

## GUIDANCE NOTE 5

# EMERGENCY RAPID RESPONSE MECHANISM

### WHAT IS THE EMERGENCY RAPID RESPONSE MECHANISM?

The Emergency Rapid Response Mechanism (ERRM) is a fast-tracked funding mechanism in the Sudan Humanitarian Fund.

SHF selects projects managed by partners able to respond quickly to newly emerging needs in the relevant sectors. If the partner accepts, a contingency budget line is included in the SHF project which can be accessed through the ERRM approval process. Such an approach bypasses the time-consuming processes of setting up new agreements.

Within three days, funds can be available to respond to newly emerging or deteriorating humanitarian needs. As an initial life-saving response mechanism, it serves to bridge the period between the emergency occurring or deteriorating and the setting up of a robust humanitarian response.

Depleted ERRM budget lines can be topped up from SHF pipeline funding through a budget extension.

#### Key points

1. New or deteriorating emergencies
2. Critical, lifesaving humanitarian interventions
3. Timely first response – within a week
4. Health, Shelter/NFI, WASH
5. Straightforward interventions
6. Short duration

### WHAT INTERVENTIONS ARE COVERED?

The ERRM covers the costs of critical, lifesaving, humanitarian response activities in the event of a

new or deteriorating emergency. The activities are straightforward and address the most urgent needs in health, GBV, shelter/NFI and WASH. Critical and lifesaving interventions outside these four sectors can be eligible for ERRM funding if they are justified by the partner.

To be eligible, the response must be within a few weeks of the onset of the emergency. The implementation period is a maximum of 6 weeks. One no-cost extension of one month can be approved.

ERRM funds can be used to cover distribution costs of SHF-funded prepositioned stock to which they have preferential access.

SHF's goal is to make ERRM funds available in most of Sudan's 18 states. ERRM interventions can take place in localities other than those indicated in the original project.

### HOW DOES IT WORK?

Both standard allocation and Reserve for Emergency projects can have an ERRM budget. It can be added when the project is created or through a budget revision of an ongoing project.

In the event of an emergency, and as soon as possible, ERRM partners are expected to identify the needs and submit an ERRM concept note to the SHF.

The SHF consults with the relevant sector coordinators and OCHA sub-offices and shares the feedback with the partner. Once the final concept note is approved by the SHF, the contingency budget line can be used.

The SHF will upload the concept note in the GMS, under the relevant project as an annex to the original proposal. The SHF team will also add the standard HRP indicators

and activities that were selected in the concept note to the log frame.

If the ERRM budget is not used by the end of the project period, the funds return to the SHF. Depleted ERRM budgets can be replenished through SHF pipeline funding by a project revision/budget extension.

### **CAN I PUT OVERHEAD IN THE BUDGET?**

When a project contains an ERRM contingency budget line, the amount allocated for project overhead costs and PSC is calculated over the overall project budget amount, including the ERRM amount. Therefore, the presented ERRM budget should not contain any further overhead and PSC costs.

Conversely, when a project receives, through SHF pipeline funding, a budget extension for the depleted ERRM budget line (during the implementation period), the normal overhead ceilings can be applied.

### **CAN WE ASK FOR A NO-COST EXTENSION?**

When duly justified, the implementation of an ERRM intervention can be accepted as justification for a no-cost extension of the original project for two reasons:

- Use of existing implementing partner resources to cover ERRM supported activities may lead to delays in implementation of the on-going project activities.
- Even though the original project is fully implemented, the project period is extended to allow for the implementation of the ERRM activities. This can be relevant when the partner continues to have an operational presence in the location through other projects.

The ERRM intervention itself can be the subject of a no-cost extension of a maximum of 1 month.

### **HOW DO WE REPORT?**

The implementing partner will be asked to share a report with the SHF one week after the concept note is approved. Subsequent reports are to be completed and shared by email every two weeks until implementation is completed. These reports will be added to the interim or final project report in the GMS.