

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-sudan/financing/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 kizitoi@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:

<input type="checkbox"/>	AA/ UNDP Informed	Date: _____	By: _____
<input type="checkbox"/>	Cluster Coordinator Informed	Date: _____	By: _____
<input type="checkbox"/>	Grantee Informed	Date: _____	By: _____
<input type="checkbox"/>	CHF Database Updated	Date: _____	By: _____

Allocation ID (CHF TS to fill in): 13/SA2/0192

Section 1 – Project Details

Date of Request	18 February 2014	Cluster	Education
Organization Name:	AVSI	Contact Name:	Maria Gaudenzi
Project Code:	SSD-13/E/55500/R/5768	Contact Email/Tel No.:	Maria.gaudenzi@avsi.org, 09124229889
Location:	Kapoeta South and East	Date of Allocation:	16 August 2013
Duration (start and end date as PPA/agreement):	1 September 2013 – 31 March 2014	Amount Allocated:	US\$116,980
Project Title:	Improved access and quality of education in EES through the establishment of emergency response mechanism among all the stakeholders operating in the education sector		

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

<p>Type of Revision: Indicate the type (s) of revision being requested.</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Significant change in activities</td> <td><input type="checkbox"/> Change in location</td> </tr> <tr> <td><input type="checkbox"/> Change in outputs</td> <td><input checked="" type="checkbox"/> Change in budget</td> </tr> <tr> <td><input type="checkbox"/> Change in target beneficiaries</td> <td><input type="checkbox"/> Change in recipient org</td> </tr> <tr> <td><input checked="" type="checkbox"/> Change in project duration/NCE</td> <td>Other Specify: _____</td> </tr> </table> <p>No. of month requested <u>1 month</u> New end date: <u>30 April 2014</u></p>	<input type="checkbox"/> Significant change in activities	<input type="checkbox"/> Change in location	<input type="checkbox"/> Change in outputs	<input checked="" type="checkbox"/> Change in budget	<input type="checkbox"/> Change in target beneficiaries	<input type="checkbox"/> Change in recipient org	<input checked="" type="checkbox"/> Change in project duration/NCE	Other Specify: _____	<p>Reason for NCE: Indicate reason (s) for no-cost extension.</p> <table border="0" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Insecurity</td> <td><input type="checkbox"/> Programmatic delays</td> </tr> <tr> <td><input type="checkbox"/> Inaccessibility</td> <td><input type="checkbox"/> Delays in finalizing PPA</td> </tr> <tr> <td><input type="checkbox"/> Staffing/recruitment delays</td> <td><input checked="" type="checkbox"/> Delays in disbursement of funds</td> </tr> <tr> <td><input type="checkbox"/> Internal admn delays</td> <td><input type="checkbox"/> Delays in organization's internal transfer of funds</td> </tr> <tr> <td><input type="checkbox"/> Procurement delays</td> <td><input type="checkbox"/> Delay in securing supplies from pipeline</td> </tr> </table> <p>Other Specify: _____</p>	<input checked="" type="checkbox"/> Insecurity	<input type="checkbox"/> Programmatic delays	<input type="checkbox"/> Inaccessibility	<input type="checkbox"/> Delays in finalizing PPA	<input type="checkbox"/> Staffing/recruitment delays	<input checked="" type="checkbox"/> Delays in disbursement of funds	<input type="checkbox"/> Internal admn delays	<input type="checkbox"/> Delays in organization's internal transfer of funds	<input type="checkbox"/> Procurement delays	<input type="checkbox"/> Delay in securing supplies from pipeline
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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 **18 February 2014**

Amount of Funds Unspent as of **18 February 2014**

Amount of Funds Committed But Not Spent by **18 February 2014**

Amount of Funds Spent but not recorded by **18 February 2014**

Percentage of Activities Completed as of **18 February 2014**

\$11,765	10%
\$105,215	90%
\$9,000	8%
\$16,090	14%
30%	

Section 4

This section is for the approving official's review.

CHF Technical Secretariat South Sudan:

Endorsed by **Mr. Federica D'Andreagiovanni**, CHF TS, South Sudan

Review Date

OCHA South Sudan

Approved by **Mr. Vincent Lelei**, OCHA Head of Office, South Sudan

Review Date

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>According to the original proposal as presented by AVSI, life-saving messages are supposed to be delivered also through radio campaigns able to reach the whole population of the affected areas. Nevertheless, the inception of this activities, for which a budget of \$3600 was allocated, had been difficult given the lack of radio station in Kapoeta town. The radio stations able to cover the area of Kapoeta South are in Torit, while AVSI staff for this project (Education and child protection specialist and two community mobilizers) is based in Kapoeta. The distance and the poor security along the road connecting Torit and Kapoeta have caused serious difficulties in organizing such activities. At the same time we realized that the budget allocated for psycho social trainings was little compared to the actual necessities (\$560 for feeding and \$560 for stationary for 70 participants). Life-saving messages have been delivered in each school organizing community dialogue meetings, addressing many sensitive issues. AVSI realized that this kind of activities is significantly effective in engaging teachers, parents and the surrounding communities. Therefore, AVSI requests to reallocate the radio campaigns budget to support the organization of the psycho social trainings, with a little amount (\$600) to support the activity of monitoring and evaluation. The final and total amount of budget will not change.</p> <p>Regarding the change in project duration, AVSI requests for a no cost extension of one month, until 30 April 2014. The delay in disbursing the first instalment was the main cause in postponing the inception and the regular course of the planned activities. Moreover, the crisis of December caught us abruptly. By that time AVSI was organizing a distribution of food items, soap and hand washing facilities to the target schools. The crisis stopped this delivery given that our suppliers are in Juba. The same crisis also delayed the opening of our offices in January and the starting of the project activities.</p> <p>If we will receive the third and last instalment at the end of the month of February it will be difficult to spend all the funds in only one month.</p> <p>The low percentage of implemented activities is the outcome of the above mentioned factors. Nevertheless, orders have been placed for the amount of \$9000 and \$16,090 have been spent in February but these funds will be recorded at the end of the month.</p> <p>Finally, we are also facing many logistic challenges in reaching the area of Kapoeta South and East, first and foremost the transport by road has been highly discouraged by authorities. We hope to find you flexible in order to make up with the project's implementation and to meet the needs of the beneficiaries.</p>		
<p>List activities that were implemented during project period:</p> <ul style="list-style-type: none"> • Baseline • Community dialogue meetings • Distribution of soap and hand washing facilities • Disbursement of the first installment of school voucher 	<p>List outstanding activities:</p> <ul style="list-style-type: none"> • Preposition of emergency teaching and learning materials • Psycho social support training for teachers and other education actors • Disbursement of the second installment of school voucher • On-going community dialogue sessions in schools 	
<p>Review remarks by cluster coordinator.</p>	<p>Name of reviewer</p>	<p>Sivalingam Malaravan Education Cluster Co-Coordinator</p>
<p>Explain the rationale to endorse or reject the request</p>		
<p>Based on the discussions with AVSI and the stated justification, education cluster have no objections on this request. I hereby endorse this no cost extension request on behalf of Education Cluster.</p> <p>-Sivalingam Malaravan- 18/02/2014</p>		
<p>Review remarks by CHF Technical Secretariat:</p>	<p>Name of reviewer</p>	<p>Federica D'Andreagiovanni</p>
<p>Education Cluster discussed and endorsed request for NCE and allocation revision for AVSI. CHF Technical Secretariat reviewed the request and has no objection.</p> <p>Please note that this NCE will modify your narrative reporting requirement. AVSI is required to submit progress report covering activities implementation upto 31 March 2014. Final narrative report will be required one month at the end of the NCE period.</p>		

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.			
Output	<ul style="list-style-type: none"> 7 school in a box and 7 recreational kits distributed, 20 hand washing facilities provided and soap provided to 14 schools 70 teachers and 70 PTAs members trained on psycho social support 2344 boys and 1567 girls reporting feeling safe and protected in emergency affected learning environment 6 schools received school voucher for the amount of 2700\$ each 	Output	<ul style="list-style-type: none"> 7 school in a box and 7 recreational kits distributed, 20 hand washing facilities provided and soap provided to 14 schools 70 teachers and 70 PTAs members trained on psycho social support 2344 boys and 1567 girls reporting feeling safe and protected in emergency affected learning environment 6 schools received school voucher for the amount of 2700\$ each 		
Key Activities	<ul style="list-style-type: none"> Preposition of emergency teaching and learning materials Distribution of soap and hand washing facilities with hygiene sessions Community dialogue meetings on life-saving messages Psycho social trainings for teachers and PTAs members Provision of school vouchers 	Key Activities	<ul style="list-style-type: none"> Preposition of emergency teaching and learning materials Distribution of soap and hand washing facilities with hygiene sessions Community dialogue meetings on life-saving messages Psycho social trainings for teachers and PTAs members Provision of school vouchers 		
Locations (specify county):	<ul style="list-style-type: none"> Kapoeta South and East 	Locations (specify county):	Kapoeta South and East		
Beneficiaries:	<ul style="list-style-type: none"> 4062 direct, 11 884 indirect 	Beneficiaries:	4062 direct, 11 884 indirect		
Duration:	<ul style="list-style-type: none"> 1 September 2013 – 31 Mar 2014 	Duration:	1 September 2013 – 30 April 2014		
Indicative CHF Budget:	Relief Items and Transportation	8,400	Indicative CHF Budget:	Relief Items and Transportation	8,400
	Personnel	35,560		Personnel	35,560
	Staff Travel	5,100		Staff Travel	5,100
	Training/Workshop/Seminar/Campaign	24,495		Training/Workshop/Seminar/Campaign	24,495
	Contracts/ Sub grant	0		Contracts/ Sub grant	0
	Vehicle Operating and Maintenance Costs	29,400		Vehicle Operating and Maintenance Costs	29,400
	Office Equipment and Communication	4,290		Office Equipment and Communication	4,290
	Other Costs	1,000		Other Costs	1,000
	Programme Support Costs (PSC)	7,577		Programme Support Costs (PSC)	7,577
	Audit cost (NGOs only)	1,158		Audit cost (NGOs only)	1,158
	Total: 116,980		Total: 116,980		