ALLOCATION STRATEGY PAPER – SECOND RESERVE ALLOCATION (September 2020)

This document lays out the approach to allocating funds through the South Sudan Humanitarian Fund (SSHF) 2020 Second Reserve Allocation (SSHF-2020-RA2, US$ 10 million). In line with the current humanitarian situation, the reserve allocation will support time critical, life-saving frontline activities in selected counties in South Sudan, affected by the recent floods in South Sudan.

A. Situation overview

The humanitarian situation in South Sudan remains fragile due to a multiplicity of vulnerability drivers including intercommunal violence, climatic shocks, population displacement, commodity price fluctuations, and pre-existing vulnerabilities such as malnutrition, limited access to basic services and high protection risks.

According to Famine Early Warning Systems Network (FEWS NET) Food Security Outlook for October 2020 to January 2021 period, the country will continue to face acute food insecurity, with food assistance currently planned to scale down during this period, Crisis (IPC Phase 3) outcomes will likely remain widespread as most rural households and many poor urban households will be unable to meet their minimum food needs.

In conflict- and flood-affected areas of in Jonglei, Upper Nile, Warrap, Unity, and Lakes where crop and livestock losses are highest and market access is low, Emergency (IPC Phase 4) or Crisis (IPC Phase 3) outcomes will most likely persist. The scale and severity of acute food insecurity in South Sudan through January 2021 is expected to remain among the highest recorded since 2014 (FEWS NET August 2020).
As of 6 October 2020, an estimated 800,000 people from 37 counties have been affected by the floods since July 2020. The impact of the flood has varied across those people affected. Some have lost their homes, while others lost valuable assets, but can remain close to, or in, their homes. More than 80 per cent of the affected people are in Jonglei, Lakes and Upper Nile states. The flooding comes barely a year after another devastating floods in the same locations that affected 908,000 people in 2019, of whom at least 420,000 people required immediate humanitarian assistance.

The floods have destroyed homes and displaced thousands from their areas of residence. Some of the affected people have moved to nearby higher grounds while others have relocated to other counties. About 53,000 people have been displaced to other counties such as Mingkaman in Awerial County, where people displaced from Twic East, Duk and Bor South counties are now staying. The out migration from the flood affected areas into other locations/counties such as Juba and Mingkaman has also created pressure on existing services in those locations and hence deterioration of the humanitarian situation.

The floods have affected people in areas already experiencing high levels of vulnerability due to years of conflict and access constraints, placing affected people at a greater humanitarian risk. The flooding has submerged entire settlements and rendered access to safe water, hygiene and sanitation services in accessible or unavailable. This places thousands of people at a higher than usual risk of malaria and water-borne disease outbreaks, such as Cholera and water-borne illnesses.

Displaced people are especially at risk as they are exposed to the elements without shelter or household items such as mosquito nets. Access to hygiene and sanitation is limited, especially for women and girls who also face additional protection risks. The floods have disproportionately affected children, weakening their protective environment and exacerbating their vulnerability. Children are at increased risk of exposure to violence exploitation, abuse and neglect including family separation, injury /loss of life, psychosocial distress due to the shock and disruption in daily life, physical and sexual abuse.

The flooding has not only resulted into displacements, destruction of basic social service infrastructures such as schools, health facilities and Child Friendly spaces but disrupts access to those basic services and also hampers delivery of humanitarian assistance to the affected population, thus undermining the protective environment for children.

The floods have also exposed women and girls to risks of gender-based violence. Women and girls are further at risk of sexual exploitation and sexual violence attacks by men exacerbated by overcrowding in the higher grounds with no privacy, no latrines and sanitary facilities. Negative coping mechanisms have been reported in some locations, such as sexual exploitation targeting young vulnerable people.

Health services have been adversely affected by the flooding that has led to the disruption of provision of essential health service in many areas and an overall increased incidence of malaria, diarrhoea and other preventable diseases. This is likely going to further compound the already a weak health system in South Sudan and heighten the risk of vaccine-preventable disease outbreaks among the affected population.

Humanitarian partners are responding to the most urgent needs. However, the needs of the people affected exceed the available level of resources to respond. Scale-up of the life-saving response is required to expand response into underserved areas and augment the already ongoing response.

Key immediate needs include food, water purification tablets, plastic sheeting for temporary shelter, mosquito nets, fishing kits, basic health items including anti-venom for snake bites and the replenishment of medicine, nutritional supplies and dignity kits.

The situation of 360,000 people is expected to worsen in the next three months unless urgent scale up of humanitarian response is initiated. Increasing water levels from the River Nile and heavy rainfalls causing flood incidents continue threaten several areas already affected by the floods.
To address the time-critical humanitarian needs, the Humanitarian Coordinator, during the SSHF Advisory Board meeting held on 16 September 2020, allocated US$10 million through the South Sudan Humanitarian Fund (SSHF) Second Reserve allocation.

This Allocation Paper provides strategic rationale, the key parameters and overall timeline for the allocation process.

B. Allocation Strategy and rationale

The Second 2020 SSHF Reserve Allocation was triggered by the devastating impact of flooding that has affected 11 counties since July 2020. An estimated 800,000 people have been affected of whom at least 360,000 people are in need of immediate humanitarian assistance for the next three months. With further discussions with clusters and consideration of other funding already going to the prioritized counties, an additional, 6 counties have been recommended through the cluster prioritizations.

The Reserve allocation is aligned with Strategic Objective one (SO1) and two (SO2) of the South Sudan HRP 2020; SO1: Reduce morbidity and mortality, as well as suffering from protection threats and incidents, of the most vulnerable populations in areas with severe need and SO2: Facilitate safe, equitable and dignified access to critical cross-sectoral basic services to enable populations to meet their basic needs in areas with severe need.

The SSHF funding has been strictly prioritized for life-saving assistance to support the immediate needs due to the floods, and in complementary with CERF allocation support community-based initiatives aimed at reducing the impact of floods such as strengthening embarkment and repairing broken dykes.

The SSHF reserve allocation will support the implementation of immediate response activities in key life-saving sectors; Food Security and Livelihoods, Health, Nutrition, Protection, Shelter and NFIs, and WASH. The activities will form the central part of humanitarian partners’ immediate response to the rapidly evolving humanitarian situation in the flood affected areas. Precise targeting and alignment of the different activities is based on inter-sectoral and sector-specific needs assessments, including Integrated Rapid Needs Assessment (IRNAs), IPC data from FEWS NET, Needs Analysis Working Group (NAWG) and information from partners needs assessments. The response will be coordinated through existing mechanisms, including local ICCGs supported by OCHA, and deep field coordination arrangements led by designated NGOs.

C. Fund complementarity

The SSHF reserve will be part of the wider flood response and will complement other sources of funding to ensure a more efficient use of available resources. With the widespread of floods affecting 34 counties, the total requirement for an effective response is estimated at $81.1 million, of which $43.6 million forms the centerpiece for immediate response in the next three months. A total of $2.2 million has been mobilized from the ECHO, Switzerland for the floods response and the attendant displacements.

The Reserve allocation also complements other country -based resource allocation such as the IOM managed Rapid Response Fund (RRF), which has already allocated about $0.5 million to the WASH, Health, and Food Security and Livelihoods. SSHF reserve allocation will take into account funding already allocated for similar activities and the same counties to avoid duplications or gaps in response.

The SSHF reserve allocation will contribute to the $43.6 million required for immediate response, including the enabling the response operations through the support to humanitarian hubs.

1 Awerial, Ayod, Bor South, Duk, Juba, Panyijar, Pariang, Pibor, Rumbek Centre, Rumbek East, and Twic east
2 Cueibet, Fashoda, Koch, Mayendit, Wulu, Yirol West
Central Emergency Response Fund (CERF)

The SSHF reserve allocation will complement the CERF rapid response $10 million to address needs of 360,000 most vulnerable people prioritized for the flood response. If the CERF request is approved, both pooled funds will collectively avail $20 million for core pipeline and frontline response. The comparative advantage of each funding mechanism will ensure efficient mobilization and disbursement of resources to enable humanitarian responders deliver life-saving assistance in the most effective way.

The CERF allocation will provide urgent resources for the replenishment of core pipeline supplies that partners will draw from as in-kind support to the frontline activities. Given the urgency of the response, core pipeline managers (UN agencies) will draw from the existing stocks to support timely implementation of response activities while the CERF allocation will be used to replenish the expended stocks and ensure that the core pipelines are not depleted beyond operationally effective levels. The CERF will focus primarily on the procurement of core pipelines in priority clusters in order to replenish the core pipelines.

The SSHF 2020 Reserve Allocation will complement CERF’s pipeline support by funding the operational costs of humanitarian partners involved in the implementation of frontline activities. The complementary approach will ensure efficiency gains and economies of scale that UN agencies get through bulk buying instead each individual organization pipeline procurement.

In addition, CERF will complement the SSHF Reserve immediate life-saving response activities by support early resilience and recovery through the construction of dykes and embankments to prevent the continued overflow of water through ‘Food for Work’ or ‘Cash for Work’ approaches. This will be coordinated through World Food Programme CERF proposal submission to ensure that NGOs and local communities’ capacity in flood mitigation is strengthened.

First Standard allocation

The SSHF Reserve allocation will take in account the already ongoing programmes particularly from the SSHF 2020 First Standard allocation. The reserve allocation will complement about $7.6 million allocated to four counties out of the 11 counties prioritized for floods response. Where feasible, SSHF will explore opportunities for reprogramming ongoing projects or providing additional resources to priority counties to the scale up response to cover existing gaps and avoid any overlaps.

Where first standard allocation activities cannot be implemented due to the current floods, SSHF will support the implementing partners to adapt the project as may be required, including, revising the project locations and activities, extending project duration, or budget revisions to ensure that priority is given to the flood response without undermining response to already existing priorities in other locations.

Second Standard Allocation

The SSHF reserve allocation also takes into account the planned Second Standard allocation which will allocate $35 million to respond to humanitarian needs in other areas outside the flood priority locations and residual flood needs, and recovery type of activities. Given the limited envelop for the reserve allocation and the prioritization for immediate life-saving activities, the second standard allocation will build on the gains of the reserve allocation by considering the second phase of the floods response such as the rehabilitation of water boreholes and sanitation facilities and focus on needs in areas that will not be covered under the reserve allocation.

A more robust planning will be coordinated with the clusters to prioritize other vulnerabilities such as malnutrition, conflict, displacements and limited access to basic services, among other drivers of vulnerability. Where feasible, SSHF will explore opportunities for reprogramming existing response
programmes or providing if needed, additional resources to enable the implementing partners to scale up response to cover existing gaps and avoid any overlaps.

D. SSHF Reserve Allocation Priorities and Activities

Following the HC’s approval of the $10 million allocation from the SSHF Reserve allocation through the emergency response window, the HFU in coordination with the Field Coordination, Inter-Cluster Coordination Group (ICCG) and Needs Analysis Working Group have further refined existing needs assessment reports and prioritized six critical life-saving cluster; Health, Food Security and Livelihoods, Nutrition, Shelter, Protection, and WASH will be supported to implement life-saving activities, in 11 priority counties; Awerial, Ayod, Bor South, Duk, Juba, Panyijar, Pariang, Pibor, Rumbek Centre, Rumbek East, and Twic East.

The prioritization of the counties considers the number of people affected by floods, food security and nutrition indicators as classified by the FEWS Net IPC classification in September – October, with counties classified under IPC 3, 4 and 5 be highly prioritized, counties affected by conflict, counties prone to disease outbreaks, and counties projected to experience floods in the next three months.

The consultative process also established detailed prioritisation framework, including cluster envelopes, key activities and priority locations. The approved cluster envelopes are as follows:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Endorsed envelope³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>FSL (Livelihoods)</td>
<td>$600,000</td>
</tr>
<tr>
<td>Nutrition</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>Shelter/NFIs</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>Protection</td>
<td>$2,300,000</td>
</tr>
<tr>
<td>WASH</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>CCS</td>
<td>$500,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$10,000,000</td>
</tr>
</tbody>
</table>

Within each cluster envelope, details of prioritised activities, locations, main indicators and estimated numbers of beneficiaries to be reached are provided below.

Envelope 1: Coordination and Common Services

Main activities, target locations
- Facilitate sustained frontline responses through established humanitarian hubs in order to access populations in need in hard-to-reach areas/deep field locations.

³ Final envelope amounts may vary from the initial assessment, due to multi-cluster programming and proposals received by SSHF partners.
Target counties: Ayod, Pibor

Main Standard Output Indicators
- Number of humanitarian Hubs supported – 2

Envelope 2: Health Cluster

Main activities, target locations
- Reinforcing existing health facilities.
- Mobilization of mobile health care units
- Provision of EPI, MCH services
- Provision of GBV and MHPS services
- Provision of health education and hygiene services.

Target counties: Panyijar, Pariang, Rumbek Centre, Rumbek East, Yirol East

Main Standard Output Indicators
- Number of functional health facilities supported in flood affected counties – 30 PHCCs (6 PHCCs per county)
- Number of people reached with OPD consultation – 175,364 people
- Number of children aged six months to 15 years who have received measles vaccination – 82,421 children
- Number of epidemic prone disease alerts responded to within 48 hours – 18 alerts (3 per county)

Envelope 3: FSL (livelihoods) Cluster

Main activities, target locations:
- Emergency flood response kits Includes fishing and vegetable kits (assorted vegetables)

Target counties: Cueibet, Juba, Mayendit, Panyijar, Pibor, Rumbek Centre, Rumbek East, Yirol East, Yirol West

Main Standard Output Indicators:
- Number of fishing emergency kits delivered – 24,000 kits
- Number of emergency vegetable kits delivered - 24,000 kits
- Number of people receiving fishing kits – 144,000 people
- Number of people receiving vegetable kits – 144,000 people

Envelope 4: Nutrition Cluster

Main activities, target locations:
- Provide infrastructure for static and mobile nutrition service delivery in flood affected areas
- Increase access to treatment for SAM and MAM for boys and girls under five years through active screening, effective referral and treatment, by static, mobile, and rapid response teams
- Prevention of malnutrition through behaviour change communication and provision of specialized food to children and caregivers in flood affected counties

**Target counties:** Ayod, Bor South, Duk, Panyijar, Pibor, Twic East.

**Main Standard Output Indicators:**
- Number of nutrition sites with services resumed – 50 sites
- Number of girls and boys (6-59 months) screened for malnutrition – 30,000 people
- Number of girls and boys (6-59 months) with SAM admitted for treatment – 1,841 people
- Number of girls and boys (6-59 months) with MAM admitted for treatment – 6,239 people
- Number of Pregnant and lactating women with MAM who are admitted for treatment – 7,658 people
- Number of primary caregivers/mothers with children aged 0-23 months who received Maternal, Infant and Young Child Nutrition (MIYCN) counselling – 18,000 people
- Number of under-five girls and boys provided with specialized nutritious foods – 11,400 people
- Number of PLWs provided with specialized nutritious foods. – 3,600 people

---

**Envelope 5: S/NFI Cluster**

**Main activities, target locations:**
- Provide access to emergency shelter and lifesaving non-food items to the flood displaced people
- Distribution of Emergency Shelter and Non-Food items, including 2 plastic sheets, 2 mosquito nets, 2 rubber ropes, and 12 face masks:

**Target counties:** Awerial, Ayod, Bor South, Duk, Juba, Panyijar, Pariang, Rumbek Centre, Rumbek East, and Twic East

**Main Standard Output Indicators:**
- Number of people receiving in kind Life-saving NFIs assistance - 360,000 people
- Number of people receiving in kind Emergency Shelter assistance - 360,000 people
- Number of people receiving in kind Face masks - 360,000 people

---

**Envelope 6: Protection Cluster**

**Main activities, locations:**
- Child Protection Programming: including support to unaccompanied and separated Children, Community based child protection, outreaches and messaging on protection risk associated with flooding, CP referral pathways and services available, capacity building of CP actors, monitoring and reporting on the situation of children – (38,000 people)
- GBV Programming: (WGFS programming (with COVID-19 mitigation measures in place), Strengthen / establish GBV referral pathway, GBV awareness and risk mitigation, case management, PSS) - (38,000 people)

**Target counties:** Ayod, Bor South, Duk, Twic East, Pibor.

**Main Standard Output Indicators:**
- # of girls and boys provided with individual, group, specialized PSS and other related services
- # of unaccompanied and Separated girls and boys identified, documented, and receiving family tracing and reunification services
- # of men, women, girls and boys supported through case management and referrals
- # of women, men, girls and boys reached through awareness raising activities
- # of men, women, girls and boys supported with cash based Individual Protection Assistance as part of case management and referrals
- # of women, men, boys and girls with protection concerns supported through case management and referral services
- # of women and girls who accessed services in WGFS (disaggregated by age and type of service)
- # of women and girls provided with individual, group, specialized PSS and other related services

Envelope 7: WASH Cluster

Main activities, target locations:
- Safe drinking water supply through household water treatment and storage as well as borehole/handpump disinfection/repair – based on GBV risk mitigation analyses/safety audits
- Hygiene Promotion Campaign and kits distribution
- Rehabilitation of sanitation infrastructures in concentrated sites (for flood affected IDPs) at community level based on GBV risk mitigation analysis/safety audits

Target Counties: Cueibet, Juba, Fashoda, Mayendit, Rumbek East, Rumbek Centre, Pariang, Pibor, Wulu,

Main Standard Output Indicators:
- Number of People with access to safe water – 210,000 people
- Number of women and girls with access to safe water in secure locations – 105,000 people
- Number of people reached with hygiene promotion messages – 210,000 people
- Number of vulnerable women and girls (in schools and the community) of menstrual age equipped with MHM kit – 72,630 people
- Number of people with access to improved sanitation facilities disaggregated by gender and age – 25,000 people

Other considerations for proposal submission

- Partner Submission

  According to SSHF Operational Manual when Reserve Allocation is activated under the ‘emergency response window’, only the pre-selected partners (Annex 2 with an assigned risk level of ‘low’ or ‘medium’ will be eligible to apply for funding. Proposals will be subject to Technical Review Committee by the SSHF HFU and the respective cluster to ensure their quality prior to final approval by the HC.

  - Proposals must be submitted by 20 October 2020 at 1700 hrs (Juba time);
  - Project duration should be 6-9 months maximum;
  - Project start date should be set as of 1 November 2020;
Pre-selected partners applying for more than two envelopes must submit one “multi-cluster proposal” proving integration of proposed activities.

All activities proposed by partners must follow covid-19 safety protocols.

As one of the Humanitarian Coordinators key objectives in ensuring safe/security/minimum standards for presence of aid workers. Thus, the establishment of Humanitarian Hubs in flood affected areas will be supported via the Coordination and Common Services (CCS).

The allocation is prioritized to Non-Governmental Organizations (NGOs) (with an exception of CCS), with complementary funding expected from CERF for UN agencies.

**Multi Cluster Programming**

This allocation will promote integrated cluster programming to enhance coordination, efficiencies and convergence of sectoral response, in terms of both common geographical locations and complementary activities responding to the needs of affected communities, who do not experience needs in sectoral siloes.

Cluster coordinators will provide a pool of expert NGOs who can deliver the above-mentioned envelope/activities in the identified locations. Selection priority will be given to those partners who can implement more than one cluster objective. In areas where one partner is recommended from more than two clusters a multi-cluster programming will be requested proving integration of proposed activities.

**SSHF process and prioritisation is based on the following:**

- Aligned with the strategic priorities of the HRP 2020;
- Meet the strategic priorities of the clusters for this allocation, as endorsed by the AB on 16 September 2020;
- Project can be implemented within the period from 6 – 9 months
- Minimum grant amount should be no less than USD 300,000;
- Include gender and protection mainstreaming component;
- Beneficiary selection: Partners should be ready to explain the beneficiary selection mechanism, identifying number of beneficiaries per gender as well as persons with disabilities
- Demonstrate accountability to the affected population;
- Demonstrate inclusive programming;
- Clearly identify risks and outline mitigation strategies;
- Demonstrate cost-effectiveness where: a) for comparable activities and outputs, the total cost is less; b) the cost per beneficiary ratio is reasonable; c) support costs are reasonable and in line with accepted levels for a given activity; and d) the proposed period of implementation represents the best use of resources at that time.

**In addition, Partners are asked to take into account the following:**

- The allocation is launched under the Reserve Allocation emergency response window and as such only preselected partners will be required to apply. According to SSHF Operational Manual when Reserve Allocation is activated under the ‘emergency response window’, only the pre-selected partners with an assigned risk level of ‘low’ or ‘medium’ will be eligible to apply for funding.
- As per the SSHF operational modalities, medium-risk partners may apply for a maximum of USD 1.5 million per project while low-risk partners do not have a ceiling. Please refer to the SSHF Operational Manual for further details.
- SSHF partners will have to report on a regular basis to the Clusters and actively participate in the coordination mechanisms in Juba or at field level. Projects should have received prior endorsement by the Clusters.
- The Cluster and HFU will review projects according to their strategic and programmatic relevance, cost effectiveness, engagement in coordination, mainstreaming of cross-cutting issues and monitoring mechanisms.
All SSHF partners are assessed for performance on a rolling basis. Parameters include the quality and timeliness of submitted project proposals; the timeliness and quality of project implementation; the timeliness and quality of narrative and financial reporting; the findings of audits and financial spot checks. In certain exceptional cases an organization may be deemed ineligible to receiving funding as a result of past performance.

G. Timeline and Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Item</th>
<th>Responsible</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for project Proposals</td>
<td>Development of project proposals: Partners prepare and submit project proposals through the GMS Submission deadline 20 October 2020, 17:00 hours (Juba time)</td>
<td>Partners</td>
<td>13 – 20 Oct. 2020</td>
</tr>
<tr>
<td>Review of project Proposals</td>
<td>Technical Review Committee: For each submitted proposal partner address comments and feedback Cluster Coordinators / Co-coordinators and OCHA HFU to review and finalize project proposals.</td>
<td>Cluster Coordinators, Co-coordinators, OCHA HFU</td>
<td>21 – 27 Oct. 2020</td>
</tr>
<tr>
<td>Approval</td>
<td>Budget review and clearance CBPF Section and MPTF reviews and clears budget</td>
<td>CBPF Section</td>
<td>27 – 30 Oct. 2020</td>
</tr>
<tr>
<td>Contracting, Disbursement</td>
<td>SSHF HFU generates grant agreements for NGOs</td>
<td>HC, OCHA HFU, OCHA HQ, MPTF, UN Treasury</td>
<td>2 – 12 Nov. 2020</td>
</tr>
<tr>
<td></td>
<td>NGOs countersign project agreement and submit payment request for disbursement of funds.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC signs allocation letters and FTRs to approve projects and authorize fund disbursement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPTF disburses funds to UN agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FCS/treasury disburses funds to NGOs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H. Contact Information

- Georgios Alexandratos, OCHA - HFU, Fund Manager, alexandratos@un.org, +211 (0)922 473 112
- John Ndiku, OCHA - HFU, Programme Manager, ndiku@un.org, +211 922 406 679
- Umi Shukri Noor, OCHA - HFU Programme Manager, nooru@un.org, +211 (0) 922 406 679
- Yilmaz Ertence, OCHA – HFU, Finance Manager, ertence@un.org, Mobile +211 922 000 567

I. Complaints Mechanism

SSHF stakeholders with insufficiently addressed concerns or complaints regarding SSHF processes or decisions can at any point in time contact the OCHA Head of Office or write to OCHASSHF-Feedback@un.org with these concerns. Complaints will be compiled, reviewed and raised with 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.
Annexes:

Annex 1. SECOND RESERVE ALLOCATION 2 - Priority Counties

<table>
<thead>
<tr>
<th>#</th>
<th>County</th>
<th>Affected People</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Awerial</td>
<td>53,000</td>
</tr>
<tr>
<td>2</td>
<td>Ayodd</td>
<td>57,529</td>
</tr>
<tr>
<td>3</td>
<td>Bor South</td>
<td>85,000</td>
</tr>
<tr>
<td>4</td>
<td>Duk</td>
<td>56,000</td>
</tr>
<tr>
<td>5</td>
<td>Juba</td>
<td>34,000</td>
</tr>
<tr>
<td>6</td>
<td>Panyijar</td>
<td>29,000</td>
</tr>
<tr>
<td>7</td>
<td>Pariang</td>
<td>20,000</td>
</tr>
<tr>
<td>8</td>
<td>Pibor</td>
<td>15,000</td>
</tr>
<tr>
<td>9</td>
<td>Rumbek Centre</td>
<td>7,000</td>
</tr>
<tr>
<td>10</td>
<td>Rumbek East</td>
<td>41,640</td>
</tr>
<tr>
<td>11</td>
<td>Twic East</td>
<td>30,824</td>
</tr>
<tr>
<td>12</td>
<td>Fashoda</td>
<td>2,000</td>
</tr>
<tr>
<td>13</td>
<td>Mayendit</td>
<td>11,000</td>
</tr>
<tr>
<td>14</td>
<td>Koch</td>
<td>12,000</td>
</tr>
<tr>
<td>15</td>
<td>Yirol west</td>
<td>9,000</td>
</tr>
<tr>
<td>16</td>
<td>Cueibet</td>
<td>27,000</td>
</tr>
<tr>
<td>17</td>
<td>Wulu</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>423,049</strong></td>
</tr>
</tbody>
</table>
### Annex 2: Pre-selected SSHF partners per cluster

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Budget</th>
<th>Partner</th>
<th>Location/s</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Protection</strong></td>
<td><strong>$2,300,000</strong></td>
<td>CARE International</td>
<td>Bor South</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Save the Children</td>
<td>Bor South, Twic East</td>
</tr>
<tr>
<td></td>
<td></td>
<td>INTERSOS</td>
<td>Ayod</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community in Need Aid (CINA)</td>
<td>Duk, Twic East</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Smile Again Africa Development Organization (SAADO)</td>
<td>Duk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community Initiative for Development Organization (CIDO)</td>
<td>Pibor</td>
</tr>
<tr>
<td><strong>WASH</strong></td>
<td><strong>$2,000,000</strong></td>
<td>Coalition for Humanity (CH)</td>
<td>Mayendit, Pariang</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OXFAM</td>
<td>Rumbek East, Rumbek Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Solidarites</td>
<td>Fashoda</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Charity Mission Corps (CMC)</td>
<td>Pibor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Rescue Mission (TERM)</td>
<td>Juba</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Care for Children and Old Age in South Sudan (CCOSS)</td>
<td>Cueibet, Wulu</td>
</tr>
<tr>
<td><strong>Nutrition</strong></td>
<td><strong>$1,800,000</strong></td>
<td>John Dau Foundation (JDF)</td>
<td>Duk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collegio Universitario Aspirante e Medici Missionari (CUAMM)</td>
<td>Awerial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Titi Foundation</td>
<td>Twic East</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Save the Children</td>
<td>Bor South</td>
</tr>
<tr>
<td></td>
<td></td>
<td>International Medical Corps UK (IMC)</td>
<td>Panyijar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Joint Aid Management International (JAM)</td>
<td>Pibor</td>
</tr>
<tr>
<td><strong>ES/NFIs</strong></td>
<td><strong>$1,800,000</strong></td>
<td>Mediar</td>
<td>Juba, Awerial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Touch Africa Development Organization (TADO)</td>
<td>Duk, Twic East</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Titi Foundation</td>
<td>Rumbek East, Rumbek Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coalition for Humanity (CH)</td>
<td>Pariang, Panyijar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Norwegian Refugee Council (NRC)</td>
<td>Ayod, Bor South</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td><strong>$1,000,000</strong></td>
<td>International Rescue Committee (IRC)</td>
<td>Panyijar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CARE International</td>
<td>Pariang</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collegio Universitario Aspirante e Medici Missionari (CUAMM)</td>
<td>Yirol East, Rumbek East, Rumbek Centre</td>
</tr>
<tr>
<td><strong>FSL</strong></td>
<td><strong>$600,000</strong></td>
<td>Norwegians People Aid (NPA)</td>
<td>Rumbek East, Yirol East, Yirol west, Cueibet,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Smile Again Africa Development Organization (SAADO)</td>
<td>Juba</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oxfam</td>
<td>Rumbek Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>International Rescue Committee (IRC)</td>
<td>Panyijar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Joint Aid Management International (JAM)</td>
<td>Pibor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coalition for Humanity (CH)</td>
<td>Mayendit</td>
</tr>
<tr>
<td><strong>CCS</strong></td>
<td><strong>$500,000</strong></td>
<td>IOM</td>
<td>Pibor, Ayod</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,000,000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex 3: Guidance for budget preparation

This guidance clarifies SSHF financial requirements for the preparation of SSHF project budgets. It has been developed based on recurrent issues observed when reviewing budgets and provides advice for a smoother and faster preparation of budgets and review of proposals.

1. Responsibility of any SSHF partner:

Before submitting a project, any partner should ensure to:

A. Address all recommendations from the partner capacity assessment, financial spot-check, and the audits of previous SSHF-funded projects, as applicable, and clear any pending issues related to previous SSHF projects (revisions, final financial report and refunds);

B. Provide a correct and fair budget with a clear breakdown of the planned costs that are necessary to implement the activities and achieve the objectives of the project;

C. Provide an accurate budget narrative (as an essential component of the budget) that clearly explains the components (quantity, unit cost, occurrence and percentage charged to SSHF) and the rationale of each budget line. For example, shared costs, large/expensive assets, and costs/equipment required to support the regular operations of the SSHF partner are clear cases where the provision of details will be required in the budget narrative;

D. In case of having other ongoing SSHF projects being implemented by the same partner. The partner needs to clarify how the new project will affect/change percentages charged to current ongoing SSHF projects;

E. In case the partner has secure co-funding for the same project. The partner should mention the co-funding amount in the project proposal and clarify how the co-funding will affect/change percentage charged to the new project.

F. Partner to provide budget in line with the SSHF operational modalities, within their risk level. On request from partners, the HFU to know their current risk level (place generic email of the SSHF).

2. Guidance on each budget category:

- **General Info**
  
  o While filling out the budget, consider the info bubbles of each category Budget Lines (BL). To view them, scroll the mouse over the icon and provide required information as per the BL narrative;
  
  o Either the unit cost or the total cost of the budget line exceeding $10,000.00 requires a Bill of Quantities (called BoQ or breakdown). The BoQ can be provided either online in the GMS or preferably in an Excel file by uploading under the ‘documents’ tab in the GMS.
  
  o In case of an Excel BoQ, breakdowns shall be provided as one single Excel document but in separate tabs named after the BL numerical code (e.g. 2.1, 4.2, etc.) not the BL description. Indicate ‘refer to BoQ’ in all BL narrative that breakdowns have been provided for. Upon SSHF’s discretion, BoQs could be requested for the lesser amounts as well;
  
  o If the total amount of budget line exceeds $10,000.00 but for a single item, the BoQ is not required (e.g. generator);
  
  o If the project has more than one cluster, relevant cluster name should be mentioned for each budget line, as well in the case of joint costs relevant cluster and the percentage of each cluster line to be specified.
  
  o Lump sum salary/cost and/or groups of staff in one budget provided with online BoQ in the GMS is not accepted.

- **Category 1 (Staff and Other Personnel Costs)**
  
  o No narrative/remark section of the budget lines shall be left blank.
o Every staff member/position with different functional title, TORs and salaries shall be added as a separate budget line.

o Indicate for each position what specific role is played in the implementation of the project, explain how the unit cost has been estimated, whether salaries are net or gross and in the latter case what costs are included in unit cost (e.g. salary and associated taxes, social security, medical and life insurance, hazard pay, fringe benefits, work permit fees, etc.);

o Staff salaries should be as per the organization salary scale and the partner’s salary scale must be uploaded under the ‘documents’ tab;

o For each staff indicate the location (either in the BL description or narrative section), where the person is/will be based;

o Follow the cluster standard on the number of staffs to be charged to a specific project.

- **Category 2 (Supplies, Commodities, Materials)**
  
  o Only supplies that are going to be provided to beneficiaries/facilities inside Syria shall be indicated in this category (no office supplies, etc.);
  
  o For supplies include associated transportation, freight, storage and distribution costs must be included and detailed;
  
  o Group of items (e.g. kit, bag, etc.) shall be broken down within the remark section showing content list. Alternatively, a BoQ can be provided.

- **Category 3 (Equipment)**
  
  o Specify in the narrative of the BLs whether to which staff, facility, etc. the equipment is going to be allocated to;
  
  o Technical specifications of all equipment should be provided within the BL narrative;
  
  o The necessity of procuring new equipment needs to be justified;
  
  o The market location of the items to be purchased shall be mentioned in budget narrative;
  
  o In case the cost of ownership is included within the item value (costs of item, custom costs, transportation, installation etc.) a breakdown shall be provided;
  
  o In case of new equipment request (including IT equipment) the partner needs to provide list of all equipment received under SSHF previous projects. The list should include value, location, year of purchase, status and current end user of the equipment.

- **Category 4 (Contractual Services)**
  
  o All types of contracted services related to the project shall be included within this category (e.g. project vehicle rental contracts, daily workers, etc.).
  
  o Rental contracts shall be facilitated through official and direct owner of property. In case the rental contract is signed with a third party, budgeted costs will be accepted if proper documentation exists.
  
  o Any project related staff especially from sectors Health, Nutrition, Education and Protection such as health facility staff, school staff, protection activity staff shall be mentioned under this category.

- **Category 5 (Travel)**
  
  o Project related travel cost should be broken down either in BoQ/breakdown or itemized in budget narrative (into quantity of trips, transportation/ticket, accommodation, DSA/Per diem, etc.), whether how the calculation/estimation was made and specifying the travelers;
  
  o The locations and the necessity of travels for the implementation of the project should be provided in the narrative.
• **Category 6 (Transfers and Grants to Counterparts)**
  o Sub-implementing partners shall be provided in separate BLs and names of organizations must be indicated. Total costs of this BLs in this category should match the ‘Sub- Grants to Implementing Partners’ section under the ‘other info’ tab.
  o Budget for each Sub-implementing partner (using SSHF budget template) shall be uploaded as an excel file under ‘documents’ tab. Online BoQ will not be accepted for sub-implementing partner (pdf or scan of excel tables are not accepted either);
  o Activities carried out by the sub-implementing partner shall be indicated briefly in the budget line narrative;
  o PSC of sub-implementing partners associated with the implementation of a specific project shall be covered by the overall maximum 7 per cent of the actual project budget and should not be duplicated in the sub-implementing partners’ budget. While the allocation of the PSC is made at the discretion of the partners and the sub-implementing partner, the principle of rationality is encouraged to support partnership.

• **Category 7 (General Operating and Other Direct Costs)**
  o All general operating expenses should be itemized (such as office supplies, utilities, stationery, communication costs, etc.);
  o Money transfer fees (if any) shall be indicated in this category and the costs explained;
  o Lump sums are not permitted;
  o Cost for office locations and other support cost that are necessary/important for a successful project implementation shall be budgeted and remain proportional to the project’s objectives. For example, the rental cost of an office in Juba cannot be charged 100 per cent and utilities are to be charged with the same percentage as the office percentage.

3. **Costing:**

**Reserve Allocation specific instructions:**

a. UN agencies to charge only field staff costs related to the project implementation only, i.e. no charges of HQ/Juba based staff within the staffing costs.

b. Overall project support costs not to exceed 15% of total project budget.

**Eligible cost:**

There are two categories of eligible expenditures: Direct and Indirect (support) Costs:

G. These costs must be clearly linked to the project activities described in the project proposal and the logical framework.

H. Must comply with the principles of sound financial management, the principles of economy, efficiency, effectiveness, transparency and accountability and must be identifiable in the accounting records and backed by original supporting evidence as incurred in accordance with the approved project proposal and duration.

I. They are defined as actual costs directly related to the implementation of the project to cover the costs of goods and services delivered to beneficiaries, and the costs related to the support activities (even partial, such as a security guard or a logistician partially working for the project), required for the delivery of services and the achievement of the project objectives.

**Eligible cost includes:**

i. All staff costs (including salaries, social security contributions, medical insurance, hazard pay (when applicable) and any other cost included as part of the salary benefits package
of the organization). Salaries and costs may not exceed the costs normally borne by the partner as per their salary scale.

ii. Costs for consultancies involved in the implementation of the project.

iii. Support staff costs at country-level directly related to the project.

iv. Travel and subsistence costs directly linked to the project implementation for project staff, consultants, and other personnel that may also be eligible, provided the costs do not exceed those normally borne by the partner.

v. A contribution to the partner’s Country Office costs, as shared costs charged on the basis of a well explained calculation and reasonable allocation system. Shared costs must be itemized.

vi. The financial support to beneficiaries, including cash and voucher-based distribution.

vii. Purchase costs for goods and services delivered to the beneficiaries of the project, including quality control, transport, storage and distribution costs.

viii. Costs related to non-expendable items (assets) such as equipment, information and technology equipment for registration and similar field activities, medical equipment, water pumps and generators.

ix. Expenditure incurred by the partner related to awarding contracts required for the implementation of the project, such as expenses for the tendering process.

x. Costs incurred by sub-implementing partners, directly attributable to the implementation of the project.

xi. Other costs derived directly from the requirements of the grant agreement such as monitoring, reporting, translation and insurance, including financial service costs (bank fees for transfers).

xii. Programme Support Costs (PSC). PSC are all costs that are incurred by the partner regardless of the scope and level of its activities and which cannot be traced unequivocally to specific activities, projects or programs. These costs typically include corporate costs (i.e. headquarters and statutory bodies, legal, general procurement, recruitment, premises related costs, etc.). PSC is a maximum 7% of the approved direct expenditures.

Ineligible cost:

J. The following costs are ineligible:

xiii. Costs not included in the approved budget (taking into consideration duly approved budget revisions).

xiv. Costs incurred outside the approved implementation period of the project (taking into consideration duly approved no-cost extensions and signed amendment to the grand agreement).

xv. Debts and provisions for possible future losses or debts.

xvi. Interest owed by the implementing partner to any third party.

xvii. Items already financed from other sources.

xviii. Purchases of land or buildings.

xix. Currency exchange losses.

xx. Cessions and rebates by the implementing partner, contractors or staff of the implementing partner of part of declared costs for the project.

xxi. Government staff salaries.
xxii. Incentives, mark-ups, gifts to staff.
xxiii. Fines and penalties.
xxiv. Duties, charges, taxes (including VAT) recoverable by the implementing partner.
xxv. Global evaluation of programmes.
xxvi. Audit fees/system audit fees – these costs are paid directly by the SSHF.
xxvii. Hospitality expenses, provision of food/refreshments for project staff (not including water and hospitality for trainings, events and meeting directly related to project implementation).