

- Advise RC/HC and HCT on rules and procedures of the CERF
- Facilitate inter-cluster coordination for joint needs assessment
- Inform on funding status of sectors and specific projects during the prioritization of needs and the related projects
- Compile information and prepare application for CERF funding, review draft project proposals
- Liaise with CERF secretariat
  - At early stage of the application process for concept review
  - For revision of application as per the comments for time-efficient project approval
  - For guidance at any time
  - As per the reporting procedures
- Liaise with implementing agencies
- Compile information and present implementation status to HCT
- Support the RC/HC to manage the reporting timeline
- Facilitate the After-Action Review
- Compile information and draft areas of the RC/HC report
- Ensure completion and timely submission of the final report