



## Confirmation of receiving fund from Oxfam in Korea

To: Seoul City Government office

This letter confirms that Oxfam Great Britain (Registered Charity in England and Wales Number 202918) received 7,512 GBP (10,668,900 KRW) from Oxfam in Korea on Dec 2018.

The donations received from Oxfam Korea were consolidated with Oxfam Great Britain's other income sources and helped to support beneficiaries all over the world to overcome poverty and suffering.

Oxfam Great Britain has a wide portfolio of programmes that work in three interlinked ways: humanitarian interventions, development programmes, and campaign and advocacy programmes. Because Oxfam Great Britain implemented more than 900 programmes in financial year of 2017/18, directly or indirectly via Oxfam International, we are including two examples in the appendix of a development programme and a humanitarian response budget.

For more details of Oxfam Great Britain's work, please see the latest annual report (2017/18):

[https://oxfamwebcdn.azureedge.net/~media/Files/OGB/What%20we%20do/About%20us/Plans%20reports%20and%20policies/8175 Annual Report%202018 WEB-v2.ashx](https://oxfamwebcdn.azureedge.net/~media/Files/OGB/What%20we%20do/About%20us/Plans%20reports%20and%20policies/8175%20Annual%20Report%202018%20WEB-v2.ashx)

11 October 2019

Joss Sanders,  
Company Secretary of Oxfam GB

## Appendix – Example of detailed plans

Please note that the following is provided as an example of expenditure and is a programme that successfully completed or currently undertaken by Oxfam Great Britain.

### 1. Food distribution in Democratic Republic of Congo (Humanitarian programme)

Project period: June 2017 to December 2018 (with Report period: May 2018 to September 2018)

Key Partners: WFP, local authorities

Target Population: 60,000 (individuals).

Project Budget: EUR 111,600

Area of project coverage: 22 villages situated in Kalonda and Kamonia Health Zones, Tshikapa Territory, Kasai, DRC

#### Context

Oxfam has been present in the Kasai region since the clashes in 2016 that led to a major humanitarian crisis and the displacement of 1.4 million Congolese. With its ongoing projects in Kasai, Oxfam has reached more than 55,800 people with the support of four local partners in the areas of water hygiene, sanitation, food security and protection.

Since the beginning of October 2018, the crisis has worsened with the sudden arrival of more than 257,000 Congolese forcibly expelled from Angola, Oxfam is adapting its response by identifying the most vulnerable households to help them with cash distribution. This money will allow them to meet their basic needs such as access to food, clean water and care. Oxfam's response plan aim to reach 50,000 people in Kamonia.

#### Programme implementation – Food distribution

: The mobilisers are our eyes and ears on the ground, they helped agree 10 distribution points close to the 21 villages and train the committees on their responsibilities such as making sure the old, sick and mothers were served first, people knew when and where to go, the marking out of the distribution point and crowd control. On the day of the distributions, a mobiliser was sent ahead to make sure there were no fighters in the area and that it was safe to proceed.

The 1.5m tonnes of food had to be driven over 900km from the WFP warehouse in Kinshasa to the nearest warehouse to the distribution area in Tshikapa town. The roads are notoriously difficult to navigate, being just dirt roads. The villages are between 40km to 115km away from the Tshikapa town warehouse. It takes 6-8 hours to distribute food to 4,000-5,000 people per day and over 14 days we reached 60,000 men, women and children. Each person received 8.3kg of food, including 6kg corn flour, 1.8kg of beans, 0.75kg of oil and salt. This is a half ration worth \$15, enough food for two weeks and in the first distribution we supplied less as there were no beans available. The WFP due to a lack of funding for Kasai had to make the decision to either reduce the ration size or the number of people they could help.

A distribution of this size would normally take five weeks, and we could cover 2/3 distributions per day. Between June to September 2018, the team worked tirelessly to undertake four separate monthly distributions of half rations to 60,000 people. Oxfam and WFP were the only NGOs providing any help to these villages. WFP supplied the food and transport costs, but only cover 38% of the support costs for these distributions including Oxfam staff wages, our office costs in Tshikapa and accommodation, food etc. The Oxfam team had to stay locally to ensure we could distribute the food over a 14-day period each month for four months.

Table) Food distributed each month

Distribution month	Food				Total
	Corn flour	Haricot Beans	Vegetable oil	Salt	
June	238,200	-	12,640	640	251,480
July	350,500	108,500	13,498	-	472,498
August	362,875	107,850	-	-	470,725
September	288,625	83,200	3,803	2,750	378,378
<b>Total</b>	<b>1,240,200</b>	<b>299,550</b>	<b>29,941</b>	<b>3,390</b>	<b>1,573,081</b>

#### Programme implementation - Cash Distribution

The final village of Mille-Huile is in Kamona zone, close to the Angolan border. Over a thousand families live in the village and our SCA ranking showed that 85% had a score of <28, but because of limited funds we could only select 200 families. This village is close to local food markets and we surveyed the markets to ensure there was enough nutritional variety. We only use food distributions where there isn't any food available locally as was the case in Kalonda zone. We have signed an agreement with the TMB bank and each family will receive \$75 on the 7th November 2018.

#### Impact

- ❖ Time taken to begin food distributions reduced from two months to four weeks
- ❖ 60,000 men, women and children received four food distributions between June and September 2018
- ❖ 1,573,081 tonnes of food distributed across 21 villages along the hunger road

We have seen a dramatic increase in health and well-being for 60,000 men, women and children in Kalonda zones. The SCA scores have moved from 85% scoring <28 which is poor in June 2018 to 92% scoring > 42 which is acceptable in October 2018 and only 4% scoring <28. Parents state they have increased the number for meals for their children from one to three meals a day.

#### Budget – Period covered: May 2018 to September 2018



Description	No. of unit	Unit	No. of Periods	Period	Unit cost	Total Budget EUR	Expenditure at 30 sept 2018 EUR	Balance EUR	% spent
<b>Oxfam Food Distribution Kasai Team</b>									
Programme Manager	1	Person	2	month	\$ 5,400	8,921	2,832	6,089	32%
Local Mobilisers and Managers	9	Person	2	month	\$ 1,683	12,111	8,154	3,957	67%
Logistics Manager	1	Person	2	month	\$ 1,804	2,980	976	2,004	33%
Protection Officer	1	Person	3	month	\$ 1,553	3,848	64	3,784	2%
Finance / HR / Monitoring officers	4	Person	2	month	\$ 6,066	15,032	2,185	12,847	15%
Security/cleaners/ drivers	7	Person	3	month	\$ 1,916	11,160	4,635	6,524	42%
<b>Total</b>	<b>23</b>					<b>54,053</b>	<b>18,846</b>	<b>35,206</b>	<b>35%</b>
Cash distribution in Mille Huile	1000	Person	1	month	\$ 15.00	12,390	185	12,205	1%
Warehouse rent	1		4	month		1,322	896	425	68%
Local transport for Oxfam staff / vehicles	2	vehicles				11,630	8,053	3,577	69%
Accommodation/ food for Oxfam staff during distributions	12	person	4	month		9,582	6,710	2,872	70%
<b>Total</b>						<b>34,924</b>	<b>15,845</b>	<b>19,079</b>	<b>45%</b>
<b>Oxfam Tshikapa Office costs ( Kasai Field office )</b>									
Office rent	1	office	4	month	\$ 2,000	6,608	1,963	4,645	30%
Supplies	1	office	4	month	\$ 3,200	2,643	637	2,006	24%
Utilities	1	office	1	month	\$ 1,000	2,478	2,186	293	88%
Maintenance	1	office	1	month	\$ 500	1,239	46	1,193	4%
Equipment - phones, computers, internet, furniture		office	4	month	\$ 5,570	9,655	6,156	3,498	64%
<b>Total</b>						<b>22,623</b>	<b>10,988</b>	<b>11,635</b>	<b>49%</b>
						<b>111,600</b>	<b>45,680</b>	<b>65,920</b>	<b>41%</b>

## 2. Climate Change Adaptation for Indigenous Communities in Bolivia

Project Location: Santa Ana, Reyes and Rurrenabaque Municipalities – Beni Department

Project Duration: 1<sup>st</sup> May 2018 to 31<sup>st</sup> April 2019

Number of beneficiaries reached: 300

Project Expenditure: £97,934

Objective: To enable local communities and government authorities in Beni to take full ownership of the gains made through the Climate Change Adaptation project and to contribute to their sustainability.

### Project Summary

: The Bolivian Amazon region, and particularly Beni department, has faced ever more frequent floods and droughts in recent years, caused by deforestation and climate change. Oxfam has implemented a climate change adaptation project in Beni for the last 10 years. The project provided support to improve the living conditions of indigenous families in isolated regions through climate resilient agricultural production as well as flood-proof housing and schools. Despite significant accomplishments, the final project evaluation highlighted some weaknesses at the sustainability level. The current project was therefore designed with local partner, Herencia, to address this crucial issue in six communities with the aim of ensuring that communities could lastingly benefit from project achievements. This report is a summary of the achievements and learnings from this final year of the project's implementation.

### Key Achievements

- ❖ Food production systems (e.g. fish ponds and cultivation fields) have been strengthened in six communities
- ❖ A new school has been built at 18 de Noviembre community

- ❖ 300 people from six targeted communities are aware of climate change risks in their area and of how to mitigate against them
- ❖ Three municipal governments now have early warning mechanisms for the management of floods
- ❖ All six project communities have developed 20- year Community Development Plans
- ❖ The municipal governments of Reyes, Santa Ana and Rurrenabaque have signed agreements with Oxfam and Herencia, committing to supporting Community Development Plans

#### Coordination & Monitoring

: Oxfam partnered with Bolivian NGO Herencia, for the implementation of this project. Project monitoring has predominantly been performed by Herencia, with follow up from Oxfam through regular virtual meetings and field visits. At the end of the project, a closure meeting was held with Oxfam, Herencia and each of the three municipal governments during which main actions were defined for the follow-up of the initiatives implemented in the communities. Finally, an external consultant was hired by Oxfam to carry out an independent evaluation. Please see the evaluation document enclosed, as well as Oxfam's Management Response. A video was produced to document the unfolding of the project, including the opinions of communities and of municipal governments regarding the main changes they have experienced and the sustainability of project actions.

#### Impact and Sustainability

: The project has been successful in creating a favorable environment for local authorities to design policies and assign investments for the benefit of indigenous communities. Mayors have pledged support to Community Action Plans through their annual budgets (and later through PDTIs) and committed continued technical support from municipal Risk Management Units - who have in turn benefitted from training and experience gained through the project. The agreements signed jointly by the municipalities, Oxfam and Herencia, as well as advocacy actions by local communities, will help to hold local authorities accountable in future.

Communities and local authorities are now fully aware of climate change causes, risks and mitigation strategies. Climate information has become an integral part of municipal risk management processes, which will support community preparedness to future climate shocks. Diversified food production capacity, through fish farming and agriculture, will also help to make communities more resilient to climate change, as well as improving diets and providing income generation opportunities – particularly for women.

Lastly, by actively including children in the elaboration of the long-term Community Development and Action plans, as well as in various training workshops linked to their schools, the project has instilled greater awareness of environmental protection in young people - and the important role they have to play in their community's future. With continued encouragement by teachers, communities and local authorities, and combined with the educational opportunities provided through the newly built school in 18 de Noviembre, this will make a contribution to stemming the flow of migration in future.

#### Budget



Budget Items	Unit	Quantity	Unit Cost Country Currency	Total Budget Country Currency	Total Cost GBP	Expenditure Local Currency	Expenditure GBP	Budget Utilisation %
<b>Project Implementation Costs</b>								
<b>Result 1: At least 6 communities, mainly women and young people, have strengthened their organisational capacities to improve the housing situation and the running of schools at height.</b>								
Actividad 1.1 Analysis of the housing and schooling situations and resilient productive infrastructure in the municipalities where the project is taking place.				16,000	1,769	16,004	1,852	106%
Participatory analysis of the resilient housing situation	Workshops	5	1,600.00	8,000	885	7,924	917	104%
Participatory analysis of the resilient schooling situation	Workshops	5	1,600.00	8,000	885	8,080	935	106%
Actividad 1.2 Resilient organisational skills workshop for the prioritised communities.				40,000	4,423	40,000	4,628	105%
Technical assistance: Municipal technician to facilitate workshops on scenario identification and organisational strengthening	Months	10	4,000.00	40,000	4,423	40,000	4,628	105%
Actividad 1.3 Leadership workshops for women and young people.				80,800	6,723	84,409	6,295	84%
Workshops on strengthening of women leadership	Workshops	8	1,600.00	12,800	1,415	7,870	910	64%
Technical assistance: Municipal technician for workshops on strengthening of women and young people leadership	Months	10	4,000.00	40,000	4,423	40,000	4,628	105%
Coordination meeting of young leaders from the communities	Meeting	1	8,000.00	8,000	885	6,539	757	86%
Actividad 1.4 Coordination with educational authorities to guarantee equipment and the proper functioning of schools.				54,400	6,016	62,310	6,052	101%
Meetings with municipal authorities	Meeting	3	800.00	2,400	265	1,959	226	85%
Technical assistance: Municipal technician for the management of the running of the schools	Months	10	4,000.00	40,000	4,423	40,000	4,628	105%
Meetings with departmental authorities	Meeting	1	4,000.00	4,000	442	3,351	388	88%
Coordination meeting with teachers from communities	Meeting	1	8,000.00	8,000	885	7,003	810	92%
<b>Total for Result 1</b>				<b>171,200</b>	<b>18,931</b>	<b>162,723</b>	<b>18,826</b>	<b>99%</b>
<b>Result 2: At least 6 communities have improved their productive capacities to be diversified and resilient in the face of climate change, through fish farming in camelonos</b>								
Actividad 2.1 Strengthening of the Municipal Productive Development units so that they can provide technical assistance in agricultural and fish production and marketing				37,800	4,198	37,800	4,350	106%
Analysis of challenges and achievements of agricultural and fish farming experiences	Study	1	14,000.00	14,000	1,548	14,000	1,620	105%
Development of a proposal to improve agricultural production	Study	1	14,000.00	14,000	1,548	14,000	1,620	105%
Training for municipal productive development units	Workshops	3	3,200.00	9,600	1,062	9,600	1,111	105%
Actividad 2.2 Training activities for the promotion of fish farming and productive initiatives within communities				91,600	8,706	45,986	5,320	83%
Training to improve agricultural and fish farming production	Consulting services	6	4,000.00	24,000	2,654	24,000	2,777	105%
Materials for workshops	Various	6	3,000.00	18,000	1,990	15,203	1,759	88%
Snacks for workshops	Snacks	6	1,600.00	9,600	1,062	6,783	785	74%
Actividad 2.3 Workshops on the reconciliation of productive and reproductive roles, aimed at the men and women of the communities				16,000	1,769	12,291	1,422	80%
Food and materials for workshops	Workshops	10	1,600.00	16,000	1,769	12,291	1,422	80%
<b>Total for Result 2</b>				<b>105,200</b>	<b>11,633</b>	<b>95,877</b>	<b>11,092</b>	<b>95%</b>
<b>Result 3: 3 prioritised Municipal Governments have included in their planning climate change adaptation measures that contribute to the sustainability of the results achieved previously</b>								
Actividad 3.1 Sharing of results of resilience and climate change adaptation projects and capacity building of authorities and technicians from the prioritised Municipal Governments				35,200	3,892	22,000	2,545	65%
Updated analysis of the climatic situation in the project area	Consulting services	1	9,600.00	9,600	1,062	9,600	1,111	105%
Sharing of climatic situation with Municipal Governments	Workshops	4	2,000.00	8,000	885	1,200	139	16%
Sharing of the project results with Municipal Governments	Workshops	4	2,000.00	8,000	885	4,000	463	52%
Workshops to develop proposal for improved resilience management	Workshops	4	2,400.00	9,600	1,062	7,200	833	78%
Actividad 3.2 Development of proposals to integrate criteria for resilience in the face of climate change into Territorial Plans for Integral Development (PTDI) of the prioritised Municipal Governments				62,200	5,772	62,200	6,039	105%
Consultancy to develop proposals to improve resilience management	Study	1	16,000.00	16,000	1,769	16,000	1,851	105%
Video of systematization of resilience integration	Video	1	36,200.00	36,200	4,003	36,200	4,188	105%
Actividad 3.3 Influencing Municipal Governments so that they incorporate criteria for resilience in the face of climate change within their PTDIs.				89,389	9,885	87,726	10,149	103%
Meetings with authorities for advocacy on PTDIs	Meetings	10	800.00	8,000	885	6,337	733	83%
Consultancy in risk planning and environmental management to improve the capacities of the municipalities	Consulting services	1	81,389.00	81,389	9,000	81,389	9,416	105%
<b>Total for Result 3</b>				<b>176,789</b>	<b>19,549</b>	<b>161,926</b>	<b>18,734</b>	<b>96%</b>
<b>Total Staff Costs</b>				<b>192,000</b>	<b>21,232</b>	<b>192,000</b>	<b>22,213</b>	<b>105%</b>
<b>Total Running Costs</b>				<b>125,942</b>	<b>13,927</b>	<b>122,035</b>	<b>14,119</b>	<b>101%</b>
<b>Total Monitoring &amp; Evaluation</b>				<b>74,025</b>	<b>8,186</b>	<b>56,923</b>	<b>6,409</b>	<b>78%</b>
<b>Total Project Implementation Costs</b>				<b>845,156</b>	<b>93,458</b>	<b>791,484</b>	<b>91,392</b>	<b>98%</b>
Essential Governance, Management and Financial Control				59,161	6,542	59,161	6,542	100%
<b>TOTAL BUDGET</b>				<b>904,317</b>	<b>100,000</b>	<b>850,645</b>	<b>97,934</b>	<b>98%</b>