

South Sudan 2014 CHF Standard Allocation Project Proposal

for CHF funding against Consolidated Appeal 2014

For further CHF information please visit <http://unocha.org/south-sudan/financing/common-humanitarian-fund>
or contact the CHF Technical Secretariat chfsouthsudan@un.org

This project proposal shall be submitted by cluster partners in two stages to the Cluster Coordinators and Co-coordinators for each project against which CHF funds are sought. In the first stage, before cluster defenses, applying partners fill sections I and II. The project proposal should explain and justify the activities for which CHF funding is requested and is intended to supplement information already available in the CAP Project Sheets. The proposals will be used by the cluster Peer Review Team in prioritizing and selecting projects for CHF funding during CHF Standard Allocation round. Partners should also fill and submit to cluster coordinator/ co-coordinator the CHF Project Summary (Annex 1). In the second stage projects recommended for funding by the CHF Advisory Board must complete Section III of this application and revised/update sections I and II if needed.

SECTION I:

CAP Cluster	Shelter/ NFI Cluster
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CHF Cluster Priorities for 2014 First Round Standard Allocation

This section should be filled by the cluster Coordinators/Co-coordinators before sending to cluster partners. It should provide a brief articulation of Cluster priority activities and geographic priorities that the cluster will recommend for funding from the CHF in line with the cluster objectives highlighted in the CAP 2014.

Cluster Priority Activities for this CHF Round	Cluster Geographic Priorities for this CHF Round
i) Adequate procurement, storage, and transportation for the pipeline to ensure no pipeline breakage in 2013. ii) Frontline field-based and mobile response capacity, including field coordination; front line transportation; assessment; emergency shelter/NFI provision, and PDM.	<ol style="list-style-type: none"> 1. Jonglei (Pibor, Uror, Akobo, Bor South, Twic East, Duk, Fangak, Pigi); 2. Upper Nile (Renk, Maban, Melut, Ulang, Nasir); 3. Unity (Pariang, Abiemnhom, Mayom, Mayendit, Panyijar, Rubkona, Leer); 4. Abyei Administrative Area; 5. Warrap (Twic, Tonj South, Tonj East, Gogrial, Tonj North); 6. NBeG (Aweil North, Aweil East, Aweil Center, Aweil West) 7. Lakes (Rumbek Center, Cueibet, Rumbek East, and Yirol West).

SECTION II

Project details																			
The sections from this point onwards are to be filled by the organization requesting CHF funding.																			
Requesting Organization	Project Location(s) - list State and County (payams when possible) where CHF activities will be implemented. If the project is covering more than one State please indicate percentage per State																		
INTERSOS	<table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">State</th> <th style="background-color: #4F81BD; color: white;">%</th> <th style="background-color: #4F81BD; color: white;">County/ies (include payam when possible)</th> </tr> </thead> <tbody> <tr> <td>Jonglei</td> <td>60</td> <td>All counties (as State Focal Point)</td> </tr> <tr> <td>Unity</td> <td>25</td> <td>Pariang, Abiemnon, Mayom, Rubkona, Guit, Mayendit, Panyajar</td> </tr> <tr> <td>CES</td> <td>15</td> <td>UNMISS Tongping</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	State	%	County/ies (include payam when possible)	Jonglei	60	All counties (as State Focal Point)	Unity	25	Pariang, Abiemnon, Mayom, Rubkona, Guit, Mayendit, Panyajar	CES	15	UNMISS Tongping						
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Project CAP Code	CAP Gender Code																		
SSD-14/WS/60920	2a																		
CAP Project Title (please write exact name as in the CAP)																			
Preposition and Distribution of Life-Saving Non-Food Items and Shelter materials for most vulnerable South Sudanese, based on Assessed Needs																			
Total Project Budget requested in the in South Sudan CAP	US\$1,167,156																		
Total funding secured for the CAP project (to date)	US\$0.00																		
Funding requested from CHF for this project proposal	US\$ 624.559																		
Are some activities in this project proposal co-funded (including in-kind)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (if yes, list the item and indicate the amount under column i of the budget sheet)																			
23,250 NFI Kits from IOM 2,000 Emergency Shelter Kits from IOM																			
Direct Beneficiaries (Ensure the table below indicates both the total number of beneficiaries targeted in the CAP project and number of targeted beneficiaries scaled appropriately to CHF request)																			
	Indirect Beneficiaries / Catchment Population (if applicable)																		
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	Number of direct beneficiaries targeted in CHF Project	Number of direct beneficiaries targeted in the CAP																	
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Total:	112,000	144,900																	

Targeted population:
IDPs, Returnees, Host communities, Refugees

Implementing Partner/s (Indicate partner/s who will be sub-contracted if applicable and corresponding sub-grant amounts)

Contact details Organization's Country Office

Organization's Address	Nimra thalatha, Juba, Central Equatoria, Republic of South Sudan
Project Focal Person	Taka Nakahara, nfis.south.sudan@intersos.org , 0954124788/ 0913342239
Country Director	Davide Berruti, south.sudan@intersos.org +211(0)912398543 - +211(0)955228947
Finance Officer	Amal al-Shiek, deputy.admin.south.sudan@intersos.org , 0954605152
Monitoring & Reporting focal person	Taka Nakahara, nfis.south.sudan@intersos.org , 0954124788/ 0913342239

CHF Project Duration (12 months max., earliest starting date will be Allocation approval date)

Indicate number of months: **9 months (01/20/2014-10/19/2014)**

Contact details Organization's HQ

Organization's Address	Via Aniene, 26/a 00198 Rome - Italy
Desk officer	Marcelo Garcia Dalla Costa, marcelo.garcia@intersos.org , +254 737 689300
Finance Officer	Mario Rusconi, mario.rusconi@intersos.org +254 737197968

A. Humanitarian Context Analysis

Briefly describe (in no more than 300 words) the current humanitarian situation in the specific locations where CHF funded activities will be implemented. Provide evidence of needs by referencing assessments and key data, including the number and category of the affected population¹

Both states where INTERSOS plans to operate under this project (Jonglei and Unity) are routinely affected by recurring cattle raiding in dry season; for example, Inter-agency Needs Assessment team estimated that, as a result of cattle raid on October 2013 in Twic East, Jonglei state, 16,735 individuals were displaced (source: *Twic East County Cattle Raid Vulnerability Assessment, 24 October 2013*). In addition, due to its natural landscape of being Nile river basin area, floods in rainy season continuously displace hundreds of thousands of individuals every year; UNOCHA reported that as of November 3rd 2013, more than 223,000 individuals affected in flood season 2013, nearly 40% of them in the two states (source: UNOCHA). Also, especially in Pibor county in Jonglei state, conflicts and clashes between Non-State Armed Actors and the SPLA are causing widespread displacement; between 2013 July and November 2013 alone, Shelter/ NFI cluster provided life-saving NFIs (including plastic sheets as emergency shelter item) to more than 20,000 households, with prospect of reaching to at least 5,000 households more in the area (source: INTERSOS).

Furthermore, South Sudan is receiving continuous flow of returnees from Sudan, which requires assistance in counties like Bor South (Jonglei) and Rubkona (Unity). Even though number of returns in 2013 are so far reduced from numbers in previous years (source: IOM), an unexpected political situation may at any time trigger massive returns of returnees, either organized movement as it happened in May 2012 or unorganized movement through northern borders. As a part of border states, Unity state may at any time receive large influx of returnees.

Then again, on 15th December 2103 a violent fighting erupted between Dinka and Nuer elements of SPLA in Juba. As a result, 500 were reportedly killed and an estimated number of 40,000 persons mostly from Nuer ethnic group were forced to flee their homes and seek safe haven in the UNMISS compounds namely Tongping and UN House. In response, INTERSOS has deployed its NFI team in UNMISS Tongping and its Child protection team in UN House to provide quick assistance to the IDPs in coordinating emergency response activities.

B. Grant Request Justification

Briefly describe (in no more than 300 words) the reasons for requesting CHF funding at this time. Explain how CHF funding will help address critical humanitarian gaps in your cluster. Explain the value added by your organization (e.g. geographical presence). Indicate if any other steps have been taken to secure alternative funding.

CHF funding is vital for sustaining INTERSOS' emergency operation capacity in above two states, as much as coordination role on behalf of the Cluster in Jonglei State which INTERSOS has been filling since May 2012 for now almost one and a half years. Due to its high volume of NFI activities in the state (from January to December 2012, approximately 28,000 households which amounts to more than a third of beneficiaries in South Sudan/ Abyei were from Jonglei State – source: IOM), strong leadership by INTERSOS as State Focal Point organization in Jonglei is necessary for which we need this funding.

INTEROS has seven years of experience in life-saving and immediate response in the rural areas of the South Sudan. INTEROS has skilled staff experienced in quickly respond to emergency situations providing immediate relief to the civil and natural disaster affected populations. Proposed activities contribute to the agreed Shelter and NFI Cluster priorities of coordination, including capacity-building, storage and stock management, assessment, and distribution in geographical hotspots prone to on-going emergencies and in need of quick assessment and response. INTEROS's continued presence in Unity state covering areas specifically requested by State Focal Point organization World Vision, will surely ensure even fuller geographic coverage by the Cluster partners, especially given number of active Cluster partners in the state is very much limited.

C. Project Description (For CHF Component only)

¹ To the extent possible reference needs assessment findings and include key data such as mortality and morbidity rates and nutritional status, and how the data differs among specific groups and/or geographic regions. Refer situation/data/indicators to national and/or global standards.

<p>i) Contribution to Cluster Priorities Briefly describe how CHF funding will be used to contribute to the achievement of the cluster priority activities identified for this allocation.</p>		
<p>CHF funding will ensure frontline field-based and mobile response capacity in the two critical states (Jonglei and Unity), including field coordination in Jonglei State as State Focal Point in the state. It also ensures front line transportation (especially in Bor with International Logistic Officer) and assessment/ emergency shelter/NFI provision with Emergency Response Team in Jonglei State.</p>		
<p>ii) Project Objective State the objective/s of this CHF project and how it links to your CAP project (one specific geographical area, one set of activities or kickstart/support the overall project). Objective/s should be Specific, Measurable, Achievable, Relevant and Time-bound (SMART)</p>		
<p>Objective of this project is to ensure timely provision of emergency shelter and basic NFI materials in acute emergency (including supply, prepositioning, and distribution). This CHF application supports the overall CAP project, except sustainable shelter/ DRR component (Activity 6 in CAP 2014, "Shelter for Work" activity) and Shelter-survey (Activity 7 in CAP 2014, "Shelter Survey") due to its strict focus on life-saving activities in CHF 2014 first round.</p>		
<p>iii) Project Strategy and proposed Activities Present the project strategy (what the project intends to do, and how it intends to do it). There should be a logical flow to the strategy: activities should lead to the outputs, which should contribute towards the outcomes, which should ultimately lead to the project objective. <u>List the main activities and results to be implemented with CHF funding.</u> As much as possible link activities to the exact location of the operation and the corresponding number of <u>direct beneficiaries (broken down by age and gender to the extent possible)</u>.</p>		
<p>1. Prepositioning of at least 15,750 life-saving NFI items and 2,000 emergency shelter kits to warehouses in Bor, Bentiu and Mayom plus 6,525 in UNMISS Tongping camp in Juba. 2. Assessment activities and reports, verification activities and reports, and distribution activities and reports, with sex and gender disaggregated data and by as much gender-balanced team as possible 3. 2 Post Distribution Monitoring activities and reports 4. 9 State-level cluster meeting in Jonglei state 5. Shelter/ NFI annual workshop in Jonglei State with the support of the National Cluster team. 6. Compiling and submitting stock/distribution reports to national cluster</p>		
<p>iv) Expected Result(s)/Outcome(s) Briefly describe the results you expect to achieve at the end of the CHF grant period.</p>		
<p>1 (a) 15,750 NFI kits prepositioned in Bor/Pibor (11,250 kits) and Rubkona/Bentiu and Mayom (4,500 kits) counties. 1 (b) 2,000 Shelter kits prepositioned in Bor/Pibor (1,440 kits) and Rubkona/Bentiu and Mayom (560 kits) counties 1 (c) 7,000 NFI kits in UNMISS Tongping in Juba distributed 2 (a) 100% of Inter Agency assessment missions which were called by UNOCHA attended, and 100% of emergencies which needs were verified responded 2 (b) 112,000 individuals (conflict and flood affected IDPs or Returnees, out of which 18,900 boys, 18,900 girls, 18,900 men and 37,800 women) supported with NFIs or ES and 17500 persons in UNMISS Tongping camp in Juba 3. 2 PDMA mission conducted to evaluate the Emergencies response; 4. 9 cluster meetings (in Jonglei State) conducted as per State Focal Point responsibilities; 5. 20 participants attended for 2-days Shelter/ NFI annual workshop 6. 9 stock/distribution reports monthly submitted to National Cluster</p>		
<p>v) List below the output indicators you will use to measure the progress and achievement of your project results. <u>Use a reasonable and measurable number of indicators and ensure that to the most possible extent</u> chosen indicators are taken from the cluster <u>defined Standard Output Indicators (SOI) (annexed)</u>. Put a cross (x) in the first column to identify the cluster <u>defined SOI</u>. Indicate as well the total number of direct beneficiaries disaggregated by gender and age. Ensure these indicators are further used in the logframe.</p>		
SOI (X)	Standard Output Indicators (Ensure the output indicators are consistent with the output indicators that will be used in the results framework section III of this project proposal).	Target (indicate numbers or percentages) (Targets should be disaggregated by age and sex as per the standard output indicators list and add-up to the number of direct beneficiaries identified page 1)
1.	Total direct beneficiaries – number of people provided NFI support	112,000 individuals (15,750 HHs)
	Women and girls	56,700 individuals
	Men and boys	37,800 individuals
1a.	Total conflict or disaster affected people provided with NFI support	101,500 individuals (14,000 HHs)
	Women and girls	50,400 individuals
	Men and boys	33,600 individuals
1b.	Total returnees provided with NFI support	10,500 individuals (1,750HHs)
	Women and girls	6,300 individuals
	Men and boys	4,200 individuals
2.	Total direct beneficiaries – number of people provided with shelter support	12,000 individuals (2,000HHs)
	Women and girls	7,200 individuals

	Men and boys	4,800 individuals
2a.	Total conflict or disaster affected people provided with shelter support	10,500 individuals (1,750 HHs)
	Women and girls	6,300 individuals
	Men and boys	4,200 individuals
2b.	Total returnees provided with shelter support	1,500 individuals (250 HHs)
	Women and girls	900 individuals
	Men and boys	600 individuals
5	Number of Post-Distribution Monitoring exercises conducted	2
	Of which Inter-Agency	2
8	Average response time between assessment and distribution of NFI and/or ES	14 days
9	Number of NFI-ES dedicated staff for deployment in emergency	9 (1 NFI Project Manager, 2 NFI International experts, 1 International Logistic Officer, 2 local Logistic Assistants, 3 Emergency Response Team members)
10	Jonglei state Cluster meetings convened	9 (one per month, from April to December)
11	Number of monthly stock/distribution reports compiled for Jonglei cluster, and submitted to Cluster Coordinators	9 (once per month, from April to December)

vi). Cross Cutting Issues

Briefly describe how cross-cutting issues (e.g. gender, environment, HIV/AIDS) are addressed in the project implementation.

About Gender, INTERSOS will ensure use of Cluster-standard reporting format which will record all data in gender and age disaggregated ways. In Jonglei State, as State Focal Point organization, INTERSOS will also ensure Cluster partners will also use these reporting mechanism and formats.

vii) Implementation Mechanism

Describe planned mechanisms for implementation of the project. Explain if it is implemented through implementing partners such as NGOs, government actors, or other outside contractors.

NFI PM will supervise activities, provide technical oversight and manage key NFI staff in Jonglei, Juba and Unity states. PM will also lead on routine Monitoring and Reporting as well as plan and lead PDMs (he will not be directly in charge of distribution).

State Focal Point for Jonglei, in close communication with IOM Cluster Coordinator, will be in charge of distribution, cluster coordination and implementation of activities as INTERSOS in Jonglei state and will supervise the Emergency Response Team. Logistic Officer will manage all logistic arrangements and support emergency response from logistic aspects. Emergency Response Team (3 full time national Emergency Response Team members based in Jonglei) will be deployed all over Jonglei State on demand to participate in assessment, verification, registration and distribution.

NFI expert in Unity will supervise all activities in Unity, including distribution.

viii) Monitoring and Reporting Plan

Describe how you will monitor and report on the progress and achievements of the project. Notably:

1. Explain how will you measure whether a) Activities have been conducted, b) Results have been achieved, c) Cross-cutting issues have been addressed, and d) Project objectives have been met.
2. Indicate what are the monitoring institutional arrangements (e.g. monitoring team, monitoring schedule, updates to management etc.) and monitoring tools and technics will be used to collect data on the indicators to monitor the progress towards the results achieved. Please 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.
3. Describe how you will analyze the data collected and report on the project achievements in comparison with the project strategy.
4. Ensure key monitoring and reporting activities are included in the project workplan (Section III)².

Cluster-standard formats for assessment/verification, registration, distribution narrative report and also stock and distribution will be used to ensure implementation of activities, quality assurance and accountability to beneficiaries and donors. INTERSOS NFI Project Manager, Jonglei State Focal Point and NFI Expert in Unity will supervise so that 2 logistic assistants and 3 ERT members will collect all data and compile into report, in principle within 5 working days, which will be obtained from registration and/or distribution on the ground. NFI PM will directly report to senior management who will provide quality assurance on all reports. State Focal Point in Jonglei collects data from other partners, compiles stock and distribution data into state-level format, and sends them to the national cluster coordinator. NFI PM and NFI Expert in Unity report the data to SFP in each respective state, so that s/he will send information to national-level cluster lead. These data will be used for the preparation of mid-term report and final report. All data will be stored in 1 dedicated PC in each Bor and Bentiu offices, so that other staffs can have easy access on key staffs' leave. Monitoring of project implementation will be carried out by INTERSOS Head of Mission and Administration staff through regular project review, such as reviewing INTERSOS' own internal monthly reporting mechanism called PAT (Project Appraisal Tool, (in which PM will

² CHF minimum narrative reporting requirements will include the submission of a final narrative report and where applicable a narrative mid-term report. Narrative reports will include a progress on the project achievements using the outputs indicators listed in this project proposal.

report overall progress of the project in relation to all targeted output and outcome for the project by filling (1) progress in the month and (2) accumulated progress until the month), meetings and field visits.
 Deadlines will be clearly shared and adhered to and senior management in the mission will provide quality assurance.
 PDM will be planned by Project Manager (or NFI expat, if PM led the distribution) using cluster standard format in the place where there will be distribution (when and where PDM will be implemented will be determined after distribution for which PDM will be conducted will happen). Budget for Monitoring and Evaluation will be used for this exercise.

D. Total funding secured for the CAP project

Please add details of secured funds from other sources for the project in the CAP.

Source/donor and date (month, year)	Amount (USD)
Pledges for the CAP project	
N/A	

SECTION III:

The logical framework is a tool to present how the implementation of CHF funded activities and their results (outputs and outcomes) will contribute to achieving higher level humanitarian results (project and cluster objectives) and how these results will be measured.

Fill in the logical framework below for this project proposal ensuring the information provided is in accordance with the strategies and activities described in the narrative section of this proposal, in particular section C. Follow the guidance and the structure (Goal, objective, outcome, outputs and activities) and the numbering. Add/remove lines according to the project strategy.

LOGICAL FRAMEWORK				
CHF ref./CAP Code: SSD-14/WS/60980		Project title: Preposition and Distribution of Life-Saving Non-Food Items and Shelter materials for most vulnerable South Sudanese, based on Assessed Needs		Organisation: INTERSOS
Goal/Objectives/Outcomes/Outputs		Indicator of progress	Means of Verification	Assumptions and Risks
Goal/Impact (cluster priorities)	<i>Frontline field-based and mobile response capacity, including field coordination; front line transportation; assessment; emergency shelter/NFI provision, and PDM.</i>	<i>What are the key indicators related to the achievement of</i>	<i>What are the sources of information on these indicators?</i>	
CHF project Objective	<i>Improved Frontline field-based and mobile response capacity, including field coordination; front line transportation; assessment; emergency shelter/NFI provision, and PDM</i>	<i>Number of NFI/ES prepositioned in INTERSOS warehouse No. of needs assessment conducted No. of needs verification conducted No. of distribution conducted Average response time between assessment and distribution Total direct beneficiaries – number of people provided NFI support (total 94,500 individuals : IDPs 84,000 and returnees 10,500) Total direct beneficiaries – number of people provided with shelter support (total 12,000 individuals: 10,500 IDPs and 1,500 returnees) No. of cluster meetings convened</i>	<i>Stock data Waybills Assessment/verification/registration reports/lists Distribution narrative report Distribution monthly data Verification/ registration report PDM report Number of dedicated staffs Cluster meeting minutes</i>	<i>Security deterioration in areas which has been so far regarded as safe and accessible (such as, Juba-Bor road) Stable price level, such as fuel and labour costs Availability of funds</i>
Outcome 1	<i>Stock is transported and prepositioned including in deep field locations and facilitates rapid response to emergency, enabling Partners to provide life-saving NFI-S at the moment they are needed</i>	<i>Number of NFI/ES prepositioned at distribution sites</i>	<i>Stock data Waybills Assessment/verification/registration reports/lists</i>	<i>Security deterioration in areas which has been so far regarded as safe and accessible (such as, Juba-Bor road) Stable price level, such as fuel and labor costs Availability of funds</i>
Output 1.1	<i>Transport NFI-S material to logistical hubs and warehouses in Bor, Bentiu and Mayom</i>	<i>Number of NFI/ES prepositioned in INTERSOS warehouses</i>	<i>Stock data Waybills Assessment/verification/registration reports/lists</i>	<i>Security deterioration in areas which has been so far regarded as safe and accessible (such as, Juba-Bor road) Stable price level, such as fuel and labor costs Availability of funds</i>
Activity 1.1.1	<i>Stock count (monthly)</i>			
Activity 1.1.2	<i>Logistic arrangement (including document preparation, such as Pipeline Request)List the key activity to be carried out for achieving output 1.1</i>			
Activity 1.1.3	<i>Offloading of NFI/ES items, recording to stock cards/data entry system</i>			
Outcome 2	<i>Needs of people vulnerable due to manmade/natural disasters are met by providing life-saving NFIs/ES and as a result people will be able to live in dignity and survive the emergency event</i>	<i>Total direct beneficiaries – number of people provided NFI support (total 94,500 individuals : IDPs 84,000 and returnees 10,500) Total direct beneficiaries – number of people provided with shelter support (total 12,000 individuals: 10,500 IDPs and 1,500 returnees)</i>	<i>Distribution narrative report Distribution monthly data Verification/ registration report PDM report Number of dedicated staff for deployment in emergency</i>	<i>Availability of ERT member staffs Security in the area where INTERSOS operates</i>

Goal/Objectives/Outcomes/Outputs		Indicator of progress	Means of Verification	Assumptions and Risks
Output 2.1	Assessment activities and reports, verification activities and reports, and distribution activities and reports, with sex and gender disaggregated data and by as much gender-balanced team as possible	No. of needs assessment conducted No. of needs verification conducted No. of distributions conducted Average response time between assessment and distribution	Assessment report (using Cluster standard format) Needs verification report (using Cluster standard format) Distribution narrative report (using Cluster standard format) Monthly distribution data submission	Availability of ERT member staffs Security in the area where INTERSOS operates
Activity 2.1.1	Participation for needs assessment mission			
Activity 2.1.2	Participation for needs verification mission			
Activity 2.1.3	Participation for distribution of NFI/ES items			
Outcome 3	Quality of NFI/ES needs intervention, especially in aspects of appropriateness, effectiveness and optimal coverage of each distribution, will be improved	No. of needs distribution report No. of PDM report No. of recommendations which were accepted by the Cluster Average response time between assessment and distribution	Needs assessment, verification, distribution reports PDM report	Staffs not become too much preoccupied to the response on the ground, so that there is time to plan and implement PDM
Output 3.1	Needs assessment report prepared by INTERSOS PDM report	No. of assessments conducted No. of PDMs conducted	Needs assessment prepared by INTERSOS PDM report	Staffs not become too much preoccupied to the response on the ground, so that there is time to plan and implement PDM
Activity 3.1.1	Organizing PDM (such as identification of sample distribution, team building, desk review, obtaining prior consent from local authorities and asking for arrangement for Focus Group Discussions, formulating questionnaire etc)			
Activity 3.1.2	Training of enumerators			
Activity 3.1.3	Conducting PDM activities (HH survey, Focus Group Discussion, Key Informant Interviews etc)			
Activity 3.1.4	Analysis of key findings; Drafting and finalising report, with suggestion of improvement			
Outcome 4	Coordination among Emergency Shelter/NFI actors in Jonglei state will be further improved, so that the cluster can avoid any gap and duplication of support	No. of Cluster meetings convened	Meeting Minutes	Funding available for other partners so that there will be sufficient mass of partners which makes coordination meaningful
Output 4.1	Jonglei State Cluster meeting (Monthly)	No. of Meeting	Meeting Minutes	Funding available for other partners so that there will be sufficient mass of partners which makes coordination meaningful
Activity 4.1.1	Organizing the meeting (securing venue, send invitation etc)			
Activity 4.1.2	Convene/ chair the meeting			
Activity 4.1.3	Prepare Minutes of Discussion			
Outcome 5	Shelter/NFI Cluster's policy for next year and onwards will be improved, by receiving inputs from partners in the Jonglei state	No. of attendance No. of inputs from the workshop which will be incorporated as amendment for Cluster policy in 2015	Workshop attendance sheet Workshop report	Funding available for other partners so that there will be sufficient mass of partners which makes discussion meaningful
Output 5.1	Shelter/NFI annual workshop in Jonglei state	Workshop actually carried out	Workshop report	Funding available for other partners so that there will be sufficient mass of partners which makes discussion meaningful
Activity 5.1.1	Organizing the workshop (securing venue, send invitation etc)			
Activity 5.1.2	Convene/ co-chair the meeting with IOM Cluster Coordinator			
Activity 5.1.3	Prepare the workshop report			

PROJECT WORK PLAN

This section must include a workplan with clear indication of the specific timeline for each main activity and sub-activity (if applicable).

The workplan must be outlined with reference to the quarters of the calendar year. Please insert as well the key monitoring activities to be conducted during the project implementation (collection of baseline, monitoring visits, surveys etc.)

Project start date:	20.01.2014	Project end date:	19.10.2014
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Activities	Q1/2014			Q2/2014			Q3/2014			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Activity 1.1.1 Stock count (monthly)				X	X	X	X	X	X	X
Activity 1.1.2 Logistic arrangement (including documentary preparation, such as Pipeline Request)List the key activity to be carried out for achieving output 1.1				X	X	X	X	X	X	X
Activity 1.1.3 Offloading of NFI/ES items, recording to stock cards/data entry system				X	X	X	X	X	X	X
Activity 2.1.1 Participation for needs assessment mission				X	X	X	X	X	X	X
Activity 2.1.2 Participation for needs verification mission				X	X	X	X	X	X	X
Activity 2.1.3 Participation for distribution of NFI/ES items	X	X	X	X	X	X	X	X	X	X
Activity 3.1.1 Organizing PDM (such as identification of sample distribution, team building, desk review, obtaining prior consent from local authorities and asking for arrangement for Focus Group Discussions, formulating questionnaire etc)	X	X	X						X	
Activity 3.1.2 Training of enumerators									X	
Activity 3.1.3 Conducting PDM activities (HH survey, Focus Group Discussion, Key Informant Interviews etc)					X				X	
Activity 3.1.4 Analysis of key findings; Drafting and finalising report, with suggestion of improvement										X
Activity 4.1.1 Organizing Shelter/NFI Cluster meeting (securing venue, send invitation etc)				X	X	X	X	X	X	X
Activity 4.1.2 Convene/ chair the meeting				X	X	X	X	X	X	X
Activity 4.1.3 Prepare Minutes of Discussion				X	X	X	X	X	X	X
Activity 5.1.1 Organizing the workshop (securing venue, send invitation etc)							X	X		
Activity 5.1.2 Convene/ co-chair the meeting with IOM Cluster Coordinator								X		
Activity 5.1.3 Prepare the workshop report								X	X	

*: TIMELINE FOR EACH SPECIFIC ACTIVITY MUST BE MARKED WITH AN X AND SHADED GREY 15%