

## 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 [CHF@southsudan@un.org](mailto:CHF@southsudan.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): 14/R/0486**

### Section 1 – Project Details

<b>Date of Request</b>	11 June 2014, resubmitted 13 June 2014	<b>Cluster</b>	FSL
<b>Organization Name:</b>	Relief International ( RI)	<b>Contact Name:</b>	Randhir Singh
<b>Project Code:</b>	SSD-14/F/60538/R	<b>Date of Allocation:</b>	March 26, 2014
<b>Location:</b>	Maban , Upper Nile	<b>Contact Email/Tel No.:</b>	<a href="mailto:randhitr@ri.org">randhitr@ri.org</a> , 0921493088
<b>Duration (start and end date as PPA/agreement):</b>	1 <sup>st</sup> April-30 June, 2014	<b>Amount Allocated:</b>	\$ 209,137
<b>Project Title:</b>	Enhancing Livelihood Assets Protection, Diversification and Building Community Resilience to External Shocks among vulnerable Host, Refugees and Returnees in Maban and Longechuk Counties, Upper Nile State.		

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

<b>Type of Revision:</b> Indicate the type (s) of revision being requested.	<b>Reason for NCE:</b> 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>2</u>          New end date: <u>31 August 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: _____	<table border="0" style="width: 100%;"> <tr> <td><input 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 checked="" type="checkbox"/> Delay in securing supplies from pipeline</td> </tr> </table> <p>Other Specify: _____</p>	<input 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 checked="" 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<sup>st</sup> May, 2014 >

Amount of Funds Unspent as of < 31<sup>st</sup> May 2014 >

Amount of Funds Committed But Not Spent by <31<sup>st</sup> May, 2014 >

Percentage of Activities Completed as of < 31 May, 2014 >

<b>\$52,000</b>	25%
<b>\$157,137</b>	75%
<b>\$157,137</b>	75%
<b>20%</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>RI has been implementing Livelihood Restoration &amp; Food Security project in Maban (SSD-14/F/60538/R) since April 2014.</p> <p>RI could not complete some of key activities as planned due to delay in availability &amp; receiving supplies from pipeline (FAO) until now and requests No Cost Extension (NCE) for eight weeks (two months) until 31<sup>st</sup> Aug, 2014. RI is working with FAO to finalize the process and receive supplies soon.</p> <p>The two months NCE will enable RI to complete project activities and meet the project objectives</p>		
<p><b>List activities that were implemented during project period:</b></p> <ul style="list-style-type: none"> <li>• Selection of farmers for Agri. input distribution</li> <li>• Seed and tool recipient farmers trained on improved agricultural practices</li> <li>• Selection of households for Fishing Gear Distribution</li> </ul>	<p><b>List outstanding activities:</b></p> <ul style="list-style-type: none"> <li>• Distribution of seeds to 1800 HH</li> <li>• Distribution of farm tools to 1800 HH</li> <li>• Distribution Fishing gears to 250 HH and Training on Fishing Management</li> <li>• Post distribution trainings on crop production</li> <li>• Monitoring</li> </ul>	
<b>Review remarks by cluster coordinator.</b>	<b>Name of reviewer</b>	<b>Daria Lisi</b>
<p>Explain the rationale to endorse or reject the request</p> <p>FSL cluster could independently verify that, due to several constrains, FAO delayed the delivery of supplies to Relief International. In the light of this we endorse RI NCE request, as the delay in the implementation of activities is not due to partner's lack of capacity.</p>		
<b>Review remarks by CHF Technical Secretariat:</b>	<b>Name of reviewer</b>	<b>David Throp</b>
<p>The CHF TS supports Relief International's two months NCE request.</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"> <li>Provision of agricultural inputs to the targeted HHs (seeds and tools)</li> <li>Provision of fishing gears to selected house holds</li> </ul>	Output	<ul style="list-style-type: none"> <li>Provision of agricultural inputs to the targeted HHs (seeds and tools)</li> <li>Provision of fishing gears to selected house holds</li> </ul>		
Key Activities	<ul style="list-style-type: none"> <li>Selection of farmers for Agri. input distribution</li> <li>Seed and tool recipient farmers trained on improved agricultural practices</li> <li>Distribution of seeds to 1800 HH</li> <li>Distribution of farm tools to 1800 HH</li> <li>Distribution Fishing gears to 250 HH and Training on Fishing Management</li> <li>Post distribution training on crop production</li> <li>Monitoring</li> </ul>	Key Activities	<ul style="list-style-type: none"> <li>Selection of farmers for Agri. input distribution</li> <li>Seed and tool recipient farmers trained on improved agricultural practices</li> <li>Distribution of seeds to 1800 HH</li> <li>Distribution of farm tools to 1800 HH</li> <li>Distribution Fishing gears to 250 HH and Training on Fishing Management</li> <li>Post distribution trainings on crop production</li> <li>Monitoring</li> </ul>		
Locations (specify county):	Maban, Upper Nile	Locations (specify county):	Maban, Upper Nile		
Beneficiaries:	12,300 people	Beneficiaries:	12,300 people		
Duration:	Three months (April 01-June 30, 2014)	Duration:	Five months (April 01-Aug 31, 2014)		
Indicative CHF Budget:	Relief Items and Transportation	27,500	Indicative CHF Budget:	Relief Items and Transportation	27,500
	Personnel	83,200		Personnel	83,200
	Staff Travel	7,170		Staff Travel	7,170
	Training/Workshop/Seminar/Campaign	20,500		Training/Workshop/Seminar/Campaign	20,500
	Contracts/ Sub grant	0		Contracts/ Sub grant	0
	Vehicle Operating and Maintenance Costs	15,300		Vehicle Operating and Maintenance Costs	15,300
	Office Equipment and Communication	35,850		Office Equipment and Communication	35,850
	Other Costs	4,000		Other Costs	4,000
	Programme Support Costs (PSC)	13,546		Programme Support Costs (PSC)	13,546
	Audit cost (NGOs only)	2,071		Audit cost (NGOs only)	2,071
	<b>Total:</b>	<b>209,137</b>		<b>Total:</b>	<b>209,137</b>