APPLICATION FOR GRANT FUNDING

COUNTRY NAME:

United Nations CERF | Central Emergency Response Fund

Humanitarian Country Teams, cluster or sector leads, agencies and their implementing partners should contribute to the development of this application under the leadership of the Humanitarian/Resident Coordinator.

Part I ("the strategy") should be completed only once for each application. Part I should be drafted by OCHA (or the RC Office) with contributions from cluster or sector leads and recipient agencies. **Individual agencies should complete project proposals (part II – "the projects")** in line with the agreed strategy. Respect the page limits. Maps, charts and graphs are welcome.

Use CERF funds strategically. Develop a clear, well-defined focus for this application and clearly describe what niche it fills. Fewer, more impactful projects are typically better than many small ones.

Read the CERF life-saving criteria[1]. CERF typically does not fund: preparedness, prevention, disaster risk reduction, early warning systems, capacity building or poverty reduction..

Refer to guidance on Results Framework and Budget in annexes

When revising an application in response to CERF comments, please use track-changes and leave CERF comments.

PART I. THE STRATEGY	
APPLICANT INFORMATION	
1. Country	Choose an item.
2. Resident/Humanitarian Coordinator	Click here to enter text.
3. Name and contact information of person to be contacted on this grant request and reporting	Name: Click here to enter text. Agency: Choose an item. / Telephone: Click here to enter text. Email: Click here to enter text.
OVERALL GRANT REQUEST	
A. SUMMARY	
4. CERF grant window	Choose an item.

Funding		
5a. Total amount <u>required</u> for the humanitarian response for the relevant geographical areas and sector For the <u>rapid response window</u>, this amount should reflect the humanitarian requirements for the new crisis that triggered the application to CERF, for a six-month period. Include only funding requirements for the immediate emergency assistance to the new or increased caseload. For the <u>underfunded emergencies window</u>, this amount should correspond to the overall annual humanitarian requirement in the country, e.g. the HRP requirements.		US$ Click here to enter amount
5b. Total amount <u>received</u> for the humanitarian response Indicate the amount received against the total indicated in 5a above.		US$ Click here to enter amount
5c. Total amount of CERF funding <u>requested</u>		US$ Click here to enter amount

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[1] www.unocha.org/cerf/resources/guidance-and-templates

	Insert the total cost of this CERF submission. Please note that CERF rapid response normally funds only a portion of the total humanitarian requirement (i.e. amount in 5a) to jump-start operations.	
6. Geographical areas of implementation (by first and second level administrative divisions)	Click here to enter text.	

	7a. Total number of individuals directly affected by the current crisis	Click here to enter number

Affected People

7b. Number of individuals directly targeted with CERF funding by age and sex

State the estimated total number of beneficiaries from this CERF application. In most cases, this will not be the sum of the beneficiaries in each sector provided in 7d as affected people may receive assistance through CERF projects in multiple cluster/sectors.

	Female	Male	Total
under 18 years			
18 years and older			
Total			

7c. Number of individuals directly targeted with CERF funding by category

Category	Number of people
Refugees	
IDPs	
Host population	
Other affected people	
Total (same as in 7b)	

7d. Number of individuals directly targeted with CERF funding by cluster or sector, based on the projects included in this application.

Add or delete rows as necessary.

Cluster/Sector	Female	Male	Total
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			

8. Is this submission based on one or more needs assessments?

Choose an item.

Yes ⇒ Please indicate the type (e.g., joint multi-sector assessments, Multi-Cluster/Sector Initial Rapid Assessment (MIRA), etc.) and date of assessment(s) undertaken, and humanitarian partners involved:

Click here to enter text.

No ⇒ Explanation:

Click here to enter text.

9. Do the requesting agencies have the capacity for immediate implementation and timely delivery of assistance (access, sufficient staff, clearance for imports, etc.) following the approval of funding by the ERC?

Choose an item.

If "No" or in case of expected limitations, please explain:

Click here to enter text.

10. Strategic statement on the use of CERF funds: In about 100 words, please provide a brief summary of the grant request: What is the emergency? Who are you supporting? Where, and for what impact? What kind of activities will you implement?

Click here to enter text.

B. Humanitarian Context and Response (3 pages max)

11. Humanitarian situation and response strategy (1 page): Describe the humanitarian situation and the main humanitarian consequences informed by needs assessments. What are the causes of the humanitarian situation? How has it deteriorated? Who is affected?

What is the overall humanitarian response plan? What are the strategic objectives of the response? How many people are targeted in total? Where? What are the priorities? Please note this is the overall humanitarian response strategy (description of the specific strategy for the CERF funded projects is in a later section.)

For the underfunded emergencies window, describe the overall humanitarian situation; for the rapid response window, provide a clearly defined trigger and describe the new crisis for which CERF support is requested.

GUIDANCE (delete when completed)
- **IMPORTANT – for Rapid Response:** Explain the **trigger** that prompted this CERF application highlighting the deterioration of the humanitarian situation. Include any relevant data to demonstrate a deteriorating situation over the past weeks. Please refer to specific findings from needs assessments and list humanitarian indicators.
- In addition to the above, include relevant political, socio-economic and physical aspects. Refer to relevant needs assessments and summarize key humanitarian data (mortality rates, nutritional status, etc.), including those in a Humanitarian Needs Overview, if applicable.
- State the dates that the Government officially declared a disaster or requested international assistance, if applicable.
- Describe the composition of the affected population, highlighting the most vulnerable groups. State the number of people affected by the crisis, as well as the number of people requiring humanitarian assistance, disaggregated by sex, age and other characteristics. Please support your description by humanitarian indicators.
- Provide a gender analysis to describe the differential needs of women, girls, boys, and men, of different ages and to indicate gender inequalities and how these may worsen in the current context. Highlight information with regard to gender-based violence, if relevant.
- Outline the overall humanitarian response strategy or plans developed in response to the recent crisis, such as a Humanitarian Response Plan (HRP) or any other joint or Government-led response.
- Highlight the priority humanitarian actions and immediate response gaps in relevant sectors or clusters.
- Identify any constraints faced in the implementation of the humanitarian response strategy. These could be related to security, access, capacity, data availability, etc. Provide risk analysis and mitigating measures.

[Add text here.]

12. Funding analysis (1/2 page): What is the current funding situation? Please provide a short analysis of the funding situation for this emergency, including funding by cluster, funding trends and information on other donor resources available (including hard pledges and funding from other pooled funds, if applicable). How can CERF funds make a difference in the humanitarian response at this stage?

GUIDANCE (delete when completed)
- In addition to the above, how much funding is required for the humanitarian response? Explain here the total amount noted in Question 5a. For rapid response requests, estimate the total funds required to address the new or increased humanitarian needs. Feel free to include charts and graphs.
- Explain the significant implications of funding shortages and gaps on the lives of the affected population.
- Describe the fundraising strategy beyond CERF's contribution and explain how a CERF allocation will be used to leverage additional resources.

[Add text here.]

> 13. Proposed CERF response (1 page): What is the focus of this CERF application? How did humanitarian partners jointly prioritize the CERF request? Please demonstrate the niche of CERF supported projects – how will activities fit into the overall sectoral response?

13a. Outline of CERF strategy, priorities and complementarity: What are the strategic objectives of the CERF submission? What priorities will CERF support? Who is supported, with what and where? How are the different activities interlinked under the strategic objectives? How will CERF funds complement other resources? (1 page)

GUIDANCE (delete when completed)
- State the key strategic objectives of the CERF request that are specific, measurable, achievable, realistic and timely.
- Clearly demonstrate how CERF funded activities will fit into the overall sectoral response.
- Outline the particular needs to be addressed and the type of response activities that will be supported with CERF funds.
- Describe the target areas and populations that will be assisted (disaggregated by sex, age and other relevant characteristics).
- Provide a brief overview of the integrated CERF package and how the clusters/sectors and partners will complement one another in carrying out the proposed interventions.
- If applicable, describe how the activities funded by CERF are linked to durable solutions or resilience strengthening strategies.
- If a country-based humanitarian pooled funding (CBPF) mechanism exists, explain how it will be used to complement the funds requested from CERF. If the country-based pooled fund is not used for this crisis, please explain why.
- Provide the key advocacy message that can be supported through this CERF allocation.

[Add text here.]

13b. How was the overall CERF strategy developed? How did the Humanitarian Country Team jointly prioritize the request? What criteria were used and which factors considered? (1/4 page)

GUIDANCE (delete when completed)
- Describe the consultation process for developing this CERF application and the stakeholders (including affected communities and implementing partners) involved. How were clusters/sectors involved? If no cluster/sector system exists, explain how the country team has consulted humanitarian partners through other coordination mechanisms.[2]
- Describe the rationale and approach or methodology used to prioritize the cluster/sector response. This should include a description of the criteria and parameters followed to select projects for inclusion in this CERF submission, and how the clusters/sectors and potential implementing partners were involved and consulted. What factors were considered to strategically focus the CERF request (for example, severity of need, access, implementation capacity of UN agency and partners, current or projected funding, etc.)?
- Describe whether any existing frameworks were used during the prioritization, e.g. a Humanitarian Needs Overviews, Humanitarian Response Plans, or other strategic tools. State clearly whether the proposed activities are part of a Humanitarian Response Plan, Regional Refugee Response Plan or other humanitarian strategy.
- If any major sectors from the humanitarian response plan have been left out, please explain why.
- If a country-based humanitarian pooled fund exists, how did CERF and CBPF processes complement one another?
- Were gender experts involved in the prioritization process? How?
- If cash transfer programming is considered for this response, please explain how it is coordinated across clusters or sectors.
- How was efficiency and value for money considered in the CERF response planning, including for areas such as procurement and logistics?
- How will targeted communities be informed of services provided as part of the project or on the implementation of the project? How will targeted communities be able to continuously provide feedback on the response/project and how will this feedback be taken into account to adapt the response?

[Add text here.]

13c. How will the Resident Coordinator/Humanitarian Coordinator and the Humanitarian Country Team be kept abreast of the implementation of the CERF grant? (1/4 page)

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[2] The 'Principles of Partnership,' endorsed by the Global Humanitarian Platform in 2007 may provide some guidance, see www.globalhumanitarianplatform.org/doc00002628.doc

[Add text here.]

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[3] http://www.unocha.org/cerf/resources/guidance-and-templates

C. CERF APPLICATION SUMMARY TABLE

Keep the number of projects small.Total should correspond to the amount requested.

	Requesting Agency	Project Title	HRP project code (if applicable)	Cluster/Sector	Total Project Requirement (US$)	Amount received to date (US$)	Amount requested from CERF (US$)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL REQUESTED FROM CERF							**US$ 0**

*Please fill out one table listing all projects submitted as part of this grant request. Delete rows from the table as required.

Agencies should submit **individual project proposals**. **Joint multi-agency proposals** are acceptable when agencies are jointly implementing activities for the same targeted people in the same location.

Part II. AGENCY PROJECT PROPOSAL

1. Requesting agency or agencies	Agency Name	Choose an item.
	Agency Name	Choose an item.
	Agency Name	Choose an item.
	Agency Name	Choose an item.
	Agency Name	Choose an item.

2. Project title (short and concise)	Click here to enter text.

3. Cluster/sector	Choose an item.

4. Geographic areas of implementation targeted with CERF funding (by first and second level administrative divisions – please be specific)	Click here to enter text.

5. Implementation start date of CERF-funded activities (<u>rapid response projects only</u>)

For <u>rapid response</u> projects the implementation deadline is six months from the date of disbursement or, where specified, from the start date provided below (which must not be earlier than six weeks prior to the disbursement date).

a. Will implementation of the CERF-funded activities start prior to disbursement of funds? Choose an item.

   b. <u>If "Yes"</u> please provide start date (day/month/year): Click here to enter a date.

<table>
<tr><td rowspan="3">Funding (USD)</td><td>6a. Total requirement for agency's sector response to current emergency

For <u>rapid response</u> requests, this refers to the funding requirements of the requesting agency in the prioritized sector for this specific emergency and the new emergency response phase only.

For <u>underfunded emergency</u> requests, this refers to the agency's funding requirements for the corresponding activities in the HRP. If HRP project exists, use the project requirement. Where no HRP exists, 'total project requirement' should reflect the funding requirements of the requesting agency for its humanitarian programme in the prioritized sector.

For <u>joint projects</u>, please break down by agency this and the following amounts (6b and 6c).</td><td colspan="2"><table><tr><td>Agency</td><td>Amount (US$)</td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Total</td><td></td></tr></table></td></tr>
<tr><td>6b. Total funding received so far for agency's sector response to current emergency

Indicate the amount received against the total indicated in 6a above. Should be identical to what is recorded on the Financial Tracking Service (FTS).</td><td colspan="2"><table><tr><td>Agency</td><td>Amount (US$)</td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Choose an item.</td><td></td></tr><tr><td>Total</td><td></td></tr></table></td></tr>
<tr><td>6c. Total amount of CERF funding requested for this project proposal</td><td>Agency</td><td>Amount (US$)</td></tr>
</table>

The total requested from CERF should not be 100% of the total request, as CERF funding should be complemented by other funding sources. Normally, CERF contributes to a limited amount of the total project requirement, to jump-start an emergency response.	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Total	

7a. Total number of individuals (girls, boys, women and men) <u>directly</u> targeted with CERF funding		**Female**	**Male**	**Total**
Please count only the individuals benefitting directly from this CERF grant. The population benefitting indirectly from this CERF funding should not be included, although the country team may choose to describe the additional beneficiaries of the project in section 10 of the proposal.	under 18 years			
	18 years and older			
	Total			

7b. Beneficiary profile	**Category**	**Number of people**
Please provide the number of beneficiaries by category without changing current or adding new categories.	Refugees	
	IDPs	
"Other affected people" includes people affected by natural disaster or conflict who have not been displaced and are not hosting refugees or IDPs, or people affected in any other way.	Host population	
	Other affected people	
	Total (same as in 7a)	

8. Humanitarian Response Plan project code, ranking, and objectives	Agency	HRP Project Code	HRP Priority Ranking	CERF funding for project(US$)
<u>For countries with an HRP:</u> Where more than one HRP project code applies to a single CERF project proposal, please also specify the amount of CERF funding requested against each HRP project code (add lines as required).	Choose an item.			
	Choose an item.			
For <u>joint projects</u>, please indicate the agency for each HRP project.	Choose an item.			
	Choose an item.			
	Choose an item.			
	Choose an item.			

9. Priority humanitarian needs in the sector and overall sector response: What are the time-critical needs in the sector? For <u>rapid response</u>, what are the <u>new or increased</u> humanitarian needs? Why is this sector prioritized in the CERF application? How is the sector/cluster responding to the needs? What is the target population? What are the overall outputs? If applicable: Describe the overall response according to the Humanitarian Response Plan or other humanitarian planning document? (1 page or less)

GUIDANCE (delete when completed)

- For <u>rapid response</u>, highlight the new or increased needs directly resulting from the current crisis.
- What are the different needs of girls, women, boys and men of different ages?
- Reference the dates and types of needs assessments used to develop the project, including collective assessments such as a Multi-Cluster/Sector Initial Rapid Assessment (MIRA), sector-specific technical assessments and others as applicable.
- For <u>underfunded emergencies</u>, describe the overall agency project as included in a Humanitarian Response Plan or other humanitarian planning document in country. Include the objectives, types of activities with population types and number of people targeted and geographic locations of the overall project.
- For <u>rapid response</u>, describe the agency overall response to the new or increased needs. What additional activities are planned to respond to the new needs? What increase in humanitarian programme is proposed?
- Explain briefly how affected people were involved in the design of the response and how they will be consulted throughout the implementation of the project.[4]
- Provide information on the individuals targeted by the overall project/programme, and explain how identified gender issues will be addressed in project/programme design and implementation, to ensure that the needs of women, girls, boys and men are met equally. Please also explain if and how the special needs of the elderly and people with disabilities were taking into consideration.
- Explain how potential implementing partners were involved in the design of the response.
- Explain if cash-based programming was considered as a response option[5].
- If special environmental considerations were taken in project/programme design please briefly describe.

[Add text here.]

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10. CERF project (1 page text or less, plus results framework): What will your agency accomplish with CERF funds? Who is the target population? What are the specific outputs?

10a. Summary of CERF project

GUIDANCE (delete when completed)
- Provide a clear, concise description of the CERF project, including all relevant details.
- Of the overall response (question 11), what portion will be supported with CERF funds? Note that for <u>rapid response</u>, CERF funding is only a portion of the total humanitarian requirement to jump-start operations. Demonstrate the smaller CERF component of the overall response in terms of scope (smaller set of activities, or beneficiary numbers, or duration etc.).
- Describe the individuals to be targeted by the CERF project, the proposed response or activities, targeted number of people by activity, and their geographic locations. Highlight any particular groups of concern.
- Explain how the CERF project adheres to the CERF life-saving criteria.[6]
- If cash-based programming is part of the CERF project please describe here the cash based interventions and their implementation modalities and fill out the designated box in section 10.c below.
- How are affected people involved in the design, implementation and monitoring of the CERF project?

[Add text here.]

10b. CERF project results framework

GUIDANCE (delete when completed)
- The project results framework should provide an overview of key deliverables and results expected for the CERF component of the project. It is not meant to serve as or replace agencies' own fully developed project log-frames.
- The results framework should provide a complete, self-explanatory overview of the project. For instance, it should reflect the beneficiaries listed above, all implementing partners (under activities), and be in line with the budget. For indicators with a percentage target, in most cases, absolute numbers will be required as well.
- Please use the table below and add lines as necessary to capture the key deliverables of the CERF project.
- Please separate specific activities, such as procurement and distribution, so that the timeline for activities is clear for question 11.
- The framework below is also an opportunity for elaborating and illustrating aspects of the project related to gender and accountability to affected people.
- Please break down target population figures in the results framework by sex, age and other relevant characteristics.
- If activities are implemented by project partners please indicate the name of the implementing partner.
- If cash-based programming is proposed, please include specific output, indicators and activities.

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[4] As per the IASC five Commitments on Accountability to Affected People/Populations (CAAPs, details at http://www.humanitarianinfo.org/iasc/).

[5]The Grand Bargain ("A shared commitment to better serve people in Need") reiterates that the specific emergency context shall define which response approach to use. However, the Grand Bargain calls for donors and agencies to routinely consider cash-based programming when evaluation response options with the aim of increasing the routine use of cash alongside other tools when it is the best option.

[6] The *CERF Life-Saving Criteria*, which specify activities by sector that CERF can fund, are available at http://cerf.un.org

- The results framework should represent the CERF portion of the project only. If activities and outputs cannot be directly linked to CERF funding please estimate or prorate as best possible.
- For additional guidance and an example of a results framework, see Annex B.

CERF Project Results Framework		
Project objective		

Output 1		
Output 1 Indicators	Description	Target (for percentages, also provide absolute figures)
Indicator 1.1		
Indicator 1.2		
Indicator 1.3		
Output 1 Activities	Description	Implemented by[7]
Activity 1.1		
Activity 1.2		
Activity 1.3		

Output 2		
Output 2 Indicators	Description	Target (for percentages, also provide absolute figures)
Indicator 2.1		
Indicator 2.2		
Indicator 2.3		
Output 2 Activities	Description	Implemented by
Activity 2.1		
Activity 2.2		
Activity 2.3		

Output 3		
Output 3 Indicators	Description	Target (for percentages, also provide absolute figures)
Indicator 3.1		
Indicator 3.2		
Indicator 3.3		
Output 3 Activities	Description	Implemented by
Activity 3.1		
Activity 3.2		
Activity 3.3		

[7] For joint projects, please indicate for each activity, which agency is responsible, even if the activity is to be implemented by a partner.

10c. Gender marker, gender-based violence, cash-based programming, and accountability to affected people

- In the first table, provide the IASC gender marker scoring (0, 1, 2a, 2b, NA).[8] Provide a gender marker score for each project, whether it is in an HRP or not. Explain the score.
- In the second table, indicate whether the project has a component on gender-based violence, and explain.
- In the third table, please indicate whether cash-based programming is included in this project and if so, what modality is proposed.
- In the fourth table, describe if and how the Principles of Accountability to Affected People as per the IASC five Commitments on Accountability to Affected People/Populations (CAAPs, details at http://www.humanitarianinfo.org/iasc/) were taken into account.

Gender Marker	Description and Justification
Choose an item. **NA** – Not applicable **0** – Gender Not Reflected **1** – Limited Gender Consideration **2a** – Gender Mainstreaming **2b** – Targeted Gender Action	Click here to enter text.

Gender-based violence	Description and Justification
Does this project consider gender-based violence (GBV) in its design? Choose an item.	Click here to enter text.

Agency: Choose an item.		
Cash-Based Programming		
1. Does this project include cash-based programming *(all programmes where cash or vouchers are provided)?* Choose an item.		
2. Please indicate the estimated total **value of cash** that will be transferred to beneficiaries (best estimate of the value of cash and/or vouchers, not including associated implementation costs)	US$ [insert amount]	
3. Please provide an indicative estimate of the **percentage of the total budget** in support to the implementation of cash-based component (if cash-based programming is the sole intervention in the CERF project, this will be 100%)	[insert percentage] %	
4. Please specify below the modality of cash transfer to beneficiaries. (if this project contains two modalities of cash based programming please copy paste questions a, b and c below):		
a) Objective *(is the transfer designed to achieve sector specific objectives such as the purchase of shelter materials or to support overall basic needs?)* Choose an item.		
b) Conditionality *(are recipients required to undertake certain activities to receive assistance, e.g. emergency employment?)* Choose an item.		

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[8] A gender code is assigned based on three critical components: 1) there is gender analysis in the **needs assessment** that provides relevant sex and age-disaggregated data and gives insights into local gender issues; 2) this needs assessment is used to identify **activities;** and, 3) gender-related **outcomes**. For more guidance, see https://www.humanitarianresponse.info/themes/gender/the-iasc-gender-marker

c) Restrictions *(is the transfer restricted to specific vendors or to access pre-determined goods/services like agricultural inputs?)*

Choose an item.

Supplementary information (optional)

[Add text here]

Please make sure that a description of cash-based interventions and their implementation modality/ies is provided in section 10a. Summary of CERF project, and that their outputs, activities and indicators are included in section 10b. CERF project results framework.

Accountability to Affected People

Please describe how accountability to affected populations (AAP) will be ensured during project design and planning, implementation and monitoring and evaluation. How will people targeted by the project be informed of the response and/or services available to them? How will target communities be consulted throughout the implementation and how will feedback be acted upon? Please provide relevant AAP project specific[9] information according to project phases:

A) <u>Project design and planning phase:</u>
   [Add text here.]

B) <u>Project implementation phase</u>
   [Add text here.]

C) <u>Project monitoring and evaluation:</u>
   [Add text here.]

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11. Implementation Plan: When will the activities be carried out? By whom? How will the project be coordinated with other projects or sector/clusters? How will the activities be monitored?

11a. Implementation timeframe

GUIDANCE (delete when completed)
- Specify the duration of the CERF project and provide an activity timeline, as per below suggested format.[10] CERF allows up to six months for rapid response grants, and about nine months for underfunded grants.
- Please complete the workplan below by highlighting the cells (each cell represents one week). Outputs and activities must be the same as in the Results Framework above. Insert the actual calendar months instead of "Month 1", etc.

Note: The maximum project duration for <u>rapid response</u> is 6 months.

CERF Project Implementation Plan									
	Project duration								
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
	Rapid Response Implementation Period								
	Underfunded Emergencies Implementation Period								
Output 1									

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[9] Please include only relevant available project specific information for the CERF funded project, <u>do not</u> enter generic policy or guidance language. If the suggested structure is not feasible, please feel free to provide information differently.

[10] Requesting agencies can also choose to use their own format but it must demonstrate the time schedule for the CERF project period to complete the outputs and activities as outlined.

Activity 1.1																														
Activity 1.2																														
Activity 1.3																														
Output 2																														
Activity 2.1																														
Activity 2.2																														
Activity 2.3																														
Output 3																														
Activity 3.1																														
Activity 3.2																														
Activity 3.3																														

11b. What are the implementation arrangements? What procurement and transport procedures are in place? Who are the implementing partners? What is the coordination structure? (1/4 page)

GUIDANCE (delete when completed)
- Please describe the procedures in place to ensure activities can be initiated quickly. For example, recruitment or surge mechanisms for staffing or procurement and transport agreements for in-kind goods.
- Who are the implementing partners? Please provide names.
- Describe roles and responsibilities of your agency and implementing partners to deliver the CERF-funded assistance. Who is responsible for what activities? In what locations? For cash based transfers please describe any agreements there may be with commercial/financial institutions and NGOs. When will funds or in-kind support be transferred to implementing partners? When will the partners begin activities?
- How will this project be coordinated with other projects in the same area or targeting the same affected people?

[Add text here.]

11c. How will implementation be monitored, evaluated and reported on? (1/4 page)

GUIDANCE (delete when completed)
- Describe the monitoring and evaluation arrangements for the CERF project. On monitoring, please describe plans for tracking project progress, including site visits, data collection, reporting and other arrangements, as relevant.
- Describe any evaluations planned for the CERF project or overall programme of which CERF is part. Explain how and who will carry out the evaluation.
- Describe any other accountability mechanisms set in place for this project.

[Add text here.]

12a. CERF Project Budget
- **Please choose an agency in the drop down menu under 'Agency: Choose an item'**
- Please use the template below without modifying the section headings or any other part of it. Don't merge or split cells. May add rows as needed.
- Wherever possible and relevant, please provide a detailed breakdown of items (unit, quantity, unit costs) and total cost for each budget line for the CERF component of the project. Where breakdown of unit, quantity and unit cost is impractical or irrelevant, please provide total amount of the item, along with sufficient description of cost elements.
- For joint projects, each agency shall develop a separate budget.
- For thousands separator, please use a comma "," rather than space or ".", e.g. "1,234".
- Please round the figures in column "Total (USD)" to the nearest dollar.
- No need to add $ sign in front of the amounts in "Unit Cost" and "Total (USD)" columns.
- Please refer to the CERF application budget guidance in Annex A of this document (also available at http://www.unocha.org/cerf/).

Agency: Choose an item.				
Budget Lines	**Cost Breakdown**			
	Unit	**Quantity**	**Unit Cost**	**Total (USD)**
A. Staff and Other Personnel Costs Please itemize costs of staff, consultants and other personnel recruited directly by the agency for project implementation. Indicate international or national staff, level, title, number and unit cost of each type of personnel. Staff and other				

Agency: Choose an item.				
Budget Lines	**Cost Breakdown**			
	Unit	**Quantity**	**Unit Cost**	**Total (USD)**
personnel costs should be kept to the essentials for emergency response. In the case of cost-sharing between CERF project and UN agency, please indicate the cost-sharing ratio in the description and adjust the unit cost accordingly.				
Sub-Total A:				
B. Supplies, Commodities, Materials Please itemize costs of consumables to be purchased under the project, including associated transportation, freight, storage and distribution costs.				
Sub-Total B:				
C. Equipment Please itemize costs of non-consumables to be purchased under the project.				
Sub-Total C:				
D. Contractual Services Please itemize works and services of commercial nature to be contracted under the project. Please provide the names of contractors, if known.				
Sub-Total D:				
E. Travel Please itemize travel costs of staff, consultants and other personnel for project implementation. Please provide the purpose, destination, number of travellers, transportation costs, number of days and DSA rate for the trips. Generally, except for international travel of surge personnel to the emergency, other international travel is discouraged.				
Sub-Total E:				
F. Transfers and Grants to Counterparts Please provide breakdown by implementing partners (typically Government partners and NGOs). Please provide the name of partners, if known. For each partner, please provide a brief description of its role and a general breakdown of budget.				

Agency: Choose an item.				
Budget Lines	**Cost Breakdown**			
	Unit	**Quantity**	**Unit Cost**	**Total (USD)**
Sub-Total F:				
G. General Operating and Other Direct Costs Please include general operating expenses and other costs directly required for project implementation. CERF does not fund recurrent costs of regular agency operations and programmes.				
Sub-Total G:				
Total Project Direct Costs				
Total project direct costs				
Indirect Project Support Costs (PSC) (must not exceed 7% of **total project direct costs**)				
PSC rate				
PSC amount				
Total CERF Project Budget				

Annex A: Budget Guidance

- Each CERF project proposal must include a budget which details the costs to be funded by CERF and which strictly adheres to the CERF budget template and budget guidelines (see below). The CERF budget template is in line with the United Nations Development Group (UNDG) budget categories.
- The budget should reflect activities described in the project narrative, and include sufficient details to provide a transparent overview of how CERF funds will be spent. Budgets should be designed taking into consideration the CERF-approved implementation period of the project (maximum six months for rapid response grants and around nine months for underfunded emergencies grants).
- Joint projects (i.e., more than one agencies implement a project) can have a joint narrative, but must prepare separate budgets for each agency, as CERF makes separate disbursements to each agency.

Contents of Budget Lines	Guidance on Cost Breakdown			
A. Staff and Other Personnel Costs	**Unit**	**Quantity**	**Unit Cost**	**Total**
• Include costs and entitlements of national and international staff and other project personnel contracted by the agency (such as temporary staff, daily workers and consultants) who are **directly** involved in the implementation of the project; • Unless fully dedicated to CERF project, a position should be cost-shared between CERF and UN agency, with clear indication of cost-sharing ratio in the description, and adjust unit cost accordingly; • Itemize each national and international staff by function and grade/level, as well as each consultant by function/expertise; • Do not include consultancies with firms (which should be under category D) or agreements with implementing partners (which should be under category F); • CERF does **not** fund Government staff salaries; • Keep staff and other personnel costs to the essentials for emergency response.	• Provide unit, quantity and unit cost by monthly or daily rates for each position; • Specify whether the rate is monthly or daily; • If a position is cost-shared, unit cost should be the monthly or daily cost times CERF's cost-sharing ratio.			
Example: 2 P4 programme officers @ $10,000 per month each (CERF shares 50% cost) for 4 months to monitor food distribution	person-month	8	5,000	40,000
B. Supplies, Commodities, Materials	**Unit**	**Quantity**	**Unit Cost**	**Total**
• Include procurement of consumable supplies for project implementation (e.g., medicines, food, non-food items, tents, seeds, tools, etc.); costs associated with the delivery, storage and distribution of consumable supplies procured by the project (e.g., transportation, freight, customs, insurance, warehousing and other logistical requirements); communications materials for training and awareness raising (e.g., posters, pamphlets), etc.; • For cash transfers to beneficiaries implemented directly by UN agency, the cash transfers are budgeted under category B, while the associated contractual service fees are budgeted under category D; • For cash transfers to beneficiaries implemented by Government partners or NGOs, both the cash transfers and the associated costs are budgeted under category F; • If a consumable is in the form of a kit, please briefly describe the content of the kit in the budget, or refer to the standard kit descriptions agreed with CERF, or provide an annex;	• Provide unit, quantity and unit cost for each type of consumables to be purchased.			
Example: Procurement of 2,000 MT cereals at $300 per MT	MT	2,000	300	600,000
Example: One-time cash transfer directly implemented by XXX [UN agency name] to 500 beneficiaries at $100 per beneficiary	beneficiary	500	100	50,000
C. Equipment	**Unit**	**Quantity**	**Unit Cost**	**Total**

Contents of Budget Lines	Guidance on Cost Breakdown			
• Include procurement of non-consumable items for the benefit of project recipients (e.g., medical equipment, IT equipment for registration, etc.); • CERF generally does **not** fund the purchase of vehicles; • Only equipment **directly** related to project implementation will be considered; equipment for agency regular operations will **not** be accepted.	• Provide unit, quantity and unit cost for each type of equipment to be purchased.			
Example: Procurement of 2 desktops for IDP registration at $800 each	PC	2	800	1,600
D. Contractual Services	**Unit**	**Quantity**	**Unit Cost**	**Total**
• Include works and services of a **commercial nature** that are contracted directly by the agency following procurement procedures (Note: Budget for Government partners or NGOs should be under category F); • Itemize and describe each work and service; • Provide the name of contractors, if known; • For cash transfers to beneficiaries implemented directly by the UN agency, the associated contractual service fees are budgeted under category D, while the cash transfers are budgeted under category B.	• Provide unit, quantity and unit cost for each contractor; • For each contractor, provide the amount of funds to be transferred, and a brief description of its role, outputs and a general breakdown of budget (Details of the budget may be presented in annexes).			
Example: XXXX [name of contractor]: Quality inspection service for 800 MT of cereals at $40 per MT	MT	800	40	32,000
Example: Contractual service fees to ABC bank for processing cash transfer to 10,000 beneficiaries at $1 per transaction	transaction	10,000	1	10,000
Example: Consulting firm XXX to undertake monitoring trips and prepare a project delivery status report at the total fee of $5,000	report	1	5,000	$5,000
E. Travel	**Unit**	**Quantity**	**Unit Cost**	**Total**
• Include travel costs of staff, consultants and other project personnel, such as international and local flights, daily subsistence allowance, hazard pay and other travel entitlements, as applicable; • Itemize by international and internal/national travel and indicate the purpose of the trips; • Generally, except for international travel of surge personnel to the emergency, other international travel is discouraged.	• For all travels, provide the purpose, destination (if known), number of tickets, transportation costs (such as airfare, train ticket cost etc.), number of days and DSA rate.			
Example: 3 staff to undertake 2 domestic trips each to location A to monitor food distribution, 5 days each trip at DSA rate of $100, airfare $400 per trip				
(a) Airfare	ticket	6	400	2,400
(b) DSA	day	30	100	3,000
Example: Travel costs to undertake needs assessment at XXX area				
(a) Rental of 1 car for 6 needs assessment trips at $200 per trip (Could also use other cost estimate methodology such as monthly rental per car x no. or cars x no. of months)	trip	6	200	1,200
(b) Fuel for the 6 needs assessment trips at average fuel consumption of $300 per trip (Could also use other cost estimate methodology such as cost per gallon x quantity of the fuel)	trip	6	300	1,800
F. Transfers and Grants to Counterparts	**Unit**	**Quantity**	**Unit Cost**	**Total**
• Include agency's transfers and grants to partners – normally of a **non-commercial nature** – through sub-granting procedures for project implementation. Entities receiving sub-grants could be Government partners, international NGOs, local NGOs or other non-commercial entities; • Costs allowed to be incurred by partners include: cost of personnel recruited by the implementing partner to carry out the services sub-contracted by the UN agency; direct operational cost necessary for delivery of services such as commodities, supplies, transportation; and other direct costs necessary to carry out the services/works for **this project** such as general operating and office running costs;	• Provide unit, quantity and unit cost for each implementing partner; • For each partner, provide the amount of funds to be transferred and a description of its role, outputs and a general breakdown of budget (Note: Details of the budget may be presented in annexes).			

Contents of Budget Lines	Guidance on Cost Breakdown			
• For cash transfers to beneficiaries implemented by Government partners or NGOs, both the cash transfers and the associated costs are budgeted under category F, and should be itemized; • Provide the names of potential partners, if known; • List Government partners first, to be followed by NGOs.				
Example: Government department XXX: Distribution of 800 MT of cereals at $100 per MT to 10,000 beneficiaries in locations A, B and C	MT	800	100	80,000
Example: NGO YYY: Deployment of 2 mobile health clinics at $5,000 each per month to location A for 6 month period	mobile clinic-month	12	5,000	60,000
Example: NGO ZZZ: (a) Cash transfer to 1,000 households in location A and B at $100 per month per household for 3 months	household-month	3,000	100	300,000
(b) Cash distribution costs at $1 per transaction for 3,000 transactions (1,000 households, with 1 transaction per household per month for 3 months)	transaction	3,000	1	3,000
G. General Operating and Other Direct Costs	**Unit**	**Quantity**	**Unit Cost**	**Total**
• Include general operating costs, such as office rental, stationery and supplies, utilities (telecommunications, internet, etc.) and rental of vehicles directly related to project implementation; • For office rent, please indicate office locations; • For training, please properly break down budget by category. For example, for a training which involves hiring a consultant to design and deliver the training, and procuring conference package, the consultant cost should be under category A, and the conference cost should be under category D; • CERF does **not** fund recurrent costs for regular agency operations such as regular agency security costs, costs associated with MOSS compliance, or contributions to UN common services; • Include other costs that cannot be mapped to the expense categories above.	• Provide unit, quantity and unit cost for each line item.			
Example: Office rental at location XXX at $1,000 per month for 3 months	month	3	1,000	3,000
Total Project Direct Costs	This is the sum of budget lines A to G.			
Indirect Project Support Costs (PSC)				
• Include PSC at headquarters, regional or country level.	Should not exceed 7% of **total project direct costs**.			
Total CERF Project Budget	Sum up total project direct costs and indirect project support costs.			

a) For thousands separator, please use a comma "," rather than space or ".", e.g. "1,234".

b) The figures in the column "Total (USD)" should be rounded to the nearest dollar.

c) There is no need to add $ sign in front of the amounts in "Unit Cost" and "Total (USD)" columns.

Annex B: Example of a Results Framework and Project Implementation Plan

Terminology

- The project objective describes the overall objective to which the project will contribute.
- Outputs are direct and measurable products and results of activities. Indicate the output(s) to be expected upon completion of the CERF project, which should contribute to the outcome. There can be multiple outputs (no more than five is recommended) but they should be specific and achievable within the CERF project timeframe.
- If CERF funds are supporting only a portion of a larger project that cannot be logically separated out, please pro-rate the outputs and targets to provide the indicative CERF contribution to the overall results.
- Indicators and Activities are assigned to a specific output. Indicators should be SMART. SMART indicators are: **S**pecific, to avoid differing interpretations; **M**easurable, to allow monitoring and evaluation; **A**ppropriate to the problem statement; **R**ealistic and achievable; **T**ime-bound, indicating a specific period of time during which the results will be achieved, which must fall within the CERF implementation period. Use the agreed cluster indicators in a Humanitarian Response Plan if possible. Each indicator shall have a measurable target assigned.
- Activities are actions performed to achieve the outputs and outcome, such as the delivery of goods and services. Describe the activities for each output to be carried out under this CERF grant.

Below is a fictional example of a results framework and project implementation plan to be used as a reference.

CERF Project Results Framework	
Project objective	Improving the health of 50,000 recently arrived children and mothers through emergency measles vaccination activities and primary health care in Zutaji refugee camp in a six-month timeframe.

Output 1	50,000 vulnerable children in Zutaji refugee camp and nearby host community have access to measles vaccine	
Output 1 Indicators	Description	Target
Indicator 1.1	Coverage of measles vaccination in per cent (among arriving children under five in the camp)	100% (15,000 girls, 15,000 boys)
Indicator 1.2	Coverage of measles vaccination in per cent (among school children in grades 1-4 in the refugee camp and host community)	100% (10,000 girls, 10,000 boys)
Output 1 Activities	Description	Implemented by
Activity 1.1	Procurement of 50,000 measles vaccine doses	UN Agency Name
Activity 1.2	Distribution of measles vaccines to implementing partners	UN Agency Name
Activity 1.3	Implement vaccination campaign in cooperation with local NGOs and with community representation groups in camp and host community	UN Agency Name, NGO1 Name , NGO2 Name, Ministry of Health
Output 2	100,000 IDP mothers and children have access to health services for waterborne diseases	
Output 2 Indicators	Description	Target
Indicator 2.1	Number of additional IDP mothers and children in all governorates provided with access to medical services for the control of waterborne diseases	100,000 (30,000 mothers, 35,000 girls, 35,000 boys)
Indicator 2.2	Number of functional health facilities providing selected relevant services (treatment of waterborne diseases)	5 health facilities (1 hospital and 4 health centres)
Output 2 Activities	Description	Implemented by
Activity 2.1	Procurement of medical kits and supplies for the prevention and control of waterborne diseases (100 IEHK, 14 diarrhoea kits, 200,000 ORS)	UN Agency Name
Activity 2.2	Distribution of medical kits and supplies to health facilities for 100,000 IDP mothers and children	NGO3 Name
Activity 2.3	Provision of medical services to 100,000 IDP mothers and children	Ministry of Health
Output 3	20,000 IDP households receive monthly cash transfers for three months for improved food access	
Output 3 Indicators	Description	Target
Indicator 3.1	Number of households planned to receive cash transfer	20,000
Indicator 3.2	Amount of cash distributed on a monthly basis	$1,000,000

Output 3 Activities	Description	Implemented by
Activity 3.1	Agreement signed with financial institution for cash transfer distribution	UN Agency Name
Activity 3.2	Distribution of cash transfers to IDP households	UN Agency Name
Activity 3.3	Post distribution survey	UN Agency Name

CERF Project Implementation Plan

	Project duration								
	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016			
	Rapid Response Implementation Period								
	Underfunded Implementation Period								
Output 1									
Activity 1.1	Sep–Oct 2015								
Activity 1.2	Oct 2015								
Activity 1.3			Nov–Jan 2016						
Output 2									
Activity 2.1	Sep–Oct 2015								
Activity 2.2	Oct–Nov 2015								
Activity 2.3			Nov 2015–Feb 2016						
Output 3									
Activity 3.1	Sep 2015								
Activity 3.2		Oct, Nov, Dec 2015							
Activity 3.3				Jan 2016					