

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/SA2/0305

Section 1 – Project Details

Date of Request	14 March 2014, Submitted 14 March 2014	Cluster	NFIs and ES
Organization Name:	Medair	Contact Name:	Viren Falcao
Project Code:	SSD-13/S-NF/55630/R/5095	Date of Allocation:	16 August 2013
Location:	Multiple locations	Contact Email/Tel No.:	pcjuba-southsudan@medair.org +211 911 383 620
Duration (start and end date as PPA/agreement):	1 September 2013 – 31 March 2014	Amount Allocated:	US\$430,000
Project Title:	Emergency assistance to most vulnerable returnees, IDPs and host community members through the timely provision of NFIs and emergency shelter		

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"> <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>2</u> New end date: <u>31 May 2014</u></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>Reason for NCE: 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 checked="" 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 checked="" 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 March 2014**

Amount of Funds Unspent as of **31 March 2014**

Amount of Funds Committed But Not Spent by **31 March 2014**

Percentage of Activities Completed as of **31 March 2014**

\$322,500	75 %
\$107,500	25 %
n/a	
75%	

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>Medair's project objectives include emergency response to acute emergencies through the provision of NFI and emergency shelter in coordination with the Cluster, State Focal Points, partner organizations and local authorities in any of the 10 states of South Sudan. It also includes the responsibilities to act as State Focal Points in Upper Nile and Central Equatoria States. Due to the sudden change in the security situation in South Sudan following the fighting which started in Juba on 15 December 2013 and quickly affected other parts of the country, Medair's NFI-ES emergency response teams had to delay responses due to insecurity and lack of humanitarian access in light of the civil unrest within many areas of the country as well as staff members leaving Juba to be with their families. Medair's capacities to act as State Focal Point in Upper Nile have been affected by the continuous insecurities experienced in Malakal. Medair's compound including office, warehouse and accommodation were looted in January 2014 and some national staff members are not able to resume work due to their ethnicity. Medair is currently working out of the UN-compound but as soon as the security situation becomes more stable is planning to re-install a proper office in Upper Nile State again. Due to the current restrictions put on South Sudanese staff members, Medair is planning to bring in more international staff members on short-term contracts as surge capacity. Medair is requesting a no-cost extension of the project period for 2 months (until the end of May 2014) to bring in extra surge capacity for the emergency response and set-up an office space in Upper Nile State.</p>		
<p>List activities that were implemented during project period (Sept 2013 – February 2014) – CHF funding covers 37% of project activities</p> <ul style="list-style-type: none"> • Medair participated in several IRNA and assessments either led by Medair or other organizations • Medair organized 7 emergency response interventions which included the distribution of NFIs and emergency shelters reaching a total of 41,263 people <ul style="list-style-type: none"> - Returnees in Bunj/UPN (420) - Conflict affected people in Gumuruk/JNG (21,931) - Flood affected people in Ulang/UPN (5,247) - Conflict affected people in Puluk/Lages (587) - Conflict affected people in Kongor/JNG (9,661) - Flood affected people in Nassir/UPN (1,077) - Conflict affected people in Juba/CEQ (2,340) • Following the drastic change in the humanitarian situation as of mid-December Medair participated in 4 IRNA (Juba/CEQ, Katigiri/CEQ, Old Fangak/Jonglei, Melut/UPN) • Medair convened 4 state-level Cluster Coordination Meetings in CEQ and 6 in UPN 	<p>List outstanding activities (Feb – May 2014):</p> <ul style="list-style-type: none"> • Continue to participate in assessments and NFI-ES emergency response interventions in collaboration with OCHA and the Cluster in areas most affected by the current humanitarian crisis • Continue ongoing response to the NFI-ES needs of the IDPs in Malakal PoC in collaboration with cluster partners • Continue to be a member of the Strategic Advisory Group for the Shelter & NFI Cluster • Coordinate the emergency response interventions in Upper Nile and Central Equatoria States as State Focal Points • Re-install a coordination office in Upper Nile State 	
Review remarks by cluster coordinator.	Name of reviewer	
Explain the rationale to endorse or reject the request		
<p>Review remarks by CHF Technical Secretariat: Name of reviewer David Throp</p>		
<p>NCE granted as per your request.</p> <p>Dated 18 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. Medair 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	<ul style="list-style-type: none"> • 4,517 vulnerable HHs have received NFI kits or loose items (27,099 individuals) • 501 vulnerable HHs have received emergency shelter kits (3,011 individuals) • 100% of assessment and distribution reports have been circulated within 3 working days of every NFI/ES intervention • 2 post-distribution monitoring (PDM) surveys have been conducted (within 2 months of intervention) with results feeding into the improvement of future programming • Efficient and effective running of NFI & ES activities in Upper Nile and Central Equatoria States, including: • NFI coordination meetings held and minutes circulated on a monthly basis • State stock levels reported to Juba on a monthly basis • Improved coordination between government authorities, UN & NGO agencies, and local communities - leading to more efficient NFI and environmentally friendly emergency shelter responses in UPN and CEQ States. • Continued attendance and input into NFI/ES cluster at a national level (100%) 	Output	n/a
Key Activities	<ul style="list-style-type: none"> • Conduct assessments in response to emergencies and potential NFI / ES needs. • Conduct focus group discussions and key informant interviews, including single-gender groups and individuals to identify gender specific needs • Register and verify emergency-affected households and most vulnerable households, including female headed households, pregnant and lactating women • Distribute essential non-food items and environmentally friendly shelter kits to verified vulnerable households. • Monitor and evaluate the coverage, effectiveness and appropriateness of distributions • Seek feedback on gender-specific needs or gaps with focus groups and house to house interviews with male and female headed households • Circulate PDMs to cluster partners • Act as state focal point in Upper Nile and Central Equatoria • Liaise with IOM, all state focal points and NFI partners in regards to acute emergencies and support available from Medair 	Key Activities	n/a
Locations (specify county):	UPN (40%),CEQ (25%), Jonglei (25%), any other county with new onset emergency (10%)	Locations (specify county):	n/a
Beneficiaries:	30,110	Beneficiaries:	n/a

Duration:	7 months (1 September 2013 – 31 March 2014)		Duration	9 months (1 September 2013 – 31 May 2014)	
Indicative CHF Budget:	Relief Items and Transportation	32,137	Indicative CHF Budget:	Relief Items and Transportation	n/a
	Personnel	185,975		Personnel	n/a
	Staff Travel	18,456		Staff Travel	n/a
	Training/Workshop/Seminar/Campaign	1,828		Training/Workshop/Seminar/Campaign	n/a
	Contracts/ Sub grant	2,586		Contracts/ Sub grant	n/a
	Vehicle Operating and Maintenance Costs	61,582		Vehicle Operating and Maintenance Costs	n/a
	Office Equipment and Communication	82,946		Office Equipment and Communication	n/a
	Other Costs	12,381		Other Costs	n/a
	Programme Support Costs (PSC)	27,852		Programme Support Costs (PSC)	n/a
	Audit cost (NGOs only)	4,257		Audit cost (NGOs only)	n/a
	Total:	430,000		Total:	n/a