

Guidance Note for CHF Standard Allocation February 2011

Part 1. Process and time line

The second standard allocation of the Common Humanitarian Fund for Somalia (CHF) is planned for February 2011 (pending receipt of sufficient funds). The timeline below outlines key activities ahead of the next standard allocation. It is indicative and may still change.

22 September 2010	CHF Advisory Board discusses lessons learned from first standard allocation, considering inputs from individual agencies, the four concerned clusters (Agriculture and Livelihoods, Health, Nutrition and WASH), the IASC and OCHA. Based on the Board recommendations, and OCHA Geneva consultations, the HC requests the CHF Secretariat to adjust the CHF Guidelines.
Mid October 2010	OCHA publishes the revised CHF Guidelines along with clear budgetary guidelines for CHF proposals.
End October 2010	OCHA publishes the revised proposal template.
October 2010	The HC and OCHA begin consulting with potential donors on their support to the CHF to secure sufficient funds for the second standard allocation.
30 November 2010	The UN Secretary General launches the Global 2011 CAP . The Humanitarian Coordinator launches the Somalia 2011 CAP on 2 December. The CAP contains the humanitarian strategy for Somalia in 2011. Only CAP projects are eligible for CHF funding.
End-January 2011	FSNAU publishes its post-Deyr assessment , which updates humanitarian needs across Somalia and thus informs the setting of priorities for the CHF standard allocation.
Last week of January 2011	FSNAU and Clusters prepare their technical inputs for the CHF Board which are compiled by CHF Secretariat to enable the HC and Board members make an informed decision on funding priorities.
1 st week of February 2011	One day retreat for the CHF Advisory Board to define priority clusters and priority regions (if necessary) for the standard allocation. Based on the HC's decisions, CHF Secretariat finalises the Standard Allocation Document.

2nd week of February 2011 The HC publishes the **Standard Allocation Document**, officially launching the allocation process and inviting organizations to submit eligible projects to the relevant cluster.

Mid-Feb to mid-Apr 2011 The second standard allocation takes places.

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Part 2. Proposal submission requirements

1. Formal requirements

- All proposals must be submitted online using the CHF project template available at <http://ochaonline.un.org/somalia/chf>; agencies not able to submit online can request the CHF Secretariat for a soft copy of the project sheet in Excel format.
- All proposals must be submitted to the respective cluster coordinator for review by the Cluster Review Committee (CRC). No proposals can be received directly by the CHF Secretariat.
- Agencies submit bank details (forms available at <http://ochaonline.un.org/somalia/chf>) to the CHF Secretariat simultaneously with proposal submission to clusters. Note: Submission of bank details does not guarantee funding.
- Activities in CHF project submission should be identical to or a subset of those in the CAP project sheet.
- Agencies that are not in compliance with their reporting obligations to the CHF/HRF can be temporarily excluded from accessing the CHF.

2. Budgetary Ceilings

- Total budget for Standard Allocation projects must not exceed the amount in the CAP project. The budget has to be submitted in the required format which is part of the CHF project template (link above).
- In principle, there are three categories of eligible expenditure: direct costs (unlimited percentage), indirect administrative costs (maximum of 7%) and operational support costs (maximum of 10%).
- Indirect administrative costs must not exceed 7% of total direct costs of the project. They do not need to be itemised in the budget and they can include admin/finance/HR staff, NGO directors, other managerial/non-operational staff, and Headquarters costs.
- Operational support costs should support the implementation of the project, and can include communications costs, rental of premises, local transportation, fuel, storage, security, logistics and others. They should not exceed 10% of the direct costs.
- Personnel directly involved in the project both at Nairobi and field level should not exceed 10% of the direct project costs. The total may include those who spend a percentage of their time on the project.
- Personnel who, due to the specific nature of the project, constitute actual project inputs, e.g. medical staff, teachers, are to be budgeted under contractual services.

- No procurement of capital assets is allowed.
- Regular project monitoring is to be included under the project operational costs (communications, etc.) and staff travel (field missions of project staff). External monitoring (inter-agency, cluster level M&E missions) can be covered from the CHF in addition to the project costs/ cluster envelope. The CHF Secretariat will facilitate and coordinate the missions. Costs for external evaluations should not be included in the budget.
- Bills of quantities for supplies must be provided in a separate worksheet attached to the project document.
- List of implementing partners including funds allocation amounts (where possible) must be provided, i.e. the budget for each implementing partner should be broken down in an annex.

3. Proposal review process

- Proposal submission to cluster for review: **one week from HC's call for proposals.**
- Cluster Review: **three weeks** including cluster-agency revision rounds, cluster coordinator consultations with field focal points, CRC review and inter-cluster consultations.
- CRC communicates the results to the cluster members and CHF Secretariat publishes the results on the OCHA website.
- CHF Secretariat review and HC approval: minimum **one week.**
- CHF Secretariat communicates to individual agencies if their project has been endorsed by the HC and publishes the complete list of projects to be funded on the website.
- OCHA Geneva clears contract and project financing agreements for NGO projects: Minimum **one week** review and approval.
- Fund disbursement: OCHA to NGOs, UNDP disbursement to UN agencies: **Two weeks.**
- Grievances must be submitted to the HC through CHF Secretariat within **10 days** of publication of CRC prioritization results.

4. Sample CHF budget template

Financial Statement - CHF Somalia							
1. BUDGET AND FINANCIAL REPORTING (to be completed by organization)							
A Budget Line (do not change)	Project Document			E Amount in USD	F Organization	G CHF	H % of CHF Total
	B Cost per Unit	C No of Units	D Timeframe select 1 if lumpsum				
1.1 Supplies, commodities, equipment and transport							
1.1.1 Supplies (materials and goods)							
1.1.1	\$ -			\$ -	\$ -	\$ -	
1.1.2	\$ -			\$ -	\$ -	\$ -	
1.1.3	\$ -			\$ -	\$ -	\$ -	
<i>Subtotal Supplies</i>				\$ -	\$ -	\$ -	
1.1.2 Transport and Storage							
1.1.2.1 Vehicle rental	\$ -			\$ -	\$ -	\$ -	
1.1.2.2 Freight and transport	\$ -			\$ -	\$ -	\$ -	
1.1.2.3 Storage costs	\$ -			\$ -	\$ -	\$ -	
<i>Subtotal Transport and Storage</i>				\$ -	\$ -	\$ -	
<i>Subtotal Direct Project Inputs</i>				\$ -	\$ -	\$ -	
1.2 Personnel (staff, consultants, travel and training)							
1.2.1 International Staff							
1.2.1.1	\$ -			\$ -	\$ -	\$ -	
1.2.1.2	\$ -			\$ -	\$ -	\$ -	
1.2.1.3	\$ -			\$ -	\$ -	\$ -	
<i>Subtotal International Staff</i>				\$ -	\$ -	\$ -	
1.2.2 Local Staff							
1.2.2.1	\$ -			\$ -	\$ -	\$ -	
1.2.2.2	\$ -			\$ -	\$ -	\$ -	
1.2.2.3	\$ -			\$ -	\$ -	\$ -	
<i>Subtotal Local Staff</i>				\$ -	\$ -	\$ -	
<i>Subtotal Personnel</i>				\$ -	\$ -	\$ -	
1.3 Training of Counterparts							
1.3.1	\$ -			\$ -	\$ -	\$ -	
1.3.2	\$ -			\$ -	\$ -	\$ -	
1.3.3	\$ -			\$ -	\$ -	\$ -	
<i>Subtotal Training of Counterparts</i>				\$ -	\$ -	\$ -	
1.4 Contracts (with implementing partners)							
1.4.1	\$ -			\$ -	\$ -	\$ -	
1.4.2	\$ -			\$ -	\$ -	\$ -	
1.4.3	\$ -			\$ -	\$ -	\$ -	
<i>Subtotal Contracts</i>				\$ -	\$ -	\$ -	
1.5 Other Direct Costs							
1.5.1 Stationary and office materials	\$ -			\$ -	\$ -	\$ -	
1.5.2 Rent	\$ -			\$ -	\$ -	\$ -	
1.5.3 Communications	\$ -			\$ -	\$ -	\$ -	
1.5.4 Utilities	\$ -			\$ -	\$ -	\$ -	
1.5.5 Bank Transfer Costs	\$ -			\$ -	\$ -	\$ -	
<i>Subtotal Other Direct Costs</i>				\$ -	\$ -	\$ -	
Total				\$ -	\$ -	\$ -	
2.0 Indirect Costs				\$ -	\$ -	\$ -	
GRAND TOTAL				\$ -	\$ -	\$ -	