

PLEASE NOTE THAT A PRE-POPULATED TEMPLATE WILL BE PROVIDED TO THE RC/HC OFFICE ONE MONTH PRIOR TO THE EXPIRATION OF THE GRANT. THEREFORE, THIS TEMPLATE IS SHARED JUST FOR INFORMATION AND SHOULD NOT BE USED TO PREPARE THE REPORT.

**RESIDENT / HUMANITARIAN COORDINATOR
REPORT ON THE USE OF CERF FUNDS**

[COUNTRY]

[RR/UFE]

[RR EMERGENCY/ROUND I/II YEAR]

REPORTING PROCESS AND CONSULTATION SUMMARY

Tip! Prepare this section as the last part of the reporting process.

- a. Please indicate when the After Action Review (AAR) was conducted and who participated.

Insert date and outline what organisations participated

- b. Please confirm that the Resident Coordinator and/or Humanitarian Coordinator (RC/HC) Report was discussed in the Humanitarian and/or UN Country Team and by cluster/sector coordinators as outlined in the guidelines.

YES NO

If 'NO', please describe reasons

- c. Was the final version of the RC/HC Report shared for review with in-country stakeholders as recommended in the guidelines (i.e. the CERF recipient agencies and their implementing partners, cluster/sector coordinators and members and relevant government counterparts)?

YES NO

Please elaborate with whom you have shared the report.

I. HUMANITARIAN CONTEXT

Section I should present the reader with the overall context and the background for the CERF request. The section shall provide an overview of the humanitarian situation in the country that prompted the first CERF allocation to the emergency along with key funding data for the response.

The section contains three tables and one narrative section. *Please refer to the guidelines before completing.*

| TABLE 1: EMERGENCY ALLOCATION OVERVIEW (US\$) | | |
|---|--|----------------|
| Total amount required for the humanitarian response: Fill in | | |
| Breakdown of total response funding received by source | Source | Amount |
| | CERF | Fill in |
| | COUNTRY-BASED POOL FUND <i>(if applicable)</i> | Fill in |
| | OTHER (bilateral/multilateral) | Fill in |
| | TOTAL | Fill in |

| TABLE 2: CERF EMERGENCY FUNDING BY ALLOCATION AND PROJECT (US\$) | | | |
|--|--------------|----------------|----------------|
| Allocation 1 – date of official submission: Fill in | | | |
| Agency | Project code | Cluster/Sector | Amount |
| Fill in | Fill in | Fill in | Fill in |
| Fill in | Fill in | Fill in | Fill in |
| Fill in | Fill in | Fill in | Fill in |
| Fill in | Fill in | Fill in | Fill in |
| TOTAL | | | Fill in |

Tip! The totals of table 2 and 3 should correspond.

Tip! Table 3: The total of table 3 should correspond with the total of annex 1 and the accumulated totals of section 7d in table 8.

| TABLE 3: BREAKDOWN OF CERF FUNDS BY TYPE OF IMPLEMENTATION MODALITY (US\$) | |
|--|----------------|
| Type of implementation modality | Amount |
| Direct UN agencies/IOM implementation | Fill in |
| Funds forwarded to NGOs and Red Cross / Red Crescent for implementation | Fill in |
| Funds forwarded to government partners | Fill in |
| TOTAL | Fill in |

HUMANITARIAN NEEDS

Narrative Section 1 - Please follow guidelines

Tip! Much of the requested narrative in chapters I, II and III can be based on the narrative in your CERF funding proposal.

II. FOCUS AREAS AND PRIORITIZATION

Section II should explain the humanitarian needs within the broader humanitarian response that were targeted with CERF funding and describe the basis for the prioritisation of CERF funds. If the actual targeting differs from the original plan, then this should be explained.

The section contains one narrative section. Please refer to the guidelines before completing.

Narrative Section 2 - Please follow guidelines

Tip! Narrative Section 2: Ensure consistency with the original CERF funding proposal.

III. CERF PROCESS

Section III should outline the processes and consultations behind the prioritisation of CERF funds and also describe how CERF allocation decisions were supported by other in-country planning and prioritisation frameworks.

The section contains one narrative section. Please refer to the guidelines before completing.

Narrative Section 3 - Please follow guidelines

IV. CERF RESULTS AND ADDED VALUE

Section IV is meant to be the core of the RC/HC report where the collective results achieved with CERF funds should be analysed and CERF's added value to the humanitarian response be identified. The section should also presents beneficiary estimates for CERF funded activities and compare number of reached beneficiaries with original planning numbers.

The section contains two tables and two narrative sections. Please refer to the guidelines before completing.

TABLE 4: AFFECTED INDIVIDUALS AND REACHED DIRECT BENEFICIARIES BY SECTOR¹

| Total number of individuals affected by the crisis: Fill in | | | |
|--|--------|------|-------|
| Cluster/Sector | Female | Male | Total |

| | Girls (< 18) | Women (≥ 18) | Total | Boys (< 18) | Men (≥ 18) | Total | Children (< 18) | Adults (≥ 18) | Total |
|---------|-------------------|-------------------|---------|------------------|-----------------|---------|----------------------|--------------------|---------|
| Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in |
| Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in |
| Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in |
| Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in |

¹ Best estimate of the number of individuals (girls, women, boys, and men) directly supported through CERF funding by cluster/sector.

BENEFICIARY ESTIMATION

Narrative Section 4 - Please follow guidelines

Tip! Table 4: Pro-rating according to CERF contribution towards the project can be applied for estimating beneficiary numbers.

| TABLE 5: TOTAL DIRECT BENEFICIARIES REACHED THROUGH CERF FUNDING ² | | | |
|---|----------------------|--------------------|---------|
| | Children (< 18) | Adults (≥ 18) | Total |
| Female | Fill in | Fill in | Fill in |
| Male | Fill in | Fill in | Fill in |
| Total individuals (Female and male) | Fill in | Fill in | Fill in |

² Best estimate of the total number of individuals (girls, women, boys, and men) directly supported through CERF funding This should, as best possible, exclude significant overlaps and double counting between the sectors.

Tip! Table 5: Base figures on discussions with all sector leads that depart in figures reported in Table 4.

CERF RESULTS

Narrative Section 5 - Please follow guidelines

CERF's ADDED VALUE

Narrative Section 6 - Please follow guidelines

a) Did CERF funds lead to a fast delivery of assistance to beneficiaries?

YES PARTIALLY NO

Please elaborate here (required)

b) Did CERF funds help respond to time critical needs¹?

YES PARTIALLY NO

¹ Time-critical response refers to necessary, rapid and time-limited actions and resources required to minimize additional loss of lives and damage to social and economic assets (e.g. emergency vaccination campaigns, locust control, etc.).

Please elaborate here (required)

- c) Did CERF funds help improve resource mobilization from other sources?
YES PARTIALLY NO

Please elaborate here (required)

- d) Did CERF improve coordination amongst the humanitarian community?
YES PARTIALLY NO

Please elaborate here (required)

- e) If applicable, please highlight other ways in which CERF has added value to the humanitarian response

Please elaborate here (optional)

V. LESSONS LEARNED

Section V should present CERF stakeholders' collective reflection on the lessons learned from the CERF process and recommends related follow-up actions for country level actors as well as for the CERF secretariat.

The section contains two tables. Please refer to the guidelines before completing.

TABLE 6: OBSERVATIONS FOR THE CERF SECRETARIAT

| Lessons learned | Suggestion for follow-up/improvement | Responsible entity |
|-----------------|--------------------------------------|--------------------|
| Fill in | Fill in | Fill in |
| | | |
| | | |

TABLE 7: OBSERVATIONS FOR COUNTRY TEAMS

| Lessons learned | Suggestion for follow-up/improvement | Responsible entity |
|-----------------|--------------------------------------|--------------------|
| Fill in | Fill in | Fill in |
| | | |
| | | |

VI. PROJECT RESULTS

Section VI should contain individual reports on results achieved with each CERF grant prepared by recipient agencies and their implementing partners.

The section contains one table per CERF grant in the overall grant package. *Please refer to the guidelines before completing.*

| TABLE 8: PROJECT RESULTS | | | | | | |
|--|--|----------------|----------------------------|---|----------------|----------------|
| CERF project information | | | | | | |
| 1. Agency: | Fill in | | 5. CERF grant period: | DD.MM.YY – DD.MM.YY | | |
| 2. CERF project code: | Fill in | | 6. Status of CERF grant: | <input type="checkbox"/> Ongoing | | |
| 3. Cluster/Sector: | Fill in | | | <input type="checkbox"/> Concluded | | |
| 4. Project title: | Fill in | | | | | |
| 7. Funding | a. Total funding requirements ² : | US\$ | Fill in | d. CERF funds forwarded to implementing partners: | | |
| | b. Total funding received ³ : | US\$ | Fill in | ▪ NGO partners and Red Cross/Crescent: | US\$ | Fill in |
| | c. Amount received from CERF: | US\$ | Fill in | ▪ Government Partners: | US\$ | Fill in |
| Beneficiaries | | | | | | |
| 8a. Total number (planned and actually reached) of individuals (girls, boys, women and men) <u>directly</u> through CERF funding (provide a breakdown by sex and age). | | | | | | |
| Direct Beneficiaries | Planned | | | Reached | | |
| | Female | Male | Total | Female | Male | Total |
| Children (< 18) | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in |
| Adults (≥ 18) | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in |
| Total | Fill in | Fill in | Fill in | Fill in | Fill in | Fill in |
| 8b. Beneficiary Profile | | | | | | |
| Category | Number of people (Planned) | | Number of people (Reached) | | | |
| Refugees | Fill in | | Fill in | | | |
| IDPs | Fill in | | Fill in | | | |

² This refers to the funding requirements of the requesting agency (agencies in case of joint projects) in the prioritized sector for this specific emergency.

³ This should include both funding received from CERF and from other donors.

| | | |
|---|----------------|----------------|
| Host population | Fill in | Fill in |
| Other affected people | Fill in | Fill in |
| Total (same as in 8a) | Fill in | Fill in |
| In case of significant discrepancy between planned and reached beneficiaries, either the total numbers or the age, sex or category distribution, please describe reasons: | Fill in | |

| CERF Result Framework | | | |
|------------------------------|--------------------|---------------------------------|--------------------------------|
| 9. Project objective | Fill in | | |
| 10. Outcome statement | Fill in | | |
| 11. Outputs | | | |
| Output 1 | Fill in | | |
| Output 1 Indicators | Description | Target | Reached |
| Indicator 1.1 | Fill in | Fill in | Fill in |
| Indicator 1.2 | Fill in | Fill in | Fill in |
| Indicator 1.3 | Fill in | Fill in | Fill in |
| Output 1 Activities | Description | Implemented by (Planned) | Implemented by (Actual) |
| Activity 1.1 | Fill in | Fill in | Fill in |
| Activity 1.2 | Fill in | Fill in | Fill in |
| Activity 1.3 | Fill in | Fill in | Fill in |
| Output 2 | Fill in | | |
| Output 2 Indicators | Description | Target | Reached |
| Indicator 2.1 | Fill in | Fill in | Fill in |
| Indicator 2.2 | Fill in | Fill in | Fill in |
| Indicator 2.3 | Fill in | Fill in | Fill in |
| Output 2 Activities | Description | Implemented by (Planned) | Implemented by (Actual) |
| Activity 2.1 | Fill in | Fill in | Fill in |
| Activity 2.2 | Fill in | Fill in | Fill in |
| Activity 2.3 | Fill in | Fill in | Fill in |
| Output 3 | Fill in | | |
| Output 3 Indicators | Description | Target | Reached |
| Indicator 3.1 | Fill in | Fill in | Fill in |

| | | | |
|----------------------------|--------------------|---------------------------------|--------------------------------|
| Indicator 3.2 | Fill in | Fill in | Fill in |
| Indicator 3.3 | Fill in | Fill in | Fill in |
| Output 3 Activities | Description | Implemented by (Planned) | Implemented by (Actual) |
| Activity 3.1 | Fill in | Fill in | Fill in |
| Activity 3.2 | Fill in | Fill in | Fill in |
| Activity 3.3 | Fill in | Fill in | Fill in |
| Output 4 | Fill in | | |
| Output 4 Indicators | Description | Target | Reached |
| Indicator 4.1 | Fill in | Fill in | Fill in |
| Indicator 4.2 | Fill in | Fill in | Fill in |
| Indicator 4.3 | Fill in | Fill in | Fill in |
| Output 4 Activities | Description | Implemented by (Planned) | Implemented by (Actual) |
| Activity 4.1 | Fill in | Fill in | Fill in |
| Activity 4.2 | Fill in | Fill in | Fill in |
| Activity 4.3 | Fill in | Fill in | Fill in |
| Output 5 | Fill in | | |
| Output 5 Indicators | Description | Target | Reached |
| Indicator 5.1 | Fill in | Fill in | Fill in |
| Indicator 5.2 | Fill in | Fill in | Fill in |
| Indicator 5.3 | Fill in | Fill in | Fill in |
| Output 5 Activities | Description | Implemented by (Planned) | Implemented by (Actual) |
| Activity 5.1 | Fill in | Fill in | Fill in |
| Activity 5.2 | Fill in | Fill in | Fill in |
| Activity 5.3 | Fill in | Fill in | Fill in |
| | | | |

12. Please provide here additional information on project's outcomes and in case of any significant discrepancy between planned and actual outcomes, outputs and activities, please describe reasons:

Fill in

13. Please describe how accountability to affected populations (AAP) has been ensured during project design, implementation and monitoring:

Fill in

14. Evaluation: Has this project been evaluated or is an evaluation pending?

EVALUATION CARRIED OUT

If evaluation has been carried out, please describe relevant key findings here and attach evaluation reports or provide URL. If evaluation is pending, please inform when evaluation is expected finalized and make sure to submit the report or URL once ready. If no evaluation is carried out or pending, please describe reason for not evaluating project.

EVALUATION PENDING

NO EVALUATION PLANNED

ANNEX 1: CERF FUNDS DISBURSED TO IMPLEMENTING PARTNERS

In Annex I, agencies shall provide details on sub-grants undertaken under each CERF grant including information on implementing partners, amounts and timeliness.

The Annex is provided as a separate Excel table to be completed with consolidated information on all sub-grants under all projects of the allocation. The template was forwarded as part of the reporting package but can also be found on the CERF website [here](#).

Please refer to the guidelines before completing.

