



Kyeema Foundation Humanitarian Relief Policy

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Introduction

The Kyeema Foundation (Kyeema) is a not-for-profit NGO that works to improve the health and prosperity of marginalised communities and their environments, predominantly in developing countries. Kyeema will work with local partners to implement humanitarian assistance activities to support communities and people effected by crisis.

Purpose

The purpose of this document is to set out Kyeema’s guiding policy on humanitarian relief activities and the importance of employing best practice measures to ensure recognise the importance of transparency and facilitate the development and implementation of measures by Kyeema’s Board and staff to provide appropriate transparency.

Guiding Principles

Kyeema’s Humanitarian relief activities are conducted using the Core Humanitarian Standard guiding principles:

Humanity: Human suffering must be addressed wherever it is found. The purpose of humanitarian action is to protect life and health and ensure respect for human beings.

Impartiality: Humanitarian action must be carried out on the basis of need alone, giving priority to the most urgent cases of distress and making no adverse distinction on the basis of nationality, race, gender, religious belief, class or political opinion.

Independence: Humanitarian action must be autonomous from the political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented.

Neutrality: Humanitarian actors must not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature.

Definitions

Humanitarian response: Action taken with the objective of saving lives, alleviating suffering and maintaining human dignity during and after human-induced crises and natural disasters, as well as action to prevent and prepare for them (Core Humanitarian Standard).

Crisis: A crisis is a major event that may affect the safety and well-being of a large number of people. Crises can follow natural disasters, large-scale accidents, civil unrest, terrorism or conflict.

Natural Disaster: A sudden and terrible event in nature (such as a cyclone, tsunami, volcano eruption, fire or flood) that usually results in serious damage and many deaths.

Man-made disaster: Man-made disasters have an element of human intent, negligence, or error involving a failure of a man-made system, as opposed to natural disasters resulting from natural hazards.

Scope

This Policy applies to all Kyeema staff, Board members, volunteers and partner personnel in the field engaged in leading, managing, delivering, overseeing, or supporting any aspect of Kyeema’s humanitarian relief activities.

Policy Statement

Kyeema supports and implements humanitarian assistance activities and commits to:

- the humanitarian assistance principles of humanity, impartiality, independence and neutrality;
- recognising and working towards application of the Core Humanitarian Standard (attachment 2);
- promoting the role and leadership of local actors;
- coordinating and complementing the work of others providing assistance;
- working within the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief (see attachment 3); and
- working continuously to improve its systems, structures and practices in order to consistently improve the quality and accountability of our humanitarian responses.

Responsibilities

The CEO is responsible for ensuring that Kyeema has systems and processes in place that follow the international standards for humanitarian assistance. The CEO will report regularly to the Board on all humanitarian assistance activities of Kyeema Foundation.

Staff, volunteers and partners are responsible for implementing and adhering to the policies and procedures developed by the CEO.

Information Source

[ACFID Code of Conduct Commitment 1.3: We support people affected by crisis](#)
[Core Humanitarian Standard Guidance Notes and Indicators](#)

Related Documents

To be read in conjunction with:

Kyeema Foundation Prevention of Sexual Exploitation, Abuse and Harassment

Kyeema Foundation Child Protection Policy

Kyeema Foundation Child Protection Code of Conduct

[Core Humanitarian Standard](#)

[Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations \(NGOs\) in Disaster Relief](#)

Authorisation



Signature of Policy Officer

Robyn Alders, Chair

Name of Policy Officer

1 June 2022

Date

Attachment 1

Humanitarian Relief Fund Activities Procedure

Our Humanitarian Relief Fund allows small, locally led organisations to apply for support to implement humanitarian assistance projects. An important part of the fund is assisting smaller local organisations to provide services and support for their communities when faced with natural or man-made disasters.

Projects are chosen by a Selection Committee made up of six members, all of whom are professional Palladium staff volunteering for Kyeema under this fund. The Humanitarian Relief Fund Selection Committee members are chosen due to their experience and technical backgrounds working in humanitarian assistance, recovery, and transition for various Palladium projects around the globe. Having a diverse Selection Committee coming from different regions of the world provides greater contextual and localised understanding of crisis situations and the existing response efforts already taking place. Kyeema leverages this knowledge to assess applications that are submitted and to ensure that successful projects embody the following:

- **Innovation:** activities should consider gaps in current humanitarian provision and consider how we can innovatively use existing platforms and resources to support local communities;
- **Impact:** activities must deliver meaningful impact to affected communities;
- **Inclusion:** activities must consider all aspects of inclusion, including but not limited to gender, ethnicity, race, and sexuality;
- **Localisation:** Where possible, funding should be delivered by local teams in the affected area and utilise, if available, local markets for goods;
- **Realism:** funded organisation must have necessary governance, technical, and financial capacity to implement the initiative transparently, accountably, and practically;
- **Value for Money:** activities must deliver the most advantageous combination of cost, quality and sustainability to meet their objectives;
- **Do No Harm:** Funded activities must not cause environmental harm or have negative social impacts within the target community.

After the Selection Committee approves an activity, the following due diligence is conducted and presented to Kyeema's Project Monitoring and Evaluation (PME) Sub-Committee for final approval:

- Humanitarian Relief Project Appraisal form which includes:
 - Review and due diligence of partner organisation
 - Project appraisal
 - Gender equality and Disability Inclusion Assessment
 - Environmental Assessment
- DFAT Child Protection Guidance Note
- Child Protection and PSEAH Safeguarding assessment (if required)

Once a project is approved by the PME Sub-Committee, the implementing partner organisation is required to sign:

- Grant agreement (which includes a sign off on Kyeema's policies)
- Kyeema's Code of Conduct and Child Protection Code of Conduct

Attachment 2

Core Humanitarian Standards

1. Communities and people affected by crisis receive assistance appropriate and relevant to their needs. Quality Criterion: Humanitarian response is appropriate and relevant.
2. Communities and people affected by crisis have access to the humanitarian assistance they need at the time. Quality Criterion: Humanitarian response is effective and timely.
3. Communities and people affected by crisis are not negatively affected and are more prepared, resilient and less at-risk as a result of humanitarian action. Quality Criterion: Humanitarian response strengthens local capacities and avoids negative effects.
4. Communities and people affected by crisis know their rights and entitlements, have access to information and participant in decisions that affect them. Quality Criterion: Humanitarian response is based on communication, participation and feedback.
5. Communities and people affected by crisis have access to safe and responsive mechanisms to handle complaints. Quality Criterion: Complaints are welcomed and addressed.
6. Communities and people affected by crisis receive coordinated, complementary assistance. Quality Criterion: Humanitarian response is coordinated and complementary.
7. Communities and people affected by crisis can expect delivery of improved assistance as organisations learn from experience and reflection. Quality Criterion: Humanitarian actors continuously learn and improve.
8. Communities and people affected by crisis receive the assistance they require from competent and well-managed staff and volunteers. Quality Criterion: Staff are supported to do their job effectively and are treated fairly and equitably.
9. Communities and people affected by crisis can expect that the organisations assisting them are managing resources effectively, efficiently, and ethically. Quality Criterion: Resources are managed and used responsibly for their intended purpose.

Attachment 3

Code of Conduct for Disaster Relief

Kyeema adheres to the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief which seeks to guard standards of behaviour. It aims to maintain the high standards of interdependence, effectiveness and impact to which disaster-response NGOs aspire. Kyeema maintains the standards laid out in the Code. [See the full code here.](#)

- 1. The humanitarian imperative comes first:** The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the international community, we recognise our obligation to provide humanitarian assistance wherever it is needed. Hence the need for unimpeded access to affected populations is of fundamental importance in exercising that responsibility. The prime motivation of our response to disaster is to alleviate human suffering amongst those least able to withstand the stress caused by disaster. When we give humanitarian aid it is not a partisan or political act and should not be viewed as such.
- 2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone:** Wherever possible, we will base the provision of relief aid upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs. Within the entirety of our programmes, we will reflect considerations of proportionality. Human suffering must be alleviated whenever it is found; life is as precious in one part of a country as another. Thus, our provision of aid will reflect the degree of suffering it seeks to alleviate. In implementing this approach, we recognise the crucial role played by women in disaster-prone communities and will ensure that this role is supported, not diminished, by our aid programmes. The implementation of such a universal, impartial and independent policy, can only be effective if we and our partners have access to the necessary resources to provide for such equitable relief, and have equal access to all disaster victims.
- 3. Aid will not be used to further a particular political or religious standpoint:** Humanitarian aid will be given according to the need of individuals, families and communities. Notwithstanding the right of non-governmental humanitarian agencies (NGHAs) to espouse particular political or religious opinions, we affirm that assistance will not be dependent on the adherence of the recipients to those opinions. We will not tie the promise, delivery or distribution of assistance to the embracing or acceptance of a particular political or religious creed.
- 4. We shall endeavour not to act as instruments of government foreign policy:** NGHAs are agencies which act independently from governments. We therefore formulate our own policies and implementation strategies and do not seek to implement the policy of any government, except in so far as it coincides with our own independent policy. We will never knowingly – or through negligence – allow ourselves, or our employees, to be used to gather information of a political, military or economically sensitive nature for governments or other bodies that may serve for purposes other than those which are strictly humanitarian, nor will we act as instruments of foreign policy of donor governments. We will use the assistance we receive to respond to needs and this assistance should not be driven by the need to dispose of donor commodity surpluses, nor by the political interest of any particular donor. We value and promote the voluntary giving of labour and finances by concerned individuals to support our work and recognise the independence of action promoted by such voluntary motivation. In order to protect our independence we will seek to avoid dependence upon a single funding source.

5. **We shall respect culture and custom:** We will endeavour to respect the culture, structures and customs of the communities and countries we are working in.
6. **We shall attempt to build disaster response on local capacities:** All people and communities – even in disaster – possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials and trading with local companies. Where possible, we will work through local NGHAs as partners in planning and implementation and cooperate with local government structures where appropriate. We will place a high priority on the proper co-ordination of our emergency responses. This is best done within the countries concerned by those most directly involved in the relief operations, and should include representatives of the relevant UN bodies.
7. **Ways shall be found to involve programme beneficiaries in the management of relief aid:** Disaster response assistance should never be imposed upon the beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance programme. We will strive to achieve full community participation in our relief and rehabilitation programmes.
8. **Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs:** All relief actions affect the prospects for long-term development, either in a positive or a negative fashion. Recognising this, we will strive to implement relief programmes which actively reduce the beneficiaries' vulnerability to future disasters and help create sustainable lifestyles. We will pay particular attention to environmental concerns in the design and management of relief programmes. We will also endeavour to minimise the negative impact of humanitarian assistance, seeking to avoid long-term beneficiary dependence upon external aid.
9. **We hold ourselves accountable to both those we seek to assist and those from whom we accept resources:** We often act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies. All our dealings with donors and beneficiaries shall reflect an attitude of openness and transparency. We recognise the need to report on our activities, both from a financial perspective and the perspective of effectiveness. We recognise the obligation to ensure appropriate monitoring of aid distributions and to carry out regular assessments of the impact of disaster assistance. We will also seek to report, in an open fashion, upon the impact of our work, and the factors limiting or enhancing that impact. Our programmes will be based upon high standards of professionalism and expertise in order to minimise the wasting of valuable resources.
10. **In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects:** Respect for the disaster victim as an equal partner in action should never be lost. In our public information we shall portray an objective image of the disaster situation where the capacities and aspirations of disaster victims are highlighted, and not just their vulnerabilities and fears. While we will cooperate with the media in order to enhance public response, we will not allow external or internal demands for publicity to take precedence over the principle of maximising overall relief assistance. We will avoid competing with other disaster response agencies for media coverage in situations where such coverage may be to the detriment of the service provided to the beneficiaries or to the security of our staff or the beneficiaries.