GUIDANCE NOTE 4

RESERVE FOR EMERGENCY PROJECTS

WHAT IS A RESERVE FOR EMERGENCY PROJECT?

A Reserve for Emergency Project (RfEP) responds to a new or deteriorating emergency or anticipates an imminent emergency. Interventions in newly accessible areas are also accepted.

A RfEP is established through a new SHF grant when a humanitarian intervention is urgently required but regular funding is not yet available.

Key points

1. New or deteriorating emergencies.
2. Critical, lifesaving humanitarian interventions.
3. Robust response.
4. All activities are in line with CERF life-saving criteria.

With time being of the essence, the selection process is kept as short as possible and focuses on the response capacity of the implementing partner in the relevant state.

Ideally, a case for funding should be submitted within ten days of the onset of the emergency and should result in an approved proposal within four weeks. The project should start as soon as possible and last between two and six months. A no-cost extension can be requested for an additional two months.

An RfEP grant has a budget ceiling of US$ 0.5 million, although the HC can approve higher amounts. The RfEP should provide for a robust response, effectively coordinated and integrated within the wider humanitarian response.

WHAT INTERVENTIONS ARE COVERED BY AN RFEP?

The RfEP will respond to critical, lifesaving, humanitarian needs during new or deteriorating emergencies. The Central Emergency Response Fund (CERF) lifesaving criteria are used to determine if project's interventions fall within the defined emergency criteria[1].

If applicable, SHF Emergency Rapid Response Mechanism (ERRM) interventions should be considered when planning the RfEP.

Preparedness, prevention, disaster risk reduction, and early warning interventions are not covered. RfE does not cover budget gaps in underfunded projects.

WHAT ARE THE KEY STEPS IN THE RFEP APPROVAL PROCESS?

Step 1 - The SHF initiates the process

SHF requests a case for funding from the OCHA Sub-Office in the state where the emergency is taking place. For a nationwide response, or in the case of an emergency that takes place in a state with no OCHA sub-office, OCHA Khartoum will coordinate with sectors to develop the case for funding.

Step 2 – Drafting the case for funding

The OCHA Sub-Office or OCHA Khartoum office will consult the state-level or national-level sector focal points to determine the humanitarian priorities, necessary intervention period, required budget and the best-placed partners. Partners are selected based on their willingness and capacity to assess and respond to the needs. Partners can also be selected based on their ability to cover multiple sectors. If required, multiple projects can be proposed.

[1] *Central Emergency Response Fund Life-Saving Criteria, OCHA 2010, https://cerf.un.org/sites/default/files/resources/CERF%20Life-Saving%20Criteria%202020.pdf*

Step 3 – Finalizing the case for funding

SHF shares the case for funding with the sector coordinators in Khartoum. All coordinators can comment on the case for funding.

Partners that were not selected can still request to be considered in the case for funding document. These additional partners must submit their case within 72 hours of the document being shared with the sectors. A competitive prioritization will then confirm the retained partners.

SHF approaches, in anticipation of final decisions, the identified partner(s) to submit a proposal(s) in the GMS.

Step 4 – Approval and endorsement

The case for funding is shared with the SHF Advisory Board for comments and endorsement and approved by the HC. The approved case is shared again with sector coordinators and focal points who can share it with their members.

HOW IS THE PROPOSAL DRAFTED?

The selected partners are requested to submit a proposal in the Grant Management System (GMS). The proposal must address the needs outlined in the case for funding. Emergencies can evolve at short notice. If circumstances change to such an extent that the conclusions in the case for funding are no longer relevant then proposals that take account of the latest situation will be accepted.

Each proposal is reviewed by SHF and sector coordinators to see that it is strategically, technically and financially sound. SHF programmatic and budget guidelines should be used to avoid delays.

Following the clearance of the technical and financial review, the HC approves the project and the Advisory Board is informed. If no objections are received from the Advisory Board, the SHF prepares a Grant Agreement and submits it for signing to the RC/HC, the partner and OCHA HQ.

Costs become eligible from the date stated in the Grant Agreement and can be as early as the approval date of the final budget by OCHA HQ.

Disbursement of funds can take up to 10 days.

HOW DOES A PARTNER REPORT ON PROJECT IMPLEMENTATION PROGRESS?

Reporting requirements for RfEPs are the same as for Standard Allocation projects and depend on the risk level associated with the implementing partner, the project duration and the project's budget.

The requirements are defined, and reports are added in the Grant Management System.