this plan will be carried out through the following initiatives:

- Continuous community meetings organized by Kogwedhi Community Self Help Group
- Organizing and participating in the annual evacuation drills by Kogwedhi Community Self Help Group
- Community group discussions whereby different groups based on age, sex, profession or economic activities they carry out are selected in their respective categories and thereby discussing the plan in what is known as focus group discussion.
- Proper and well written reports on activities carried out by the Kogwedhi Community Self Help Group
- Regular updating of the manual plan and modifications where necessary.

## **2.7 Evacuation Drill**

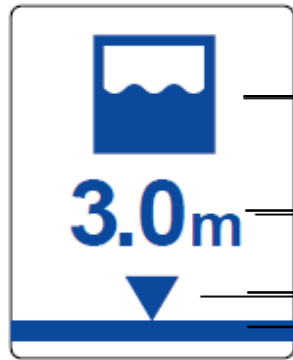
Evacuation drill is an exercise carried out by the community as a way of enhancing preparedness of the community in case of floods. Preparatory meeting is held by the CFMO where date and time for the drill is proposed. All members of Kogwedhi Community Self Help Group are expected to assist in mobilizing the community and participating in the event. Kogwedhi Community Self Help Group plans that the evacuation drill be an annual event.



**EVACUATION DRILL AT KOGWEDHI  
AREA (2007)**



**EVACUATION DRILL AT KOGWEDHI  
AREA (2008)**



Flood Affected Area

Flood Depth

Based on the past Experience

Level of Flood Depth

Flood Affected Area and Flood Depth



Water Point



First Aid



Evacuation Centre



**JAPAN**

# **ODESSO VILLAGE**

**KASULE SUB-LOCATION**

## ***FLOOD MANAGEMENT MANUAL***



**OCTOBER 2008**

**Odesso Community Multipurpose Group**

**(CFMO)**



## ***PREFACE***

Odesso Village is situated in between the two rivers of Nyamasaria and Odesso. As a result of this the village has been affected by flooding time and again. River Nyamasaria usually brings water from the upstream areas even when it doesn't rain locally.

In the past it was easy to predict rainy seasons and hence it was easy to get ready for the floods. In recent years however, the weather patterns have changed and the flooding has become unpredictable!

As a result of these changes we as the community has managed to come up with a flood management manual that we are able to use as we cope with the floods in our efforts of managing them for productive use by the community.

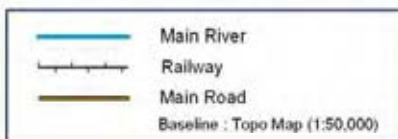
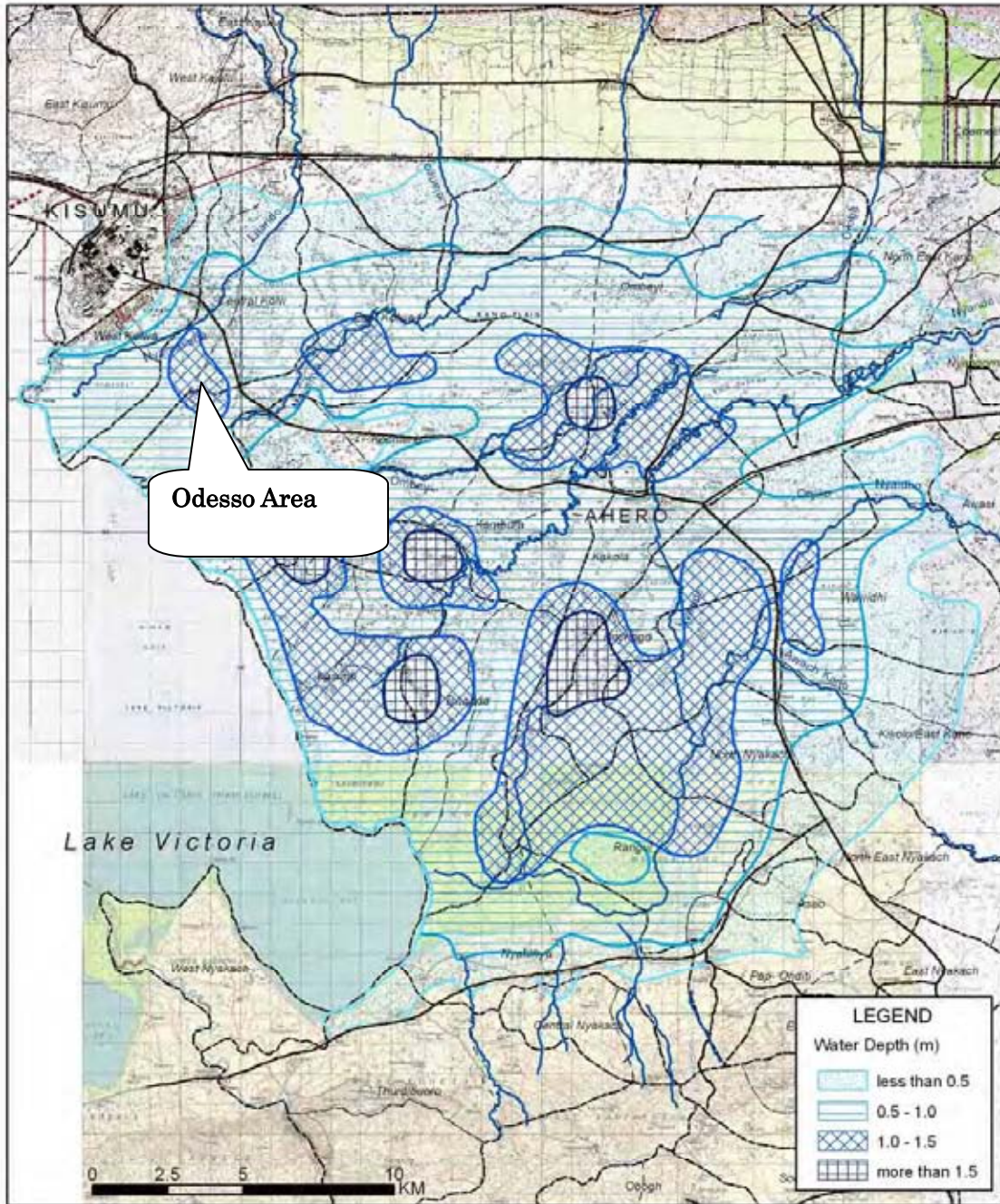
Sincerely Yours,

Mrs. Agnes Othuon

Chairperson

Community Flood Management Organisation

Odesso Village



JAPAN INTERNATIONAL COOPERATION AGENCY  
 THE STUDY ON INTEGRATED FLOOD MANAGEMENT  
 FOR NYANDO RIVER BASIN  
 IN THE REPUBLIC OF KENYA

**FLOOD DISASTER MAP**

## **1. PRE-PLAN STAGE**

1.1 Odesso Community Multipurpose Group is a Community Flood Management Organization (CFMO).

The formation of Odesso Community Multipurpose Group was initiated to enhance the capacity of Odesso community in tackling and managing the perennial floods in the area. The group comprises of members of community residing in Odesso Village.

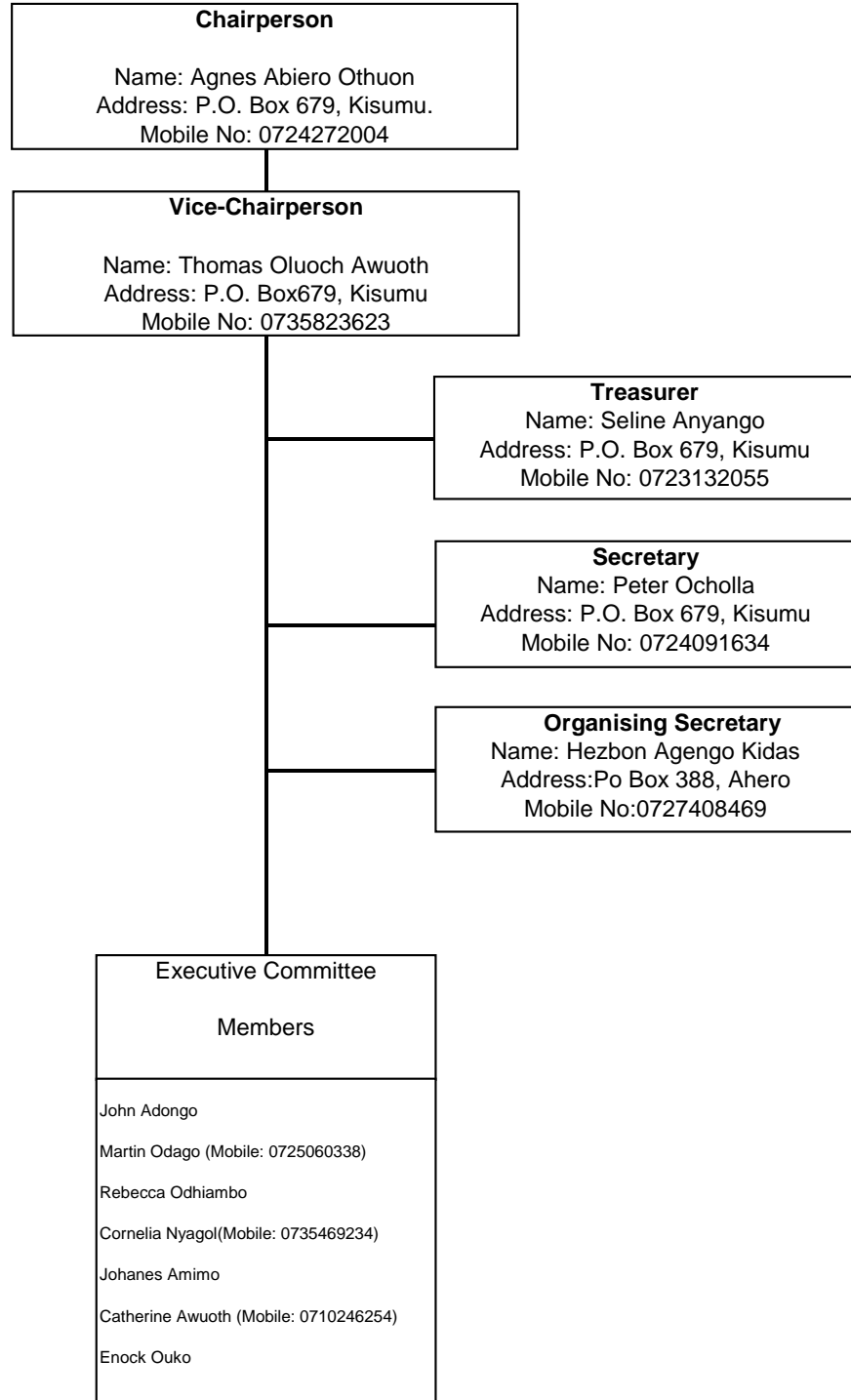
### 1.2 Community Definition

The manual covers Odesso area in Kasule Sub location. At the left side of River Nyamasaria is Odesso village where there is a dyke running downstream along the River Nyamasaria in the downstream area.

### 1.3 Purpose of the Manual Plan

The purpose of this manual is to outline the process and procedure to be followed and activities to be carried out by the Odesso Community working together and effectively prepare for floods, minimize damage of floods, respond to floods and how to recover from the impact of flood hazard.

## Odesso Community Multipurpose Group



A

## ORGANISATION CHART

#### 1.4 Target Users

The manual is intended for use by the following individuals and organizations in the management of floods in Odesso area.

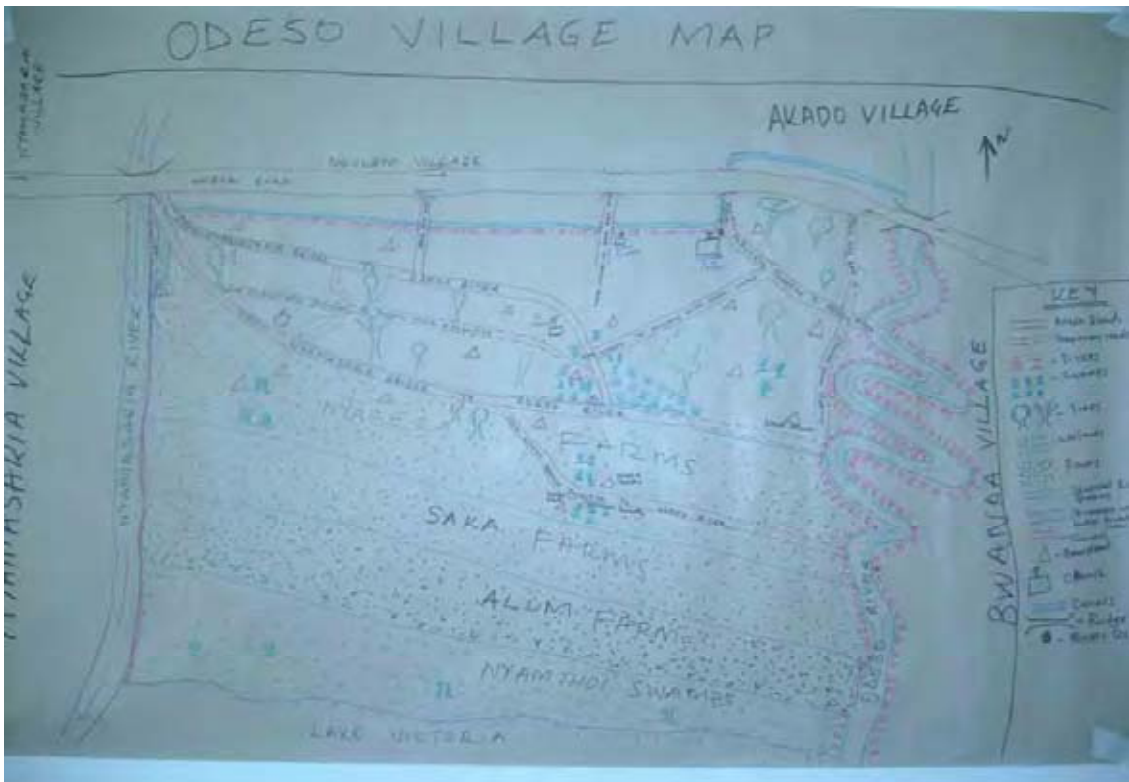
- Odesso Community Multipurpose Group
- Kisumu District Provincial Administration
- Kasule Disaster Management Committee
- Vulnerable community members in Odesso village
- Churches that are used as evacuation centers e.g. Israel C.A. Church  
etc
- NGOs operating in the area e.g. World Vision
- Red Cross and other humanitarian organizations
- Well wishers e.g. Rotary club in Kisumu

#### 1.5 Target Area

The manual is targeted for Odesso area in Kasule sub-location. Odesso village is normally the first to be affected because of its closeness to the River Nyamasaria.



LOCATION MAP OF ODESSO VILLAGE



LOCATION MAP OF ODESSO AREA

## 2. PLANNING PHASE

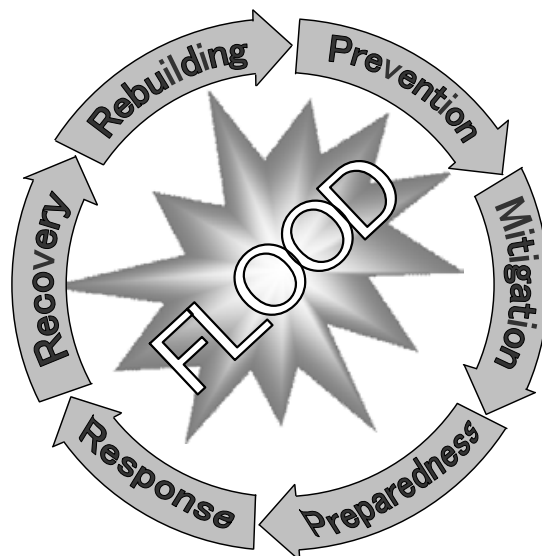
This is the part of the manual that outlines the activities that are to be undertaken at the different stages of the flood disaster cycle

### 2.1 Preparation of Mitigation Plan

This part of the manual describes the flooding in Odesso area, it identifies and assesses the vulnerable in the community, it also discusses the response capacity and coping strategy by the community, it also details the public information flow (dissemination) and it also outlines monitoring and evaluation strategy.

#### (1) Description of Flooding

Flooding in Odesso area is as result of increased velocity of the water in R Nyamasaria. The compartments of the bridge blocks debris from upstream causing the flooding. Waters from upstream areas in Nandi escarpment also causes local flooding. Just downstream of Nyamasaria Bridge is where the river water breaks the banks and pours its water into Odesso Village. The water also breaks the banks around 500m downstream of the bridge.



DISASTER MANAGEMENT CYCLE

## FLOOD MANAGEMENT ACTIVITIES

<b>Management</b>	<b>Activities at Odesso Area</b>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>• Clearing of the river channel especially of debris of Nyamasaria River</li> <li>• Opening up of blocked canals e.g. Omoro canal</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Building of the raised permanent houses especially at Odesso village</li> <li>• Rehabilitation of roads and construction of new good roads.</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Identify and gravel the roads often used during evacuation e.g. the road leading to Israel C.A church in Odesso</li> <li>• Raising of the house floors in the Odesso</li> <li>• Organize flood awareness training at Israel C.A Church</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Dissemination of information of the flood situation to Provincial Administration and Red Cross</li> <li>• Alert the community and assist in the evacuation</li> <li>• Seek for relief aid from government, Red Cross and NGOs engaging in humanitarian assistance like World Vision and churches in the area e.g. Catholic</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Reconstruction of damaged floors of the houses. This is to be done by women</li> <li>• Bringing back the livestock that were kept with the relatives who live in raised places</li> <li>• Clearing of blocked canals to allow the inundated water to flow away to allow the community to use their farm lands</li> </ul>
<b>Rebuilding</b>	<ul style="list-style-type: none"> <li>• Reconstruction of the destroyed houses. This is normally done by men.</li> <li>• Reconstruction of the destroyed roads assisted by government and VIRED International through food for work programme</li> </ul>



## (2) Vulnerable Element

The vulnerability of Odesso area can be categorized as follows: human population, economic activities (livestock keeping and farming) and infrastructure.

### Human Population

The population estimate of Odesso area is 2,838 people who are all vulnerable to floods.




<u>Characteristics of population</u>	<u>Nos. of people</u>
Physically/ mentally able adults	794
Physically / mentally able children	1400
Physically challenged adults	44
Mentally challenged adults	65
Physically and mentally challenged children	80

### Economic Activities

- Cultivation of grains and vegetables
- Livestock keeping which are also used for ploughing (Oxen)
- Small business entrepreneurship
- Subsistence farming.

### Infrastructures

- Nyamasaria bridge
- Rural murrum roads
- St. Georges Health Centre
- Nursery School

	HOMES AND FARMS	HOMES AND FARMS	NYAM THOI SWAMPS
			
Soils	Clay soils	Sandy, loamy & clay	Sandy (shallow)
Water Sources	River, Piped Water, Streams	Water Pans, swamps Shallow wells	Bore holes, river
Vegetation	Shrubs, sedges around water pans & swamps. Planted <i>euphorbia sp</i> , eucaliptus	Kai Apple	Acacia, <i>Lantana camara</i> , & grass, mangoes, bananas
Food crops	Millet, maize, beans, Cowpea, bananas	Maize & Millet	Maize
Animals Kept	Cattle, goats, sheep, poultry	Cattle, poultry	cattle, goats, poultry
Social Economic Indicators	Shops, farmers, jua kali	Iron roofed houses, few permanent houses absence of latrines	Iron roofed houses, mud walls, grass thatched houses.
Problems	Blocked culverts, water flowing over the bridge, damaged roads, soil erosion, silted canals, water logging	Roads submerged, flooded houses, lack of culverts on the road, orphans, sunken latrines & wells	River changing it's course, damaged houses, Dead livestock, Blocked canals, Soil erosion, crop damage Damaged roads and washed away bridges
Opportunities	Opening of culverts, de-silting of canals, reconstruction of Nyamasaria bridge, building dykes, canalization	De-silting wells. Opening up culverts,	Building of a High and strong dyke.

### Transect Walk across Odesso Area

### (3) Response Capacity and Strategy

The enhanced community response capacity shall enable the community to carry out the following tasks:

- Assist in the evacuation of the affected people to safer evacuation centers e.g. Israel C.A Church in Odesso village or St. Meshacks Church.
- Deliberate target of evacuating the vulnerable e.g. the aged, children and the physically and mentally challenged individuals in the community.
- Maintain proper standards in terms of cleanliness, sanitation and crowds at the evacuation center for example in Israel C.A where people in Odesso evacuate,

Coping strategy that will be used will include:

- Use of the available resources e.g. home made stretchers to ferry the sick and handcarts to ferry properties and aged, children and disabled persons
- Provision of locally available food stuffs to feed the victims
- Mobilization of the community to assist in human labour and donations of food stuffs.

## LIST OF RESPONSE FOUNDATION

Objective	Foundation	Telephone
Shelter	a) St Meshacks A.I.C Church b) Israel C.A Church	
Agency	a) Provincial Administration Kisumu district	0572024376
Facility	a) Kisumu District Hospital	0572020171
Rescue	a) Red Cross Kisumu Branch	0721781026 0727620899
Source	a) Ministry of Health Public Health Department Kisumu  b) Ministry of the Office of the President, Provincial Administration Kisumu	0572020171  0572024376
NGO	a) VIRED International b) World Vision	0721517515
Personnel	a) Red Cross coordinator Kisumu branch b) Assistant Chief c) Chief	0721781026  0720206177

## 2.2 Early Warning

The Early Warning system for Odesso in this manual is intended to provide community members with a way of warning against the impending floods that will give the community ample to time to evacuate

### (1) Various Signs of Flooding



**Peculiar noise of frogs**



**Eastward winds**



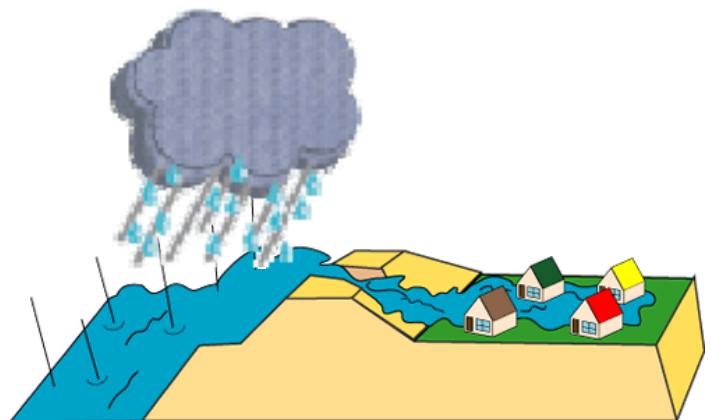
**Certain species of birds**



**Rising of river water level**



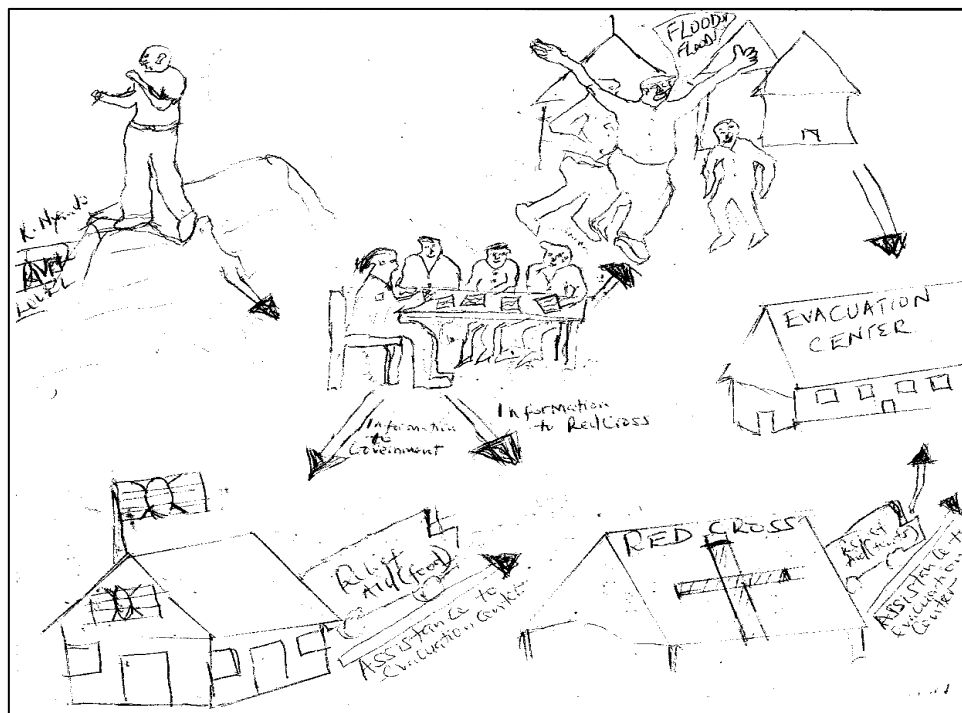
**Flotsam and foam**



**Noise of Overflow**

## (2) Dissemination of warning information to community

Odesso Community Multipurpose Group monitors continuously the water level in the Nyamasaria River. In the event of water level rising the chairperson holds a meeting with the Odesso community multipurpose group. As the river water level continues to rise, the members of executive committee go round the village informing the community members of impending floods.



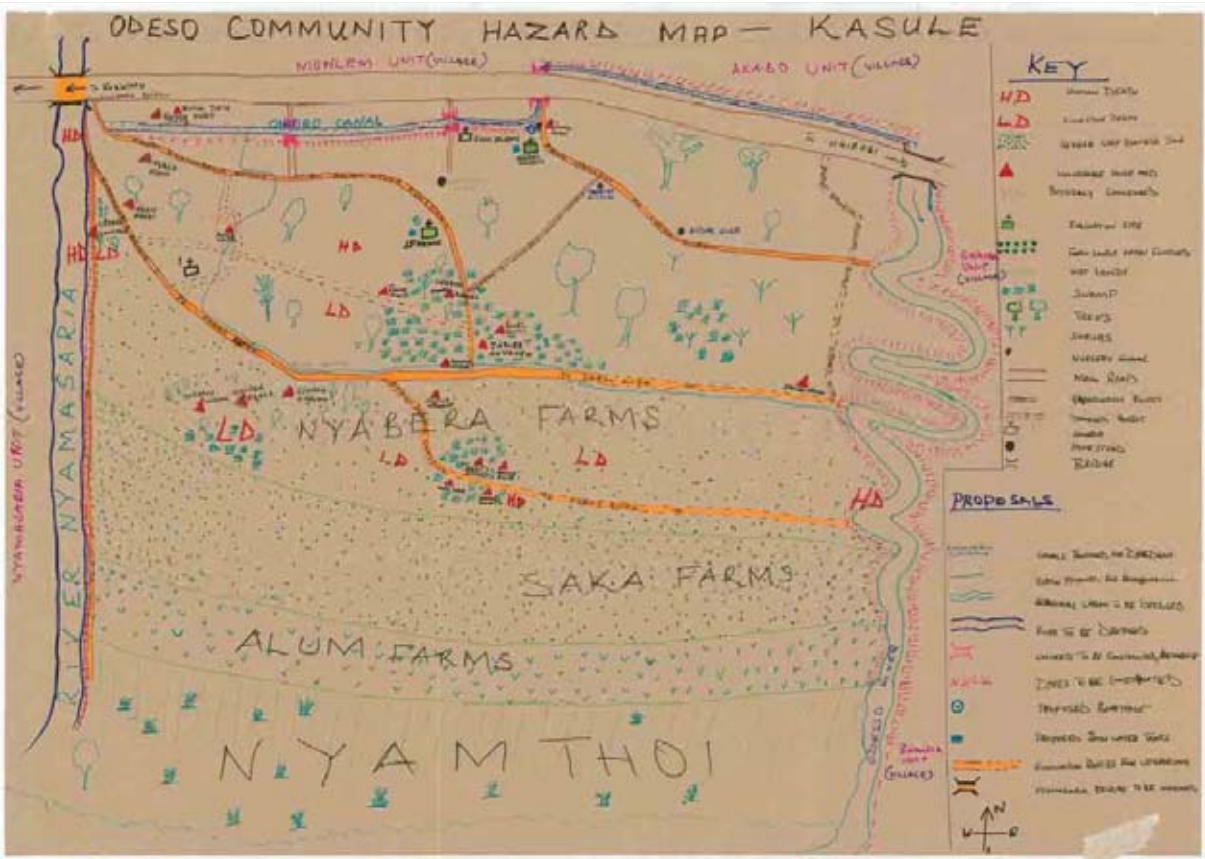
## (3) Dissemination of information to Government

Close coordination and cooperation between the Odesso Community Multipurpose Group and the Provincial Administration are done in efforts of flood management. With assistance from the assistant chief the Kasule Sub location self help group report the flood information to higher government authorities to bring in assistance.

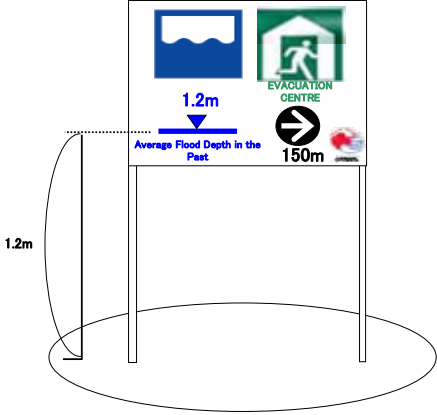
## **2.3 Evacuation Plan**

This part of the manual indicates what need to be done when, where and how during the evacuation.

- a) The Odesso Community Multipurpose Group will annually host an evacuation drill, that will familiarize the community members on ways of evacuating
- b) The routine of the drill will be the guiding factor for the evacuation of community members. After observing the early warnings the chairperson alongside the village elders will go round the village shouting that the river water level has risen above normal and people should begin to evacuate to the nearest evacuation center e.g. in Odesso village nearest evacuation center is St Meshack Church.
- c) The chairperson alongside his/her executive committee will have the mobile numbers of all community members who own a handset and they will call them alerting them to evacuate alongside their neighbours to the nearest evacuation center.
- d) The chairperson, the executive committee and the assistant chief will then call and ask for assistance from the red cross and government (ministry of special programmes and the provincial administration both in the office of the president)



COMMUNITY FLOOD HAZARD MAP FOR ODESSO AREA



SIGNBOARD OF FLOOD DEPTH AND EVACUATION CENTRE



## 2.4 Medical Referral System.

This part of the manual explains the medical referral system that will be a guide to the community on where to take the injured or the sick for medical assistance

### (1) First Aid

Odesso Community Multipurpose Group provides a first aid kit that will be used when there are injuries to persons during evacuation. Odesso Community Multipurpose Group having been trained in the elementary first aid by the Red Cross led the initiatives in assisting the injured persons before referring them to the hospitals

### (2) Health Centre:

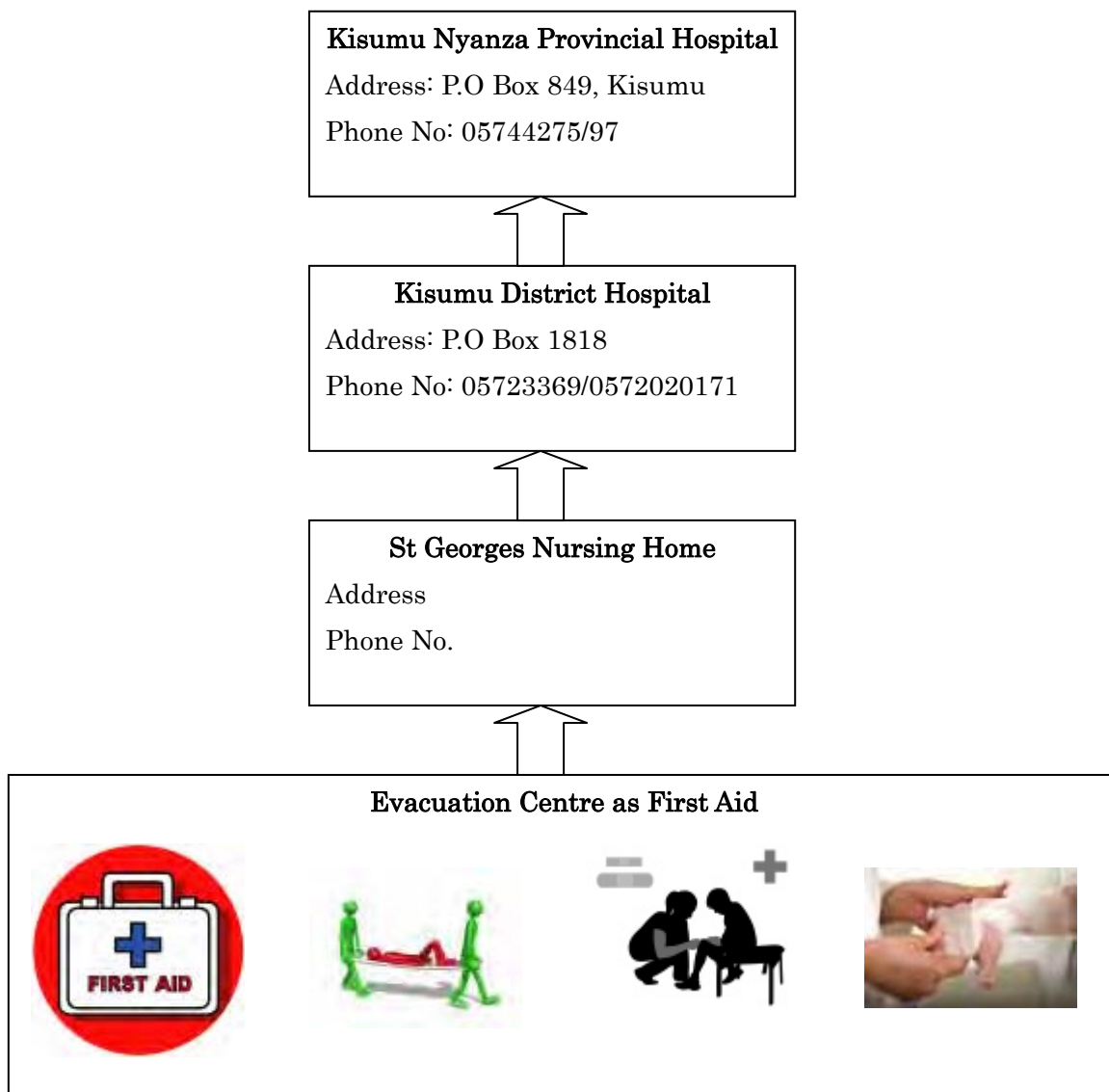
St Georges Health Centre is the closest medical facility to Odesso area. It is a private nursing home with a qualified medical doctor. Most of the emergency cases are handled here before being transferred to Kisumu because the private medical care is expensive and few of the community members can afford it.

### (3) District Hospital:

All complicated cases shall be referred to Kisumu District Hospital without delay. The Odesso Community Multipurpose Group members shall assist the injured or the sick by transporting them on home made stretchers or bicycle and where necessary the chairperson shall coordinate with provincial administration to seek assistance of the divisional officer.

### (4) Provincial Hospital

Based on the professional assessment at Kisumu District Hospital the patient(s) will be transferred to Kisumu Nyanza Provincial Hospital for specialized treatment.



## MEDICAL REFERRAL SYSTEM

## **2.5 Rehabilitation and Reconstruction Plan**

It is important to note that comprehensive rehabilitation and reconstruction of the Odesso area is far beyond the capacity of the community for example in the cases of damaged river banks or destroyed roads.

However, there are simple measures that the community can undertake in efforts of restoring basic infrastructures which includes the earlier mentioned economic activities. Therefore the Odesso community will be engaged in the following activities as a self help mechanism in rehabilitation and reconstruction efforts:

- Excavation of blocked water channels like Omoro Canal.
- Earth pavement around the houses (Go Ndiri)
- Repairing the damaged houses
- Planting trees and grasses in the homesteads
- Digging new latrines and constructing utensils racks in the homes
- Reclaiming the inundated farms and cultivating these farms
- Moving out of the evacuation centers especially St Meshacks Church.
- Bringing back livestock from the places that the livestock had been kept safely e.g. with the relatives living in raised places therefore not affected by the floods
- Sealing off all collapsed latrines in the Odesso area



Rehabilitation of damaged house wall



Rehabilitation of community road



Clearing of blocked channels.



Digging of new latrines



Moving out of evacuation centers.



Reclaiming of inundated farms



Planting trees and grass around homesteads.



Sealing off all collapsed latrines.

## **COMMUNITY-DRIVEN REHABILITATION ACTIVITIES**

## **2.6 Testing**

This part of the manual deals with the testing and evaluation of the plan drawn in this manual. The testing and evaluation of this plan will be carried out through the following initiatives:

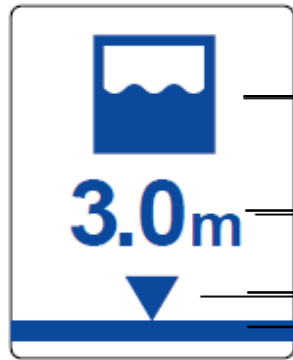
- Continuous community meetings organized by Odesso Community Multi Purpose Group.
- Organizing and participating in the annual evacuation drills by Odesso Community Multi Purpose Group.
- Community group discussions whereby different groups based on age, sex, profession or economic activities they carry out are selected in their respective categories and thereby discussing the plan in what is known as focus group discussion.
- Proper and well written reports on activities carried out by the Odesso Community Multi Purpose Group.
- Regular updating of the manual plan and modifications where necessary.

## **2.7 Evacuation Drill**

Evacuation drill is an exercise carried out by the community as a way of enhancing preparedness of the community in case of floods. Preparatory meeting is held by the CFMO where date and time for the drill is proposed. All members of Odesso Community Multi Purpose Group are expected to assist in mobilizing the community and participating in the event. Odesso Community Multi Purpose Group plans that the evacuation drill be an annual event.



**EVACUATION DRILL AT ODESSO VILLAGE (2007)**



Flood Affected Area

Flood Depth

Based on the past Experience

Level of Flood Depth

Flood Affected Area and Flood Depth



Water Point



First Aid



Evacuation Centre



**JAPAN**

# **KASIRU VILLAGE**

**KORE SUB-LOCATION**

## ***FLOOD MANAGEMENT MANUAL***



**OCTOBER 2008**

**Kitauchi Yoko Kasiru IFM Community Self Help Group**

**(CFMO)**



## ***PREFACE***

Kasiru village is a village in between two rivers i.e. Bacho river and river Mirui. Every time the water level of these rivers rises above normal the results have always been floods in Kasiru Village.

The floods have been a cause of suffering in the village leading to a sense of hopelessness among the residents of Kasiru. The crops are washed away, poultry are swept away, livestock are lost and human life lost as result of these floods. The evacuation centers in the area are unable to cope with the huge numbers of the evacuees and there is little at times no assistance that comes forth in terms of relief aid due to the inaccessibility of the village due to poor road infrastructure. This has led to some of the community members to migrate from Kasiru to other parts e.g. Ahero township.

As a result of this flood hazards, we the community have managed to come up with a flood manual that will ease the impact of the floods on the community. The manual address the issues on what needs to be done how it is to be done and where it will be done before floods, when the floods come and aftermath of the floods.

This manual is one of our community effort in the management of floods as we aim to tame these wild water, harness these water and ensure that these flood water do not destroy but benefit the community.

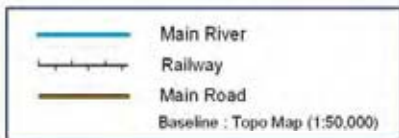
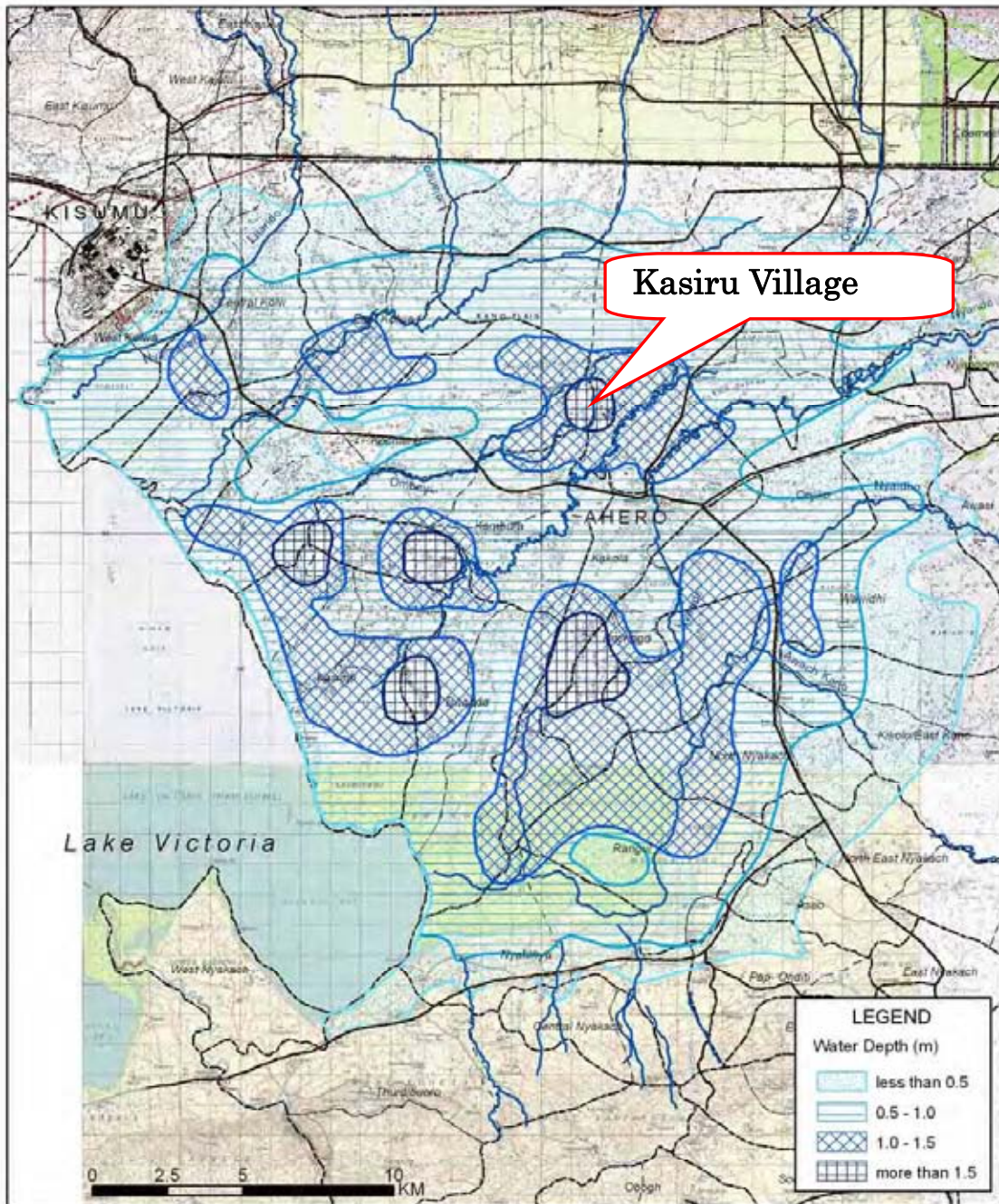
Sincerely Yours,

Mrs. Magarita Osiro Odida

Chairperson

Community Flood Management Organization

Kasiru Village



JAPAN INTERNATIONAL COOPERATION AGENCY  
 THE STUDY ON INTEGRATED FLOOD MANAGEMENT  
 FOR NYANDO RIVER BASIN  
 IN THE REPUBLIC OF KENYA

**FLOOD DISASTER MAP**

## **1. PRE-PLAN STAGE**

1.1 Kitauchi Yoko Kasiru IFM Community Self Help Group is a Community Flood Management Organization (CFMO).

The formation of Kitauchi Yoko Kasiru IFM Self Help Group was initiated to enhance the capacity of Kasiru village in tackling and managing the perennial floods in the area. The group comprises of the Kasiru sub-clans and all the residents of Kasiru village

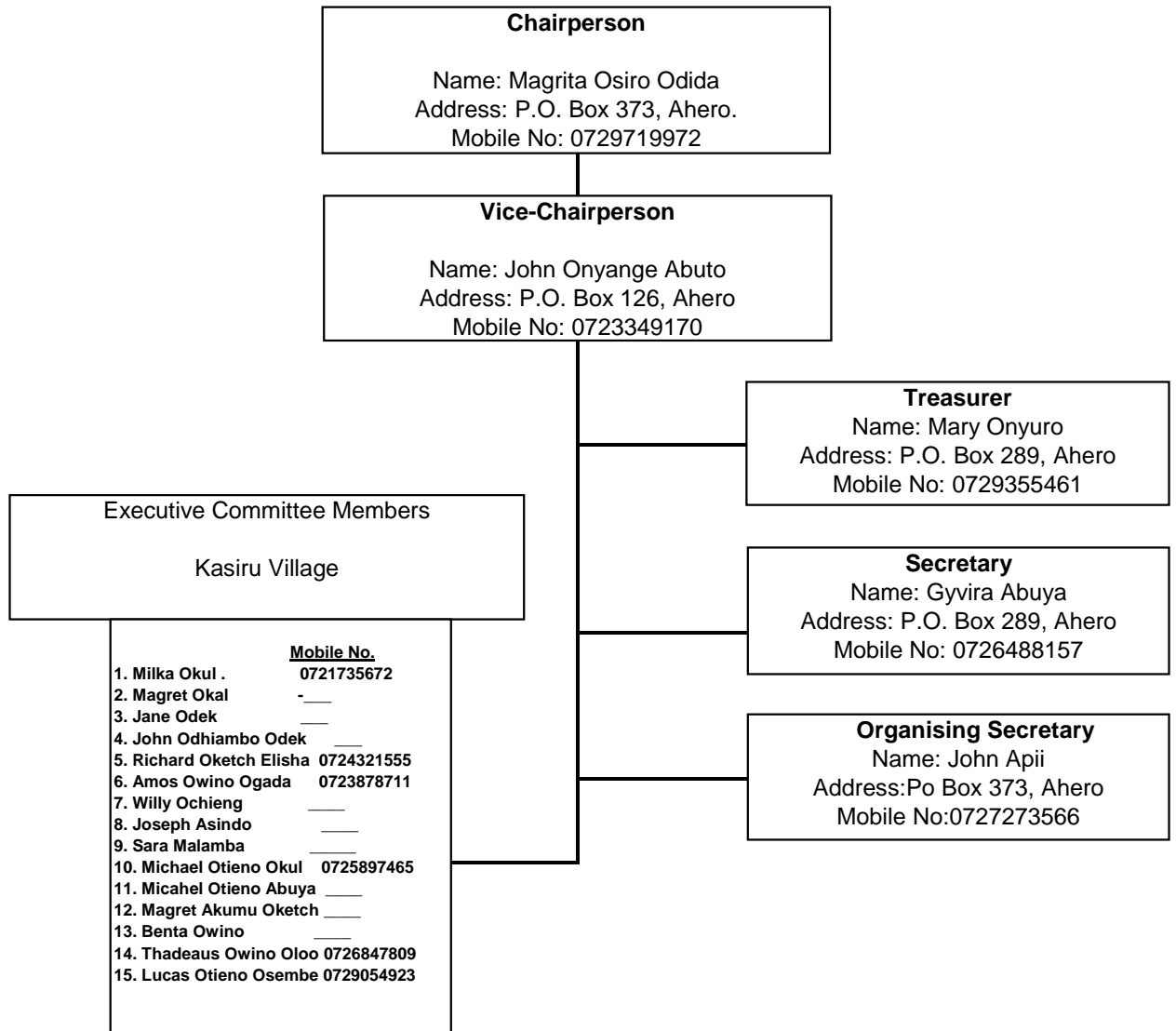
### 1.2 Community Definition

The manual covers Kasiru Village which is in Kore sub-location. It is a village that is sandwiched between two rivers i.e. the Bacho River to which Kasiru is located on its left side and River Mirui to which Kasiru is positioned on its right side. The village again is sub divided into two areas by rice paddies into the Mirui area and Bacho area.

### 1.3 Purpose of the Manual Plan

The purpose of this manual plan is to outline the process and procedure to be followed and activities to be carried out by the Kitauchi Yoko Kasiru IFM CFMO and Kasiru Community as a whole working together with the aim of effectively prepare for floods, minimize damage of floods, respond to floods and how to recover from the impact of flood hazard. This manual plan is by large a guide on when, what, how and where certain activities need to be done when the floods affects the community.

## Kitauchi Yoko Kasiru IFM Self Help Group CFMO



## ORGANISATION CHART

#### 1.4 Target Users

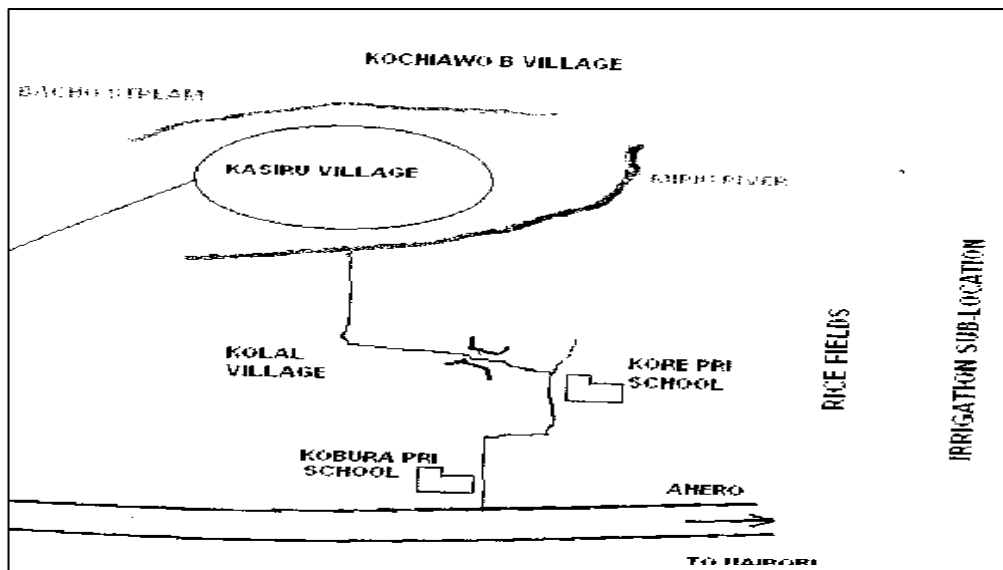
The manual is intended for use by the following individuals and organizations in the management of floods in Kasiru Village.

- Kitauchi Yoko Kasiru IFM Self Help Group
- Nyando District Provincial Administration
- Kore sub-location Disaster Management Committee
- Vulnerable community members in Kasiru village
- National Irrigation Board
- Churches that are used as evacuation centers e.g. AIC Kudho Church, Roho Church etc
- NGOs operating in the area e.g. VIRED International
- Red Cross and other humanitarian organizations
- Well wishers e.g. Rotary club in Kisumu

#### 1.5 Target Area

The manual is targeted for Kasiru Village in Kore sub-location. Bacho area is normally the worst hit because of lack of an evacuation center in the area leading to the community members to evacuate to the Mirui area and therefore passing through the rice paddies which too is normally flooded and therefore evacuees are forced to wad through this inundated flood water.

## KASIRU VILLAGE DIRECTIONAL MAP



LOCATION MAP OF KASIRU VILLAGE

## 2. PLANNING PHASE

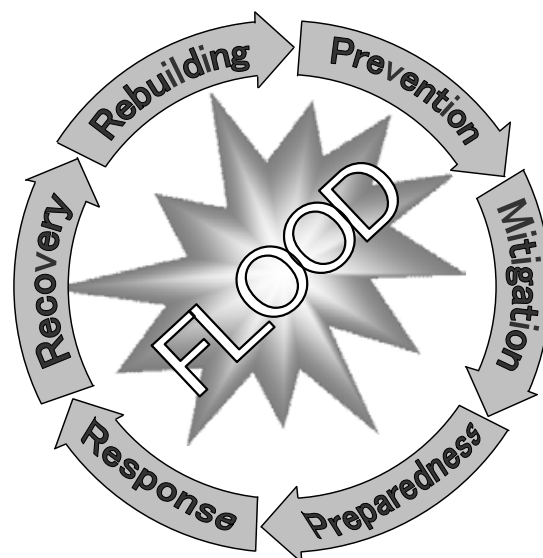
This is the part of the manual that outlines the activities that are to be undertaken at the different stages of the flood disaster cycle

### 2.1 Preparation of Mitigation Plan

This part of the manual describes the flooding in Kasiru Village, it identifies and assesses the vulnerable in the community, it also discusses the response capacity and coping strategy by the community, it also details the public information flow (dissemination) and it also outlines monitoring and evaluation strategy.

#### (1) Description of Flooding

Flooding in Kasiru Village is as result of increased velocity of the water in R Ombeyi and increased rainfall in the Nandi hills which results into increased water levels in River Mirui and River Bacho compounded with the meandering nature of these two rivers the excessive water then pours into Kasiru village. The two rivers are also heavily silted with vegetation growth this hinders the flow of the rivers and therefore flooding the village. At Bacho River the waters completely cuts the link between the village and Bacho School. Poor drainage leads to longer the inundation period.



DISASTER MANAGEMENT CYCLE

## FLOOD MANAGEMENT ACTIVITIES

<b>Management</b>	<b>Activities at Kasiru Area</b>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>• Clearing of the river channel especially vegetations in the River Mirui and River Bacho</li> <li>• Opening up of new canals for flood management purposes and rice irrigation e.g. the National Irrigation Board, water irrigation canals</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Building of the raised permanent houses</li> <li>• Drill a borehole for clean water use at Kudho AIC Church</li> <li>• Rehabilitation of roads and construction of new good roads e.g. the new evacuation road that links the two divide of Kasiru village.</li> <li>• Building a health facility in the donated community land</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Grovel the evacuation road</li> <li>• Raising of the house floors in Kasiru village</li> <li>• Organize flood awareness training at Kudho AIC Church</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Dissemination of information of the flood situation to Provincial Administration and Red Cross</li> <li>• Alert the community and assist in the evacuation</li> <li>• Seek for relief aid from government, Red Cross and NGOs engaging in humanitarian assistance like World Vision and churches in the area e.g. Catholic</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Reconstruction of damaged floors of the houses. This is mainly done by women</li> <li>• Bringing back the livestock that were kept with the relatives who live in raised places like Konyonge home</li> <li>• Clearing of blocked canals to allow the inundated water to flow away to allow the community to use their farm lands</li> </ul>
<b>Rebuilding</b>	<ul style="list-style-type: none"> <li>• Reconstruction of the destroyed houses. This is normally done by men.</li> <li>• Reconstruction of the destroyed roads assisted by government and VIRED International through food for work programme. This is normally done by both genders.</li> </ul>



## (2) Vulnerable Element

The vulnerability of Kasiru Village can be categorized as follows: human population, economic activities (livestock keeping and farming) and infrastructure.

### Human Population

The population estimate of Kasiru village is 1,300 people who are all vulnerable to floods.

<u>Characteristics of population</u>	<u>Nos. of people</u>
Physically/ mentally able adults	500
Physically / mentally able children	800
Physically challenged adults	8
Mentally challenged adults	3
Physically and mentally challenged children	4

### Economic Activities

- Cultivation of rice, maize and beans
- Livestock keeping

### Infrastructures

- Informal dyke as a result of National Irrigation Board constructing water canals for irrigation
- Irrigation water canals
- Borehole

Soils	Black cotton soils	Black cotton soils	Black cotton soils
Vegetation	Amaranthus, Sodom apple, Thorn trees,	Rice scheme, Wetland sedges, Phragmites	Trees (Yellow fever), grass
Food crops	Bananas, arrow roots, maize, sorghum, cow peas, vegetables	Rice	Bananas, arrow roots, maize, sorghum, cow peas, vegetables
Animals kept	Cattle, goats, chicken	None	Cows, sheep, goats
Water sources	Miriu, Borcholes	Miriu river and Bacho stream	Bacho stream
Socio- economic Indicators	Grass thatched houses, Growing of low cost rice variety	Small-holder irrigation scheme	Grass thatched houses, sick people, many orphans and widows, Growing of low cost rice variety
Problems	Flooding, Livestock diseases, lack of pasture during floods, human and livestock diseases, lack of toilets	Lack of roads, lack of well planned rice scheme, blocked irrigation canals	Flooding, lack of roads, lack of pasture during floods, human and livestock diseases, lack of toilets
Opportunities	Dredging Miriu river, training on good sanitation and livestock husbandry	Opening up blocked canals, High quality rice variety	Dredging Miriu rive and Bacho stream, training on good sanitation and livestock husbandry

## Transect Walk across Kasiru Village

### (3) Response Capacity and Strategy

The enhanced community response capacity shall enable the community to carry out the following tasks:

- Assist in the evacuation of the affected people to safer evacuation centers e.g. AIC Kudho Church or Roho Church
- Deliberate target of evacuating the vulnerable e.g. the aged, children and the physically and mentally challenged individuals in the community.
- Maintain proper standards in terms of cleanliness, sanitation and crowds at the evacuation center for example in AIC Kudho Church and Roho Church the only two evacuation centers in Kasiru village.

Coping strategy that will be used will include:

- Use of the available resources e.g. home made stretchers to ferry the sick.
- Provision of locally available food stuffs to feed the victims
- Mobilization of the community to assist in human labour and donations of food stuffs.

## LIST OF RESPONSE FOUNDATION

Objective	Foundation	Telephone
Shelter	a) Kudho AIC Church b) Roho church	0722536842
Agency	a) Provincial Administration Nyando district	057851566
Facility	a) Ahero Sub-District Hospital	0572020171
Rescue	a) Red Cross Nyando Branch	0721781026 0727620899
Source	a) Ministry of Health Public Health Department Ahero  b) Ministry of the Office of the President, Provincial Administration Ahero	0572020171  057851566
NGO	a) VIRED International b) World Vision	0721517515
Personnel	a) Red Cross coordinator Nyando branch b) Assistant Chief Kore sub-location c) Chief Ombeyi location	0721781026  0724321555

## 2.2 Early Warning

The Early Warning system for Kasiru village in this manual is intended to provide community members with a way of warning against the impending floods that will give the community ample to time to evacuate

### (1) Various Signs of Flooding



**Peculiar noise of frogs**



**Eastward winds**



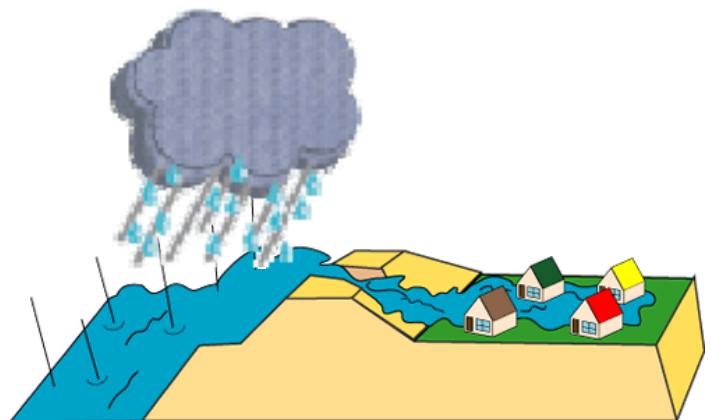
**Certain species of birds**



**Rising of river water level**



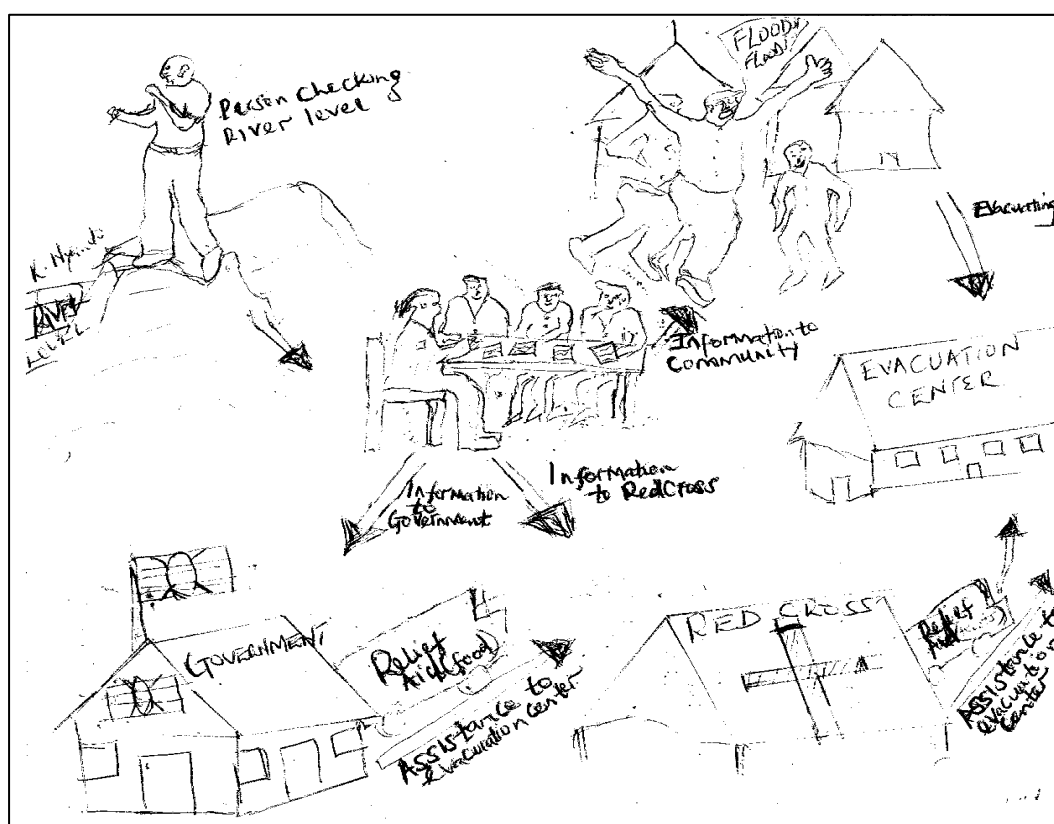
**Flotsam and foam**



**Noise of Overflow**

## (2) Dissemination of warning information to community

Kitauchi Yoko Kasiru Self-help Group monitors continuously the water level in the Bacho and Mirui Rivers. In the event there are water level variations in terms of rising, the chairperson holds a meeting with the Kitauchi Yoko Kasiru IFM Self-help Group. Thereafter as the river water level rises, the chairperson and the members of executive committee go round the village informing the community members of impending floods.



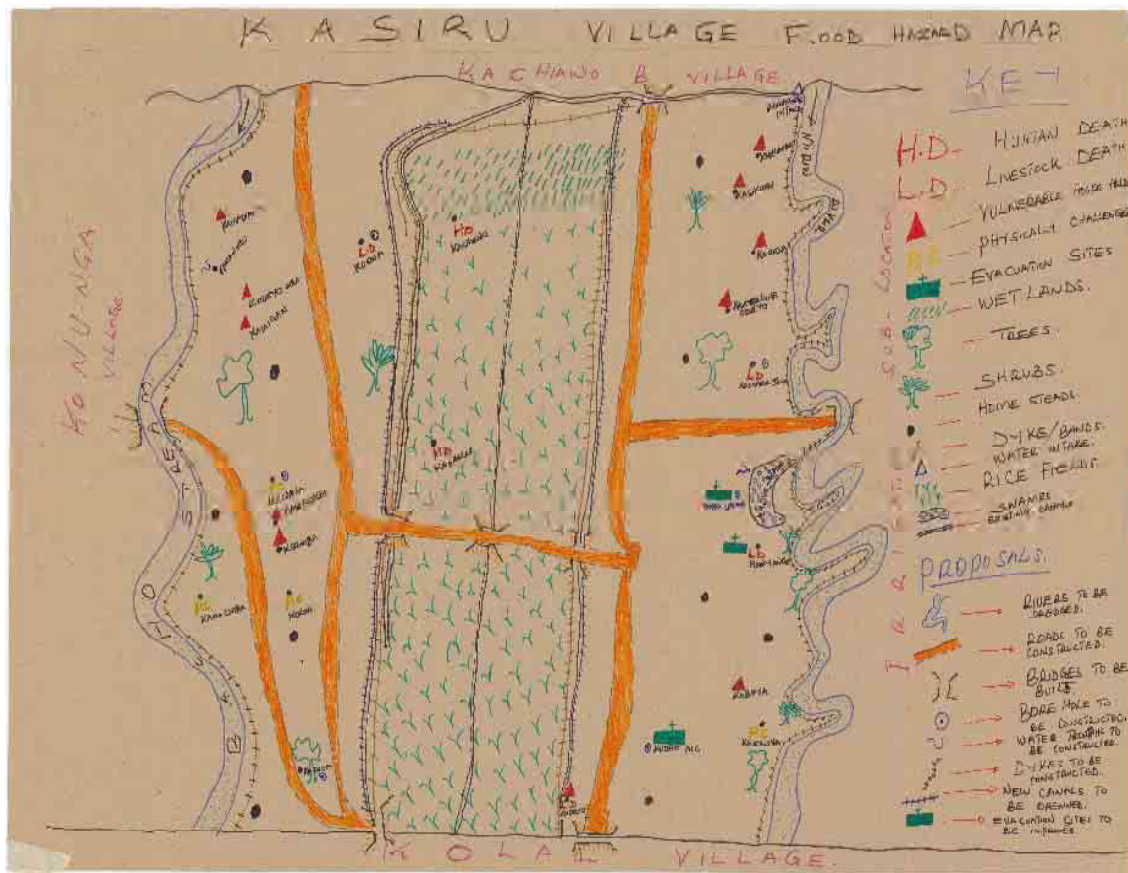
## (3) Dissemination of information to Government

Close coordination and cooperation between the Kitauchi Yoko Kasiru IFM Self-help Group and the Provincial Administration shall be observed in efforts of flood management. With assistance from the assistant chief the Kitauchi Yoko Kasiru IFM Self-help Group report the flood information to higher government authorities to bring in relief assistance.

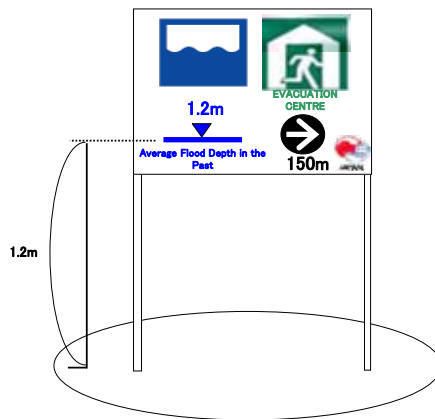
## 2.3 Evacuation Plan

This part of the manual indicates what need to be done when, where and how during the evacuation.

- a) The Kitauchi Yoko Kasiru IFM Self-help Group will annually host an evacuation drill, that will familiarize the community members on ways of evacuating
- b) The routine of the drill will be the guiding factor for the evacuation of community members. After observing the early warnings the chairperson alongside the village elders will go round the village shouting that the river water level has risen above normal and people should begin to evacuate to the nearest evacuation center e.g. Kudho AIC Church in Mirui area and the chairperson will head the operation and he will ensure that there is no congestion in one center and yet other center remains unoccupied or with limited evacuees.
- c) The chairperson alongside his/her executive committee will have the mobile numbers of all community members who own a handset and they will call them alerting them to evacuate and warn their immediate neighbours to evacuate to the nearest evacuation center.
- d) The chairperson, the executive committee and the assistant chief will then call and ask for assistance from the red cross and government (ministry of special programmes and the provincial administration both in the office of the president)



COMMUNITY FLOOD HAZARD MAP FOR KOKWEDHI AREA



SIGNBOARD OF FLOOD DEPTH AND EVACUATION CENTRE



## 2.4 Medical Referral System.

This part of the manual explains the medical referral system that will be a guide to the community on where to take the injured or the sick for medical assistance

### (1) First Aid

Kitauchi Yoko Kasiru IFM Self-help Group provides a first aid kit that will be used when there are injuries to persons during evacuation. Kitauchi Yoko Kasiru IFM Self-help Group having been trained in the elementary first aid by the Red Cross leads the initiatives in assisting the injured persons before referring them to the hospitals

### (2) Sub-District Hospital:

All complicated cases shall be referred to Ahero Sub-District Hospital without delay. The Kitauchi Yoko Kasiru IFM Self-help Group members shall assist the injured or the sick by transporting them on home made stretchers or bicycle and where necessary the chairperson shall coordinate with provincial administration to seek assistance of the divisional officer.

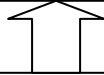
### (3) Provincial Hospital

Based on the professional assessment at Ahero Sub-District Hospital the patient(s) will be transferred to Kisumu Nyanza Provincial Hospital for specialized treatment.

**Kisumu Nyanza Provincial Hospital**

Address: P.O Box 849, Kisumu

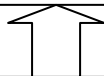
Phone No: 05744275/97



**Ahero Sub-District Hospital**

Address: P.O Box 1818

Phone No: 0572020171



**Evacuation Centre as First Aid**



**MEDICAL REFERREL SYSTEM**

## **2.5 Rehabilitation and Reconstruction Plan**

It is important to note that comprehensive rehabilitation and reconstruction of the Kasiru village is far beyond the capacity of the community for example in the cases of damaged dyke or destroyed roads.

However, there are simple measures that the community can undertake in efforts of restoring basic infrastructures which includes the earlier mentioned economic activities. Therefore the Kasiru community will be engaged in the following activities as a self help mechanism in rehabilitation and reconstruction efforts:

- Excavation of blocked water channels like River Bacho and River Mirui.
- Earth pavement around the houses (Go Ndiri)
- Repairing the damaged houses
- Planting trees and grasses in the homesteads
- Digging new latrines and constructing utensils racks in the homes
- Reclaiming the inundated farms and cultivating these farms
- Moving out of the evacuation centre e.g. evacuees move from Kudho AIC back to their homes
- Bringing back livestock from the places that the livestock had been kept safely e.g. with the relatives living in raised places therefore not affected by the floods
- Sealing off all collapsed latrines in the Kasiru village
- Digging up new shallow wells because most of these wells collapses during floods



Rehabilitation of damaged house wall



Rehabilitation of community road



Clearing of blocked channels.



Digging of new latrines



Moving out of evacuation centers.



Reclaiming of inundated farms



Planting trees and grass around homesteads.



Sealing off all collapsed latrines.

## **COMMUNITY-DRIVEN REHABILITATION ACTIVITIES**

## **2.6 Testing**

This part of the manual deals with the testing and evaluation of the plan drawn in this manual. The testing and evaluation of this plan will be carried out through the following initiatives:

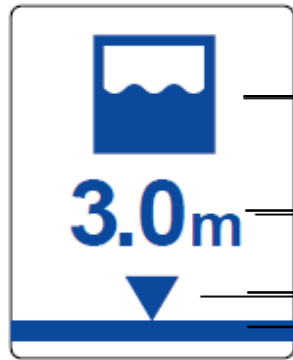
- Continuous community meetings organized by Kitauchi Yoko Kasiru IFM Community Self Help Group
- Organizing and participating in the annual evacuation drills by Kitauchi Yoko Kasiru IFM Community Self Help Group
- Community group discussions whereby different groups based on age, sex, profession or economic activities they carry out are selected in their respective categories and thereby discussing the plan in what is known as focus group discussion.
- Proper and well written reports on activities carried out by the Kitauchi Yoko Kasiru IFM Community Self Help Group
- Regular updating of the manual plan and modifications where necessary.

## **2.7 Evacuation Drill**

Evacuation drill is an exercise carried out by the community as a way of enhancing preparedness of the community in case of floods. Preparatory meeting is held by the CFMO where date and time for the drill is proposed. All members of Kitauchi Yoko Kasiru IFM Community Self Help Group are expected to assist in mobilizing the community and participating in the event. Kitauchi Yoko Kasiru IFM Community Self Help Group plans that the evacuation drill be an annual event.



**EVACUATION DRILL AT KASIRU VILLAGE (2007)**



Flood Affected Area

Flood Depth

Based on the past Experience

Level of Flood Depth

Flood Affected Area and Flood Depth



Water Point



First Aid



Evacuation Centre



**JAPAN**

# **KOKWARO VILLAGE**

**CENTRAL BWANDA SUB-LOCATION**

## ***FLOOD MANAGEMENT MANUAL***



**OCTOBER 2008**

**Kokwaro Village Self Help Group**

**(CFMO)**



## ***PREFACE***

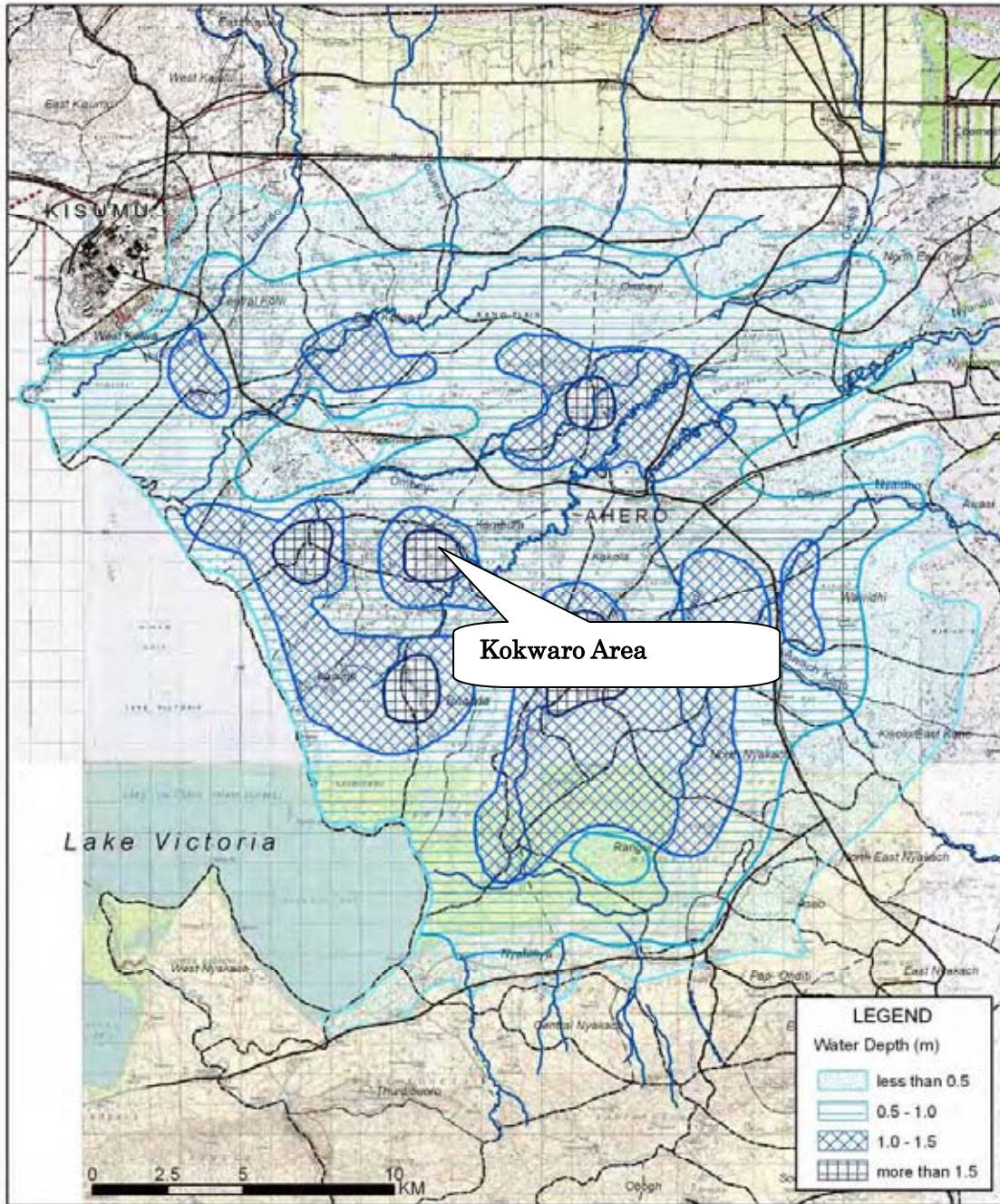
Floods, floods and floods has been the cry of Kokwaro village for a very long time. Floods in the past have resulted in devastation of crops and general livelihood of Kokwaro village.

The weather pattern has changed, the seasons have become increasingly unpredictable and the floods have become wilder! These changes in nature phenomena have made community adoptability in coping with floods very difficult for the Kokwaro village. For example River Miriu channel is full of vegetation that cannot be easily excavated by manual hand implements coupled with increased soil erosion from the highlands that is silted and therefore suitable ground for vegetation growth! This has effectively blocked the river channel and therefore flooding becomes an outcome even during short rains.




As a result of these changes we the community has managed to come up with a flood management manual that we are able to utilize as we cope with the floods in efforts of managing them for productive use by the community especially during the seasons of drought.

Sincerely Yours,

Mr. James Onunga Kute Chairperson  
Community Flood Management Organization  
Kokwaro Area






**Kokwaro Area**

 Main River  
 Railway  
 Main Road  
 Baseline : Topo Map (1:50,000)

**LEGEND**

Water Depth (m)

-  less than 0.5
-  0.5 - 1.0
-  1.0 - 1.5
-  more than 1.5

JAPAN INTERNATIONAL COOPERATION AGENCY  
 THE STUDY ON INTEGRATED FLOOD MANAGEMENT  
 FOR NYANDO RIVER BASIN  
 IN THE REPUBLIC OF KENYA

**FLOOD DISASTER MAP**

## **1. PRE-PLAN STAGE**

1.1 Kokwaro Community Self Help Group is a Community Flood Management Organization (CFMO).

The formation of Kokwaro Community Self Help Group was initiated to enhance the capacity of Kogwedhi community in tackling and managing the perennial floods in the area. The group comprises of community members residing in Kokwaro village.

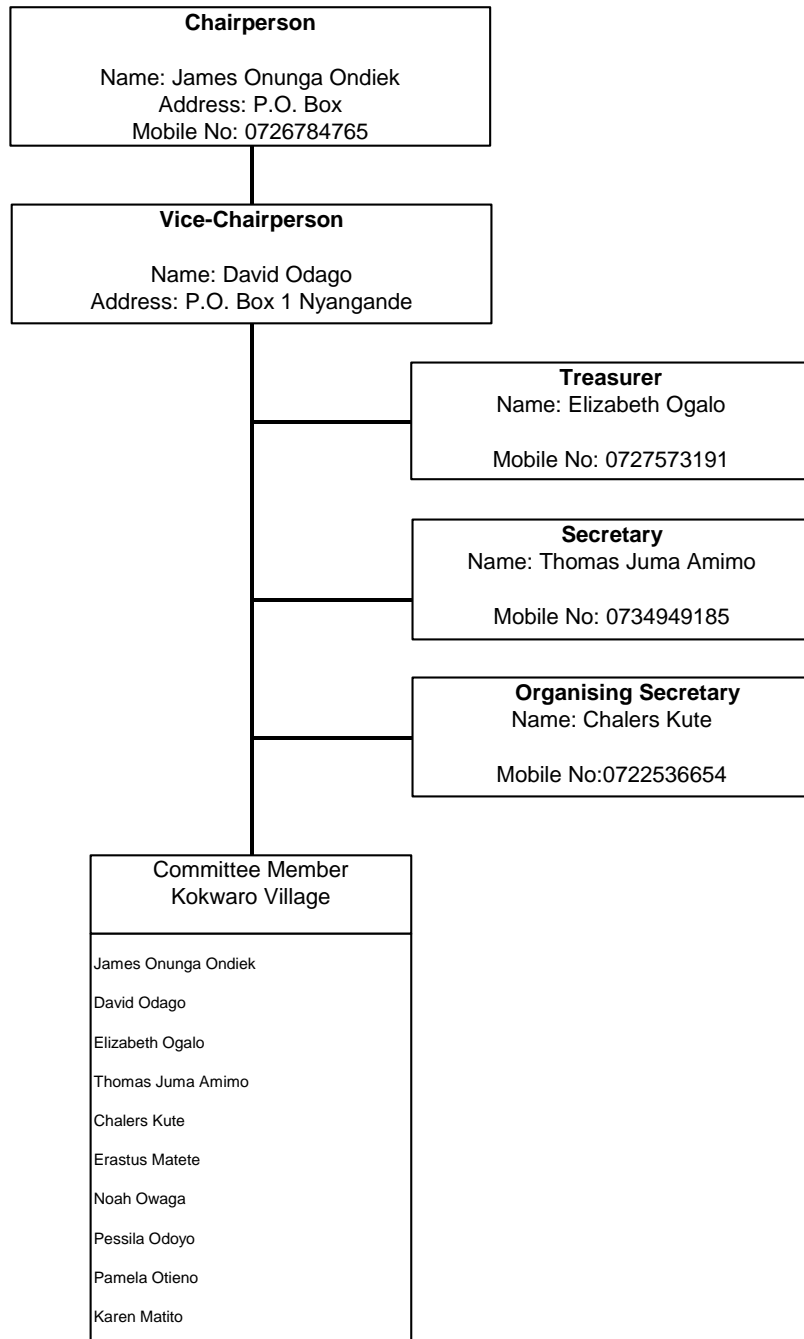
1.2 Community Definition

The manual cover sand deals with Kokwaro village.

1.3 Purpose of the manual Plan

The purpose of this manual plan is to outline the process and procedure to be followed and activities to be carried out by the Kokwaro Community working together and effectively prepare for floods, minimize damage of floods, respond to floods and how to recover from the impact of flood hazard.

## Kokwaro Community Self Help Organisation



## ORGANISATION CHART

#### 1.4 Target Users

The manual is intended for use by the following individuals and organizations in the management of floods in Kokwaro area.

- Kokwaro Community Self Help Group
- Nyando District Provincial Administration
- Disaster Management Committee
- Vulnerable community members in Kokwaro
- Bwanda Primary School
- Churches that are used as evacuation centers e.g. A.I.C, St Mowar, and Mowar Israel.
- NGOs operating in the area e.g. VIRED International
- Red Cross and other humanitarian organizations
- Well wishers e.g. Rotary club in Kisumu

#### 1.5 Target Area

The manual is targeted for Kokwaro area in Central bwanda sub-location. Kokwaro village is normally affected because of its closeness to the river Miriu as the flood over flows through Kokwaro village as it makes its way towards the lake towards the lake.

## LOCATION MAP OF KOKWARO VILLAGE



## LOCATION MAP OF KOKWARO AREA

## 2. PLANNING PHASE

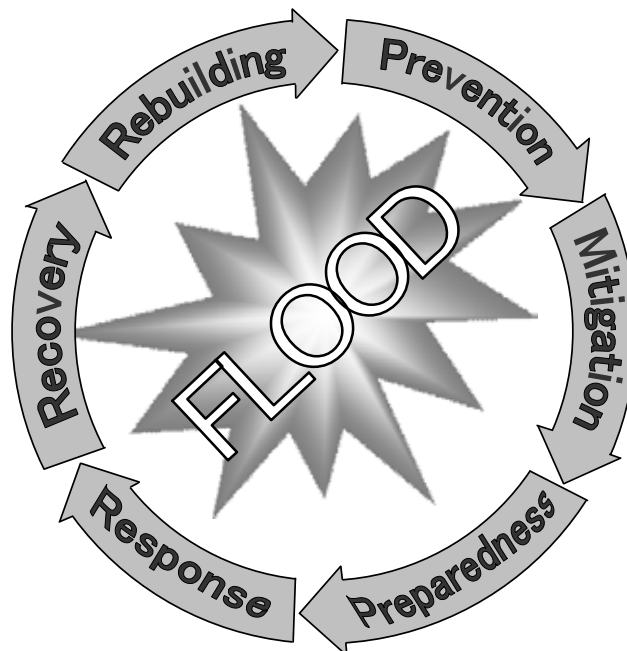
This is the part of the manual that outlines the activities that are to be undertaken at the different stages of the flood disaster cycle

### 2.1 Preparation of Mitigation Plan

This part of the manual describes the flooding in Kokwaro area, it identifies and assesses the vulnerable in the community, it also discusses the response capacity and coping strategy by the community, it also details the public information flow (dissemination) and it also outlines monitoring and evaluation strategy.

#### (1) Description of Flooding

Flooding in Kokwaro area is as result of siltation of the water in R Mirieu in addition to the increased water level in the river whose channels meanders and therefore unable to contain the water in its channel and therefore flooding breaks. This excessive water thereafter flows into the homesteads and rice schemes causing flooding.



DISASTER MANAGEMENT CYCLE

## FLOOD MANAGEMENT ACTIVITIES

<b>Management</b>	<b>Activities at Kokwaro Area</b>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>• Clearing of the river channel especially of debris along river mirie</li> <li>• Opening up of blocked canals e.g. Orogba Oloo</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Building of the raised permanent houses in the village</li> <li>• Drill a borehole for clean water use at the evacuation center</li> <li>• Rehabilitation of roads and construction of new good roads.</li> <li>• Building a health facility in the donated community land</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Identify and gravel the roads often used during evacuation Bwanda primary school raising of the house floors</li> <li>• Organize flood awareness training at Israel .A ,I, C Church</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Dissemination of information of the flood situation to Provincial Administration and Red Cross</li> <li>• Alert the community and assist in the evacuation</li> <li>• Seek for relief aid from government, Red Cross and NGOs engaging in humanitarian assistance like World Vision and churches in the area e.g. Catholic</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Reconstruction of damaged floors of the houses. This is mainly done by women</li> <li>• Bringing back the livestock that were kept with the relatives who live in raised places e.g. Kokwaro</li> <li>• Clearing of blocked canals to allow the inundated water to flow away to allow the community to use their farm lands</li> </ul>
<b>Rebuilding</b>	<ul style="list-style-type: none"> <li>• Reconstruction of the destroyed houses. This is normally done by men.</li> <li>• Reconstruction of the destroyed roads assisted by government and VIRED International through food for work programme</li> </ul>



## (2) Vulnerable Element

The vulnerability of Kokwaro area can be categorized as follows: human population, economic activities (livestock keeping and farming) and infrastructure.

### Human Population

The population estimate of Kokwaro area is 960 people who are all vulnerable to floods.


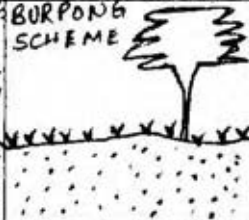

<u>Characteristics of population</u>	<u>Nos. of people</u>
Physically/ mentally able adults	272
Physically / mentally able children	600
Physically challenged adults	5
Mentally challenged adults	2
Physically and mentally challenged children	18

### Economic Activities

- Cultivation of Rice and horticultural produce
- Livestock keeping which are also used for ploughing (Oxen)
- Small business entrepreneurship
- Subsistence farming.

### Infrastructures

- Rural murrum roads in the village
- Bwanda Primary School.
- Kokwaro evacuation center.

			
Soils	Black cotton	Black cotton	Black cotton
Vegetation	Trees (eucalyptus, euphorbia)	Thorn trees	Rice scheme, trees
Food crops	Vegetables	none	Maize, rice, vegetables
Animals kept	Cows, sheep, goats, poultry	none	Cows, sheep, goats
Water sources	River Miriu, boreholes	none	River Miriu
Socio- economic Indicators	-Av. family size 10 of growing indigenous vegetables	-Av. Farm size 5-10 acres -farming with pockets of irrigated crops	-Av. Farm size 5-10 acres -farming of food and cash crops
Problems	Flooding ,pest attack	Flooding , pest attack, lack of agro forestry trees	Flooding , Pest attack , agro forestry trees
Opportunities	-roof catchment -introduction of horticultural farming	- Improvement of horticulture farming - introduction of more cash crops and higher quality of rice (basmati)	- Improvement of horticulture farming - introduction of more cash crops and higher quality of rice (basmati)

### Transect Walk across Kokwaro Area

### (3) Response Capacity and Strategy

The enhanced community response capacity shall enable the community to carry out the following tasks:

- Assist in the evacuation of the affected people to safer evacuation centers e.g. Israel A.I.C church in Kokwaro village or Bwanda Primary School.
- Deliberate target of evacuating the vulnerable e.g. the aged, children and the physically and mentally challenged individuals in the community.
- Maintain proper standards in terms of cleanliness, sanitation and crowds at the evacuation center for example in Israel A.I.C church where most people in Kokwaro evacuate, the Kokwaro group will not allow overcrowding in such a center and therefore other people will be relocated to the neighboring evacuation center like Bwanda primary school Coping strategy that will be used will include:

- Use of the available resources e.g. home made stretchers to ferry the sick and handcarts to ferry properties and aged, children and disabled persons
- Provision of locally available food stuffs to feed the victims
- Mobilization of the community to assist in human labour and donations of food stuffs.

## LIST OF RESPONSE FOUNDATION

Objective	Foundation	Telephone
Shelter	a) A.I.C. Church b) Kokowaroi Primary School	0726784756
Agency	a) Provincial Administration Nyando district b) Board of school	057851566 0729525512
Facility	a) Ahero Sub-District Hospital	0572020171
Rescue	a) Red Cross Nyando Branch	0721781026 0727620899
Source	a) Ministry of Health Public Health Department Ahero  b) Ministry of the Office of the President, Provincial Administration Ahero	0572020171  057851566
NGO	a) VIRED International b) World Vision	0721517515
Personnel	a) Red Cross coordinator Nyando branch b) Assistant Chief c) Chief	0721781026 0726403517 N/A

## 2.2 Early Warning

The Early Warning system for Kokwaro in this manual is intended to provide community members with a way of warning against the impending floods that will give the community ample to time to evacuate

### (1) Various Signs of Flooding



**Peculiar noise of frog**



**Eastward winds**



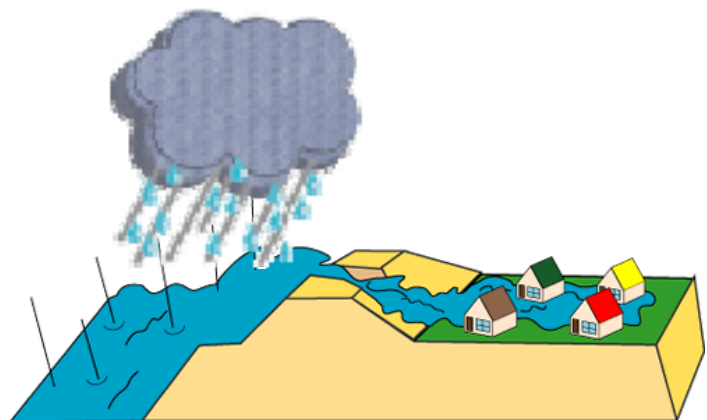
**Certain species of birds**



**Rising of river water level**



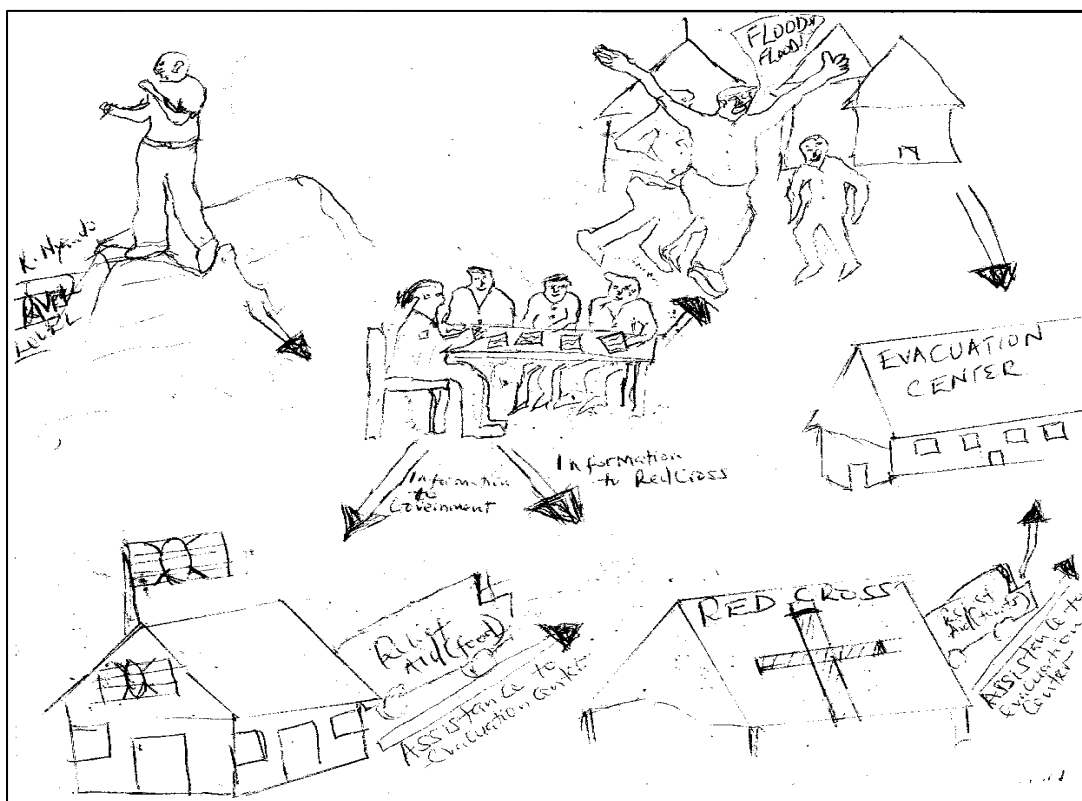
**Flotsam and foam**



**Noise of Overflow**

## (2) Dissemination of warning information to community

Kokwaro community self-help group monitors continuously the water level in the Nyando River. In the event of water level rising the chairperson holds a meeting with the Kokwaro self-help group. As the river water level continues to rise, the members of executive committee go round the village informing the community members of impending floods.



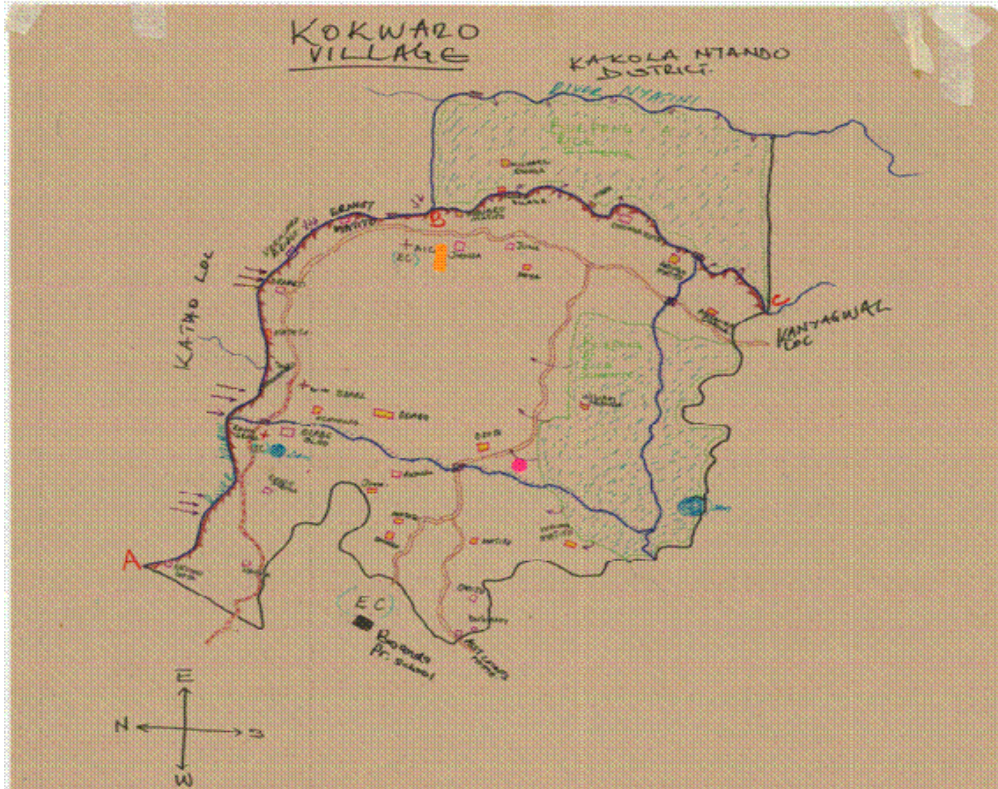
## (3) Dissemination of information to Government

Close coordination and cooperation between the Kokwaro Community Self Help Group and the Provincial Administration are done in efforts of flood management. With assistance from the assistant chief the Kokwaro self help group report the flood information to higher government authorities to bring in assistance.

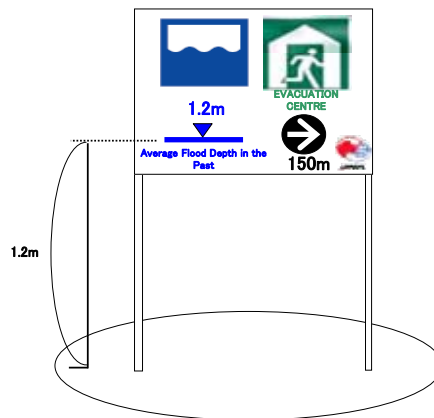
## **2.3 Evacuation Plan**

This part of the manual indicates what need to be done when, where and how during the evacuation.

- a) The Kokwaro Community Self Help Group will annually host an evacuation drill, that will familiarize the community members on ways of evacuating
- b) The routine of the drill will be the guiding factor for the evacuation of community members. After observing the early warnings the chairperson alongside the village elders will go round the village shouting that the river water level has risen above normal and people should begin to evacuate to the nearest evacuation center e.g. in Kokwaro village the nearest evacuation center is A.I.C and Bwanda primary school. The chairperson alongside his/her executive committee will have the mobile numbers of all community members who own a handset and they will call them alerting them to evacuate alongside their neighbours to the nearest evacuation center.
- c) The chairperson, the executive committee and the assistant chief will then call and ask for assistance from the red cross and government (ministry of special programmes and the provincial administration both in the office of the president)



COMMUNITY FLOOD HAZARD MAP FOR KOKWARO AREA



SIGNBOARD OF FLOOD DEPTH AND EVACUATION CENTRE



## 2.4 Medical Referral System.

This part of the manual explains the medical referral system that will be a guide to the community on where to take the injured or the sick for medical assistance

### (1) First Aid

Kokwaro Community Self Help Group provides a first aid kit that will be used when there are injuries to persons during evacuation. Kokwaro Community Self Help Group having been trained in the elementary first aid by the Red Cross led the initiatives in assisting the injured persons before referring them to the hospitals

### (2) Dispensary:

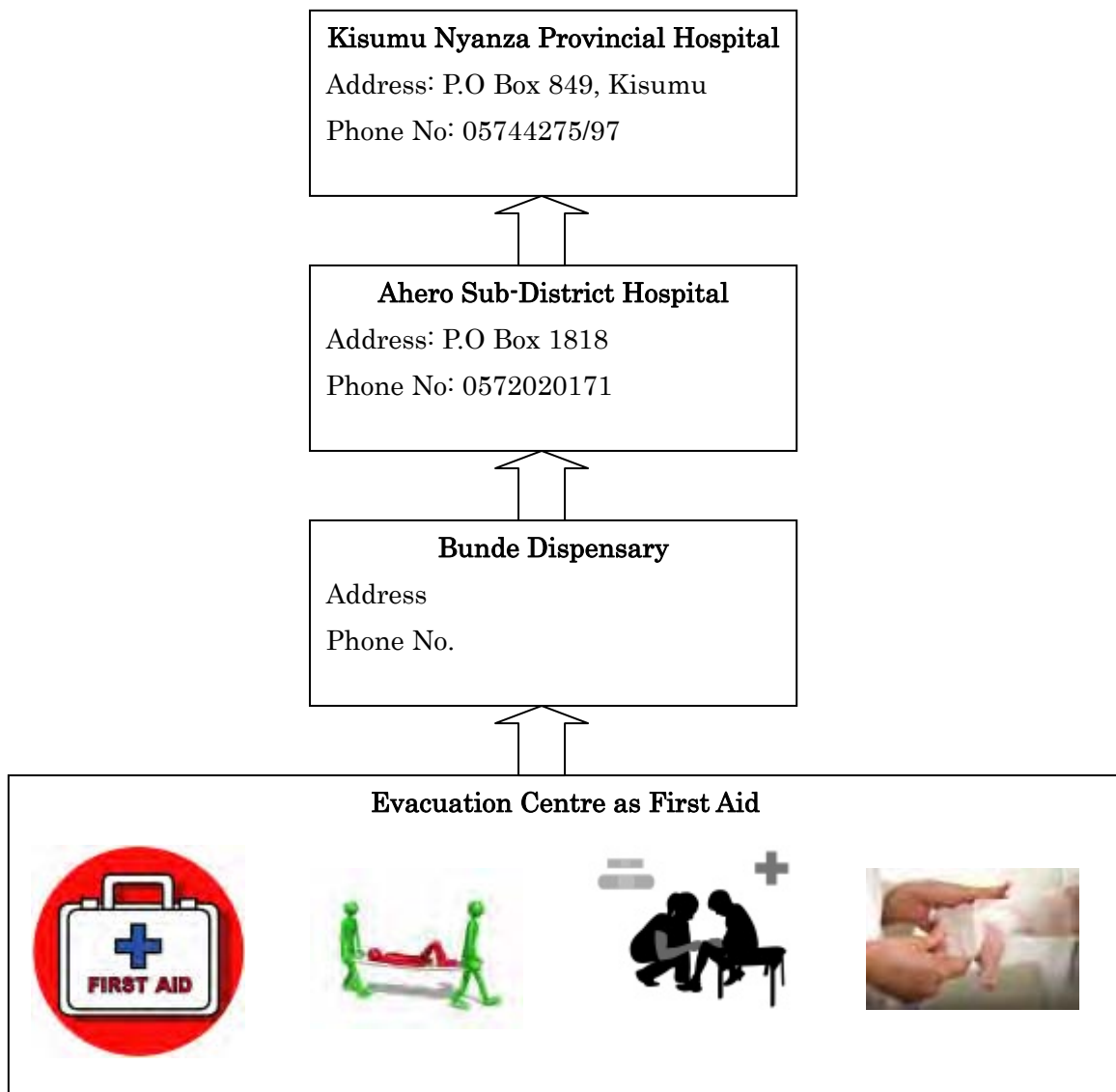
Bunde dispensary is the closest medical facility to Kokwaro area. It is headed by matron with regular visits by Clinical Officers during emergency. Cases which are not complicated shall be referred here for example mild malaria, nose bleeding, simple cuts etc and also normal child births.

### (3) Sub-District Hospital:

All complicated cases shall be referred to Ahero Sub-District Hospital without delay. The Kokwaro Community Self Help Group members shall assist the injured or the sick by transporting them on home made stretchers or bicycle and where necessary the chairperson shall coordinate with provincial administration to seek assistance of the divisional officer.

#### (4) Provincial Hospital

Based on the professional assessment at Ahero Sub-District Hospital the patient(s) will be transferred to Kisumu Nyanza Provincial Hospital for specialized treatment.



### MEDICAL REFERREL SYSTEM

## **2.5 Rehabilitation and Reconstruction Plan**

It is important to note that comprehensive rehabilitation and reconstruction of the Kokwaro area is far beyond the capacity of the community for example in the cases of damaged dyke or destroyed roads.

However, there are simple measures that the community can undertake in efforts of restoring basic infrastructures which includes the earlier mentioned economic activities. Therefore the Kokwaro community will be engaged in the following activities as a self help mechanism in rehabilitation and reconstruction efforts:

- Excavation of blocked water channels like Orogba Oloo. Otherwise Kokwaro will be under retarding water for more than one month.
- Earth pavement around the houses (Go Ndiri)
- Repairing the damaged houses
- Planting trees and grasses in the homesteads
- Digging new latrines and constructing utensils racks in the homes
- Reclaiming the inundated farms and cultivating these farms
- Moving out of the evacuation centers especially Bwanda Primary School to give room for pupils to continue with the learning programme
- Bringing back livestock from the places that the livestock had been kept safely e.g. with the relatives living in raised places therefore not affected by the floods
- Sealing off all collapsed latrines in the Kokwaro area
- Digging up anew shallow wells because most of these wells collapses during floods



Rehabilitation of damaged house wall



Rehabilitation of community road



Clearing of blocked channels.



Digging of new latrines



Moving out of evacuation centers.



Reclaiming of inundated farms



Planting trees and grass around homesteads.



Sealing off all collapsed latrines.

## **COMMUNITY-DRIVEN REHABILITATION ACTIVITIES**

## **2.6 Testing**

This part of the manual deals with the testing and evaluation of the plan drawn in this manual. The testing and evaluation of this plan will be carried out through the following initiatives:

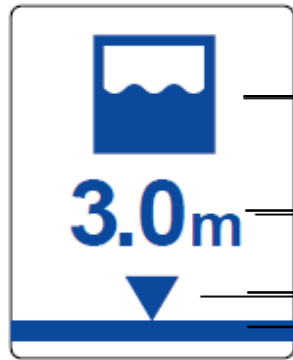
- Continuous community meetings organized by Kokwaro Community Self Help Group
- Organizing and participating in the annual evacuation drills by Kokwaro Community Self Help Group
- Community group discussions whereby different groups based on age, sex, profession or economic activities they carry out are selected in their respective categories and thereby discussing the plan in what is known as focus group discussion.
- Proper and well written reports on activities carried out by the Kokwaro Community Self Help Group
- Regular updating of the manual plan and modifications where necessary.

## **2.7 Evacuation Drill**

Evacuation drill is an exercise carried out by the community as a way of enhancing preparedness of the community in case of floods. Preparatory meeting is held by the CFMO where date and time for the drill is proposed. All members of Kokwaro Community Self Help Group are expected to assist in mobilizing the community and participating in the event. Kogwedhi Community Self Help Group plans that the evacuation drill be an annual event.



**EVACUATION DRILL AT KOKWARO VILLAGE (2007)**



Flood Affected Area

Flood Depth

Based on the past Experience

Level of Flood Depth

Flood Affected Area and Flood Depth



Water Point



First Aid



Evacuation Centre



**JAPAN**