

# Project Revision Requests during the COVID-19 Pandemic

## No-Cost Extensions and Reprogramming<sup>1</sup>

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### A. OVERVIEW

In the light of the impact of the global COVID-19 pandemic on CERF-funded projects, the CERF secretariat has streamlined the process for requesting no-cost extensions, reprogramming requests and/or redeployment of funds. This streamlined process only applies if the reason for requesting a project revision is related to COVID-19.

### B. GUIDELINES

#### **Procedure for all categories of project revision requests**

Project revision requests must be submitted by the RC/HC on behalf of the recipient agency a minimum of 10 days prior to the project end date. The request must be submitted as a formal letter from the RC/HC to the CERF Secretariat ([cerf@un.org](mailto:cerf@un.org)), and accompanied by the respective request form. If there are revision requests for multiple projects, submit them together. Please also note that approval by the ERC and/or CERF Secretariat must be given prior to implementing any requested change.

#### **No-Cost Extensions**

Rather than submitting separate requests for each project, a bulk request can be submitted by the RC/HC for multiple agencies/projects within a CERF allocation. The request still needs to include a clear justification. After submission of the request, the decision will be communicated in writing as soon as possible. Retroactive extensions will not be accepted, and the maximum allowable extension period is 3 months.

#### **Reprogramming (including redeployment of funds)**

Please fill out the new request form, including information on the following three points:

- 1) Why is reprogramming necessary:
  - a. (a) CERF funding is no longer required for the humanitarian emergency (or trigger) for which it was allocated; OR
  - b. (b) COVID-19 response and early action is now a more immediate priority; OR
  - c. (c) COVID-19 response is complementary to the original response and would help to protect the gains made under that intervention.
- 2) Has the requesting agency received CERF funding for this country through the global CERF allocations for the pandemic? If so, please explain why additional funding is needed through reprogramming of other CERF funds?
- 3) Has the RC/HC endorsed the reprogramming?

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<sup>1</sup> These guidelines are only supplementary to the guidelines for no-cost extension, reprogramming and redeployment of funds requests from 21 November 2011. Despite significant changes to the CERF processes due to COVID-19, the formal procedure for request submissions and the requirement for explanations/justifications for a project revision request remain in place ensuring transparency and accountability.