

## 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](mailto:CHFsouthsudan@un.org) and copy [kizitoi@un.org](mailto: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/SA2/0378**

### Section 1 – Project Details

<b>Date of Request</b>	26 February 2014, Submitted 3 March 2014	<b>Cluster</b>	WASH
<b>Organization Name:</b>	ACF International	<b>Contact Name:</b>	Rebeckah Piotrowski
<b>Project Code:</b>	SSD-13/WS/55874/R/14005	<b>Contact Email/Tel No.:</b>	Hom.ssd@acf-international.org
<b>Location:</b>	Twic, Warrap & Aweil East, NBeG	<b>Date of Allocation:</b>	16 August 2013
<b>Duration (start and end date as PPA/agreement):</b>	1 October 2013 – 31 March 2014	<b>Amount Allocated:</b>	US\$350,000
<b>Project Title:</b>	Addressing Chronic and Acute Water, Hygiene, and Sanitation Needs of the Population of Northern Bahr el Ghazal & Warrap States.		

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

<p><b>Type of Revision:</b> Indicate the type (s) of revision being requested.</p> <table border="0"> <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>3</u> New end date: <b>30 June 2014</b></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: _____	<p><b>Reason for NCE:</b> Indicate reason (s) for no-cost extension.</p> <table border="0"> <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 checked="" 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 checked="" type="checkbox"/> Procurement delays</td> <td><input type="checkbox"/> Delay in securing supplies from pipeline</td> </tr> </table> <p>Other Specify: <u>IDP Influx</u></p>	<input checked="" type="checkbox"/> Insecurity	<input type="checkbox"/> Programmatic delays	<input type="checkbox"/> Inaccessibility	<input type="checkbox"/> Delays in finalizing PPA	<input checked="" 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 checked="" type="checkbox"/> Procurement delays	<input type="checkbox"/> Delay in securing supplies from pipeline
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<input checked="" type="checkbox"/> Procurement delays	<input type="checkbox"/> Delay in securing supplies from pipeline																		

### 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>

<b>\$132,871</b>	<b>38%</b>
<b>\$217,129</b>	<b>62%</b>
<b>\$18,947</b>	<b>9%</b>
<b>30%</b>	

### 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**

<b>Description and justification of requested change</b>		
<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 3 months. In the first two months of the program, ACF teams in NBeG and Warrap were able to complete assessments and begin the procurement and contracting process for hardware activities. ACF teams also began trainings as planned. However, the insecurity that erupted throughout the country disrupted all activities in December. Following the restart of programs in early January, WASH activities were primarily focused on emergency response activities to meet the needs of the influx of 13,000 IDPs in Twic County. Therefore WASH staff and activities were concentrated on the emergency activities in January, which has caused a two month delay to the program. Based on current challenges teams in both NBeG and Warrap are experiencing in procurement, we estimate that all work can be completed in a quality manner by 30 June 2014.</p>		
<p><b>List activities that were implemented during project period:</b>            All materials for rehab, repair and construction procured; sites selected; contracts agreed            Training of water user committees            Training of Pump mechanics            Facilitation of HH latrine construction (phase 3 completed)            Construction of institutional Latrines (Schools/Health Centres) (2)            Hygiene Promotion Sessions for Nutrition beneficiaries in OTPs (2)            Social marketing events (1)            Village hygiene and sanitation campaigns (5)            Emergency response for target beneficiaries (response to WASH for 13,000 IDPs in Twic)            KAP surveys (1)</p>		<p><b>List outstanding activities:</b>            Rehabilitation/repair of water points (20)            Construction of new Hand augured water points (4)            Training of water user committees (24)            County level capacity building for WIMS (RWSS)            Facilitation of HH latrine construction (ongoing)            Construction of institutional Latrines (ongoing)            Construction of institutional Latrines (Schools/Health Centres) (ongoing)            Hygiene Promotion Sessions for Nutrition beneficiaries in OTPs (2)            Social marketing events (1)            Village hygiene and sanitation campaigns (10)            Water quality testing (24)            KAP surveys (1)</p>
<b>Review remarks by cluster coordinator.</b>	<b>Name of reviewer</b>	
<p>Explain the rationale to endorse or reject the request</p>		
<b>Review remarks by CHF Technical Secretariat:</b>	<b>Name of reviewer</b>	<b>David Thorp</b>
<p><b>NCE granted as per your request.</b></p> <p>Dated 6 March 2014</p> <p><i>Please note: This request was processed in accordance with the shortened NCE procedure approved by the Humanitarian Coordinator on 9 January 2014.</i></p> <p>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.</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	<p>01. Improved have access to safe drinking water, sanitation and hygiene services during the emergency</p> <p>02. Improved access to potable water of choric crisis communities</p> <p>03. Improved access to safe sanitation practices.</p> <p>04. Improved community understanding of hygiene related illness and prevention methods</p>	Output	<p>01. Improved have access to safe drinking water, sanitation and hygiene services during the emergency</p> <p>02. Improved access to potable water of choric crisis communities</p> <p>03. Improved access to safe sanitation practices.</p> <p>04. Improved community understanding of hygiene related illness and prevention methods</p>		
Key Activities	<p>Provision of water in emergency using submersible pumps and tap stands or surface water treatment systems.</p> <p>Construction of 4 new water points by hand augured manual drilling through WES and local Pump Mechanic Associations and dug well by beneficiaries.</p> <p>Repair/rehabilitation of 20 boreholes.</p> <p>Water quality testing for all water 24 water points</p> <p>Organizing community 2 hygiene promotion/social marketing events.</p> <p>Implementation of hygiene and sanitation campaigns in 15 communities using CLTS or PHAST methodology including menstrual hygiene management.</p> <p>Facilitate the construction of 100 household latrines through CLTS/PHAST I</p> <p>Baseline and impact assessment by using KAP methodology</p> <p>Training of 24 Water User Committees.</p> <p>Training of local pump mechanics.</p> <p>Proving the training to WES and local pump mechanics on information collection on water and sanitation facilities and maintain database.</p> <p>Coordination of emergency response in Warrap state</p>	Key Activities	<p>Provision of water in emergency using submersible pumps and tap stands or surface water treatment systems.</p> <p>Construction of 4 new water points by hand augured manual drilling through WES and local Pump Mechanic Associations and dug well by beneficiaries.</p> <p>Repair/rehabilitation of 20 boreholes.</p> <p>Water quality testing for all water 24 water points</p> <p>Organizing community 2 hygiene promotion/social marketing events.</p> <p>Implementation of hygiene and sanitation campaigns in 15 communities using CLTS or PHAST methodology including menstrual hygiene management.</p> <p>Facilitate the construction of 100 household latrines through CLTS/PHAST I</p> <p>Baseline and impact assessment by using KAP methodology</p> <p>Training of 24 Water User Committees.</p> <p>Training of local pump mechanics.</p> <p>Proving the training to WES and local pump mechanics on information collection on water and sanitation facilities and maintain database.</p> <p>Coordination of emergency response in Warrap state</p>		
Locations (specify county):	Twic, Warrap & Aweil East, NBeG	Locations (specify county):	Twic, Warrap & Aweil East, NBeG		
Beneficiaries:	56,030	Beneficiaries:	56,030		
Duration:	<b>1 October 2013 – 31 March 2014</b>	Duration:	<b>1 October 2013 – 30 June 2014</b>		
Indicative CHF Budget:	Relief Items and Transportation	21,408	Indicative CHF Budget:	Relief Items and Transportation	21,408
	Personnel	95,165		Personnel	95,165
	Staff Travel	3,200		Staff Travel	3,200
	Training/Workshop/Seminar/Campaign	141,339		Training/Workshop/Seminar/Campaign	141,339
	Contracts/ Sub grant	1,080		Contracts/ Sub grant	1,080
	Vehicle Operating and Maintenance Costs	13,040		Vehicle Operating and Maintenance Costs	13,040

	Office Equipment and Communication	41,130			Office Equipment and Communication	41,130
	Other Costs	7,502			Other Costs	7,502
	Programme Support Costs (PSC)	22,671			Programme Support Costs (PSC)	22,671
	Audit cost (NGOs only)	3,465			Audit cost (NGOs only)	3,465
	<b>Total:</b>	<b>350,000</b>			<b>Total:</b>	<b>350,000</b>