



EBOLA RESPONSE MULTI-PARTNER TRUST FUND PROPOSAL
(To be completed by the Recipient Organization)

Proposal Title: <i>Strengthening the National Ebola Response Centre (NERC) Secretariat</i>	Recipient UN Organization(s): UNMEER
Proposal Contact: Address: Silke Brockhausen, Special Assistant, ECM UNMEER Sierra Leone Telephone: +232 99 500 411 E-mail: brockhausen@un.org	Implementing Partner(s) – name & type (Government, CSO, etc): <ul style="list-style-type: none"> ▪ National Ebola Response Centre; Secretariat and Pillars ▪ District Ebola Response Centres
Proposal Location (country): Please select one from the following <input type="checkbox"/> Guinea <input type="checkbox"/> Liberia <input checked="" type="checkbox"/> Sierra Leone <input type="checkbox"/> Common Services	Proposal Location (provinces): <ul style="list-style-type: none"> ▪ Freetown and 12 Districts (National)
Project Description: <ul style="list-style-type: none"> ▪ <i>Strengthening the National Ebola Response Centre Secretariat by strengthening capacities for planning, implementing and monitoring the National Ebola Response Plan</i> 	Requested amount: USD 1,178,084 Other sources of funding of this proposal: <ul style="list-style-type: none"> ▪ UNMEER budget ▪ United Kingdom Joint Inter-Agency Task Force ▪ Government Input: <i>Workforce and infrastructure</i> Start Date: 20 November 2014 End Date: 20 May 2015 Total duration (in months): 6 months
<p>STRATEGIC OBJECTIVES AND MISSION CRITICAL ACTIONS to which the proposal contributes. The SO and MCAs to which each project contributes should be identified. For proposals responding to multiple Mission Critical Actions (MCAs) within one or more Strategic Objectives (SOs), [usually one only] please select the primary MCA to which the proposal contributes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SO 1 Stop Outbreak MCA1: Identifying and tracing of people with Ebola <input type="checkbox"/> SO 1 Stop Outbreak MCA2: Safe and dignified burials <input type="checkbox"/> SO 2 Treat Infected People MCA3: Care for persons with Ebola and infection control <input type="checkbox"/> SO 2 Treat Infected People MCA4: Medical care for responders <input type="checkbox"/> SO 3 Ensure Essential Services MCA5: Provision of food security and nutrition <input type="checkbox"/> SO 3 Ensure Essential Services MCA6: Access to basic services <input type="checkbox"/> SO 3 Ensure Essential Services MCA7: Cash incentives for workers <input type="checkbox"/> SO 3 Ensure Essential Services MCA8: Recovery and economy <input type="checkbox"/> SO 4 Preserve Stability MCA9: Reliable supplies of materials and equipment <input type="checkbox"/> SO 4 Preserve Stability MCA10: Transport and Fuel) <input type="checkbox"/> SO 4 Preserve Stability MCA11: Social mobilization and community engagement <input type="checkbox"/> SO 4 Preserve Stability MCA12: Messaging 	



SO 5 Prevent Further Spread MCA13: Multi-faceted preparedness

Recipient UN Organization(s)

UNMEER

Special Envoy for Ebola:

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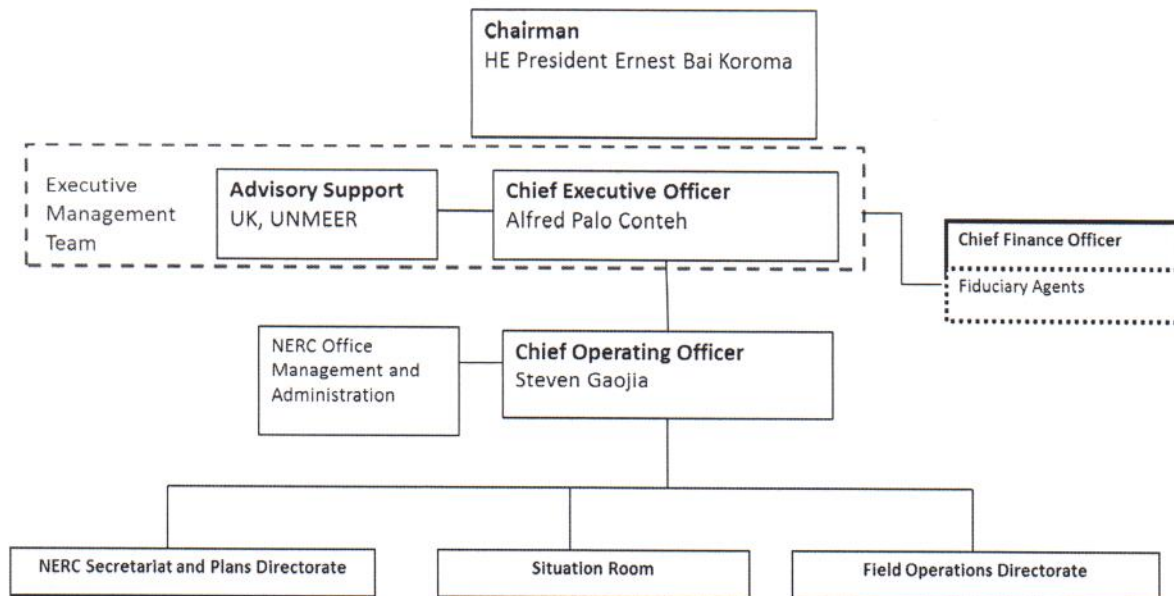
NARRATIVE**a) RATIONALE FOR THIS PROJECT:**

The Ebola Virus Disease (EVD) continues to take its toll on Sierra Leone. As of 14 November, the cumulative number of EVD cases stands at 5,789 EVD cases (including 4,828 confirmed) and 1,207 deaths. A total of 129 health workers have been confirmed positive for Ebola with 103 deaths. The surge in cases continues in the Western Area, including the capital Freetown. Lack of space in holding centres translates to a large number of patients being left at community centres, which increasingly is becoming a threat in the Western Area. The districts of Bombali, Port Loko, Koinadugu and Tonkolili remain major hotspots. Civil unrest is happening sporadically, particularly over the issues of quarantines and dead body removals. Denial, insufficient bed capacity, delays in obtaining lab results, and unsafe burial practices remain the main causes of EVD transmission. Reliable data collection remains a major challenge, and it is suspected that an approximate average 50 % of cases are not being reported across the country.

The National Ebola Response Centre (NERC) has recently replaced the Emergency Operations Centre at the national level, and is still in its early stages of formation. The NERC is chaired by the recently appointed Ebola Emergency CEO. At district level District Ebola Response Centres (DERCs) have been established, and are manned by District Ebola Response Coordinators appointed by the President, working in close collaboration with District Medical Officers and national/international partners, including the United Nations agencies. The Ebola response is guided by the National Ebola Response Plan, established in line with the UNMEER planning assumptions and approved in mid-October 2014.

The following pillars form part of the National Ebola Response Plan: 1) Case Management; 2) Safe Burials; 3) Surveillance; 4) Social mobilization; 5) Child Protection, Gender and Psychosocial Support; 6) Communications. Pillar working groups have been set up and are meeting regularly. However, the mechanisms for ensuring appropriate coordination between pillars, as well as coordination, monitoring and reporting between pillars and NERC (at national as well as district level) are not fully functional. There is an urgent need to improve the information flows between the national and district level, as well as between pillars and the NERC in order to identify and manage critical issues demanding a multi-sectoral response.

The NERC structure is provided below.



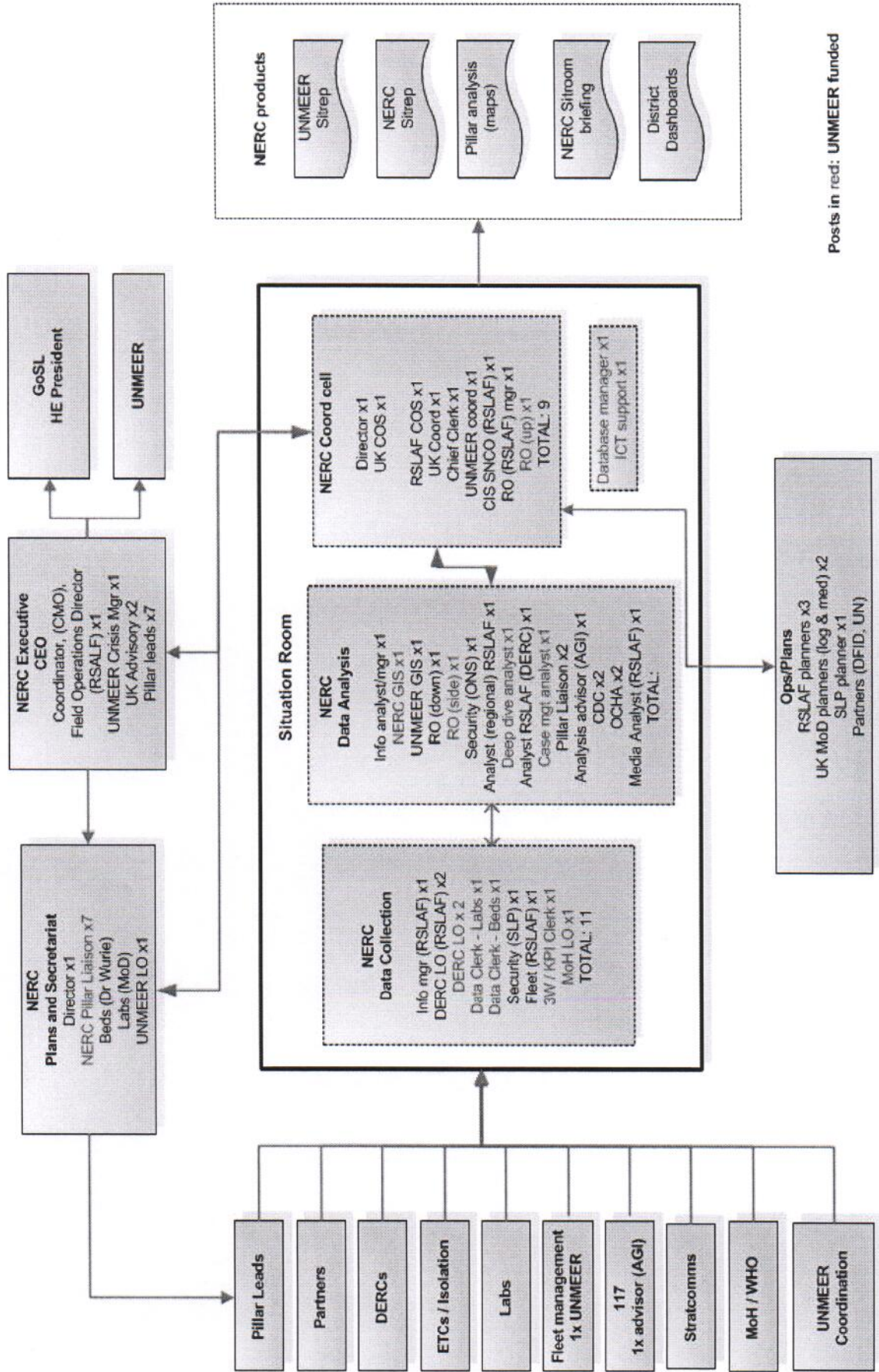
The NERC faces serious human, technical and financial capacity challenges in responding swiftly and efficiently to the Ebola crisis. There is an urgent need for additional staff to man the NERC Secretariat and Plans Directorate and to provide support on the following:

- NERP implementation: support to identification of needs and gaps and consequent review and adaptation of plans in collaboration with pillar working groups
- Monitoring of NERP implementation: establishment and monitoring of key performance indicators
- Strengthened information-sharing: set-up of laboratory and bed management coordination cells and linking these to the Situation room
- Data gathering and analysis
- Coordination: appointing NERC liaison officers to pillars; development of pillar terms of reference, guidelines and operating procedures; improvement of NERC management meeting as inter-pillar coordination forum
- Enhancing information management: setting up guidelines and procedures for information flow from the Situation Room to the Field Operations Directorate and to the pillars
- Liaison, advocacy and resource mobilization: liaise with national and international actors involved in Ebola response

The planned schematic for the NERP Secretariat and Plans Directorate is provided below, with identified critical positions for which funding is unavailable indicated in red.

National Ebola Response Centre (NERC)

Staffing and reporting lines



Posts in red: UNMEER funded

b) PROJECT OBJECTIVES

The main objective of the project is to support the coordination activities of the NERC at national and district levels; further strengthening cooperation and coordination for EVD response between national and international organizations, NGOs, UN organizations and Sierra Leone authorities at national and district level.

The project works under three set of activities:

1. Strengthened NERC Secretariat coordination and decision making-processes successfully halts outbreak/spread of EVD
 - *Pillar coordination mechanisms strengthened through active engagement of seven NERC pillar liaison officers / planners in pillar work*
 - *Coordination units set up within NERC Situation Room*
 - *Strengthened Planning and Coordination cell enables needs-based planning, strategic decision-making and monitoring*
2. Improved information management enables informed planning for response at national and district levels
 - *NERC Secretariat strengthened through set up of Information Management and Reporting Cell; additional staff engaged in data collection, analysis and reporting*
 - *Basic infrastructure for database management set in place at NERC*
 - *Data collection support staff in place in all districts; supported by UNMEER Information Management Officers*
3. EVD response operations facilitated at district level through support to DERC functions
 - *Command and control centres established in five additional districts*
 - *Fully equipped command centres in all 12 districts*

c) COHERENCE WITH EXISTING PROJECTS:

The proposal is in line with ongoing efforts by UNMEER, the Joint Inter Agency Task Force of the United Kingdom to strengthen and support the NERC Secretariat and the Situation Room in terms of planning, implementing and monitoring EVD operations. The proposal will allow the necessary strengthening of the NERC Secretariat by providing much-needed staff and resources to the NERC and will strengthen collaboration between pillars as well as between districts and the national level.

c) CAPACITY OF UNMEER AND IMPLEMENTING PARTNERS:

UNMEER has the necessary technical and human resource capacity to mentor and support incoming NERC Secretariat staff, and is greatly supported by the JIATF in this regard. Within the NERC there is good technical capacity but the current level of staff is simply not enough for a crisis of this scale. The appointment of dedicated NERC pillar liaisons will enhance the collaboration between the NERC and partners active in the various pillars.

d) PROPOSAL MANAGEMENT:

The project will be directly executed by NERC. A project board consisting of NERC, UNMEER and JIATF representatives will be established and will provide policy guidance, oversight of the project.

RISK MANAGEMENT:

Risks to the achievement of SO in targeted area	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)
Limited institutional capacity within NERC to absorb extra staff and duties	Medium	Low	Partner support to NERC made available Responsible: UNMEER, JIATF, NERC
Lack of political support to NERC as EVD crisis evolves may undermine project objectives	Low	Medium	Project will ensure high-level political support of both the Government and UN partners; ensuring that work to strengthen NERC is carried forward in future initiatives aimed at strengthening disaster preparedness capacities
Limited resources for providing mentoring and support	Low	Low	JIATF has committed considerable human and technical resources to support the NERC; these will be available until the end of the project. UNMEER will support the project with staff allocated for similar functions (twinning) Responsible: UNMEER, JIATF

d) MONITORING & EVALUATION:

Monitoring and evaluation (M&E) will be carried out as part of NERP and UNMEER operational plan monitoring. Key performance indicator data will be collected and progress tracked against these indicators. Performance will be reported on a monthly basis. The Project officer, in accordance with the frequency of reporting established by the Ebola MPTF Advisory Committee, will provide monthly reporting (1-2 pages) on grant utilization to the MPTF Secretariat.

Proposal Title: Strengthening the National Ebola Response Centre (NERC) Secretariat

Strategic Objective to which the Proposal is contributing¹

SO 5 Prevent Further Spread MCA13: Multi-faceted preparedness

Effect Indicators	Geographical Area (where proposal will directly operate)	Baseline ² In the exact area of operation	Target	Means of verification	Responsible Org.
% of NERP / UNMEER targets met at the end of project, measured against Key Performance Indicators	National	Baseline establishment ongoing; in place for certain indicators	All KPIs show improvement compared to baseline	Dashboard	NERC, UNMEER
MCA13:					
Output Indicators	Geographical Area	Target ³	Budget (US\$)	Means of verification	Responsible Org.
% of pillar meeting regularly and reporting to NERC supported by NERC Secretariat pillar liaison officers	National	100 % of pillars functional and reporting to NERC on weekly basis	165,600	Pillar meeting minutes, operational 3W, database, dashboard	NERC, UNMEER
# staff engaged in bed and lab coordination unit		Four staff working in NERC within bed and lab coordination unit			
Response dashboard updated on weekly basis		Response dashboard in place; operational 3W in place			
# staff engaged in information management and reporting Cell	National	Three staff working on information management; regular reporting from pillar and districts functional	731,000	Dashboard, maps, NERC and DERC reports	NERC, UNMEER
% of EVD response data reported electronically aided by ICT infrastructure		70% of KPIs are reported electronically			
% of DERCs supported by information					

¹ Proposal can only contribute to one Strategic Objective

² If data are not available please explain how they will be collected.

³ Assuming a ZERO Baseline

<i>management officers</i>			100% of DERCs are supported by information management officers			
# additional Command and Control Centres established	National		Five additional Command and Control Centres established	214,800		Dashboard, maps, DERC and NERC weekly reports
# districts providing electronic reporting to NERC			All 12 districts have fully functional Command and Control Centres and are reporting electronically to the NERC			NERC, UNMEER
Total						
Coordination Fees (20%)⁴				1,111,400		
Staffing (12%)				N/A		
Data collection				N/A		
Equipment & Supply(2%)				N/A		
Indirect Cost (6%) max 7 %				66,684		
Total Project Cost in USD				1,178,084		

⁴ Should not exceed 20% including the indirect cost

ANNEX 1

PBF PROJECT BUDGET			
CATEGORIES	Amount Recipient Agency (USD)	Amount Recipient Agency (if more than 1)	TOTAL
1. Staff and other personnel (include full details)			
<i>NERC Secretariat staff (6 months)</i>			
<i>Situation Room Director</i>	36,000		36,000
<i>7 mid-level Pillar Liaison Officers</i>	126,000		126,000
<i>4 mid-level Data Analysis Officers</i>	72,000		72,000
<i>1 mid-level Reporting Officer</i>	18,000		18,000
<i>2 junior ICT support staff</i>	18,000		18,000
<i>3 junior Data Clerks (NERC Data Collection)</i>	27,000		27,000
<i>3 junior Liaison Officers (NERC Data Collection)</i>	27,000		27,000
<i>12 junior data collection support staff; districts</i>	108,000		108,000
<i>Contingencies (overtime, etc.)</i>	39,600		39,600
2. Supplies, Commodities, Materials (include full details)			
<i>Supplies, DERC</i>	36,000		36,000
3. Equipment, Vehicles, and Furniture (including Depreciation) (include full details)			
<i>NERC ICT equipment</i>	75,000		75,000
<i>5 DERCs, rent and maintenance</i>	45,000		45,000
<i>12 DERCs, internet cost</i>	28,800		28,800
<i>DERC ICT Support (computers, sat phones, phone contracts)</i>	100,000		100,000
<i>NERC, ICT infrastructure</i>	350,000		350,000
4. Contractual services (include full details)			
5. Travel (include full details)			
<i>NERC - DERC travel</i>	5,000		5,000
6. Transfers and Grants to Counterparts (include full details)			
7. General Operating and other Direct Costs (include full details)			
Sub-Total Project Costs			1,111,400
8. Indirect Support Costs*			66,684
TOTAL			1,178,084

PROPOSAL RESULT MATRIX

ANNEX 3



Proposal Appraisal

To be completed by UNMEER

Provide concise summary evaluation of proposal against:

<i>General principles and selection criteria</i>		
(a)	Must be explicitly based on the Ebola Response Plan and Budget	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	Must address high priority activities that have significant impact, and by nature must address timing imperatives and considerations.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	UNMEER confirms that Recipient Organization is unable to meet high or urgent priority needs with existing level of funding (both core funding and bilateral funding).	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Must support national strategies	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)	Must demonstrate Recipient Organizations comparative advantage for specific intervention	Yes <input type="checkbox"/> No <input type="checkbox"/>
(f)	The organization must have the appropriate system to deliver the intervention	Yes <input type="checkbox"/> No <input type="checkbox"/>
(g)	The Proposal must be effective, context-sensitive, cost-efficient and the outputs are tangible and sustainable	Yes <input type="checkbox"/> No <input type="checkbox"/>
(h)	Must avoid duplication of and significant overlap with the activities of other actors	Yes <input type="checkbox"/> No <input type="checkbox"/>
(i)	Must use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements	Yes <input type="checkbox"/> No <input type="checkbox"/>
(g)	Must build on existing capacities, strengths and experience	Yes <input type="checkbox"/> No <input type="checkbox"/>
(k)	Does not overlap with ongoing programmes of UNMEER or other UN entities	Yes <input type="checkbox"/> No <input type="checkbox"/>

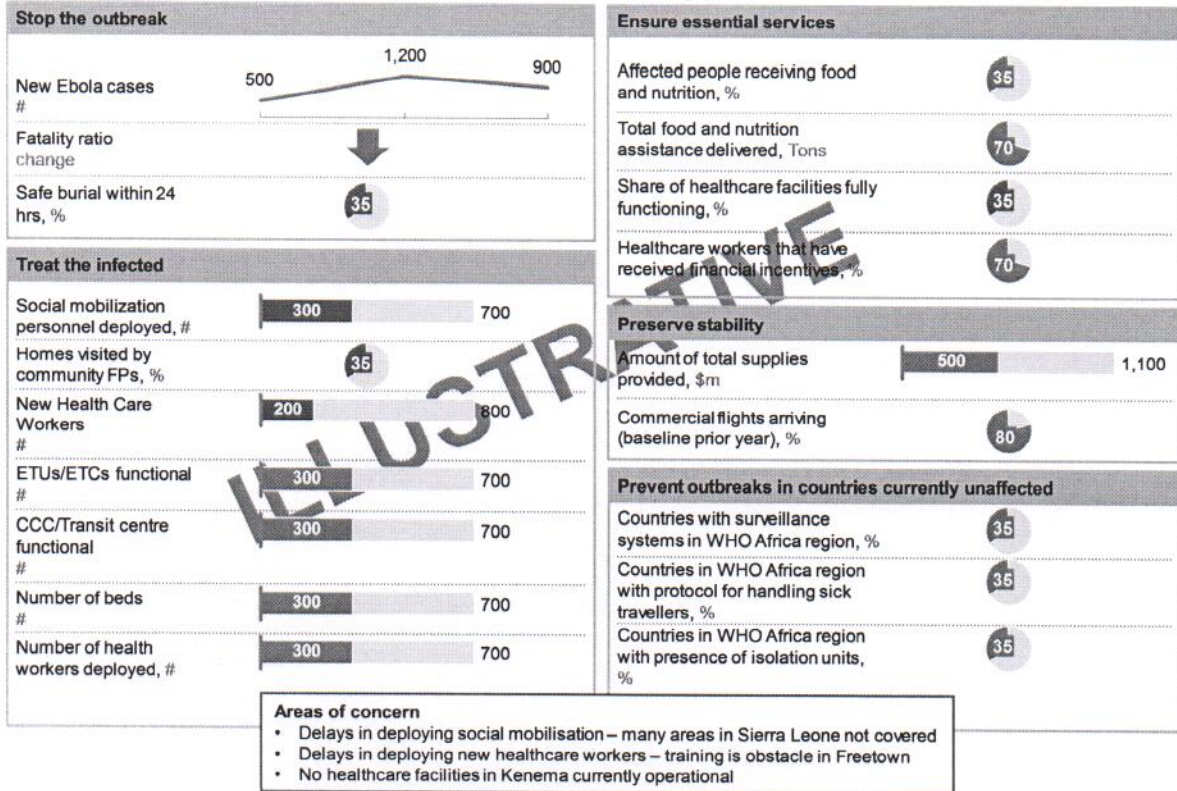
Overall review of programme submission

Elaborate

Name of UNMEER Representative:
Title of UNMEER Representative :
Signature
Date

Dashboard – option 1 (one for each country)

■ Metric on track to achieve goal
 ■ Metric behind schedule



Source: UNMEER dashboard