

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/SA2/0221

Section 1 – Project Details

Date of Request	28 February 2014, submitted 3 March 2014	Cluster	FSL
Organization Name:	ACF – Action Against Hunger	Contact Name:	Rebeckah Piotrowski
Project Code:	SSD-13/ER/55153/R/14005	Contact Email/Tel No.:	Hom.ssd@acf-international.org
Location:	Twic County, Warrap	Date of Allocation:	16 August 2013
Duration (start and end date as PPA/agreement):	1 October 2013 – 31 March 2014	Amount Allocated:	US\$270,000
Project Title:	Integrated emergency food security and resilience building program in Warrap and Northern Bahr el Ghazal States		

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

Type of Revision: Indicate the type (s) of revision being requested.	Reason for NCE: Indicate reason (s) for no-cost extension.																		
<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 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</u> New end date: 30 April 2014</p>	<input type="checkbox"/> Significant change in activities	<input type="checkbox"/> Change in location	<input type="checkbox"/> Change in outputs	<input 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: _____	<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 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 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 <31 January 2014>

Amount of Funds Unspent as of <31 January 2014 >

Amount of Funds Committed But Not Spent by <31 January 2014>

Percentage of Activities Completed as of < 31 January 2014 >

\$110,788	41%
\$ 159,212	59%
\$ 16, 320	10%
70%	

Section 4

This section is for the approving official's review.

OCHA South Sudan:

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

Review Date _____

Humanitarian Coordinator, South Sudan

Approved by **Mr, Toby Lanzer**, DSRSG/RC/HC/UNDP RR, 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>ACF is requesting a No Cost Extension to this program for 1 month. In the first month of the program, ACF teams in Warrap, Twic County were able to complete the distribution of vegetable seeds to 500 households. Six types of seeds were distributed (Okra, Tomato, Amaranths, eggplants, Kale and onions) and assorted gardening tools were distributed. Planting of these seeds is ongoing; irrigation of the crops will be done with the water in nearby ponds. Training sessions were also completed. For the IGA project, the training of beneficiaries in small business management has been conducted for the 100 beneficiaries who received the first cash grant. The training was done at group level and topics covered were management of cash boxes, values addition to attract more customers, and group organization. Further the baseline assessment for the CHF beneficiaries is ongoing; data has been collected, analysis and reporting is ongoing.</p> <p>However, the insecurity that erupted throughout the country disrupted all activities in December 2013. Following the restart of programs in early January, activities were primarily focused on emergency response activities to meet the needs of the influx of 13, 000 IDPs in Twic County. Therefore the need for rapid assessments and support to the emergency response shifted the focus of FSL staff temporarily. Based on current challenges teams in Warrap are experiencing, we estimate that all work can be completed in a quality manner by 30 April 2014.</p>		
List activities that were implemented during project period:		List outstanding activities:
<ul style="list-style-type: none"> - Vegetable seeds distributed - Training sessions for vegetable gardens - IGA participant selection and first business management training - Baseline assessment completed 		<ul style="list-style-type: none"> - Second cash grant of IGA - Refresher training on small business management - Monitoring, PDM and endline assessment
Review remarks by cluster coordinator.	Name of reviewer	
Explain the rationale to endorse or reject the request		
Review remarks by CHF Technical Secretariat:	Name of reviewer	David Thorp
NCE granted as per your request.		
Dated 5 March 2014		
<i>Please note: This request was processed in accordance with the shortened NCE procedure approved by the Humanitarian Coordinator on 9 January 2014.</i>		
This NCE modifies your narrative reporting requirements. ACF USA is required to submit a narrative progress report by 15 April 2014 covering activities implementation upto 31 March 2014. A final narrative report will be required one month at the end of the NCE period.		

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	Number of households supported with vegetable inputs (seeds and tools) Number of households supported with conditional cash transfer Number of people trained in low cost vegetable cultivation techniques Type and quantity of Inputs distributed	Output	Number of households supported with vegetable inputs (seeds and tools) Number of households supported with conditional cash transfer Number of people trained in low cost vegetable cultivation techniques Type and quantity of Inputs distributed		
Key Activities	Vegetable cultivation, IGA and training	Key Activities	Vegetable cultivation, IGA and training		
Locations (specify county):	Twic County, Warrap	Locations (specify county):	Twic County, Warrap		
Beneficiaries:	1,100	Beneficiaries:	1,100		
Duration:	1 October 2013 – 31 March 2014	Duration:	1 October 2013 – 30 April 2014		
Indicative CHF Budget:	Relief Items and Transportation	118,300	Indicative CHF Budget:	Relief Items and Transportation	118,300
	Personnel	69,892		Personnel	69,892
	Staff Travel	2,400		Staff Travel	2,400
	Training/Workshop/Seminar/Campaign	6,300		Training/Workshop/Seminar/Campaign	6,300
	Contracts/ Sub grant	0		Contracts/ Sub grant	0
	Vehicle Operating and Maintenance Costs	33,603		Vehicle Operating and Maintenance Costs	33,603
	Office Equipment and Communication	10,224		Office Equipment and Communication	10,224
	Other Costs	9,119		Other Costs	9,119
	Programme Support Costs (PSC)	17,489		Programme Support Costs (PSC)	17,489
	Audit cost (NGOs only)	2,673		Audit cost (NGOs only)	2,673
		Total: 270,000			Total: 270,000