

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): 14/R/0480

Section 1 – Project Details

Date of Request	12 th June 2014	Cluster	Food Security & Livelihoods (FSL)
Organization Name:	Lead Development Agency (LDA)	Contact Name:	Charles Ooro Owino
Project Code:	SSD-14/F/60688/R	Contact Email/Tel No.:	jakowino@gmail.com /0977778544
Location:	Longechuk, Maiwut	Date of Allocation:	26 March 2014
Duration (start and end date as PPA/agreement):	1 April 2014 to 30 June 2014	Amount Allocated:	US\$144,733
Project Title:	Enabling vulnerable Communities in Longechuk and Maiwut sustain and preserve their livelihoods using their land and appropriate tools and technologies		

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"> <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 2 New end date: 31st August, 2014</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: _____	<table border="0"> <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
<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: _____																		
<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																		

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 < **31st May 2014** >

Amount of Funds Unspent as of < **31st May 2014** >

Amount of Funds Committed But Not Spent by < **31st May 2014** >

Percentage of Activities Completed as of < **31st May 2014** >

\$48,100	33.23%
\$65,333	45.14%
\$31,300	21.62%
35%	

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

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.

To reallocate funds to a new project, please provide a detailed explanation for why the new project was chosen to receive the reallocation.

Please provide revision details in the revision table in section 6 of this document.

The delay in obtaining inputs from FAO pipeline has been caused by lack of clear communication between FAO and LDA. When facts were clarified and FAO accepted to sign the LoA, time had already run out for the transportation of crop seeds to the field. FAO therefore has accepted to provide and transport vegetable seeds and tools and LDA to purchase crop seeds from Gambela Agricultural Research Institute, just across the Ethiopia border with South Sudan. The feedback of the purchase and transportation will be availed to FAO.

This delay was therefore caused by miscommunication between LDA and FAO and has therefore made LDA to adjust the CHF budget to purchase some inputs which were time-critical so as to get the same locally thereby beating the time within which to plant the crops as FAO organizes to transport the less time critical vegetable seeds with other inputs.

Preparations are underway for signing the LoA.

Brief update of the project

The activities has been carried out as below:

- a) Meetings have been held with 2 County Commissioners in respective counties. The meetings were introductory and also sought to obtain support for the project. Given that this is a rebel held territory support and security were of utmost importance.
- b) Subsequent meetings also held with other county as; **Maiwut**-1person each from departments as 1 Local Authority, Education, Rural Water and Irrigation, County Health, Agriculture and Forestry, Animal Health and Fisheries, Hygiene and Sanitation, Youth Affairs, Women Affairs, Police, Local Army, Church, CARE, ADRA, Save The Children and NPA. **Longechuk** meeting had one person from departments as Local Authority, Education, Health, Agriculture and Forestry, Animal Resources and Fisheries, Youth Affairs, Women rep, Church, NPA, Police and Local Army. Note; the forces were invited as a matter of security.
- c) Meetings with Payam leaders in both counties to further introduce the project and inform them of the previous meetings at the County level and also draw plans for beneficiary identification and selection.
- d) Visits to each Payam with respective payam leader and Boma Chiefs to identify potential beneficiaries. In total the exercise identified 6700 households in need of support. Of these 4480 were hosts and 2220 IDPS.
- e) Selection of 3500 beneficiary households was done out of the identified needy people, based on the relative level of need (the most needy), taking 70% women headed households. 8 households were found to be child headed and were listed as beneficiaries, 5 in Maiwut, 3 in Longechuk.
- f) Land preparation exercises were put in place, taking into account of the intended seeds to be distributed. Each household selected has thus been preparing or in the process of preparing an average of 3 feddans (1 for Maize, 1 for Sorghum and 1 for vegetables.) Some farmers will intercrop sesame with maize, others with maize and cowpeas while others will plant pure stands of cowpeas and sesame. Such farmers will have more than 3 feddans
- g) Letters of authority from the County leadership has been obtained especially for IDPS. Some IDPS however got comfortably accommodated with relatives, requiring no letters of authority.
- h) Lists of beneficiaries have been drawn, desegregated by gender, age and health/physical and resource ability.
- i) Amount and type of seeds and tools to be received put down in record. Some beneficiaries will not need hoes.
- j) Beneficiaries of fishing tools listed using the existing local fishing regulations laid down by the riverine population.
- k) All the seeds and tools to be received has been listed and kept as the reference to be used during the exercise
- l) Post- harvest crop handling has been talked about and farmers made ready to prepare for harvests larger than usual if perennial floods don't disrupt the plans. This was important as some storage materials will be sourced from far away especially in neighboring Ethiopia.

A huge bulk of work remains as FAO is yet to provide the kits and tools for the beneficiaries. LDA is requesting for extension of time within which to distribute the inputs. FAO has accepted to supply non-time critical inputs within the requested time.

The budget section 1 has been affected by changes in the overall budgeting. This has been brought about by inclusion of the purchase of crop seeds and primary transportation as discussed and agreed between LDA and FAO. Four lines have therefore been added, resulting in budget realignments in this category.

The inputs to be purchased by LDA are:

- 2MT of maize,
- 2MT of sorghum,
- 1MT sesame,
- 1MT of cowpeas

Supplies to be provided by FAO are:

- 216 Kg of assorted vegetable seeds
- 2,000 pieces of hand hoes
- 2400 pieces of fishery kits

List activities that were implemented during project period: <ol style="list-style-type: none"> 1. Meetings with 24 county authorities and 66 payam leaders 2. Mobilizations, identification and registration of project beneficiaries 3. Preparation of storage facilities 4. Developed distribution format 	List outstanding activities: <ol style="list-style-type: none"> 1. Distribution of seeds and tools to 3,500 Households 2. Delivery of assorted seeds and tools to project sites 3. Sensitize farmers on better farm management 4. Receive from FAO: <ol style="list-style-type: none"> a) 216 Kg of assorted seeds b) 2,000 pieces of hand hoes c) 2,400 pieces of fishery kits 5. Acquire inventories for on inputs received for monitoring purposes 6. Provide extension services 7. Perform monitoring to ascertain inputs for beneficiaries 8. Farmer education seminars on post-harvest handling 9. Monitoring and Evaluation 10. Submission of progress and final report 	
Review remarks by cluster coordinator.	Name of reviewer	Elena Rovaris (Coordinator), Co-Coordinator (Daria Lisi)
Explain the rationale to endorse or reject the request		
<p>FSL cluster endorses LDA NCE request as could directly verify, with FAO pipeline manager, that the delay on implementing activities is due to many factors (delay on inputs delivery, delay on signing agreement between parties, etc.) not dependent on the partner capacity to implement activities.</p>		
Review remarks by CHF Technical Secretariat:	Name of reviewer	David Throp
<p>CHF TS reviewed the request and asked the partner to address some comments including submission of the proposed revised budget as new budget lines were inserted</p> <p>CHF TS supports the approval of the 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"> 3,500 beneficiaries identified and registered Distribute seeds and tools and fishing kits to 3,500 Households Coordinated with FAO to support pipeline activities in prepositioning agricultural inputs Deliver assorted inputs to project sites Develop and maintain distribution formats for all inputs distributed Closely monitor and supervise activities under this CHF Proposal to ensure proper delivery of inputs to the vulnerable and needy households Ensure preparation and timely submission of mandated reports to CHF 			Output	<ul style="list-style-type: none"> 3,500 beneficiaries identified and registered Distribute seeds and tools and fishing kits to 3,500 Households LDA plans to purchase 6MT of assorted crop seeds locally, due to logistical and time constraints LDA will receive from FAO: <ol style="list-style-type: none"> 216 Kg of assorted seeds 2,000 pieces of hand hoes 2,400 pieces of fishery kits Deliver assorted inputs to project sites Develop and maintain distribution formats for all inputs distributed Closely monitor and supervise activities under this CHF Proposal to ensure proper delivery of inputs to the vulnerable and needy households Ensure preparation and timely submission of mandated reports to CHF 		
Key Activities	<ol style="list-style-type: none"> Meetings with 24 county authorities and 66 payam leaders Mobilizations, identification and registration of project beneficiaries Preparation of storage facilities Developed distribution format Distribution of seeds and tools to 3,500 Households Delivery of assorted seeds and tools to project sites Sensitize farmers on better farm management Receive necessary farm inputs (in consultation with FAO) Acquire inventories for on inputs received for monitoring purposes Provide extension services Perform monitoring to ascertain inputs for beneficiaries Farmer education seminars on post-harvest handling Monitoring and Evaluation Submission of progress and final report 			Key Activities	<ol style="list-style-type: none"> Meetings with 24 county authorities and 66 payam leaders Mobilizations, identification and registration of project beneficiaries Preparation of storage facilities Developed distribution format Distribution of seeds and tools to 3,500 Households Delivery of assorted seeds and tools to project sites Sensitize farmers on better farm management Receive necessary farm inputs (in consultation with FAO) Acquire inventories for on inputs received for monitoring purposes Provide extension services Perform monitoring to ascertain inputs for beneficiaries Farmer education seminars on post-harvest handling Monitoring and Evaluation Submission of progress and final report 		
Locations (specify county):	Maiwut and Longechuk Counties			Locations (specify county):	Maiwut and Longechuk Counties		
Beneficiaries:	3,500 Households			Beneficiaries:	3,500 Households		
Duration:	3 months (1 April 2014 to 30 June 2014)			Duration	5 months (1 April 2014 to 31 August 2014)		
Indicative CHF Budget:	Relief Items and Transportation		41,700	Indicative CHF Budget:	Relief Items and Transportation		47,500
	Personnel		28,950		Personnel		28,950
	Staff Travel		13,850		Staff Travel		12,250
	Training/Workshop/Seminar/Campaign		23,200		Training/Workshop/Seminar/Campaign		20,200

	Contracts/ Sub grant	0		Contracts/ Sub grant	0
	Vehicle Operating and Maintenance Costs	7,100		Vehicle Operating and Maintenance Costs	7,100
	Office Equipment and Communication	13,500		Office Equipment and Communication	12,300
	Other Costs	15,000		Other Costs	15,000
	Programme Support Costs (PSC)	0		Programme Support Costs (PSC)	0
	Audit cost (NGOs only)	1,433		Audit cost (NGOs only)	1,433
	Total:	144,733		Total:	144,733