Not if, but when...

Sahel region
The regional INFORM Sahel model was initiated by the Emergency Response and Preparedness Group of the regional Inter-Agency Standing Committee (IASC) and is managed by OCHA. The INFORM model is being used to support the Humanitarian Programme Cycle and coordinated preparedness actions. Partners hope to use the model to improve cooperation between humanitarian and development actors in managing risk and building resilience across the region.
What questions do you have about your role in the CERF process?
Agenda

- Initiation
- Facilitation
- Implementation
- Reporting
CERF Focal Point Toolkit
CERF Focal Point
Understanding Your Role
Agenda

Big Picture: Strategic Use of CERF

CERF Focal Point Role & Action areas

Challenges
Big Picture:
Strategic Use of CERF
In a CERF request, which is more important?

A. The humanitarian needs have been strategically prioritised

B. That all UN agencies receive some money in the CERF request
Strategic Use of CERF

• Clearly prioritised & coherent allocation of funds

• Focused on most urgent life-saving needs

• Well-coordinated among aid agencies & w/other funding sources
CERF Focal Point Role & Action Areas
Stakeholders you work with most

- RC/HC
- Clusters
- HCT
- UN agencies
- OCHA Country Office
- OCHA Regional Office
Roles and responsibilities in the Application Process

**OCHA**
- Coordinates and facilitates multi-agency funding analysis, e.g., HRP Flash Appeal, etc.
- Alert CERF secretariat
- Advice RC/HC and/or HCT

**AGENCY**
- Provide analysis of funding situation

**CLUSTER/ICWG**
- Justify and prioritize cluster needs
- Ensure coherence of cluster proposals
- Participate in the RC/HC-led strategic prioritization process
- Determine priorities based on situation analysis, needs assessment and CERF criteria

**HCT**
- Decisions to apply for CERF funds
- Lead and decide on priorities for CERF request
- Ensure coherence of CERF request

**RC/HC**
- Support prioritization process
- Advise on coherence and strategic focus
- Ensure compliance with life-saving criteria

**CERF SECRETARIAT**
- Liaise with CERF secretariat
- Act as a focal point for application preparation and chapeau
- Prepare project application
- Revise projects based on CERF feedback

**SUBMISSION**
- Application review
- Review proposals and budgets, and provide comments
- Make recommendation to ERC

Continual guidance to field colleagues, as needed
Challenges
Challenges

What challenges do you see in effectively carrying out your role?

• Conflicts?
• Confusion?
• Interactions?
• Other?
Communicating & socializing your CERF Focal Point role

Other actions in preparation for a CERF process
CERF Process Facilitation
Agenda

- Anticipating the need for CERF
- Facilitating Strategy Development
- Planning & Facilitating CERF Meetings
- Preparing the CERF Application
Anticipating the Need for CERF
### Anticipate the Need for CERF

<table>
<thead>
<tr>
<th>Impending response</th>
<th>What indicators are monitored, how often, and using which information sources?</th>
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<tbody>
<tr>
<td></td>
<td>What does a CERF Focal Point need to be aware of?</td>
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<tr>
<td></td>
<td>What questions should you raise about the data?</td>
</tr>
<tr>
<td></td>
<td>Are you a resource in the regular information loop?</td>
</tr>
</tbody>
</table>
Recognize a Trigger: Rapid Response

1. A rapid or sudden onset emergency
2. Sudden or rapid deterioration in an ongoing crisis
3. A time-critical situation

Toolkit: CERF Handbook, p. 16
Facilitating Strategy Development
First Steps: Facilitating Strategy Development

**Review**
- Planning document (HRP, appeal, etc)
- Needs assessment – existing or to initiate, informal check with agencies
- Data sources

**Brief**
- OCHA HoO/DHoO
- RC/HC
- CERF secretariat

*Toolkit: Facilitation Checklist, Q. 1-5*
Planning & Facilitating CERF Meetings
Planning the Prioritization Meeting

Analysis exercise

• Who will participate
• Understanding the dynamics among the stakeholders
• Thinking systematically about interests and issues
• Setting the stage for collaboration

Toolkit: Facilitation Checklist, Part 2
Products of the Meeting

- Recommended prioritization (is it the most strategic use of the CERF funds?)
- Deadlines, information sharing, work process to draft the application
- Information gaps to close, other advice for inputs to the application
Preparing the CERF Application
Preparing the Application

• Pre-submission
  ➢ Review proposals: are agencies adhering to the agreements?
  ➢ Share with the RC/HC and HCT, revise
• Submit to CERF
  ➢ Liaise for clarification
  ➢ Facilitate revisions

Toolkit: CERF Application Template
Action Plan: Actions & Strategies

- Information sources and loops
- Understanding the stakeholders’ interests and issues
- Facilitating the strategy, briefing and advising
- Application preparation
Facilitating CERF Monitoring
CERF Monitoring - Session Content

- Keeping CERF on HCT Agenda
- Facilitating the monitoring process
- Formalizing monitoring arrangements
Keeping CERF on HCT Agenda

• **Regular updates** on the progress of the implementation of CERF-funded projects

• **Interim monitoring update** on the progress of the implementation of CERF-funded projects in a standardized format and in pre-agreed timeframe
Key information on the interim monitoring updates

- Timeline
- Template
- Guidance
- Roles and Responsibilities
Roles and Responsibilities

CERF focal point
- Manages the interim monitoring process
- Consolidates inputs from agencies
- Communicates the interim update

RC/HC
- Oversees the monitoring process
- Ensures that key stakeholders are involved and provide inputs
- Submits the monitoring report to CERF secretariat

Agencies
- Monitor the implementation of CERF-funded projects
- Communicate on the status of project impl.
- Undertake corrective measures if necessary
• **CERF monitoring arrangements** are agreed upon between the RC/HC and recipient agencies during the preparation of application for CERF funding

• Agreed monitoring arrangements are *documented in the CERF application* and communicated with all stakeholders

• CERF recipient agencies *describe their plans for project-level monitoring* in the relevant section of the CERF application template
Group Exercise and Discussion

• What were the key challenges that you experienced (or foresee) with managing interim monitoring updates?

• What are your suggestions for the CERF secretariat to refine the interim monitoring updates and the process?
Facilitating CERF Reporting
CERF Reporting - Session Content

- Why is reporting important?
- Key information about reporting
- Planning and conducting a meaningful After Action Review (AAR) meeting
- Managing the reporting inputs from agencies
- Developing and submitting the report
Why is reporting important?

- 68 RC/HC CERF reports
- 439 CERF-funded projects
- 47 countries
- 12 UN agencies
- 589 implementing partners
- 22.5 million people reached
Key information about CERF reporting

- Guidance
- Template
- Timeline
- Roles and Responsibilities
CERF Reporting Timeline

Expiration of grant

After Action Review (AAR)

Preparation of report inputs

Preparation of zero draft

Draft circulation

Finalisation of report

Draft circulation

Reporting Meeting

Report Submission

Week 1

Week 5

Week 7

Week 9-10

Week 12

1st Reminder: 3 months before grant expiration

2nd Reminder and templates: 1 month before grant expiration

Publication of report on CERF website
Roles and Responsibilities

**CERF focal point**
- Communicate deadlines and expected deliverables
- Facilitate AAR
- Receive project reports
- Draft report chapeau

**RC/HC**
- Ensure key stakeholders are involved and provide inputs
- Convene the AAR and reporting meeting
- Approve and submit RC/HC report

**Agencies**
- Participate in AAR
- Provide project reports
- Provide sector level beneficiary data (sector leads)
AAR is the cornerstone of the RC/HC reporting process.

It is the foundation for drafting the chapeau of the report.

It should be a light and informal meeting.

It should allow the HC and agencies to reflect on CERF process – what worked and what did not work.

It should allow for learning about the achievements and challenges of a CERF allocation.
Common questions about AARs

1. **What preparation do you do with the RC/HC and HoO?**

2. **How do you and the RC/HC share the lead in the meeting?**

3. **What effect does the RC/HC have on the openness of the forum?**

4. **How is the meeting recorded?**

5. **How is the meeting followed up?**
Next steps – producing the report

Collect project reports

Draft the chapeau of the report

Assemble the report

Clear the report with agencies and HCT
• What were the key challenges that you experienced (or foresee) with CERF reporting?

• What are your suggestions for the CERF secretariat to further improve CERF reporting?
Financial Reporting

- CERF focal points are not involved.
- Agency HQs report directly to the CERF secretariat.
- Financial reports are due at fixed dates.
- If asked, refer questions to agency HQs or CERF secretariat.
Action Plan: Actions and Strategies

• Actions during project implementation

• Preparations for the AAR: timing, involvement, outreach, setting the tone

• Other actions or follow up