2012 Common Humanitarian Fund for South Sudan

CHF Reserve Application Template

For further CHF information please visit http://unocha.org/south-sudan/financing/common-humanitarian-fund
or contact the CHF Technical Secretariat CHFsouthsudan@un.org

To be filled in by the CHF Technical Secretariat

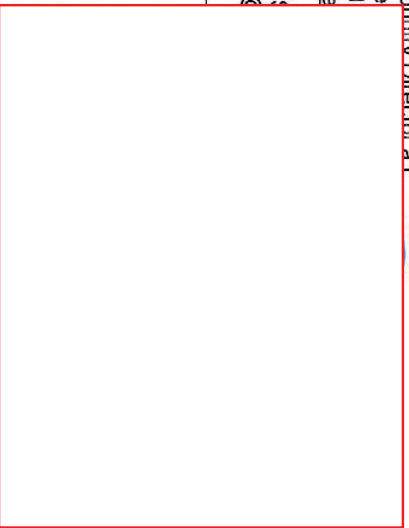|	
CHF Reserve No.	
Date Received:	
CAP Project	☐ Yes ☐ No
Focal point:	

Note:

This application shall be submitted to the cluster coordinator and co-coordinator for the relevant cluster with copy to the CHF Technical Secretariat.

If the project is not already in the CAP a project sheet must also be prepared and submitted into OPS.

CHF Reserve Grant Request Summary

Requesting Organisation:	UNDP
Project Title:	Strengthening of monitoring and reporting of humanitarian assistance in South Sudan including impact of CHF.
Project Code (if CAP project):	SSD-12/CSS/51411/R
Cluster/Sector:	Common services and coordination
Geographic areas of implementation (list State, County and if possible Payam. If the project is covering more than one State please indicate percentage per state):	National
Total project budget:	$856,000
Amount requested from CHF Reserve:	$856,000
Project Duration (indicate number of months, starting date will be Allocation approval date):	12 months
Total number of beneficiaries targeted by the CHF Reserve grant request (disaggregated by sex/age):	Eight clusters (Nutrition, Health, Water and Sanitation, Food Security and Livelihoods, Education, Protection, Non Food Items and Emergency Shelter, Multi sector (Emergency Return and Refugees)
Implementing partners (include those that will benefit/ sub-grant from CHF funding):	none
Project Contact Details (Provide names, phone numbers, and emails of head of your organization, and the project focal person)	George Conway | Country Director a.i United Nations Deve Cell (Vivacell): + 211 Email: george.conwa Cc: CHF Technical chfsouthsudan@

A. Humanitarian Context (Context Analysis)

In approximately 1,000 words, briefly describe the humanitarian situation in the specific region/area where CHF Reserve activities are planned for with reference to assessments and key data, including the number and type of the affected population[1].
Also explain relation to the work of other partners in the area.

- The humanitarian situation in South Sudan remains precarious. Poor harvests, soaring food and fuel prices, conflict and displacement led to rising hunger and malnutrition across the country. More than half the population—4.7 million people—is at risk of food insecurity this year. Of them, at least one million people risk severe food insecurity, and 3.7 million risk moderate food insecurity.
- Inter-communal violence persisted in the first half of the year, affected up to 170,000 people, with many of them being displaced and many more losing their livelihoods.
- Continued conflict and increased food insecurity in Sudan's Southern Kordofan and Blue Nile states have led to a significant influx of refugees into South Sudan. The new arrivals now double the planning figure anticipated for 2012.
- In response to the deteriorating humanitarian situation, clusters revised the original CAP to address the increasing needs. The revised 2012 Consolidated Appeal for South Sudan comprises 297 projects in total and seeks US$1.15 billion to address urgent humanitarian needs.
- The South Sudan CHF has played a key role in ensuring the timely allocation of resources to the most underfunded and critical humanitarian activities. OCHA's role is to support humanitarian actors to ensure that relief assistance reaches the people who need it in a timely and effective manner. OCHA's support includes reporting on the humanitarian situation and raising awareness on humanitarian needs and gaps in the provision of assistance.
- When the South Sudan Common Humanitarian Fund (CHF) was established in February 2012, stakeholders agreed to develop a framework, which would help ensure better monitoring of projects funded through the CHF. Partners also recognized that monitoring of the Common Humanitarian Action Plan (CHAP) was inadequate and that concrete steps to improve strategic monitoring of programme outcomes was a priority for the operation as a whole.
- Stakeholders therefore agreed on the need of a Monitoring and Reporting Framework with the dual scope of monitoring projects funded through the CHF as well as cluster outcomes. The Monitoring and Reporting Framework will be designed in a way that will ensure both. This dual role of the framework is particularly relevant since the CHF finances only a portion of projects; on average, the CHF contributes just 15 per cent of the overall requirement per project. Monitoring and reporting on only CHF projects, therefore, would give a distorted picture of progress whereas monitoring of strategic outcomes as well will give stakeholders a more realistic overview of the CHAP implementation.

B. Grant Request Justification

In approximately 500 words, describe why CHF Reserve funding is sought for this project, and why this particular activity is important. Explain why the activity is time critical and need rapid funding through the CHF Reserve.

- Confirm that your organization's internal reserves or other donor funds are not immediately available and/or appropriate to fund the proposed activities. Please provide information on which donors or what other funding sources have been approached.
- Briefly describe the value added by your organization
- Describe why this activity was not funded through the CHF standard allocation process, and what has changed since that process was completed to make this project emerge as a priority.

- The CHF reserve is being sought to recruit eight UN Volunteers that will be deployed to the major clusters and help move forward the Monitoring and Reporting Framework. The framework will support the operation as a whole as it will help strengthen the capacity of clusters to monitor and report on results within their cluster. In support of the CHF specifically, the framework will be used to determine the contribution of single project outputs to the achievement of cluster outcomes.
- At present, no additional funding is available for the recruitment of the UNVs. Furthermore, the CHF Advisory Board has agreed to use CHF funds to support the roll out of the M&R framework and the establishment of the Monitoring and Reporting Working Group ahead of the preparations for the CAP 2013 is of utmost importance.

C. Project Description

i) *Purpose of the Grant*

In approximately 500 words , briefly describe how CHF funding will be used to support core humanitarian activities

- The CHF grant will be used to recruit 8 UNVs Monitoring and Reporting specialists (UNVs) to be deployed to the clusters. Involved clusters are Nutrition, Health, Water and Sanitation, Food Security and Livelihoods, Education, Protection, and Non Food Items and Emergency Shelter and Multi sector (Emergency Return and Refugees).
- The UNVs together with the OCHA Monitoring and Reporting Officer (P3) will form the Monitoring and Reporting Working Group (MRWG). The MRWG will be responsible for developing the methodology and supporting tools for monitoring and reporting activities of the clusters. Building on ongoing work, the Monitoring and Reporting Working Group will work with the clusters to develop measurable indicators for project activities through which the progressive achievement of collective results can be monitored and reported. The Monitoring and Reporting Working Group will

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[1] To the extent possible reference needs assessment findings and include key data such as mortality and morbidity rates and nutritional status, and how the data differs among specific groups and/or geographic regions. Refer situation/data/indicators to national and/or global standards.

also be responsible for developing a detailed 'monitoring plan' for the CHAP.

ii) Objective
The objective should be specific, measurable, achievable, relevant and time-bound.

The overall objective is to improve the monitoring and reporting of humanitarian assistance in South Sudan. The specific objective of this project is to strengthen the ability of clusters to measure the impact of humanitarian activities.

iii) Proposed Activities
List the main activities to be implemented with CHF Reserve funding. Sate the exact location of the operation (provide map if relevant). As much as possible link activities to the exact location of the operation and the corresponding number of direct beneficiaries.

- Recruitment of eight UNVs to support the clusters
- Develop and/or revise monitoring tools (database, sampling strategy, monitoring questionnaire and reporting templates) for CHF projects and cluster CAP activities
- Develop inter-cluster monitoring and reporting work plan and implement the related monitoring and reporting action plan
- Develop and implement monitoring and reporting framework within the selected clusters consistent with the methodological framework/action plan developed by the MRWG;
- Undertake monitoring visits to selected CHF projects
- Compile monitoring reports on progress and performance of CHF supported projects

iv) Cross Cutting Issues
Briefly describe how cross-cutting issues are taken into consideration (i.e. gender, environment, HIV/AIDS)

- Monitoring and reporting tasks will involve reviewing how CHF recipient projects addressed cross-cutting issues including gender, HIV/AIDS and environment.

v) Expected Outcomes
List the results you expect to have at the end of the CHF grant period, and provide no more than three measurable indicators you will use to measure your achievement. Please use the defined CHF Standard Output Indicators whenever possible.

- Monitoring framework and plan for clusters developed and rolled out
- Monitoring tools for CHF developed and operational
- Analysed monitoring data, and documented lessons learned and best practices.

	Indicator	Target
1	% roll out of M&R framework in 8 selected clusters	100% roll out of M&R framework in 8 clusters
2	% of CHF projects visited for monitoring	50% of CHF recipient projects visited
3	Number of MRWG reports	Quarterly reports

vi) Implementation Plan
Describe planned mechanisms for implementation of the project. Explain if it is implemented through implementing partners such as NGOs, government actors, or other outside contractors.

OCHA, UNDP and Cluster coordinators will work jointly to recruit eight UN Volunteers that will be deployed to the selected clusters. A Monitoring and Reporting Working Group (MRWG) comprising of the OCHA Monitoring and Reporting Officer (P3) and the 8 UNVs will be established. The MRWG will receive guidance from the Humanitarian Coordinator, the Humanitarian Country Team and the CHF Advisory Board and will work in close collaboration with the Inter Sector Working Group. The MRWG will develop a standardized methodology and supporting tools for Monitoring and Reporting activities of the clusters. The MRWG will provide technical advice to clusters to strengthen the capacity of clusters to monitor and report on results.

vii) Monitoring Plan
Describe how you will monitor progress and achievements of the project.

The OCHA Monitoring and Reporting Officer will be responsible for monitoring implementation of project activities. The officer will provide the HCT and CHF Advisory Board with quarterly updates on progress of the project.

D. Secured funding
Please provide details of secured funds for the project from other sources. Indicate the date (month and year) when the funding was secured.

Source/donor and date	Amount (USD)
none	-

SECTION III:

LOGFRAME		
CHF Ref. No. or CAP code: SSD-12/CSS/51411/R	**Project title:** Strengthening of monitoring and reporting of humanitarian assistance in South Sudan including impact of CHF.	**Organisation:** **UNDP**

Overall Objective: *What is the overall broader objective, to which the project will contribute? Describe the expected long-term change.* • Improving the monitoring and reporting of humanitarian assistance in South Sudan	**Indicators of progress:** *What are the key indicators related to the overall objective?* • Monitoring and reporting framework for humanitarian assistance in South Sudan implemented	**How indicators will be measured:** *What are the sources of information on these indicators?* • CAP, MYR of CAP and CHF Annual Report	
Specific Project Objective/s: *What are the specific objectives, which the project shall achieve? These relate to the immediate effect of the intervention measured at the end of the project.* • To strengthen the ability of clusters to measure the impact of humanitarian activities	**Indicators of progress:** *What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objectives are achieved?* • Number of clusters with an operational monitoring system. • Achievements of CHF recipient projects documented in the CHF annual report. • Achievements of clusters documented in the CAP documents	**How indicators will be measured:** *What are the sources of information that exist and can be collected? What are the methods required to get this information?* • Monthly reports from clusters/CAP MYR • Monitoring and Reporting Work Group reports	**Assumptions & risks:** *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* • Strong engagement by cluster coordinators in the monitoring process
Results - Outputs (tangible) and Outcomes (intangible): • *Please provide the list of concrete DELIVERABLES - outputs/outcomes (**grouped in Workpackages**), leading to the specific objective/s:* • Monitoring framework and plan for clusters developed and rolled out • Monitoring tools for CHF developed and operational • Analysed monitoring data, and documented lessons learned and best practices.	**Indicators of progress:** *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* • % roll out of M&R framework in 8 selected clusters • % of CHF projects visited for monitoring • Number of MRWG reports	**How indicators will be measured:** *What are the sources of information on these indicators?* • Monthly reports from clusters, CAP and CAP MYR, CHF Annual report • MRWG reports	**Assumptions & risks:** *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* • Logistics capacity and security situation in field locations allow monitoring visits

Activities: *What are the key activities to be carried out (__grouped in Workpackages__) and in what sequence in order to produce the expected results?* • Develop and/or revise monitoring tools (database, sampling strategy, monitoring questionnaire and reporting templates) for CHF projects and cluster CAP activities • Develop inter-cluster monitoring and reporting work plan and implement the related monitoring and reporting action plan • Develop and implement monitoring and reporting framework within the selected clusters consistent with the methodological framework/action plan developed by the MRWG; • Undertake monitoring visits to selected CHF projects • Compile monitoring reports on progress and performance of CHF supported projects	Inputs: *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?* • UNVs Monitoring and reporting Specialists • Logistics support during monitoring visits		Assumptions, risks and pre-conditions: *What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?* • The UNVs must be recruited and deployed to allow the proper working of the M&R Working Group, extended vacancy of UNVs would jeopardise the work of the clusters and of the MRWG

PROJECT WORK PLAN

This section must include a workplan with clear indication of the specific timeline for each main activity and sub-activity (if applicable). The workplan must be outlined with reference to the quarters of the calendar year.

Activity	Q3 / 2012			Q4 / 2012			Q1 / 2013			Q2 / 2013			Q3. / 2013		
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Result 1: Recruitment of staff															
Recruitment and deployment of UNVs		X	X	X											
Result 2: Implementation of the M&R framework															
Develop and/or revise monitoring tools (database, sampling strategy, monitoring questionnaire and reporting templates) for CHF projects and cluster CAP activities				X	X	X									
Develop inter-cluster monitoring and reporting work plan and implement the related monitoring and reporting action plan							X	X	X						
Develop and implement monitoring and reporting framework within the selected clusters consistent with the methodological framework/action plan developed by the MRWG							X	X	X	X	X	X			
Undertake monitoring visits to selected CHF projects							X	X	X	X	X	X	X		
Compile monitoring reports on progress and performance of CHF supported projects							X	X	X	X	X	X	X		

*: TIMELINE FOR EACH SPECIFIC ACTIVITY MUST BE MARKED WITH AN X AND SHADED GREY 15%

CHF reference code: SSD-12/CSS/51411
Project title: Strengthening of monitoring and reporting of humanitarian assistance in South Sudan including impact of CHF.
Organization: UNDP

| Total Estimated Budget USD | | | | | | 856,000 | |

PART I

	Items Description (Insert more budget line rows as needed)	Cost Type D or I	Unit	Qty	Unit Cost	Total Cost (USD)	*Other secured funding
1	SUPPLIES/COMMODITIES/EQUIPMENT/TRANSPORT (please itemize expendable operational inputs including asset purchases)						
1.1						0	-
	Sub-total SUPPLIES, COMMODITIES...					0	-
2	PERSONNEL (provide detailed information on responsibility/title, post location and the percentage dedicated to the CHF project)						
2.1	8 UNVs for monitoring and evaluation for 12 months	D	staff-months	96.0	6,666.7	640,000	
	Sub-total PERSONNEL COSTS					640,000	-
3	STAFF TRAVEL (Flights, DSA, Perdium, Terminals - Provide detailed description of staff members title, post location ...)						
3.1	Flights and DSA for field travel and R&R estimated at 1,533.33 per month for each of the 8 staff			96.0	1,533.33	147,200	
	Sub-total STAFF TRAVEL					147,200	-
4	TRAININGS, WORKSHOPS, SEMINARS, CAMPAIGNS - (Describe type of training, number of participants, location, duration)						
4.1						0	-
	Sub-total TRAINING, WORKSHOPS...					0	-
5	CONTRACTS (specialized services for the project provided by outside contractors or partners/NGOs)						
5.1						0	-
	Sub-total CONTRACTS					0	-
6	VEHICLE OPERATING & MAINTENANCE COSTS (provide detailed information on item/activity, location)						
6.1						0	-
	Sub-total VEHICLE OPERATING & MAINTENANCE COSTS						
7	OFFICE EQUIPMENT & COMMUNICATIONS (provide detailed information on item/activity, location)						
7.1	Laptops	D	pcs	8.0	1,500.0	12,000	-
7.2	Mobile phones	D	pcs	8.0	100.0	800	-
	Sub-total OFFICE EQUIP. & COMMUNICATIONS					12,800	-
8	OTHER COSTS (e.g. bank charges, fuel for office generator) - (provide itemized description of costs)						
8.1						0	-
	Sub-total OTHER COSTS					0	-
	(A) SUBTOTAL Project Costs					800,000	-
	(B) Programme Support costs Not to exceed 7% of Project requirements(A)	I	% PSC rate>>		7%	56,000	
	(C). AUDIT COSTS for NGO implemented projects NOT LESS THAN 1% of the Project Costs(A) and PSC(B)	I				0	
	GRAND TOTAL (A+B+C)					856,000	-