

## GUIDANCE NOTE 6

# EMERGENCY RESPONSE PREPOSITIONED STOCK

### WHY IS SHF PREPOSITIONING STOCK?

The prepositioned stock enables a fast and effective humanitarian response. SHF maintains a stock of essential, life-saving emergency supplies (NFI, WASH, health, GBV) for distribution in new or deteriorating emergencies, which can be accessed by SHF partners implementing Emergency Rapid Response Mechanism (ERRM) and Reserve for Emergency (RfE) interventions in the targeted area. As such, the SHF covers a small portion of the overall stock being prepositioned in Sudan. The SHF stock serves to cover the needs in the first few crucial weeks of an emergency.

SHF initiates pipeline funding to replenish the stock at risk of being depleted. It does this by effective stock management and by reviewing how long it takes to procure new stock.

Around 15 per cent of the SHF fund is allocated for prepositioning.

### WHAT ITEMS ARE PREPOSITIONED?

The SHF covers the prepositioning of lifesaving emergency items in the health, Shelter/NFI, WASH and GBV sectors.

The sector coordinators identify the items included in the prepositioned stock projects, estimate the unit costs and the procurement lead times. The project budget covers warehouse and transportation costs to the distribution sites.

Projects covering prepositioning of stock, not linked to early emergency response interventions, can be funded through the standard allocation. They do not benefit from pipeline funding and are not exclusively linked to ERRM or RfE projects. They are open to all sectors and have to remain within the allocation criteria of the standard allocation. These projects are not covered by this guidance note.

#### Prepositioned items

**S/NFI:** NFI kit (including kitchen set).

**WASH:** WASH hygiene family kit, Water purification tablets, Soap, water jerrycans.

**GBV:** Dignity individual kit.

**Health:** Emergency health kit, trauma and emergency surgery kit, integrated management of childhood illness medicine kit, reproductive health kit.

### WHAT ALLOCATION PROCESS IS USED?

A prepositioned stock project is selected through a Reserve for Emergency process. The proposal can be submitted by an Agency, an NGO or a consortium of NGO's, and can be for a specific sector, or all sectors combined. If multiple proposals are received, a strategic revision, similar to the Standard Allocation selection process, is used to select the suitable proposals.

When stock thresholds have been reached, the implementing partner will submit a project revision request for additional funds.

Prepositioned stock grants have an implementation period of one year but can be renewed for one additional year. At the end of the project period, the SHF may decide to transfer the remaining stock to the implementing partner or can request to hand over the stock to a successor prepositioned stock project.

### **WHAT IS REQUIRED FROM THE IMPLEMENTING PARTNER?**

The partner managing the stock must procure and store the items in a way that they are available at short notice. The partner must guarantee that SHF ERRM and RfE partners have access to the stock in the State where the emergency takes place.

The partner must share a status update of the stock every three months or upon request by the SHF. The report specifies the locations and dates where the items have been released. The SHF cross-checks the status through its approvals for stock usage and ERRM and RfE reporting mechanism. The partner will inform SHF when procurements are delayed.

### **WHEN CAN THE STOCK BE RELEASED?**

The stock is prepositioned so to assure a timely response to new or sudden deteriorating emergencies and can only be used for this purpose.

Access is guaranteed for SHF partners implementing ERRM or RfE projects who will cover the distribution costs of the stock to the beneficiaries.

Stock can only be released upon approval by the SHF. This can happen through the approval of an ERRM concept note or RfE proposal. Partners managing the stock will be required to update the SHF when they hand over stock to ERRM and RfE partners. Only items released through this approval process will be considered for replenishment.

Approval needs to be obtained if SHF stock is to be used for other purposes (e.g. ongoing humanitarian interventions). This stock must be recovered as soon as possible.