

YEAR: 2019

RESIDENT/HUMANITARIAN COORDINATOR REPORT ON THE USE OF CERF FUNDS

ALLOCATION CODE

COUNTRY

CERF WINDOW

TYPE OF EMERGENCY

YEAR

RESIDENT/HUMANITARIAN COORDINATOR	SUMBITTER NAME
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GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Recommended steps, roles and responsibilities for the preparation of the RC/HC Narrative Report:

1. **Resident/Humanitarian Coordinator (RC/HC)** to **announce** the upcoming CERF **RC/HC report**, and related deadlines and process in the HCT/UNCT, upon receipt of the reporting package from the CERF secretariat (approximately four weeks before the expiration of all grants).
2. **RC/HC** to **appoint** (if not already done) the in-country **report focal point** for the CERF reporting process (normally from OCHA or UNRC Office) and communicate the name to the HCT/UNCT and the CERF secretariat.
3. **Report focal point** to **send project reports templates (Part II)** and **Annex 1** and **2** to respective agencies and **set the deadline** for agencies to complete them and return them to the report focal point for consolidation.
4. **Report focal point** to **plan** for the **After Action Review (AAR)** in consultation with agencies and request agencies and cluster coordinators to be prepared to discuss CERF overall **results and impact**, **people reached** figures, **added value** and **lessons learned**. The AAR date should be set early in the reporting process, just after the completion of all projects. The invitation to the AAR should be sent by the RC/HC. If required, after the AAR the **report focal point** may request agencies, cluster leads and other relevant stakeholders for written inputs to the various sections of Part I.
5. **Report focal point** to **draft Part I** of the report (sections 1 to 7) on the basis of the information collected through the AAR, any additional input from agencies, cluster leads and other relevant stakeholders, as well as the background information from the CERF application documents.
***IMPORTANT:** Agencies should not be asked to fill out Part I directly. Their inputs to this part should be collected through the AAR and follow up correspondence if necessary.*
6. **Report focal point** to **consolidate** the **first draft** RC/HC report and make sure that all parts and annexes are complete (Part I, Part II, Annex 1, 2 and 3). The **Strategic Statement by the Resident/Humanitarian Coordinator** should be added at this point.
***IMPORTANT:** In case of any challenge or delay envisaged in the preparation and submission of the RC/HC report, the CERF secretariat should be contacted before the report due date to agree upon a mutually acceptable revised submission deadline.*
7. **Report focal point** should **make sure** that the **format** of the draft report is adhering to the guidelines and **exactly the same** as the one of the **pre-populated template** provided by CERF. The CERF **RC/HC report template** is **designed** and **structured** so that the data and information it contains can be **automatically extracted** and **uploaded** in the **CERF Grant Management System** to be reviewed, analysed and used by the CERF secretariat to produce the annual CERF Result Report and other analysis papers and public information and advocacy materials.
***IMPORTANT:** The format of the reporting templates (main report in MS Word and Annex 1 in MS Excel) should not be altered, changed or modified in any way, nor should it be copy/pasted to another Word document.*
8. **Report focal point** to **circulate** the **draft report** among agencies and cluster coordinators, **gather and address feedbacks** and **discuss** the report in an **appropriate meeting** to endorse the final draft. **Agencies** shall **share** the draft report with their CERF **implementing partners** and **cluster leads** should share the draft report with **cluster members**.
9. **RC/HC** to **present** the report to the HCT/UNCT.
10. **Report focal point** to **complete** the **Reporting Process and Consultation Summary** box as the final step in the RC/HC report preparation.
11. **RC/HC** to **submit** the RC/HC report to the CERF secretariat no later than the established deadline (normally set three months after the grant expiry).
***IMPORTANT:** The RC/HC report and Annex 1 should be submitted in the original formats (main report and project report/s in MS Word and Annex I in MS Excel).*
12. Upon notification of **approval** and **publication** of the RC/HC report on the CERF website, the RC/HC to **share** the final version of the RC/HC report with the HCT, clusters and other humanitarian partners in country.

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Format, Font and editorial guidelines:

In order to simplify the reporting process, this tailor-made **template** has been **pre-populated** by the CERF secretariat **with information** from the **application documents** (chapeau, project proposals, budget, results framework etc.).

Please note of the CERF **RC/HC report template** is **designed** and **structured** so that the **data** and **information** it contains can be **automatically extracted** and **uploaded** in the CERF **Grant Management System** to be reviewed, analysed and used by the CERF secretariat to produce the annual CERF Result Report and other analysis papers and public information and advocacy materials. **In view of this:**

- the template should be completed **in compliance** with the **guidance** and **instructions** provided;
- the template's structure and **format should not be altered, changed or modified in any way**, nor should it be copy/pasted to another Word document.;
- The RC/HC reports (in all its parts) should be submitted in only **ONE language** – either English or French. The language of the reports should be the same as the language used in the CERF application.

If the RC/HC report submitted is **incomplete** or **does not comply** with the proposed template and structure, it will be **returned** to the RC/HC for **amendments** and **resubmission**.

Editorial guidelines:

- **Font** type and size should be **Arial Narrow 11** (size 10 or 9 in the tables).
- Numbers should use the “,” (comma) to separate thousands and “.” (dot) to separate decimals (for example: one hundred and fifty thousand should be 150,000 and one and a half million should be 1.5 million or 1,500,000).
- The acronym for US dollars should be US\$.

The template contains guidance, as well as helpful tips for completing the report. Text in the template is color-coded:

- Blue text is used for guidance, suggestions and tips for completing the report.
- Red text indicates where required information has to be inserted by the RCs/HCs and recipient agencies.
- Green text represents pre-populated text (from application documents) that **should be checked by the report focal point and agencies**. In case amendments to pre-populated text are required, these should be discussed with the CERF secretariat.

Please delete any guidance (blue writing) before submitting the report!

REPORTING PROCESS AND CONSULTATION SUMMARY

GUIDANCE:

- *Tip! Prepare this section as the last step of the reporting process.*
- *To check/uncheck the YES/NO boxes, double-click on the grey square box and select the appropriate value ("Not checked" or "Checked") in the pop-up window.*

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

[Fill in date]

GUIDANCE (delete when completed): *Insert date and list the organisations that participated. If the AAR did not take place, please explain the reason for that and provide details about how inputs from recipient agencies have been collected and describe how stakeholders (including cluster coordinators and implementing partners) have been consulted.*

[Fill in]

b. Please confirm that the Resident Coordinator and/or Humanitarian Coordinator (RC/HC) Report on the use of CERF funds was discussed in the Humanitarian and/or UN Country Team.

Yes No

GUIDANCE (delete when completed): *If 'NO', please describe reasons and alternative modalities followed to collect comments and inputs from members of the HCT or UNCT.*

[Fill in]

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

Yes No

GUIDANCE (delete when completed): *Please elaborate with whom you have shared the report.*

[Fill in]

PART I

Strategic Statement by the Resident/Humanitarian Coordinator

GUIDANCE (delete when completed): In maximum 200 words, the Resident/Humanitarian Coordinator should explain how the strategic and prioritised response funded by the CERF enabled addressing the most urgent, life-saving needs of affected people and reflect on the collective performance, impact and added value of the overall CERF allocation. This paragraph will be quoted or otherwise used in CERF advocacy, communications, reports and publications.

[Insert text here]

1. OVERVIEW

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 1:

*To be prepared by the **report focal point** based on agencies inputs.*

- The amount reported in Table 1, point 1.a. is pre-populated with the figure under Section 1 in the CERF Application (Total amount required for the humanitarian response). For the rapid response window, this amount reflects the humanitarian requirements for the crisis that triggered the application to CERF, for a six-month period. For the underfunded emergencies window, this amount corresponds to the overall annual humanitarian requirement in the country, e.g. the HRP requirements. The amount may have remained unchanged or may need adjustments based on new findings.
- Table 3: The figures reported in Table 3 should be consistent with the ones reported in the project reports (Part II, sections 7d) and in Annex 1.

TABLE 1: EMERGENCY ALLOCATION OVERVIEW (US\$)

a. TOTAL AMOUNT REQUIRED FOR THE HUMANITARIAN RESPONSE	21,123,196
FUNDING RECEIVED BY SOURCE	
CERF	1,002,151
Country-Based Pooled Fund (if applicable)	<i>[Insert number here]</i>
Other (bilateral/multilateral)	<i>[Insert number here]</i>
b. TOTAL FUNDING RECEIVED FOR THE HUMANITARIAN RESPONSE	<i>[Insert number here]</i>

TABLE 2: CERF EMERGENCY FUNDING BY PROJECT AND SECTOR (US\$)

Agency	Project code	Cluster/Sector	Amount
Prepop	Prepop	Prepop	Prepop
TOTAL			Prepop

TABLE 3: BREAKDOWN OF CERF FUNDS BY TYPE OF IMPLEMENTATION MODALITY (US\$)	
Total funds implemented directly by UN agencies including procurement of relief goods	[Insert number here]
Funds transferred to Government partners*	[Insert number here]
Funds transferred to International NGOs partners*	[Insert number here]
Funds transferred to National NGOs partners*	[Insert number here]
Funds transferred to Red Cross/Red Crescent partners*	[Insert number here]
Total funds transferred to implementing partners (IP)*	[Insert number here]
TOTAL	Prepop

* These figures should match with totals in Annex 1.

2. HUMANITARIAN CONTEXT AND NEEDS

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 2:

To be prepared by the CERF focal point based on the CERF application. Recommended length 800 words (max 1400 words if covering multiple allocations)

Section 2 should provide an overview of the humanitarian situation/crisis that prompted the CERF request. It should include brief descriptions of:

- *The humanitarian context;*
- *The cause of the crisis;*
- *Key needs assessment findings including data on the numbers of people affected and in need of humanitarian assistance;*
- *The composition of affected population (such as women, children, refugees, IDPs, returnees, host populations);*
- *Key humanitarian data (e.g. mortality/morbidity rates, nutritional status, needs of certain groups);*
- *The main humanitarian consequences; and*
- *The rationale for CERF funding request.*

If the report covers more than one CERF allocation, this section should not exceed 1400 words. The crisis triggering each allocation should be described covering the points listed above and highlighting any commonality and synergy between the different allocations covered by the report.

Tip! Much of the requested narrative can be based on the narrative in your CERF funding proposal. But please ensure language is adjusted where necessary and figures are updated.

[Insert text here]

3. CONSIDERATION OF FOUR PRIORITY AREAS¹

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 3:

To be prepared by the CERF focal point.

Introduction: *Recommended length max 200 words.*

Please reflect on:

- *If/how the four areas have been prioritized by the RC/HC and the country team in this allocation;*
- *Whether the CERF allocation helped to enhance the focus on the four areas in the CERF-funded response;*
- *Whether the CERF allocation has helped ensure that the four areas are adequately considered in the wider humanitarian response;*
- *If/how the CERF allocation led to improving broader advocacy and resource mobilisation efforts for the four areas;*
- *Challenges and lessons learned with regards to addressing the four areas in this CERF allocation.*

If the four areas were already addressed by existing efforts prior to the CERF allocation or are not applicable in the particular context of this allocation, please explain.

Subitems by priority area: *Recommended length max 100 words each.*

Per subitem, please provide highlights such as improved results and specific examples from individual projects which show the impact of the CERF funding.

If the report covers more than one CERF allocation, this section should describe the prioritization process for each allocation, covering the points listed above and highlighting any commonality and synergy between the different allocations covered by the report.

[Insert introduction text here]

a. Women and girls, including gender-based violence, reproductive health and empowerment

[Insert text here]

b. Programmes targeting persons with disabilities

[Insert text here]

c. Education in protracted crises

[Insert text here]

d. Other aspects of protection

[Insert text here]

¹ In January 2019, the Emergency Relief Coordinator identified four priority areas as often underfunded and lacking appropriate consideration and visibility when funding is allocated to humanitarian action. The ERC therefore recommended an increased focus on these four areas to ensure that they be given due consideration by RC/HCs and UNCTs/HCTs when prioritizing life-saving needs for inclusion in CERF requests. These areas are: (1) support for women and girls, including tackling gender-based violence, reproductive health and empowerment; (2) programmes targeting disabled people; (3) education in protracted crises; and (4) other aspects of protection. Please see the Questions and Answers on the ERC four priority areas here https://cerf.un.org/sites/default/files/resources/Priority_Areas_Q_A.pdf

4. PRIORITIZATION PROCESS

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 4:

To be prepared by the report focal point based on CERF application. Recommended length 800 words (max 1500 words if covering multiple allocations)

Section 3 should describe the prioritization process related to the CERF allocation. The section should include brief descriptions of:

- How and based on what information and criteria were sectors and projects prioritized for CERF funding;
- Who was involved and consulted in the process (including how Implementing partners were engaged), how consensus was built and who took critical decisions;
- how HNOs/Flash Appeals and/or other needs assessment, planning and resource mobilization tools were used for prioritizing needs for CERF funding, if applicable;
- how gender and age were considered in the design and implementation of activities under the CERF allocation;
- what geographical coverage of CERF funding was agreed on and how/why was it selected;
- for countries with country based pooled funds (CBPF):
 - how CBPF structures, systems and processes were used for supporting prioritisation of CERF funds.
 - how CERF and CBPF were used in a complementary manner to respond to the emergency.

If the report covers more than one CERF allocation, this section should describe the prioritization process for each allocation, covering the points listed above and highlighting any commonality and synergy between the different allocations covered by the report.

Tip! Much of the requested narrative can be based on the narrative in your CERF funding application. Please ensure language is adjusted where necessary and figures are updated as needed.

[Insert text here]

5. CERF RESULTS

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 5

To be prepared by the report focal point, this section should include the following information:

- An introductory paragraph (max 200 words) summarising the main purpose of the CERF allocation, specifying the amount and funding window, and the type of assistance provided and total number of people reached by each sector (see example below);
“CERF allocated \$18 million to Uganda from its window for underfunded emergencies to sustain the provision of life-saving assistance to South Sudanese and Congolese refugees in 2016. This funding enabled UN agencies and partners to provide livelihoods support benefiting 49,750 people; food aid through case transfers to 55,263 people; access to safe water and appropriate sanitation to 22,101 people; access to emergency protection, including sexual and gender-based violence response services to 18,100 women and girls; sensitization of 9,428 people on sexual and gender-based violence; reproductive health services to 30,304 women; registration, protection, core relief items and access to transit and reception facilities to 75,000 people; registration of 6,561 unaccompanied children; psychosocial support to 31,627 children; vitamin A and deworming tablets to 83,340 children; vaccination against polio to 81,676 children and against measles to 85,217 children; and strengthening access to health care benefiting 517,299 people.”
- The above introductory paragraph should be followed by the paragraphs (max 100 words per project) describing the achieved outcomes from section 11. Project Results Summary from all project reports (they can be copy/pasted with any required editing).

[Insert text here]

6. PEOPLE REACHED

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 6

*To be prepared by the **report focal point** in collaboration with the recipient agencies and cluster/sector leads based on discussion at the AAR. Maximum length of narrative part 400 words.*

Section 5 should provide a quantitative description of the people directly assisted with CERF funding, both by sector and in total, disaggregated by gender and age, and by displacement status. The section should be prepared by the **report focal point** in collaboration with the recipient agencies and present figures in tabular format (Tables 4, 5, and 6). The narrative part should provide a brief description of:

- Whether the planned numbers of people as laid out in the CERF application were reached; if not, any significant deviations between the planned and actual numbers of people reached and the causes for those deviations;
- The **approach** used towards **estimating the figures** reported in table 4, 5 and 6, how **counting the same people multiple times** has been **avoided**, as well as assumptions made and challenges encountered in preparing the estimates.

[Insert text here]

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Table 4, 5, 6 and 7:

Numbers of people reached provide an indication of key CERF results and are of great importance to CERF donors and other stakeholders. However, experience has shown many challenges in reporting these figures. To facilitate the reporting of accurate figures, people directly reached through CERF funding are estimated in three steps:

- **First**, the numbers of people reached are reported on by **agencies** in each project report (part II – 4a and 4b).
- **Second**, the numbers of people reached at sector level (tables 7) are consolidated by **cluster/sector leads** based on project reports and sectoral knowledge. If several projects in the same sector assist the same people, the overlaps between them should be eliminated as best possible in tables 7 by the sector lead to avoid counting the same people several times.
- **Third**, the numbers of people reached at application level (tables 4 and 5) are consolidated by the **report focal point** based on sectoral figures and in consultation with sector leads. If several sectors assist the same people, the overlaps between them should be eliminated as best possible in tables 4 and 5 to avoid counting the same people several times. Totals in tables 4 and 5 should be the same.

Table 7 should include the numbers of people with disabilities by sex and age at application level.

TABLE 4: NUMBER OF PEOPLE DIRECTLY ASSISTED WITH CERF FUNDING BY CATEGORY ¹		
Category	Number of people (Planned)	Number of people (Reached)
Host communities	Prepop	[Fill in]
Refugees	Prepop	[Fill in]
Returnees	Prepop	[Fill in]
Internally displaced persons	Prepop	[Fill in]
Other affected persons	Prepop	[Fill in]
Total	Prepop	[Fill in]

¹ Best estimates of the number of people directly supported through CERF funding by category.

TABLE 5: NUMBER OF PEOPLE DIRECTLY ASSISTED WITH CERF FUNDING BY SEX AND AGE ²					
	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total
Planned	Prepop	Prepop	Prepop	Prepop	Prepop
Reached	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]

² Best estimates of the number of people directly supported through CERF funding by sex and age (totals in tables 4 and 5 should be the same).

TABLE 6: NUMBER OF PEOPLE DIRECTLY ASSISTED WITH CERF FUNDING (PERSONS WITH DISABILITIES) ³					
	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total
Planned (Out of the total targeted)	Prepop	Prepop	Prepop	Prepop	Prepop
Reached (Out of the total reached)	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]

³ Best estimates of the number of people with disabilities directly supported through CERF funding.

TABLE 7a: NUMBER OF PEOPLE DIRECTLY ASSISTED WITH CERF FUNDING BY SECTOR (PLANNED) ⁴					
By Cluster/Sector (Planned)	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total
Prepop	Prepop	Prepop	Prepop	Prepop	Prepop

TABLE 7b: NUMBER OF PEOPLE DIRECTLY ASSISTED WITH CERF FUNDING BY SECTOR (REACHED) ⁴					
By Cluster/Sector (Reached)	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total
Prepop	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]

⁴ Best estimates of the number of people directly supported through CERF funding by sector.

7. CERF'S ADDED VALUE

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 7

To be prepared by the report focal point in collaboration with the recipient agencies and cluster/sector leads based on discussion at the AAR and to be reviewed and signed off by the RC/HC and HCT. Maximum length of total narrative part 800 words (max 200 words per question)

This narrative section should respond to the four questions formulated in the template (a, b, c, d plus e for any other consideration related to CERF added value not related to the four questions). These questions are central to the core objectives of the CERF and constitutes an important part of performance reporting to donors and to foster continued improvements and lessons learned. The questions should be assessed collectively by in-country CERF stakeholders and answered with elaborations provided.

Please only select ONE of the options (to check/uncheck double click on the grey square box and select the appropriate value in the pop-up window). If evidence varies and a clear-cut Yes or No is not appropriate, please select the option "Partially" and explain the rationale for the mixed assessment.

It is important that each answer be substantiated with a brief explanation of how the combined outcomes of the CERF allocation as a whole added value to the humanitarian response, supported by one or two relevant concrete examples. (no more than 200 words in total for each question). Please provide higher level reflections as best possible and avoid a lengthy list by project or sector describing how each individual project contributed to these objectives.

Definitions:

- "fast delivery" refers to the process (from when needs arose to when the response started). If CERF was generally faster compared to other funding sources, then the answer should be "Yes";
- "time-critical needs" refers to needs that require a response within a time-bound timeframe to minimize additional loss of lives and damage to social and economic assets (e.g. emergency vaccination campaigns, locust control, season-bound interventions etc.).

a) Did CERF funds lead to a fast delivery of assistance to people in need?

YES

PARTIALLY

NO

[Please elaborate here] max. 200 words (required)

b) Did CERF funds help respond to time-critical needs?

YES

PARTIALLY

NO

[Please elaborate here] max. 200 words (required)

c) Did CERF improve coordination amongst the humanitarian community?

YES

PARTIALLY

NO

[Please elaborate here] max. 200 words (required)

d) Did CERF funds help improve resource mobilization from other sources?

YES

PARTIALLY

NO

[Please elaborate here] max. 200 words (required)

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

[Please elaborate here] max. 200 words (optional)

8. LESSONS LEARNED

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 8

To be prepared by the report focal point in collaboration with the recipient agencies and cluster/sector leads based on discussion at the AAR.

This section should focus on the positive, as well as challenging experiences, throughout the entire process of preparing, submitting and implementing the CERF allocation. It should include descriptive references of good practices and positive experiences, as well as constructive references to difficulties or constraints encountered during the request for CERF funding (and how the team overcame these challenges or why they did not). It should also provide insights into the decision-making process and suggest improvements.

The chapter has two objectives: (1) to make the CERF secretariat aware of potential areas of improvements in CERF's processes, and (2) to encourage discussions between all CERF stakeholders in the country on lessons learned and areas of improvement for future CERF submissions.

Accordingly, the chapter is divided in two tables.

Table 8 should present all lessons learned and suggestions to the CERF secretariat for continued improvement of the proposal, allocation, implementation, evaluation and reporting processes.

Table 9 should include all lessons learned, suggestions and recommendations to the actors involved in the response, including recipient UN agencies, implementing partners (NGOs, government partners, etc.), RC/HC, OCHA, Clusters etc. It should describe which aspects were the strongest or weakest, or what project elements or strategies most contributed to the success or failure of the project, and explain how these have contributed to the development of organizational or project learning. The focus should not purely be what went well, or did not, in the past project, but how lessons learned will be applied in future projects or areas of intervention. UN agencies and IPs are encouraged to think about this in terms of learning. Based on the experiences or challenges that emerged, what will the organization do the same or differently in future similar projects? What would be suggestions for improving the design of such programs in the future? Lessons learned can relate not only to direct project management, but to how the project was managed in relation to local partners, in coordination with affected persons, or to others engaged in the situation.

TABLE 8: OBSERVATIONS FOR THE CERF SECRETARIAT

Lessons learned	Suggestion for follow-up/improvement
[Fill in]	[Fill in]

TABLE 9: OBSERVATIONS FOR COUNTRY TEAMS

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

PART II

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

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- The **RC/HC reports** (in all its parts) should be submitted in only **ONE language** – either English or French. The language of the reports should be the **same as the language used in the CERF application**.

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- Numbers should use the “,” (comma) to separate thousands and “.” (dot) to separate decimals (for example: one hundred and fifty thousand should be 150,000 and one and a half million should be 1.5 million or 1,500,000).
- The acronym for US dollars should be **US\$**.

The template contains guidance, as well as helpful tips for completing the report. Text in the template is color-coded:

- Blue text is used for guidance, suggestions and tips for completing the report.
- Red text indicates where required information has to be inserted by the RCs/HCs and recipient agencies.
- Green text represents pre-populated text (from application documents) that **should be checked by the report focal point and agencies**. In case amendments to pre-populated text are required, these should be discussed with the CERF secretariat.

9. PROJECT REPORTS

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Section 9

Recipient agencies should prepare individual project reports in collaboration with sector/cluster leads and implementing partners (IPs). For joint projects only one project report should be prepared jointly by all agencies involved.

The **report focal point** will review and assemble project reports as soon as they are submitted by agencies and request missing information, changes or corrections.

Throughout the reporting process, Agencies are expected to (a) pro-actively engage in all the steps (AAR, other meetings and requests from the report focal point), (b) provide complete and high quality inputs to the report, and (c) meet the deadlines set by the report focal point. At the end of the reporting process, the report focal point will provide the CERF secretariat with an assessment of the quality and timeliness of inputs received by agencies.

Part II – Section 9 should include reports for all the projects funded under the CERF allocation (or the combined CERF allocations).

All fields marked with **[Fill in]** must be completed.

Please delete any guidance (blue writing) before submitting the report!

9.1. Project Report PROCET CODE - AGENCY SHORT NAME

1. Project Information			
<i>To check/uncheck the YES/NO boxes, double click on the grey square box and select the appropriate value ("Not checked" or "Checked") in the pop-up window.</i>			
1. Agency:	Prepop	2. Country:	Prepop
3. Cluster/Sector:	Prepop	4. Project Code (CERF):	Prepop
5. Project Title:	Prepop		
6.a Original Start Date:	Prepop	6.b Original End Date:	Prepop
6.c No-cost Extension:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, specify revised end date:	[Fill in DD.MM.YY]
6.d Were all activities concluded by the end date? (including NCE date)		<input type="checkbox"/> No <input type="checkbox"/> Yes (if not, please explain in section 3)	
7. Funding	a. Total requirement for agency's sector response to current emergency: GUIDANCE: Refer to the project proposal for the amount in 7a. <i>For rapid response 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.</i> <i>For underfunded emergency 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.</i>		US\$ [Fill in]
	b. Total funding received for agency's sector response to current emergency: GUIDANCE: Indicate the total amount received to date against the total indicated in 7a above. Should be identical to what is recorded on the Financial Tracking Service (FTS). This should include funding from all donors, including CERF.		US\$ [Fill in]
	c. Amount received from CERF:		Prepop
	d. Total CERF funds forwarded to implementing partners of which to: GUIDANCE: Please make sure that the figures reported here are consistent with the ones reported in Annex 1.		US\$ [Fill in]
	Government Partners		US\$ [Fill in]
International NGOs		US\$ [Fill in]	
National NGOs		US\$ [Fill in]	
Red Cross/Crescent		US\$ [Fill in]	
2. Project Results Summary/Overall Performance			
GUIDANCE: Provide a brief qualitative description - not exceeding 200 words - summarising the project's overall performance and its main achievements. It is recommended to start with a paragraph summarising the main outputs achieved supported by key figures, followed by a paragraph stating the outcome achieved by the project. The following information should be provided:			
<ul style="list-style-type: none"> - The project's CERF funding window (UFE/RR) and implementing UN agency; - Numbers of people reached with specific goods and/or services; - The total number of people reached by the project (from Table 9.); - Project location and implementation period; 			

- the outcome achieved.

Please refer to the example below:

“Through this CERF UFE grant, UNICEF and its partners provided nutritional screening of 2,143 children under five; referred 256 malnourished children for treatment; trained 7 staff in management of severe malnutrition; provided nutritional supplies and equipment benefiting estimated 300 children; provided education on nutrition to 634 pregnant and lactating women; and sensitized 75 community support facilitators on infant feeding practices.

The project assisted a total of 26,344 people and allowed for maintaining the malnutrition indicators within the SPHERE standards in Kakuma refugee camp in Turkana County, Kenya between March and December 2016. This was achieved during the period of increased influx of South Sudanese refugees, which exceeded the 2016 planning figures.”

[Fill in]

3. Changes and Amendments

GUIDANCE: Explain/justify any changes, deviations or amendments in the project from the original proposal or project plan (including over- and/or under-achievements, delays, etc.), and describe the circumstances or factors that prompted them. (do not exceed 400 words)

- This might include a brief mention of how the humanitarian context has changed, changes in the needs of the people assisted, or other challenges or constraints encountered that required adapting the implementation plan, activities, indicators, or outcomes.
- Indicate specifically where a modification from the original plan (re-programming or no-cost extension) was requested and approved by CERF.
- If modifications of the original plan were not communicated and approved by CERF, a justification for not having consulted the CERF secretariat should also be provided.
- Please also indicate if delays/changes in implementation resulted in any unspent balance and if the unspent funds have already been returned to CERF or when the recipient agency plans to return them.

[Fill in]

4.a Number of People Directly Assisted with CERF Funding (Planned)

Cluster/Sector	Prepop					
	Planned	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total
Host communities		Prepop	Prepop	Prepop	Prepop	Prepop
Refugees		Prepop	Prepop	Prepop	Prepop	Prepop
Returnees		Prepop	Prepop	Prepop	Prepop	Prepop
Internally displaced persons		Prepop	Prepop	Prepop	Prepop	Prepop
Other affected persons		Prepop	Prepop	Prepop	Prepop	Prepop
Total		Prepop	Prepop	Prepop	Prepop	Prepop
Planned	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total	
Persons with Disabilities (Out of the total number of "people planned")		Prepop	Prepop	Prepop	Prepop	Prepop

4.b Number of People Directly Assisted with CERF Funding (Reached)					
Cluster/Sector	Prepop				
Reached	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total
Host communities	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]
Refugees	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]
Returnees	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]
Internally displaced persons	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]
Other affected persons	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]
Total	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]
Reached	Men (≥18)	Women (≥18)	Boys (<18)	Girls (<18)	Total
Persons with Disabilities (Out of the total number of "people reached")	[Fill in]	[Fill in]	[Fill in]	[Fill in]	[Fill in]

In case of significant discrepancy between figures under planned and reached people, either in the total numbers or the age, sex or category distribution, please describe reasons:	[Fill in]
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4.c Persons Indirectly Targeted by the Project
[Fill in]

5. CERF Result Framework	
GUIDANCE:	
<ul style="list-style-type: none"> - The "Achieved" column should contain data only and use the same unit of measurement used for the "Target" value. - Provide brief explanations for any variance (timeliness, under- or over-achievement) between "Target" and "Achieved" in the relevant field ("Explanation of output and indicators variance"). Specifically note where key targets were not met or were met but not within intended timeframe. More detailed explanation for deviations between planned and achieved outputs should be included in section 3 "Changes and Amendments". - Please indicate the source of verification for each indicator in the column "Source of Verification". - The "Implemented by (Actual)" column should indicate who (recipient agency, government partner, NGO etc.) actually implemented the activity (as opposed to who was planned to implement). Any change between planned and actual IPs should be explained in 3 "Changes and Amendments". 	
Project Objective	Prepop

Output 1	Prepop			
Sector	Prepop			
Indicators	Description	Target	Achieved	Source of Verification
Indicator 1.1	Prepop	Prepop	[Fill in]	[Fill in]

Indicator 1.2	Prepop	Prepop	[Fill in]	[Fill in]
Indicator 1.3	Prepop	Prepop	[Fill in]	[Fill in]
Explanation of output and indicators variance:		[Fill in]		
Activities	Description	Implemented by		
Activity 1.1	Prepop	[Fill in]		
Activity 1.2	Prepop	[Fill in]		
Activity 1.3	Prepop	[Fill in]		

6. Accountability to Affected People	
<i>GUIDANCE: Provide a brief description of how the project ensured accountability toward the affected people (AAP). Include only relevant information for this CERF-funded project, avoiding copy/paste from generic policies or guidance notes. The information provided will be used to assess projects against the Inter-Agency Standing Committee (IASC) commitments on AAP.</i>	
6.a IASC AAP Commitment 2 – Participation and Partnership	
How were crisis-affected people (including vulnerable and marginalized groups) involved in the design, implementation and monitoring of the project?	
[Fill in]	
Were existing local and/or national mechanisms used to engage all parts of a community in the response? If the national/local mechanisms did not adequately capture the needs, voices and leadership of women, girls and marginalised groups, what alternative mechanisms have you used to reach these?	
[Fill in]	
6.b IASC AAP Commitment 3 – Information, Feedback and Action	
How were affected people provided with relevant information about the organisation, the principles it adheres to, how it expects its staff to behave, and what programme it intends to deliver?	
[Fill in]	
Did you implement a complaint mechanism (e.g. complaint box, hotline, other)? Briefly describe some of the key measures you have taken to address the complaints.	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Fill in]	
Did you establish a mechanism specifically for reporting and handling Sexual Exploitation and Abuse (SEA)-related complaints? Briefly describe some of the key measures you have taken to address the SEA-related complaints.	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Fill in]	
Any other comments (optional):	
[Fill in]	

7. Cash and Voucher Assistance (CVA)

GUIDANCE & DEFINITIONS:

- *Cash and Voucher Assistance (CVA) refers to all programs where cash -or vouchers for goods or services- is directly provided to affected people. In the context of humanitarian assistance, the term is used to refer to the provision of cash or vouchers given to individuals, household or community recipients; not to governments or other state actors. CVA covers all modalities of cash-based assistance, including vouchers.*
- *CVA modality refers to the different types of cash or voucher transfer – e.g. conditional (cash for work, etc.), unconditional, restricted, unrestricted, multipurpose, etc. A single transfer can generally be categorized in terms of several of these variables e.g. a conditional, unrestricted transfer. CVA modalities are defined by the following parameters:*
 - Objective: Is the transfer designed to achieve sector-specific objectives such as the purchase of shelter materials (sector-specific) or to support overall basic needs (multi-purpose)?*
 - Cluster/Sector: Please specify the sector/cluster of the project under which the CVA took place.*
 - Conditionality: Are recipients required to undertake certain activities to receive assistance (conditional) or not (unconditional)?*
 - Restriction: Is the transfer restricted to specific vendors or to access pre-determined goods/services like agricultural inputs (restricted) or can be used with any vendor or to access any good (unrestricted)?*

Examples and guidance on how to present different CVA modalities in the table in point 2. below:

CVA Modality	Value of cash (US\$)	a. Objective	b. Cluster/ Sector	c. Conditionality	d. Restriction
Cash for Work (cash payments provided on the condition of undertaking designated work. This is generally paid according to time worked but may also be quantified in terms of outputs.)	US\$ [amount]	Multi-purpose cash		Conditional	Unrestricted
Voucher (paper, token or e-voucher that can be exchanged for a set quantity and/or value of goods, denominated either as a cash value and/or predetermined commodities or services. They are redeemable with preselected vendors or in 'fairs' created by the agency. Vouchers are used to provide access to a range of goods or services, at recognized retail outlets or service centres. Vouchers are by default a restricted form of transfer.)	US\$ [amount]	Sector-specific		Unconditional	Restricted
Multipurpose Cash Transfer (either regular or one-off, corresponds to the amount of money a household needs to cover, fully or partially, a set of basic and/or recovery needs.)	US\$ [amount]	Multi-purpose cash		Unconditional	Unrestricted
Rental Support Cash Grants (contributes towards rent or to support the household expenses of families who host refugees in their homes.)	US\$ [amount]	Sector-specific		Unconditional	Unrestricted
Conditional Cash Transfer (CCT) (to provide cash to people in return for fulfilling specific behavioural conditions. For example, children's school attendance, up-to-date vaccinations or regular visits to a health care facility by pregnant women)	US\$ [amount]	Multi-purpose cash		Conditional	Unrestricted
Shelter Cash Grant (covering construction cost of a basic house and provision of construction materials purchased from approved suppliers)	US\$ [amount]	Sector-specific		Unconditional	Restricted

7.a Did the project include Cash and Voucher Assistance (CVA)?

Planned	Achieved
No	Choose an item.

7.b Please specify below the parameters of the CVA modality/ies used. If more than one modality was used in the project, please complete separate rows for each modality. Please indicate the estimated **value of cash** that was transferred to people assisted through each modality (best estimate of the value of cash and/or vouchers, not including associated delivery costs).

CVA Modality	Value of cash (US\$)	a. Objective	b. Cluster/Sector	c. Conditionality	d. Restriction
	US\$ [insert amount]	Choose an item.	Choose an item.	Choose an item.	Choose an item.
	US\$ [insert amount]	Choose an item.	Choose an item.	Choose an item.	Choose an item.
	US\$ [insert amount]	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Supplementary information (optional):

[Add text here]

Please briefly explain why each CVA modality has been selected and add a brief description of the delivery setup including the role of partners.

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

GUIDANCE: While the evaluation of CERF funded projects is not a mandatory requirement, partners are encouraged to include CERF funded actions in broader evaluation of humanitarian responses whenever these are conducted. This section should refer exclusively to evaluations. Please do not describe project monitoring activities here. Do not exceed 150 words:

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

Please share with the CERF secretariat all evaluation reports or documents which covers also CERF funded activities.

To check/uncheck the relevant box, double click on the small square box and select the appropriate value ("Not checked" or "Checked") in the pop-up window.

[Fill in]

EVALUATION CARRIED OUT

EVALUATION PENDING

NO EVALUATION PLANNED

ANNEX 1: CERF FUNDS DISBURSED TO IMPLEMENTING PARTNERS

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Annex 1:

Annex 1 is provided as a separate Excel table and should be submitted as a separate excel table.

NB Please do not insert here information from Annex 1!

NB Please do not modify, alter or change in any way the format of the Excel table!

NB Please use exclusively the pre-populated Annex 1 Excel table provided with this template! Do not create a new file by copy/pasting information from the original table.

In Annex 1, agencies shall provide details on ALL sub-grants undertaken with Implementing Partners under each CERF grant including information on the type of implementing partners, the amounts involved and timeliness of disbursement and implementation.

*The table should be prepared by the report **focal point** consolidating sub-grant information submitted by each recipient agency.*

Please do not include in-kind partner arrangements in the table (e.g. the value of food for distribution by implementing partners).

Please note that sub-granting to other UN agencies is not allowed under CERF rules, therefore UN agencies should not be listed as sub-grantees in Annex 1.

Please provide one line per sub-grant (i.e. several lines per CERF project if with multiple sub-grants).

Please make sure that the Annex 1 table submitted to CERF contains information on all sub-grants under all projects of the allocation and is consistent with the figures reported in section 7d. of each project report.

Please provide the information requested in each column, as follows:

- CERF project code (as per approval letter) **to be selected from the drop-down list.**
- Cluster/sector name **to be selected from the drop-down list.**
- Agency name **to be selected from the drop-down list.**
- Implementing partner name (Extended Name and Acronym).
- Whether sub-grant required signing of new partnership agreement with implementing partner or if pre-existing partnership agreement was in place, **to be selected from the drop-down list.**
- Type of implementing partner - e.g. INGO (International NGO), NNGO (National NGO), Gov. (government partner) or RC (Red Cross/Red Crescent), **to be selected from the drop-down list.** Please do not include in the table commercial partners nor in-kind partner arrangements (e.g. the value of food for distribution by implementing partners).
- Total CERF funds transferred to partners in US\$ (total amount subcontracted to the partner under this CERF grant).
- Transfer date of first instalment (If the CERF sub-grant is paid to the partner in several instalments, please indicate the date for the first instalment).
- Estimated start date of CERF-funded activities by partner (If the start date for partner activities predates the transfer of first instalment of CERF sub-grant, please use the 'Comments/Remarks' field to elaborate and explain the modality for this).

ANNEX 2: Success Stories

GUIDANCE BOX (DELETE BEFORE SUBMITTING THE REPORT)

Annex 2

*This is an optional annex to be prepared by **Agencies** willing to share success stories from the CERF funded activities. It is suggested that Annex 2 does not exceed one page per story.*

Annex 2 should provide success stories, from one or more projects under the CERF allocation, describing the impact of a CERF funded activity on individuals and/ or communities targeted with assistance. The stories should demonstrate success and positive results. CERF might use these materials for its public outreach and visibility efforts, in particular in its Annual Report, Results Report and on online platform. Due credit will be given to each individual agency. The following should be included:

- *Project title, duration and implementing partners.*
- *Brief description of the context and project.*
- *Number of people reached and/or relief items/assistance provided.*
- *Name of location and region/province.*
- *Basic information on individual (name, age and background).*
- *Quotes from affected persons receiving assistance.*
- *Contact person from agency for follow up.*
- *Links to photos and/or video clips.*
- *Website link if story has previously been published.*

