

CHF Allocation Revision/No-Cost Extension Request Form

The CHF Technical Secretariat will compile all requests for the Humanitarian Coordinator's final review and approval. Requests sent directly to the HC will be delayed in processing.

For further CHF information please visit: <http://www.unocha.org/south-sudanfinancing/common-humanitarianfund> or contact the CHF Technical Secretariat.

Instructions:

Complete this request form and submit to the CHF Technical Secretariat at CHFsouthsudan@un.org and copy kizito@un.org. Any major changes made to the original allocation as stipulated in the approved project documents must have the endorsement of the cluster coordinator with final approval made by the Humanitarian Coordinator. No-cost extension requests should be well justified and submitted at least two weeks before expiration of approved project duration.

For CHF Technical Secretariat:

- AA/UNDP Informed Date: 23.9.13 By: Kizito
- Cluster Coordinator Informed Date: 23.9.13 By: Kizito
- Grantee Informed Date: 23.9.13 By: Kizito
- CHF Database Updated Date: 23.9.13 By: Kizito

Allocation ID (CHF TS to fill in):

Section 1 - Project Details

Date of Request	9 September 2013	Cluster	CCS
Organization Name:	UNOCHA	Contact Name:	Anne-Sophie Le Beux
Project Code:	SSD-12/CSS/51411	Contact Email/Tel No.:	lebeux@un.org
Location:	South Sudan	Date of Allocation:	8 June 2012
Duration (start and end date as PPA/agreement):	12 months	Amount Allocated:	USD 856,000
Project Title:	Strengthening of Monitoring and reporting of humanitarian assistance in South Sudan including impact of CHF		

Section 2 - Revision Type/Reason for No-Cost Extension

<p>Type of Revision: Indicate the type (s) of revision being requested.</p> <p> <input type="checkbox"/> Significant change in activities <input type="checkbox"/> Change in outputs <input type="checkbox"/> Change in target beneficiaries <input checked="" type="checkbox"/> Change in project duration/NCE </p> <p> <input type="checkbox"/> Change in location <input type="checkbox"/> Change in budget <input type="checkbox"/> Change in recipient org Other Specify: _____ </p> <p>No. of month requested <u>5</u> months (1 Sept 13- 31 Jan 14) New end date: <u>31</u> January 2014</p>	<p>Reason for NCE: Indicate reason (s) for no-cost extension.</p> <p> <input type="checkbox"/> Insecurity <input type="checkbox"/> Inaccessibility <input type="checkbox"/> Staffing/recruitment delays <input type="checkbox"/> Internal admn delays <input type="checkbox"/> Procurement delays </p> <p> <input type="checkbox"/> Programmatic delays <input type="checkbox"/> Delays in finalizing PPA <input type="checkbox"/> Delays in disbursement of funds <input type="checkbox"/> Delays in organization's internal transfer of funds <input type="checkbox"/> Delay in securing supplies from pipeline </p> <p>Other Specify: <u>Extension of UNVs contract of M&R Specialists to allow for transitioning to new contracting modality</u></p>
---	---

Section 3 - Level of Completion

Provide information what amount of grant and activities have been implemented. Exact amounts and percentages are not necessary approximate numbers are sufficient.

Amount of Funds Spent as of < 31 July 213 >
 Amount of Funds Unspent as of < 31 July 2013 >
 Amount of Funds Committed But Not Spent by < 31 July 2013 >
 Percentage of Activities Completed as of < 31 July 2013 >

\$658,915.60	%77
\$197,084.40	%23
\$132,864	%16
75%	

Section 4

This section is for	[Redacted]
OCHA South Sudan	[Redacted]
Endorsed by	[Redacted] d of Office, South Sudan
Humanitarian	[Redacted]
Approved	[Redacted] C/HC/UNDP RR, South Sudan



Section 5 – Revision Description and Justification

Description and justification of requested change		
<p>Please describe the requested changes to the original allocation and provide detailed background and justification for the proposed revision. CHF revision requests have to be submitted to the Humanitarian Coordinator for any significant changes in the following allocation parameters: major activities, implementation targets, location, allocation amount, recipient organization and/or recipient project, and project duration.</p> <p>To reallocate funds to a new project, please provide a detailed explanation for why the new project was chosen to receive the reallocation.</p> <p>Please provide revision details in the revision table in section 6 of this document.</p>		
<p>When the South Sudan Common Humanitarian Fund (CHF) was established in February 2012, stakeholders agreed to develop a monitoring and reporting framework that would help to ensure better monitoring and reporting of projects funded through the CHF. The Framework was designed to serve a double purpose:</p> <ol style="list-style-type: none"> 1- In support of the operation as a whole, the framework strengthens the capacity of clusters to monitor and report on results within their cluster. 2- In support of the CHF specifically, the framework is used to determine the contribution of single project outputs to the achievement of cluster outcomes. <p>In order to strengthen the capacity of the clusters a Monitoring and Reporting specialist has been assigned to each relevant cluster to support the development of Monitoring and Reporting templates and tools and their applications and facilitate the collection of monitoring and reporting data within the cluster. Together they form the M&R working group chaired by the M&R Officer in OCHA. CHF funding was allocated in June 2012 to support the roll-out of this initiative.</p> <p>While the roll-out of this M&R framework started in June 2012 with the project started its activities in September 2012 with the arrival of the OCHA M&R Officer, followed by the arrival in South Sudan of the M&R Specialists which was staggered between October 2012 and January 2013. The Monitoring and Reporting Working Group (M&R WG) was launched in the end of 2012. Since the M&R WG has carried a number of activities focusing first on the set-up of the CHF M&R mechanisms and provision of support to the respective cluster to strengthen their M&R activities (see boxes below for more details).</p> <p>One year down the line, the results of the M&R WG and of the M&R Specialists have been noted and appreciated by the clusters and the CHF Advisory Board. The CHF 2012 Annual Report and the last CHF allocation (August 2013) have demonstrated how the results of the M&R activities initiated since the second half of 2012 have supported the decision-making process in allocating new funding to CHF funded projects and strengthened the accountability and learning of projects funded in previous rounds.</p> <p>Commending the results achieved so far, the CHF Advisory Board agreed in June 2013 to continue its financial support to this M&R initiative through the renewal of this project and the upgrade of the position of the M&R Specialist from a UNV to a P2 contract. The cluster coordinators have also expressed a strong support in pursuing this initiative. This support has been further echoed by the UN Head of Agencies who are cluster leads.</p> <p>In light of the above, this request for a No Cost Extension and a Budget Reallocation is thus submitted for approval to enable the continuation of this M&R initiative and allow for the transition from a UNV contract to a P2 position. It is anticipated that this recruitment process will take approximately 4 months, until end of January 2014. In order to fund the administrative costs of the M&R Specialist between the end of their contract and the end of January 2014, a budget reallocation is required to transfer part of the costs initially budgeted under the M&R activities to cover the administrative costs of the M&R Specialists during this period. No additional funding is requested at this stage for this extension period.</p>		
<p>List activities that were implemented during project period:</p> <ol style="list-style-type: none"> 1- Set-up of the M&R Working Group 2- Support in the CHF allocation processes 3- Development and implementation of a reporting methodology 4- Development of a monitoring tool for CHF funded projects 5- Conduct of 2012 project final reporting 6- Aggregation of results achieved in 2012 with CHF funding and further analysis for the 7- Carry out of several monitoring missions at the cluster level 8- Regular meeting of the M&R WG 9- Specific M&R activities carried out to support cluster M&R mechanisms (surveys, post distribution monitoring etc.) 	<p>List outstanding activities:</p> <ol style="list-style-type: none"> 1- Carry out Mid-term reporting for CHF 2013 projects which received funding 2- Carry out monitoring missions to CHF 2012-2013 funded projects 3- Carry out a pilot joint monitoring visit 4- Develop M&R workplan for 2013-2014 	
Review remarks by cluster coordinator.	Name of reviewer	Cathy Howard
Explain the rationale to endorse or reject the request		
The cluster supports the no cost extension of this project as it is an important element for strengthening the cluster system and promotes accountability in line with the principles of the IASC transformative Agenda.		
Review remarks by CHF Technical Secretariat:	Name of reviewer	Meron Berhane
The CHF technical secretariat supports the extension of this project to maximize the use of the M&R specialist which has been a crucial value added to ensure accountability of the fund.		

6 - Revision Details																																													
Original CHF Allocation(s) Details of the original CHF allocations (please insert information from allocation tables).	Proposed Revised Allocation(s) Details on proposed revised allocations.																																												
<p>Output</p> <p>Strengthened M&R CHF and clusters mechanisms</p>	<p>Output</p> <p>Strengthened M&R CHF and clusters mechanisms</p>																																												
<p>Key Activities</p> <p>Monitoring visits Project reporting Results aggregation Development of M&R tools Regular meetings of the M&R Working Group</p>	<p>Key Activities</p> <p>Monitoring visits Project reporting Results aggregation Development of M&R tools Regular meetings of the M&R Working Group</p>																																												
<p>Locations (specify county):</p> <p>South Sudan (10 States)</p>	<p>Locations (specify county):</p> <p>South Sudan (10 States)</p>																																												
<p>Beneficiaries:</p> <p>Clusters, project partners, CH Advisory Board, CHF TS</p>	<p>Beneficiaries:</p> <p>Clusters, project partners, CHF Advisory Board, CHF TS</p>																																												
<p>Duration:</p> <p>12 months</p>	<p>Duration</p> <p>17 months</p>																																												
<p>Indicative CHF Budget:</p> <table border="1"> <tr><td>Relief Items and Transportation</td><td></td></tr> <tr><td>Personnel</td><td>407,392</td></tr> <tr><td>Staff Travel</td><td>379,808</td></tr> <tr><td>Training/Workshop/Seminar/Campaign</td><td></td></tr> <tr><td>Contracts/ Sub grant</td><td></td></tr> <tr><td>Vehicle Operating and Maintenance Costs</td><td></td></tr> <tr><td>Office Equipment and Communication</td><td>12,800</td></tr> <tr><td>Other Costs</td><td></td></tr> <tr><td>Programme Support Costs (PSC)</td><td></td></tr> <tr><td>Audit cost (NGOs only)</td><td>56,000</td></tr> <tr><td>Total:</td><td>856,000</td></tr> </table>	Relief Items and Transportation		Personnel	407,392	Staff Travel	379,808	Training/Workshop/Seminar/Campaign		Contracts/ Sub grant		Vehicle Operating and Maintenance Costs		Office Equipment and Communication	12,800	Other Costs		Programme Support Costs (PSC)		Audit cost (NGOs only)	56,000	Total:	856,000	<p>Indicative CHF Budget:</p> <table border="1"> <tr><td>Relief Items and Transportation</td><td></td></tr> <tr><td>Personnel</td><td></td></tr> <tr><td>Staff Travel</td><td></td></tr> <tr><td>Training/Workshop/Seminar/Campaign</td><td></td></tr> <tr><td>Contracts/ Sub grant</td><td></td></tr> <tr><td>Vehicle Operating and Maintenance Costs</td><td></td></tr> <tr><td>Office Equipment and Communication</td><td></td></tr> <tr><td>Other Costs</td><td></td></tr> <tr><td>Programme Support Costs (PSC)</td><td></td></tr> <tr><td>Audit cost (NGOs only)</td><td></td></tr> <tr><td>Total:</td><td>Total:</td></tr> </table>	Relief Items and Transportation		Personnel		Staff Travel		Training/Workshop/Seminar/Campaign		Contracts/ Sub grant		Vehicle Operating and Maintenance Costs		Office Equipment and Communication		Other Costs		Programme Support Costs (PSC)		Audit cost (NGOs only)		Total:	Total:
Relief Items and Transportation																																													
Personnel	407,392																																												
Staff Travel	379,808																																												
Training/Workshop/Seminar/Campaign																																													
Contracts/ Sub grant																																													
Vehicle Operating and Maintenance Costs																																													
Office Equipment and Communication	12,800																																												
Other Costs																																													
Programme Support Costs (PSC)																																													
Audit cost (NGOs only)	56,000																																												
Total:	856,000																																												
Relief Items and Transportation																																													
Personnel																																													
Staff Travel																																													
Training/Workshop/Seminar/Campaign																																													
Contracts/ Sub grant																																													
Vehicle Operating and Maintenance Costs																																													
Office Equipment and Communication																																													
Other Costs																																													
Programme Support Costs (PSC)																																													
Audit cost (NGOs only)																																													
Total:	Total:																																												