



OCHA launched Global Guidelines for country-based pooled funds in 2015 and committed to a revision process to implement improvements based on lessons learned over the first two years of their use. The process includes two phases: “Quick Fix” and “Major Changes”. This document summarizes the “Quick Fix” revisions which apply to the Operational Handbook and its annexes and were based on feedback and discussions with fund managers and other key stakeholders. The second phase will complete the process in 2018.

## Advocacy and resource mobilization

- **Resource Mobilization:** section revised to reflect the 15 per cent Humanitarian Response Plan (HRP) requirement target
- **Annual Reporting:** new “*Guidance Note on CBPF Annual Reports*” included in annexes focusing on the outcomes and principles of CBPFs.

## Allocation process

Standard and reserve **allocation processes** adjusted:

- New **Allocation Strategy Paper Template** Added
- All standard or reserve allocations should have a relevant **allocation strategy** explaining the need for the allocation and should be processed through a prioritized, competitive process on OCHA’s Grant Management System (GMS))
- **One score card** per allocation (score card categories and weights will be standardized)
- **Advisory Board (AB) membership** will be limited to max. 12 persons (not included in this max. number are “observers”), and meetings need to be held at least 4x per year
- Mandatory **OCHA Head of Office membership** in the AB reflected
- Possibility to mix **Strategic and Technical Review Committees** (SRC, TRC) in reserve allocations to speed up the process
- **Role of Humanitarian Financing Unit (HFU) in SRC** enhanced to reflect shared decision-making responsibility
- **Allocation strategy papers** are to be submitted to HQ for review and feedback by FCS prior to finalization and dissemination

## Eligibility, performance and oversight

- **Eligibility process:** new annex “*Eligibility Process Guidance*” (incl. guidance on registration, due diligence, capacity assessment, and performance index)
- **Internal Capacity Assessment (ICA):** articulated as the preferred methodology for capacity assessments; new annexes:
  - “*ICA Questionnaire*”
  - “*ICA Checklist*”
  - ICA questions as per template are mandatory, additional questions can be added by the HFU. Questionnaire includes questions on the availability of anti-fraud policies, conflicts of interest, Accountability to Affected Population (AAP), and single source procurement
  - ICA questionnaire shall serve as a basis for external/“outsourced” Capacity Assessment (CA)
- **Due Diligence (DD)** documents revised: wording updated in OCHA’s five DD declarations and registration certificate
  - DD requirement for UN clarified (limited to submission of bank information, office address and contact persons in GMS)
- **Performance Index (PI):**
  - PI tool revised to reflect the PI’s influence on the risk rating initially determined by the Partner CA (ineligible, low, medium, high).
  - PI category on monitoring now includes a question on financial spot checks
  - Financial Report and Revision categories are slightly revised
- **New annexes** on suspected fraud, misuse of funds, and other incidents:
  - “*CBPF Standard Operating Procedures (SoPs) on Suspected Fraud and Misuse of Funds by Partners*”
  - “*CBPF Incident Report Guidelines – Fund Managers*”

- “CBPF Incident Report – Theft, Diversion, Looting etc.”
- “Report Form on Suspected Fraudulent Acts by Partners - Confidential”
- **NGO Grant Agreement (GA):** legal and risk management related language added (incl. registration and legal requirements)

## Finance and administration

- **Direct Costing** approach to HFU funding: The staffing and operational costs of HFUs are now directly costed directly to the Fund. HC and a group of donors need to approve the HFU’s Direct Costing, even in absence of an Advisory Board – a section on this was added, also taking into consideration best practices of opening the latest CBPF (Nigeria HF) prior to AB establishment.
- **Budget preparation SoPs:** integrated with more detailed clarifications and simplifications (budget breakdown required for value of \$10,000); sub-implementing partner budget shall be provided as a single line under category *Transfer and Grants to Counterparts*, and breakdowns will no longer be required.
- **Operational Manual template:** country specific operational manual template revised to capture the financial rules of CBPFs.
- **Cash and NFI Memo:** removed from annexes to simplify the contractual process.
- **Project revision request:** simplified procedures - only NCE, budget, and bank info changes now require a signed Grant Agreement (GA) amendment. Other changes, such as location, activity, and beneficiaries, can be done on the Grant Management System (GMS) with HFU and cluster approval (no signed GA amendment required anymore).
- **Delegation of Authority (DoA):** revised to accommodate HC's request to delegate his/her authority to approve all revisions (the former template was only for NCEs) to the OCHA HoO.
- **Financial Spot-Checks:** ToRs and reporting template annexed
- **Auditing firm recruitment process:** revised to reflect the current process which involves ASB.
- **Audit process:** timeline of audit process (from submission of final financial report by IP to closure of project) was clarified
- **MPTF documents:** added – Memorandum of Understanding, Standard Administrative Agreement (SAA), Funding Transfer Request (FTR), and Allocation Letter annexed
- **MPTF Fund Terms of Reference:** annex “*Terms of Reference Template*” was removed and replaced with each Funds' respective Operational Manual
- **Financial Tracking Service reporting:** offline template revised to reflect the online template in the GMS

## Operational Modalities

- **Operational Modalities:** table adjusted to include UN Agencies for reflecting the need to report and, possibly, monitor the implementation of UN projects.
- **Monitoring:** definition, objective, and template revised as per June Beirut workshop on “Monitoring in High-Risk Environment” outcomes and recommendations. Monitoring tool in GMS will generate a score for the Performance Index (PI).

## Terminology

- **International Organization for Migration** included as UN Agency (no separate mentioning anymore)
- “Implementing Partners” changed to “**Partners**”, to highlight partnership beyond project implementation
- “OCHA SLT” changed to “**Governance Board**”
- Allocation type “**rolling basis**” removed (see above)
- “fully fledged” CA changed to **external/“outsourced” CA**