Indicative TEMPLATE

I. Allocation Overview (1 page)

Project Proposal Deadline: (day/month/year, location time: xx)

A) Introduction / Humanitarian situation
   - Summary of the key facts and figures of the allocation, incl. the humanitarian context and the total amount of the present funding decision

B) Humanitarian Response Plan (HRP) / Appeal
   - Objectives of SSHF and its specific linkages to actual allocation strategy and HRP priorities

II. Allocation Strategy

A) Purpose of the Allocation Strategy and linkages to the HRP / Appeal (1/2 page)
   - Strategic description of the objectives/focus including HC and ICWG inputs on needs/objectives and reference of the endorsement by the Advisory Board
   - Information on the currently available Fund balance

B) Allocation Breakdown (max. 1/2 page per ‘envelope’)
   - Outline of the allocation’s added value and complementarity with others, incl. an analysis of the gaps and information on how the purpose and objective of this allocation has been defined
   - Strategic priorities and funding objectives including an overview on the different envelopes

C) Prioritization of Projects / Envelopes
   - Description of identified priorities per envelope - i.e. what has the humanitarian response defined by so far; information on access to life-saving and basic services; which activities have been excluded or underserved in the response so far.
- Allocated amount per envelope/cluster/sector/region (as applicable)
- Purpose and geographic location of the respective parts of the allocation
- Information on targeted beneficiaries
- Reference to the process of selecting Project Concept Notes through the allocation’s score card during the Strategic Review

**Envelope 1:** USD x million (1/2 pages) The word ‘envelope’ is used generically/remove/change as required.

<table>
<thead>
<tr>
<th>Eligible Actions</th>
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<tbody>
<tr>
<td>• Activity 1</td>
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<td>• Activity 2</td>
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**Envelope 2:** USD x million (1/2 pages)

Description as per above.

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### III. Timeline and Procedure

- If applicable, notes on the HFU’s modus operandi for the duration of the allocation (i.e. certain processes are paused, such as Due Diligence and/or Capacity Assessment review). Mention that the submission in GMS will not be possible anymore after the submission deadline has passed
- Allocation timeline
- Description of allocation procedures

### IV. HFU Information and Complaints Mechanism

- Contacts of Humanitarian Financing Unit (HFU) as appropriate
- Complaints mechanism information as required (contact email for complaints)
V. Annexes

Annex 1: Information on geographic areas / visuals / charts (reference to GMS Business Intelligence at gms.unocha.org/bi)

Annex 2: Required indicators per cluster/sector (incl. technical criteria from clusters)

Annex 3: Allocation-specific (non-cluster) submission criteria and review process

Annex 4: Budget preparation guidance if not available elsewhere; or links and/or references

Annex 5: Cluster contacts

Annex 6: List of acronyms used in the document
<table>
<thead>
<tr>
<th>Step</th>
<th>Timeline (in days)</th>
<th>Responsible</th>
<th>Action</th>
<th>Output</th>
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</thead>
</table>
| **Step 1: Strategy Paper** | 21                 | *SSHF TS                             | 1.1 Consultation with AB, cluster coordinators/co-coordinators and OCHA FCU  
1.2 HRP analysis and risk analysis  
1.3 Draft of allocation strategy paper  
1.4 Draft of allocation timeline | Allocation strategy paper (ASP) |
| **Step 2: Prioritisation** | 10                 | *Cluster Coordinators / Co-coordinators                              | 2.1 Definition of cluster strategies/priorities (priority activities, priority locations, number of targeted beneficiaries and estimated budget)  
2.2 Constitution of Strategic Review Committees  
2.3 Alignment of scorecard to cluster strategies/priorities  
2.4 Update of list of indicators | Cluster allocation strategies / priorities  
Cluster scorecards  
Strategic Review Committees (SRC)  
Updated list of indicators |
| **Step 3: Defence / review of cluster strategies and priorities** | 3                  | *Cluster Coordinators / Co-coordinators  
*SSHF TS  
*AB | 3.1 Submission of cluster strategies/priorities  
3.2 Review of cluster strategies and priorities through cluster defences (or other methodology as may be agreed with the AB) | Approved cluster strategies/priorities  
Approved Cluster envelopes |
| **Step 4: Submission and selection of concept notes** | 9                  | *Partners  
*Cluster Coordinators / Co-coordinators | 4.1 Call for and submission of concept notes  
4.2 Selection of prioritized CNs by the SRC | Portfolio of selected concept notes to the amount of envelope awarded |
| **Step 5: Validation** | 5                  | *SSHF TS  
*HC | 5.1 Review of selected CNs to check that they conform to overall intent of the allocation strategy  
5.2 Endorsement of selected portfolio concept notes to proceed to next step | HC endorsement of recommended portfolio of concept notes to proceed to full-fledged proposals. |
| **Step 6: Technical Review (of full project proposals)** | 9                  | *SSHF TS  
*Cluster Coordinators / Co-coordinators with Technical Review Committee (TRC)  
*Partners | 6.1 Technical Review committees review projects (proposals and budgets) to ensure they meet technical cluster and SSHF requirements and feedback to partners.  
6.2 Partners revise and re-submit their proposals - maximum 3 times after which, if the project still does not meet quality standards, it is rejected | Final, quality controlled proposals |
| **Step 7: HC approval** | 4                  | *SSHF TS  
*HC  
*Heads of PUNOs | 7.1 Preparation of list of approved projects, allocation letters and Fund Transfer Requests (FTR). | Approved portfolio of projects for each cluster |
The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors.

Coordination Saves Lives

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<thead>
<tr>
<th>Step 8: Disbursement</th>
<th>15</th>
<th>SSHF TS *MPTF *Partners</th>
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<tr>
<td>7.2 Signature of allocation letters and FTR</td>
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<td>Allocation letters signed by HC and counter-signed by heads of PUNOs</td>
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<td>FTR signed by HC</td>
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<td>8.1 Submission of signed FTR and allocation letters to MPTF</td>
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<td>8.2 MPTF disbursement to PUNOs</td>
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<td>8.3 Contracting and subsequent disbursement of funds allocated to NGOs</td>
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<td>- Partners sign PPA/RPA and submit payment request</td>
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<td>- SSHF TS (MA/UNDP) disburses first instalment</td>
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