MS Teams Instructions

For Questions

1. Given the high number of participants, please when accessing to MS Teams introduce the acronym of organization that you are representing and your name, e.g. MHF-Narciso Rosa-Berlanga.

2. For questions or comments, you can use the chat box to leave your comment or notify if you want to have the floor.

3. Depending on the quantity, we may allow just written questions shared through the chat box or also questions using the audio system. In this case, once you are called by the presenter, you can unmute yourself and speak. Once you finished talking, please mute yourself using the relevant icon.
Part I

General Overview
MHF Management Unit (OCHA)

Part II

Safety and security
UN Department for Safety and Security (UNDSS)
Content – Part I

2. Eligibility
3. How to elaborate a project proposal (GMS template)
4. Project Selection Process
5. Question and Answers
MHF Second Standard Allocation (SA2)

**Strategic Priorities**
- Based on real-time needs analysis
- Based on 2020 Myanmar HRP
- Based on funding analysis
- COVID-19 prevention & response

**Priority Targets**
- Displacement sites, host communities, hard-to-reach areas and NGCA
- Chin, Rakhine, Kachin, Shan and Kayin States
Open to NGOs, Red Cross Movement, UN Agencies

US$5 million*

2020 Second Standard Allocation
Up to 12 months

*As per available funding
### Funding envelopes by sectors and geographic area

<table>
<thead>
<tr>
<th>Indicative Envelopes</th>
<th>Priority</th>
<th>TOTAL US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>1</td>
<td>850,000</td>
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<tr>
<td>Health</td>
<td>1</td>
<td>850,000</td>
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<tr>
<td>Shelter/NFI/CCCM</td>
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<tr>
<td>Protection</td>
<td>2</td>
<td>700,000</td>
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<tr>
<td>WASH</td>
<td>2</td>
<td>600,000</td>
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<tr>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>Food Security</td>
<td>3</td>
<td>300,000</td>
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<td>Logistics</td>
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<td>PSEA</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>5,000,000</strong></td>
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<tr>
<th>Region</th>
<th>Chin</th>
<th>Rakhine</th>
<th>Kachin</th>
<th>Shan</th>
<th>Kayin</th>
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<tr>
<td></td>
<td>75,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>305,000</td>
<td>2,430,000</td>
<td>1,080,000</td>
<td>680,000</td>
<td>305,000</td>
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</table>

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3 Funding envelopes are only indicative and will depend on the quality of the proposals submitted by partners, the recommendations made by the MHF Review Committee, the comments provided by the MHF Advisory Board and the final decision of the HC.

4 For Chin and Kayin, only a unique multisector proposal, covering priority sectors, will be prioritized by the MHF Review Committee.
MHF Second Standard Allocation

**Timeline**

11-12 Nov  
Project Design Refresher Session

23 Nov  
Submission deadline

7 Dec  
HC preliminary approval

21 Dec  
Budget Approval in GMS  
Project start date (the earliest)

6 Nov  
Launch of Allocation

30 Nov  
Strategic and Technical Review

14 Dec  
Partner’s feedback on technical review
Partners / Projects eligibility

• Alignment to the allocation strategy

• Alignment to MHF Operational Manual (Budget Preparation)

• Due diligence and capacity assessment conducted (all NGOs partners)

• Pending actions addressed from field monitoring, financial spot checks and audits (all partners).

• Submission of pending narrative/financial reports, alleged fraudulent actions/reports and refunds (all partners)

• MHF will not accept new partners at this point, only those already in process to be eligible.
How to elaborate a Project Proposal

GMS template

YouTube Tutorial: https://www.youtube.com/watch?v=AEWwvHGfDZw
Read and understand relevant documents
Read and understand relevant documents

Allocation Strategy Paper
2020: SECOND STANDARD ALLOCATION

DEADLINE: Monday, 23 November 2020 (23:45 Yangon time)
Read and understand relevant documents

1. Allocation Strategy Paper
   2020: SECOND STANDARD ALLOCATION

   DEADLINE: Monday, 23 November 2020 (23:45 Yangon time)

   2020: SECOND STANDARD ALLOCATION

   ANNEXES

   Annex 1: MHF Operating Principles and Strategic Review .......................................................... 2
   Annex 2: Cross-cutting issues when developing a project proposal ............................................ 4
   Annex 3: Mandatory and Standard Indicators ............................................................................. 8
   Annex 4: MHF Budget Guidance ................................................................................................. 10
   Annex 5: Cluster/sector contacts ............................................................................................... 16
   Annex 6: List of acronyms ........................................................................................................ 17

   Annex 7: MHF Questions & Answers (attached document)
   Annex 8: MHF Flexibility Guidance in the context of the COVID-19 (attached document)
   Annex 9: Rakhine Delivery Modalities Risk Mitigation (attached document)
Read and understand relevant documents

1. Allocation Strategy Paper
   2020: SECOND STANDARD ALLOCATION

   DEADLINE: Monday, 23 November 2020 (23:45 Yangon time)

2. Annexes

   Annex 1: MHF Operating Principles and Strategic Review .................................................. 2
   Annex 2: Cross-cutting issues when developing a project proposal ........................................ 4
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   Annex 6: List of acronyms ................................................................................................... 17
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3. Project Proposal Submission

   How to create a Project Proposal
   - The 8+3 Project Proposal
     - Cover Page
     - Logical Framework
     - Work Plan
     - Affected Persons
     - Other Information
     - Budget
     - Cash Tracking
       - Locations
         - Adding a budget per location
         - Adding Affected Persons per location
       - The locations related errors - explained
     - Documents
     - Project Tracking
     - Tips for Filling out a Project Proposal
     - How to Submit a Project Proposal
     - Revisit the Project Proposal
   - GMS (Grant Management System)
GMS Support
https://gms.unocha.org/support

The Grant Management System (GMS) is a standard platform for the management of all Country-based Pooled Funds. Implementing partners use this interface to submit project proposals and reports, and OCHA coordinates project review, monitoring and partner performance. The system captures evaluation results, tracks timelines and promotes accountability in humanitarian response. OCHA maintains a system-wide overview of all funds, enabling support and coordination and provides real-time fund information for stakeholders.

For any issues related to GMS, Contact -

GMS Support: gms-support@un.org
Create a new project proposal
Create a new project proposal

<table>
<thead>
<tr>
<th>Create Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting Organisation</td>
</tr>
<tr>
<td>Allocation Type</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Cluster</td>
</tr>
<tr>
<td>Is multi-cluster project?</td>
</tr>
<tr>
<td>Planned start date</td>
</tr>
<tr>
<td>Planned end date</td>
</tr>
<tr>
<td>Project Duration</td>
</tr>
</tbody>
</table>

- Stand-alone proposals for multi-purpose cash or voucher programmes that will fit within the multiple sector priorities will be accepted.
- Unique project proposal covering Kachin and Shan may be accepted. Not for Rakhine, Chin or Kayin
- Stand-alone proposals for COVID-19 related activities will not be accepted.

Clusters can be updated before the project approval. However, please note that changes in the clusters will have an important impact in the project’s data.

Suggested start date: not later than 1st January 2021
Edit a new project proposal

- Due diligence (Due Diligence approved)

Create New Project Proposal

<table>
<thead>
<tr>
<th>Submission Deadline</th>
<th>Create New Project</th>
<th>Allocation Type</th>
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Projects

<table>
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<th>#</th>
<th>Action</th>
<th>Cluster</th>
<th>Code</th>
<th>Status</th>
<th>Title</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Nutrition (60%)</td>
<td>MM-20/DDA-3415/SA2/N-H/IN</td>
<td>Project Draft</td>
<td>Improving nutrition ...</td>
<td>0.00</td>
</tr>
</tbody>
</table>
• **Define sector:** total percentage should be **100 per cent**
• **Project title:** Meaningful, specific (indicate sector and location – State level)
• **Date:** 12-month period
• **Project Summary:** Objective, targeted people and locations, main activities, main implementation strategy.
• **Needs:** Projects should be evidence-based. Specify type of assessment and date.
• **Justification:** Refers to main activities and why this is relevant
• **Link to the Allocation Strategy:** Refers to strategy paper, clusters/sectors objectives, Humanitarian Response Plan (HRP).
• Overall Objective: SMART (Specific and Measurable, Achievable (or attainable), Relevant, and Time-bound)

• For each sector: Sector Objectives and HRP Objectives (Total = 100 per cent)

• Contribution to cluster/sector objectives: SMART

• Outcome

  ✓ Output > Assumption, Risk & Mitigation Measures

    ▪ Indicators: Mandatory (AAP, Cash/Voucher, Disabilities, COVID-19, Sector Specific) and customized

    ▪ Activity: Standard activity + Summary narrative

*Delete an activity: possible, but before unlink the activity from work plan, other info (sub-partners) and location tabs.*
Work Plan

- Complete only after finalizing the logical framework
- Just click in the boxes
- Realistic and achievable
Affected Persons

- Only affected people **directly** targeted by the project
- Select a category
- Disaggregation by gender and age
- General disaggregation by gender, age and disability.
- Persons with disabilities: at least **12.8 per cent** of beneficiaries.
- Indirect beneficiaries can be added at the end, as a narrative.
• Accountability to Affected Population
• Protection Mainstreaming and GBV
• GAM Reference Number (Gender with Age Marker Code)
• Risk Management
• Access
• Monitoring & Reporting
• Exit Strategy & Sustainability
• Coordination and Complementarity
• Sub-Partner
Accountability to Affected Population

- How beneficiaries have been involved in:
  - needs assessment
  - project design
  - implementation
- Complaints and Feedback Mechanisms
- Conflict Sensitivity Analysis
Protection Mainstreaming and GBV

- Prioritize safety & dignity, and avoid causing harm
- Meaningful access
- Accountability – PSEA, Disability Inclusion
- Participation and empowerment
- Sex and age disaggregated data
- Engagement

Age, gender and diversity approach is imbedded in all the MHF project cycle (elaboration of the strategy, the selection of the project proposals, project revision, implementation, reporting, monitoring, etc.)
• **Zero tolerance**, extended to partners, sub-partners, contractors, consultants, vendors, etc.

• Appropriate policies and mechanisms in place to prevent and report any allegation or incident of SEA (review of due diligence)

• **Immediate reporting** on any alleged PSEA case.

• **Mandatory Training on PSEA** for all the partner staff and involved personnel in managing MHF funding.
## Prevention of Sexual Exploitation and Abuse

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>MHF Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the partner plans to sub-contract activities to another entity, the partner has the necessary reporting and monitoring mechanisms in place to prevent and respond to allegations and incidents of sexual exploitation and abuse (SEA).</td>
<td>Request the partner to describe reporting and monitoring mechanisms in place.</td>
</tr>
<tr>
<td>The partner has properly screened staff for involvement or alleged involvement in SEA or violations of human rights.</td>
<td>Confirm that reference and background checks for partner personnel have been completed.</td>
</tr>
<tr>
<td>The partner has reporting procedures in place for SEA allegations for employees, contractors/sub-implementing partners and beneficiaries.</td>
<td>Request and review partner's reporting procedure.</td>
</tr>
<tr>
<td>The partner is informed of the UN zero tolerance policy on SEA, and related UN agency, funds and programme policies on SEA.</td>
<td>Confirm in writing that the partner is informed of the UN zero tolerance policy on SEA, and related UN agency, funds and programmes policies on SEA.</td>
</tr>
<tr>
<td>The partner's staff who are working on MHF funded projects have completed SEA training, or equivalent.</td>
<td>Confirm that the partner has completed a SEA training, or equivalent.</td>
</tr>
<tr>
<td>The partner has dealt appropriately with any past SEA allegations.</td>
<td>Request the partner to describe any past allegations and outcomes.</td>
</tr>
</tbody>
</table>
Disability Inclusion in Humanitarian Action

- Continuous awareness raising through a multi-stakeholder approach

- Increasing capacity building to enhance the effective inclusion and participation of persons with disabilities and their representative organizations across the MHF project cycle: elaboration of the strategy, the selection of the project proposals, project revision, implementation, reporting, monitoring, etc.

- Reinforcing disability-disaggregated data collection and analysis

- Since 2019, using Washington Group Questionnaire to identify people with a disability is recommended for MHF and partner projects applying for funds.
Gender with Age Marker

• **Mandatory** tool to track gender and age equality programming (including GBV) for all MHF projects since January 2019.

• Self-assessment tool that focuses on supporting partners in ensuring gender responsive programing.

• MHF will reject projects in cases, where without justification, the GAM has not been applied.

• MHF will consider only projects with a **GAM score 4 or 3**. Below this, strong justification should be provided.

• Using website: [https://iascgenderwithagemarker.com/](https://iascgenderwithagemarker.com/)
Risk Management

- Risk and mitigation measures, including conflict sensitivity analysis and COVID-19 protective measures.
- Operational, safety, security, financial, staff, management, etc.
- Considering environmental risks and mitigation measures.
• Strategies
• Access: constraints, alternate ways to access to the affected population
• Safety and security for staff
• Protective measures against COVID-19
Monitoring & Reporting

• **How** indicators and sources of verification will allow in a timely and cost-effective manner to collect information that can inform project management and decision-making

• **Role and responsibilities** for collecting, recording, reporting, and using information

• Specify what **monitoring tools** and technics will be used to collect data on the indicators to monitor the progress towards the results achieved

• Provide an indication of the **frequency** data will be collected and if there is already a baseline for the indicators or if a baseline will be collected

• Ensure key monitoring and reporting activities are included in the project’s **work plan**
Exit Strategy & Sustainability

- Exit strategy and closure steps for the project or program
- Assessment of the sustainability of the results
• Describe any coordination efforts, any synergy that developed, and recommendations for improving coordination in the future

• Complementarity with other humanitarian partners at field level, with sector coordination, with Government, with humanitarian, development and peacebuilding projects funded by other donors, etc.
• Choose from the list
• If not in the list, add a profile, **including contact details** (name, phone, email) and MHF should approve later
• Please conduct minimum **due diligence / capacity assessment**, particularly regarding internal financial control and management.
• Important to provide under “document” tab a profile, reference on the sub-partner.
• Include the activity linked to the specific sub-partner.
Seven budget categories:

1. Staff and other personnel costs
2. Supplies, commodities, material
3. Equipment
4. Contractual Services
5. Travel
6. Transfers and Grants to Counterparts (if any)
7. General Operating and Other Direct Costs

+ *Project Support Costs (PSC)*
- Clear description of budget lines (and explanation in text box)
- Similar items under a single budget line with breakdown (associated Excel sheet, under “documents” tab).
- **Shared cost**: full unit cost * % covered by MHF. All shared costs must be directly linked to the project implementation, be itemized in the budget and be clearly explained in the budget narrative.
- **Direct cost** (direct and support): Costs clearly linked to the project activities, being direct costs those that impact directly to the targeted population, while support costs are all other costs. Staff directly implementing project activities are direct cost and can be charged 100%.
- **Indirect costs**: Under project support costs (PSC).
Ineligible costs

- Costs not included in the approved budget or incurred outside the approved implementation period.
- Debts and provisions for possible future losses.
- Interest owed by the implementing partner to any third party.
- Items already financed from other sources.
- Purchases of land or buildings.
- Currency exchange losses.
- Government staff salaries.
- Hospitality expenses, provision of food/refreshments for project staff (not including water and hospitality for trainings/events/meetings directly related to project implementation).
- Incentives, mark-ups, gifts to staff. Fringe benefits provided by the organization to staff, such as cars, individual full housing allowance, etc.
- Fines and penalties
- Duties, charges, taxes (including VAT) recoverable by the implementing partner.
- Audit fee (these costs are directly incurred by OCHA).
Common issues

• High number of staff and high percentage cost (shared costs) in staff category
• Technical staff directly linked to the project are not based in the project implementation area, but in Yangon or HQ.
• When asked to reduce one budget line, there is an increase in another budget line instead
• When asked to delete one budget line, another budget line is created
• When asked to reduce a budget not fully justified, partner does not address the comment
• Not using IT equipment, assets, etc. purchased under previous projects for the new project or request a very higher number of equipment.
**Category 1** (Staff and other personnel costs) – Maximum 20 per cent of total

- Support staff: **one budget line** – Under “documents” tab, please add a clear breakdown of staff which costs may be charged to MHF: title, function, unit cost per month, duty station.
- Allowance, insurance and severance are accepted following approved HR policies and financial requirements.

**Category 2** (Supplies, commodities, material)

- Make reference to activities in the framework (sector and activity number)
- Budget lines grouping some expenditures are allowed, providing breakdown

**Category 3** (Equipment)

- Very limited with strong justification
- Vehicles not allowed, excepting motorbikes when strongly justified.
Category 4 (Contractual Services)

- Activities provided by a private company, service provider or consultancy
- Activities conducted by a partner (Govt., NGO, CSO, etc.) with direct transfer of funds: under category 6 – Transfers and Grants to Counterparts

Category 5 (Travel)

- Travel for monitoring and follow-up of projects, including per diem
- Breakdown needed
- International travel in a separate budget line and limited
Category 6 (Transfers and Grants to Counterparts)

• Per sub-partner, please include a budget line grouping each main budget category:
  - Staff and other personnel costs
  - Supplies, commodities, material
  - Equipment
  - Contractual Services
  - Travel
  - Transfers and Grants to Counterparts (if any)
  - General Operating and Other Direct Costs

• Only use the budget categories that are required

• Provide Excel sheet with budget breakdown using MHF format.

• **Project support costs (PSC) of 7 per cent is not allowed in category 6.**
Category 7 (General Operating and Other Direct Costs)

- Maximum of **10 per cent** of total project.

- **Contingency Budget Line**: Up to **4 per cent** of the total project budget (without PSC). Only for unforeseen urgent humanitarian needs. Activation requires formal pre-approval by the Fund Manager. If not utilized within the project implementation timeframe, the amount budgeted for contingencies must be refunded.

- Allowed **single budget lines grouping expenditures** (e.g. field related office, Yangon office including breakdown for vehicle support, IT and communication support, office rental and maintenance, guest house support cost)

- Separated budget lines for **bank fees** and **visibility** (limited amount).

- Hospitality costs (coffee, tea, sugar, water dispenser, etc.) are **not accepted**.
Project Support Costs (PSC)

- Maximum of 7 per cent of sub-total budget.
- The main partner should fairly share the 7 per cent project support costs (PSC) with its sub-partner. It is recommended to share this in the fair proportion of work being undertaken by the sub-partner.
- Separate project support costs (PSC) of 7 per cent is not allowed in category 6.
Cash Tracking

- In case that there is a cash-based intervention
- Add one row for each type of modality including the activity number, budget line code in the title, and the modality, cluster/sector, conditionality, restriction and value of cash.
- Only indicated the estimated value of cash that will be transferred to people assisted through each modality.
Locations

- Only after completing budget, logical framework activities and affected persons tabs.
- Minimum: township level – List of sites under “documents” tab
- Distribution of budget per location
  - Insert % of budget per location > then, % of this budget per cluster > save
- Distribution of beneficiaries per location
  - Insert same % of budget per same location
  - Distribute by sector (automatically or manually)
  - Include activity per sector
• Upload here any relevant document:
  ✓ Budget breakdown
  ✓ LoA with sub-implementing partners
  ✓ Assessment reports
  ✓ Conflict Sensitivity Analysis
  ✓ Risk and mitigation measures matrix
Submission

Please check every tab before submitting, mainly:

- Date of implementation
- Final budget (only 7% for PSC)
- Budget breakdown (document uploaded)
- Location distribution
Resources

About the MHF

The Myanmar Humanitarian Fund (MHF) is an OCHA-managed country-based pooled funding mechanism which enables the Humanitarian Coordinator (HC) to provide an emergency response and timely assistance to urgent or chronic humanitarian needs of people affected by natural disaster or conflict. Prior to 2015, the MHF was known as the Myanmar Emergency Response Fund (ERF). Up to 2013, the Fund was known as the Humanitarian Multi-Stakeholder Fund (HMSF).

https://www.unocha.org/Myanmar/about-MHF
### Resources

**Allocation Strategy Paper (Annexes)
2020: SECOND STANDARD ALLOCATION**

**MHF**
Myanmar Humanitarian Fund

**ANNEXES**

- Annex 1: MHF Operating Principles and Strategic Review
- Annex 2: Cross-cutting issues when developing a project proposal
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### Annex 5: Cluster/sector contacts

<table>
<thead>
<tr>
<th>Cluster / Sector</th>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIE</td>
<td>Nicole Starkey</td>
<td><a href="mailto:nicole.starkey@savethechildren.org">nicole.starkey@savethechildren.org</a></td>
</tr>
<tr>
<td>Food Security</td>
<td>Laurent Gimenez</td>
<td><a href="mailto:laurent.gimenez@wfp.org">laurent.gimenez@wfp.org</a></td>
</tr>
<tr>
<td>Health</td>
<td>Allison Eugenio Gocotano</td>
<td><a href="mailto:gocotanoa@who.int">gocotanoa@who.int</a></td>
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<tr>
<td></td>
<td>Win Bo</td>
<td><a href="mailto:bow@who.int">bow@who.int</a></td>
</tr>
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<td>Nyunt Win Htay</td>
<td><a href="mailto:nyuntwin.htay@wfp.org">nyuntwin.htay@wfp.org</a></td>
</tr>
<tr>
<td>Nutrition</td>
<td>Jacinter Akiyi Oketche</td>
<td><a href="mailto:jacoetche@unicef.org">jacoetche@unicef.org</a></td>
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<tr>
<td></td>
<td>Elin Nilsson</td>
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<tr>
<td>Protection</td>
<td>Mohan Mani Lamsal</td>
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<td></td>
<td>Maiteyri Gupta</td>
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<tr>
<td>WASH</td>
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<tr>
<td></td>
<td>Jeffrey Silverman</td>
<td><a href="mailto:jsilverman@unicef.org">jsilverman@unicef.org</a></td>
</tr>
</tbody>
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### Thematic Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
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<td>Protection Mainstreaming</td>
<td>Mohan Mani Lamsal</td>
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<td>Maiteyri Gupta</td>
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<td>Gender in Humanitarian Action</td>
<td>Merit Hietan</td>
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<td>Child Protection</td>
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<td>Eva Lecat</td>
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<td>Cash-based Programming</td>
<td>Ria Elise Lewis</td>
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<td>John Nelson</td>
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<td>Emilia Wahilstrom</td>
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<td>Maungdaw Inter-Agency Group</td>
<td>Ephraim Wei Thiam Tan</td>
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<tr>
<td>(MIAG)</td>
<td>Fumiko Kashiwa</td>
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<td>South-East Working Group (SEWG)</td>
<td><a href="mailto:Tane@unhcr.org">Tane@unhcr.org</a></td>
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<td><a href="mailto:Kashiwaf@unhcr.org">Kashiwaf@unhcr.org</a></td>
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<td><a href="mailto:Suesbsang@unhcr.org">Suesbsang@unhcr.org</a></td>
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Project Selection
MHF Programme Cycle

Key steps

Allocation
- Prioritization
- Launch of Allocation Strategy Paper
- Submission of project proposal
  - Strategic review
  - Technical and financial review

Project Closure
- Final financial and narrative report
- Refund process
- Audit report
- After action review

Implementation
- Progress Narrative Report
- Interim Financial Report
- Project revision request
- Field monitoring visit
- Financial spot check
- Fraud & Incident Reporting

Involving cluster / sector members and coordinators at sub-national level
MHF Project Selection Workflow

1. Submission & Review of Proposal
2. Clearance of Proposal
3. Final Approval by HC
4. Disbursement
2020 MHF Strategy: Operating Principles

Severity of needs
Principled action
Existing capacity
Informed strategy
Do no harm
Conflict-sensitivity

Cash-based
Localization
Consortia
Multi-sector
Accountability
Flexibility
Nexus
Review Committees

Prior the project selection

- Each sector / clusters should nominate a sectoral review committee, through a consultative process.
- Equitable representation: at a minimum of 1 cluster/sector coordinator (UN), 1 NNGO and 1 INGO.

Strategic Review

- Pre-selection of projects according general scorecard and sector technical criteria.
- A inter-sector Review Committee conformed of all cluster/sector coordinators, OCHA HFU and relevant thematic advisors, e.g. gender, cash-based programming, etc. will agree on a consolidate list, including views on multi-sector project proposal.

Technical Review

- Sectoral review committees revised pre-selected project proposal, bringing technical expertise
- Thematic advisors, e.g. gender, cash-based programming, etc. bring specific expertise in their areas
- OCHA HFU revises proposal and budget, and facilitate liaison with partners
MHF : Feedback & Complaints Mechanism

MHF Stakeholders with insufficiently addressed concerns or complaints regarding MHF processes or decisions can at any point in time send an email to MHFComplaints@un.org.

Complaints will be compiled, reviewed and raised to the HC, who will then take a decision on necessary action(s). The HC will share with the Advisory Board any such concerns or complaints and actions taken thereof.
Questions & Answers

Humanitarian Financing Unit
OCHA Myanmar

MHF-Myanmar@un.org