

## 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): 14/R/0498**

### Section 1 – Project Details

<b>Date of Request</b>	25.05.2014, submitted 28 June 2014, resubmitted 15 July 2014	<b>Cluster</b>	Shelter/NFI
<b>Organization Name:</b>	Norwegian Refugee Council	<b>Contact Name:</b>	Ulrika Blom
<b>Project Code:</b>	SSD-14/S-NF/60795	<b>Contact Email/Tel No.:</b>	<a href="mailto:Ulrika.blom@nrc.no">Ulrika.blom@nrc.no</a> +211 956 288 722
<b>Location:</b>	Lakes State, CES	<b>Date of Allocation:</b>	26 March 2014
<b>Duration (start and end date as PPA/agreement):</b>	1 April 2014 – 31 July 2014	<b>Amount Allocated:</b>	US\$2,075,461
<b>Project Title:</b>	Transition Shelter and NFIs for resettlement and reintegration of Returnees/IDPs in Warrap and Jonglei States		

### 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"> <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 checked="" 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 <b>2months</b>          New end date: <b>30 September 2014</b></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 checked="" 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 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: Delays in site clearance and provision of security by UNMISS</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 May 2014**

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

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

Percentage of Activities Completed as of **27 June 2014**

<b>\$152,428</b>	<b>7.34%</b>
<b>\$1,923,033</b>	<b>92.66%</b>
<b>\$670,363</b>	<b>32.29%</b>
<b>14%</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 **Ms, Sue Lautze**, DHC/FAO Representative, 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.

### CHANGE IN PROJECT DURATION / NO-COST EXTENSION

The original proposal was written under the assumption that UNOPS would have completed the clearance of the IDP settlement sites in Mingkaman, Awerial by March 2014. Unfortunately this was delayed and UNOPS had only managed to clear and construct the road network on one site out of the three planned sites, towards the end of May 2014. The delay by UNOPS also meant that humanitarian agencies were unable to construct/provide the minimum required water sources and water points and sanitation facilities (latrines and bath shelters) in the new sites which resulted in the IDPs declining to move. The combined effect of the delay by UNOPS and the reluctance by the IDPs to move to the new sites meant that NRC was unable to start and complete the construction of the shelters according to the original work plan. For PoC3 UN house in Juba, the shelter construction was delayed because of lack of security on site. UNMISS provided security for the materials on site and construction workers during the day from mid-May 2014, but security along the perimeter fence which was required for relocation of IDPs to PoC3 was only provided in June 2014 and the shelter construction therefore started late. With the initial schedule of relocating 2000 persons per week from Tongping to PoC3, the relocation exercise was planned to be completed by end of July. By 25<sup>th</sup> June, only 480 individuals have been relocated and it is expected that the relocation will continue beyond July. Because of the delayed commencement of the shelter construction at both sites, and relocation schedule for PoC3, we propose a two months no-cost extension.

### CHANGE IN BUDGET

For most PoC sites as well as in Mingkaman, a major challenge has been the flooding during the heavy rains. In the original budget, there was allocation for procurement of 4 m3 of marram for each shelter in order to fill sandbags and elevate the floors of all shelters. In PoC3, drainages have been dug along all primary and secondary roads and the quantity of marram needed for shelter floor elevation can be taken from the excavated drainage materials. We therefore do not have to procure marram for PoC3 in Juba and this gave considerable savings. We have revised the budget and made adjustments to some budget lines, and proposed new activities as follows:

### Relief items and transportation

- NRC will supplement the standard package of shelter materials received from the pipeline, in line with the spirit of the original grant. For PoC3, Juba we have received additional bamboo from the cluster pipeline, but we have included one additional plastic sheet and nails for each shelter in this revised budget. For Mingkaman, procurement of additional bamboos and nails are included.
- Additional tools like hammer, building line, gloves are included.
- Transportation cost in Mingkaman was higher than estimated and this budget line is increased.
- Transportation of personnel was under-budgeted and has been increased to reflect actual cost.
- Budget line for casual workers is increased to provide security for shelter materials in Mingkaman.
- The amount for construction of the first 400 shelters in PoC3 is increased as this was done by an external contractor because security for IDP workers was not yet provided.

New activities under relief items and transportation, proposed in revised budget:

- Solar lamps and pad locks will be procured and distributed to every household in PoC3.
- Shelter addressing system in PoC3 has been introduced and numbering plates will be produced and installed on all shelters for easy identification.
- Oxfam currently have funds for provision of charcoal in PoC3 only until end of July 2014. In this proposed budget, two months distribution of charcoal is included for August and September in PoC3. Charcoal will be procured and distributed by Oxfam.
- Fuel efficient stoves will be provided to each house hold in PoC3, either through a distribution, or through training of IDPs. This will be implemented by Oxfam.
- NRC is responsible for education in PoC3, but do not have sufficient funds for construction of the required number of temporary classrooms. A major motivation for IDPs to relocate from Tongping to PoC3 is their expectation to better education facilities. In order to fast track the provision of learning space, we have included construction of 16 temporary classrooms, erection of tents with 14 classrooms, construction of 30 stances latrines, and fence around school compound.
- An amount of USD 80,567 is unallocated and could be used for any shelter/NFI relief items in agreement with the shelter/NFI cluster.

### Personnel

- Area Manager MK 17% coverage for six months
- Shelter Project Manager MK has 33% coverage for six months
- Shelter Project Manager in PoC3 has 100% coverage for six months
- National staff salaries are increased from four to six months.
- The number of shelter staff reduced based on actual need.
- For PoC3, a full time Warehouse Assistant is included, which is important for distribution of shelter kits.
- The relocation schedule requires that the shelter team works in PoC3 every Saturday in order to allocate shelters and

distribute shelter materials to the IDPs. According to the NRC terms and regulations, NRC has to pay overtime for this. The amount for overtime has been included in the monthly salary for the relevant staff.

#### Staff travel

- R&R for shelter PM in Juba has been included as R&R is required for a 6 months contract period.
- Flights between Awerial and Juba is taken out because the UNHAS flight is free for the time being.

#### Trainings, workshops, seminars, campaigns

- The budget line for training was under budgeted. The number of persons to be trained is large and cost for refreshments during trainings is considered in the revised budget. There have also been turnover of construction workers which require additional trainings to be undertaken.

#### Contracts/sub grants

- Security services extended with two months.
- Internet is extended with two months and unit cost increased based actual cost.

#### Vehicle operating & maintenance cost

- Fuel and maintenance extended with two months.
- One additional vehicle has been included for PoC3, Juba which increased fuel and maintenance.

#### Office equipment & communication

- All costs extended with two months
- Rent of resident for shelter PM in Juba included for six months.
- Air time for shelter staff based on actual need per month.

#### Other costs

- Repair and maintenance costs increased due to extension.
- Office supplies for warehouses in Mingkaman and PoC3 has been included as these were new warehouses without equipment.
- Visibility materials was requested by UNMISS for all staff working in PoC3, Juba and t-shirts and reflective vests was included.
- Rain gear for staff and construction workers in Mingkaman and PoC3 has been included as the work must continue also during rains.
- Printing of triplicate booklets for shelter requisitions and completion certificated has been included.

#### CHANGE IN TARGET BENEFICIARIES

The number of beneficiaries will increase in PoC3, Juba from 10,125 to 15,000 beneficiaries. In the initial proposal the number of beneficiaries was calculated based on an average family size of 2.7 persons per household. For the current relocation, IOM and Acted are grouping the IDPs in Tongping to ensure the occupancy of 4 persons per shelter. The size of shelters is 14 m2, and this is according to the Sphere standard of 3.5 m2 per person.

#### List activities that were implemented during project period:

- Beneficiary selection, registration and mobilization. For PoC3, IOM provides the daily manifest for relocation.
- Procurement of emergency shelter materials and tools not in the cluster pipeline.
- Receiving and storing emergency shelter materials from the cluster pipeline.
- Shelter plot demarcation
- Formation and training of construction teams
- Distribution of emergency shelters materials and tools. Construction of 1114 shelters in Mingkaman and 467 shelter frames in PoC3 by trained construction teams.
- 113 emergency shelters in PoC3 have been occupied by a total of 480 beneficiaries.

#### List outstanding activities:

- Registration and mobilization of beneficiaries continues.
- Procurement of additional emergency shelter materials and tools not in the cluster pipeline.
- Prepositioning of emergency shelter materials from the cluster pipeline continues.
- Shelter plot demarcation continues.
- Replacement of construction teams who resign or do not deliver.
- Distribution of emergency shelters materials and tools continues.
- Construction of shelters by trained construction teams continues.
- Training in beneficiaries in shelter construction and flood mitigating measures

#### Revised project work plan

<b>Project start date:</b>	<b>01.04.2014</b>	<b>Project end date:</b>	<b>30.09.2014</b>
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Activities	Q1/2014			Q2/2014			Q3/2014		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1. Recruitment of project staff.			x	x					
2. Final preparation meetings with national NGO and IOM re the overseeing of the shelter construction in Tongping, followed up with weekly update meetings				x	x	x	x	x	x
3. Procurement of emergency shelter materials not in the cluster pipeline				x	x	x	x	x	x

4. Procurement and distribution of solar lamps, locks in PoC3								X	X	X
5. Procurement and distribution of charcoal and fuel efficient stoves by Oxfam.								X	X	X
6. Receiving and storage of emergency shelter materials from cluster pipeline			X	X	X	X	X	X	X	
7. Formation and training of construction teams on the model construction				X	X	X	X			
8. Registration and mobilization of the beneficiaries					X	X	X	X	X	X
9. Shelter plot sites demarcation				X	X	X	X	X	X	
10. Training of beneficiaries in shelter construction and flood mitigation measures						X	X	X	X	X
11. Distribution of emergency shelters materials and basic construction tools.						X	X	X	X	X
12. Construction of emergency shelter by the trained construction team with beneficiaries excavating drainage and sand bagging around the shelters.					X	X	X	X	X	X
13. Handing over and occupation of emergency shelters by beneficiaries.						X	X	X	X	X
14. Regular visits by management and staff through to ensure that activities are carried out to NRC and donor specifications.					X	X	X	X	X	X
15. M&E activities carried out by NRC M&E Department ensuring quality control					X	X	X	X	X	X
<b>Review remarks by cluster coordinator.</b>	<b>Name of reviewer</b>	<b>Margo Baars</b>								
Explain the rationale to endorse or reject the request										
<p>As in some other POC sites, NRC's implementation has been reliant on the completion of site development and the relocation of IDPs to new sites. As these processes have been delayed, so the shelter projects have been delayed. When relocations began, NRC was ready and is now delivering solidly. Therefore we believe the NCE is justified in this case.</p> <p>The savings for the POC 3 project have been realigned to ensure maximum impact, and are in line with cluster priorities. Through this realignment, the cluster will be piloting enhanced protection aspects to the shelters provided in the POCs, through locks and solar lamps; the lessons learned will be applied to other sites. The realignment also responds to other cluster priorities, such as sustainable and safe provision of fuel and fuel efficient stoves, in close coordination with other active partners in this area. The provision of shelter for schools in POC 3 will enable NRC to deliver a stronger multi-sectoral response in the site.</p> <p>We fully support the revision and NCE, and encourage NRC to ensure adequate capacity remains in place to lead the projects in both sites, to act as an effective focal point for the cluster in Mingkaman, and to maintain effective links and information flow with the national cluster from both Juba and Mingkaman.</p>										
<b>Review remarks by CHF Technical Secretariat:</b>	<b>Name of reviewer</b>	<b>David Throp</b>								
<p>NFI&amp;ES cluster reviewed and endorsed the request for NCE and allocation revision based on the justifications provided above.</p> <p>CHF Technical Secretariat reviewed and recommends the request for approval</p> <p>NRC is required to submit Final Narrative Report one month at the end of the NCE period.</p>										

<b>6 - Revision Details</b>					
<b>Original CHF Allocation(s)</b> Details of the original CHF allocations (please insert information from allocation tables).		<b>Proposed Revised Allocation(s)</b> Details on proposed revised allocations.			
Output	<ol style="list-style-type: none"> <li>Beneficiaries in displacement have received emergency shelters</li> <li>Infrastructure have been built through community participation</li> </ol>	Output	<ol style="list-style-type: none"> <li>Beneficiaries in displacement have received emergency shelters</li> <li>Infrastructure have been built through community participation</li> </ol>		
Key Activities	<ul style="list-style-type: none"> <li>Training of IDP community members for construction</li> <li>Support to Extremely Vulnerable Individuals</li> <li>Elevation work elevated and sand bags placed around the base to minimize effects of floods during heavy downpour.</li> <li>Distribution of shelter kits</li> <li>Construction of the emergency shelters</li> </ul>	Key Activities	<ol style="list-style-type: none"> <li>Training of IDP community members for construction</li> <li>Support to Extremely Vulnerable Individuals</li> <li>Elevation work elevated and sand bags placed around the base to minimize effects of floods during heavy downpour.</li> <li>Distribution of shelter kits</li> <li>Construction of the emergency shelters</li> </ol>		
Locations (specify county):	<ul style="list-style-type: none"> <li>Mingkaman, Lakes State, South Sudan</li> <li>Juba, Central Equatoria State, South Sudan</li> </ul>	Locations (specify county):	<ol style="list-style-type: none"> <li>Mingkaman, Lakes State, South Sudan</li> <li>Juba, Central Equatoria State, South Sudan</li> </ol>		
Beneficiaries:	11,250 households with 55,125 direct beneficiaries <ul style="list-style-type: none"> <li>Mingakaman, Awerial, Lakes States: Based on reported average household of 6 persons, 45,000 direct beneficiaries (22,050 F, 22,950)</li> <li>POC3, Juba: Based on reported average household of 2.7, 10,125 direct beneficiaries (4,962 F, 5167M)</li> </ul>	Beneficiaries:	<ol style="list-style-type: none"> <li>11,250 households with 60,000 direct beneficiaries</li> <li>Mingakaman, Awerial, Lakes States: Based on reported average household of 6 persons, 45,000 direct beneficiaries (22,050 F, 22,950)</li> <li>POC3, Juba: Based on planned occupancy rate of 4 persons per shelter, 15,000 direct beneficiaries (7,350 F, 7,650 M)</li> </ol>		
Duration:	<b>4 months (1 April 2014 to 31 July 2014)</b>	Duration	<b>6 months (1 April 2014 to 30 September 2014)</b>		
Indicative CHF Budget:	Relief Items and Transportation	1,676,925	Indicative CHF Budget:	Relief Items and Transportation	1,591,402
	Personnel	195,550		Personnel	231,799
	Staff Travel	5,584		Staff Travel	7,450
	Training/Workshop/Seminar/Campaign	500		Training/Workshop/Seminar/Campaign	6,500
	Contracts/ Sub grant	12,100		Contracts/ Sub grant	20,040
	Vehicle Operating and Maintenance Costs	7,950		Vehicle Operating and Maintenance Costs	15,900
	Office Equipment and Communication	8,320		Office Equipment and Communication	14,880
	Other Costs	13,550		Other Costs	32,508
	Programme Support Costs (PSC)	134,434		Programme Support Costs (PSC)	134,434
	Audit cost (NGOs only)	20,549		Audit cost (NGOs only)	20,549
	<b>Total: 2,075,461</b>		<b>Total: 2,075,461</b>		