South Sudan
2014 CHF Standard Allocation Project Proposal
for CHF funding against Consolidated Appeal 2014

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

SECTION I:

CAP Cluster	Direct Costs

CHF Cluster Priorities for 2014 First Round Standard Allocation	
Cluster Priority Activities for this CHF Round	**Cluster Geographic Priorities for this CHF Round**
Direct costs for Monitoring and Reporting Specialists who are part of the CHF Technical Secretariat seconded to the cluster lead agencies.	10 States of South Sudan where CHF projects are funded

SECTION II

Project details		

Requesting Organization
UNDP/UNV Office; UNHCR; & two others (to be determined)

Project Location(s)

State	%	*County/ies (include payam when possible)*
10 States	10	*All ten states as applicable*

Project CAP Code	**CAP Gender Code**
N/A	

CAP Project Title *(please write exact name as in the CAP)*
Strengthening of monitoring and reporting of humanitarian assistance in South Sudan.

Total Project Budget requested in the in South Sudan CAP	N/A

Funding requested from CHF for this project proposal
US$319,584
UNV/UNDP Office: US$81,196
UNHCR: US$ 119,194
TBC1: US$ 59,597, TBC2: US$ 59,597

Total funding secured for the CAP project *(to date)*	US$0

Are some activities in this project proposal co-funded (including in-kind)? Yes ☐ No ☒ *(if yes, list the item and indicate the amount under column i of the budget sheet)*

Direct Beneficiaries
The project will support humanitarian partners throughout South Sudan. The direct beneficiaries of the project activities are the more than 320 members of the humanitarian community operating in South Sudan, including UN agencies, national and international NGOs, relevant GoSS line ministries.

Indirect Beneficiaries / Catchment Population (if applicable)
N/A

Targeted population:
Abyei conflict affected, IDPs, Returnees, Host communities, Refugees

CHF Project Duration (12 months max., earliest starting date will be Allocation approval date)

Implementing Partner/s
This project will be implemented in collaboration with OCHA, the cluster coordinators, and the cluster lead agencies.

Indicate number of months: 6 months
1 February 2014 – 31 July 2014

Contact details Organization's Country Office		**Contact details Organization's HQ**	
Organization's Address	UNDP South Sudan, Ministry Road, Juba, South Sudan,	Organization's Address	
Project Focal Person	Edna Madison, edna.madison@undp.org, +211 959 000 952	Desk officer	*Name, Email, telephone*
Country Director	Balazs Horvath, balazs.horvath@undp.org, +211 954 354 830	Finance Officer	*Name, Email, telephone*
Finance Officer	Rashid Mogga, rashid.mogga@undp.org, +211 926 743 259		

Contact details Organization's Country Office		**Contact details Organization's HQ**	
Organization's Address	UNCHR, Ministry Road, Buluk Area, Juba, South Sudan	Organization's Address	UNHCR HQ, Geneva
Project Focal Person	Marina Aksalkova, Snr. Programme Officer, aksakalm@unhcr.org +211 928 061 099	Desk officer	Email: canzsio@unhcr.org,
Counntry Representative	Cosmas Chanda, chanda@unhcr.org, +211 922 777 734	Finance Officer	Email: FAMY@unhcr.org,
Finance Officer	Nsenguwera Uzie, uzie@unhcr.org +211 977 493 000		

Contact details Organization's Country Office	
Organization's Address	OCHA South Sudan, OCHA Compound Tongping, Juba
Project Focal Person	Thomas Nyambane, nyambanet@un.org, +211 922 406 071
Head of Office	Vincent Lelei, lelei@un.org, +211 922 406 089
Finance Officer	Vijay Pratap Singh, singh139@un.org, +211(0)922 473 107
Monitoring & Reporting focal person	Anne-Sophie Le Beux, lebeux@un.org, +211 928 062 367

Contact details Organization's HQ	
Organization's Address	1 UN Plaza New York
Desk officer OCHA New York	Tamara van Vliet (Ms.), vliett@un.org, +1 212-963-1067
Finance Officer OCHA Geneva	Griffin Saint Hilaire, sainthilaire@un.org,

Contact details Organization's Country Office	
Organization's Address	IOM, New Industrial Area, Northern Bari, Juba
Project Focal Person	Mr. David Derthick dderthick@iom.int
Country Director	Mr. David Derthick dderthick@iom.int
Finance Officer	Mr. Patrick Stenson pstenson@iom.int
Monitoring & Reporting focal person	Ms. Mariko Hattori ssudanpsu@iom.int, +211 922 405 716

Contact details Organization's HQ	
Organization's Address	Route des Morillons 17 1218 Le Grand-Saconnex, Swiss
Desk officer	*Name, Email, telephone*
Finance Officer	*Name, Email, telephone*

Contact details Organization's Country Office	
Organization's Address	UNICEF South Sudan, P. O. Box 45, Juba
Project Focal Person	Dominic Stolarow, Emergency Specialist dstolarow@unicef.org, +211 955626432
Country Director	Iyorlumun J Uhaa iuhaa@unicef.org +211 912176444
Finance Officer	Mable Ngandu, mngandu@unicef.org +211 955917123
Monitoring & Reporting focal person	John Yuggu Tiley jtyuggu@unicef.org +211 955023044

Contact details Organization's HQ	
Organization's Address	UNICEF NY
Desk officer	*Name, Email, telephone*
Finance Officer	*Name, Email, telephone*

A. Humanitarian Context Analysis
Briefly describe (in no more than 300 words) the current humanitarian situation in the specific locations where CHF funded activities will be implemented. Provide evidence of needs by referencing assessments and key data, including the number and category of the affected population[1]

The humanitarian situation in South Sudan has deteriorated sharply since 15 December 2013, when violence erupted in the capital Juba and quickly spread to over 20 locations across five states. Large-scale displacement and increased humanitarian needs have been reported and it is expected that needs will escalate further in the coming months.

The Humanitarian Country Team identified the following top priorities for the response: camp management, food, logistics, health, NFI/shelter, nutrition, protection, water, sanitation and hygiene, and the refugee response. A crisis response plan (CRP) was developed to replace the CAP/SRP 2014-2016 and identified the resources needed immediately for the response for the coming 6 months (Jan-June 2014). Priority has been given to the core pipelines, with additional funding needed for extra logistical and air assets support, and camp coordination and management to support displaced people living in camps.

This CAP reprioritization led to a similar CHF reprioritization early January. In addition, the recent evolution of the security context in South Sudan has impacted the implementation of the CHF projects funded in 2013 and 2014 and the associated M&R mechanisms, which support both the CAP, and the CHF through the provision of support to the CHF Secretariat and the clusters. It has further delayed the decision on the new contracting modality of the M&R Specialists further to the cancellation of the CHF Advisory Board in December 2013.

B. Grant Request Justification
Briefly describe (in no more than 300 words) the reasons for requesting CHF funding at this time. Explain how CHF funding will help address critical humanitarian gaps in your cluster. Explain the value added by your organization (e.g. geographical presence). Indicate if any other steps have been taken to secure alternative funding.

This proposal develops mitigation measures to ensure a minimum continuity of the cluster and CHF M&R activities by allocating CHF funding to extend the contract of the current M&R Specialists who still hold a contract (2 out of 8) and recruit two new ones. Already largely recognized as a successful initiative by the CHF stakeholders and even more so by the cluster coordinators, cluster coordinators have reiterated the imperative of maintaining this capacity in the light of the new operational context. The CHF funding will help bridge the current funding gap and allow for the transition to a P2 level.

At present, no additional funding is available for the recruitment of the UNVs.

C. Project Description (For <ins>CHF Component</ins> only)

i) Contribution to Cluster Priorities
Briefly describe how CHF funding will be used to contribute to the achievement of the cluster priority activities identified for this allocation.

The overall objective of the project is to support and improve the monitoring and reporting of humanitarian assistance in South Sudan. Ensuring the CHF funded projects and other cluster activities are properly monitored and reported on will contribute to the sound management of the CHF and contribute to an improved and evidenced-base understanding of the results achieved under the CAP/CRP. Sound monitoring and reporting will support the allocation of humanitarian funding to ensure that priority needs are addressed in line with the clusters priorities identified.

ii) Project Objective
State the objective/s of this CHF project and how it links to your CAP project (one specific geographical area, one set of activities or kickstart/support the overall project). Objective/s should be Specific, Measurable, Achievable, Relevant and Time-bound (SMART)

To strengthen the ability of clusters to measure the impact of humanitarian activities and CHF TS to allocate funding to priority needs and in particular to ensure the roll-out of the Monitoring and Reporting framework continues being implemented despite the current critical security situation.

iii) Project Strategy and proposed Activities
Present the project strategy (**what the project intends to do, and how it intends to do it).** There should be a logical flow to the strategy: activities should lead to the outputs, which should contribute towards the outcomes, which should ultimately lead to the project objective. <ins>List the main activities and results to be implemented with CHF funding.</ins> As much as possible link activities to the exact location of the operation and the corresponding number of <ins>direct beneficiaries (broken down by age and gender to the extent possible).</ins>

Allocate CHF funding to extend the UNV contracts of two Monitoring and Reporting Specialists for a six-month period (February to July 2014) and recruit two new ones as a contingency measure to allow for ongoing CHF and CAP monitoring and reporting activities in support of the CHF and the clusters and ensure the transition towards a new contracting modality.
1- Support cluster M&R activities
2- Support CHF 2013 and 2014 M&R activities
3- Agree on the new contract modality for M&R Specialists and carry-out the recruitment process accordingly

iv) Expected Result(s)/Outcome(s)
Briefly describe the results you expect to achieve at the end of the CHF grant period.

1- Continuation of Monitoring and Reporting (M&R) support to the clusters and the CHF TS in a context characterized by increased humanitarian needs to provide efficient and effective support to the ongoing response;
2- Clusters response plans are adequately and regularly informed through regular M&R activities (dependent on cluster needs);
3- Provide additional time to the Advisory Board to review and agree on the new contracting modality for the M&R Specialists to a P2 level and carry out the recruitment process under the new contracting modality.

v) List below the output indicators you will use to measure the progress and achievement of your project results. <ins>Use a reasonable and measurable</ins>

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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.

number of indicators and ensure that to the most possible extent chosen indicators are taken from the cluster <u>defined Standard Output Indicators (SOI) (annexed)</u>. Put a cross (x) in the first column to identify the cluster <u>defined SOI</u>. Indicate as well the total number of direct beneficiaries disaggregated by gender and age. Ensure these indicators are further used in the logframe.

SOI (X)	#	Standard Output Indicators (Ensure the output indicators are consistent with the output indicators that will be used in the results framework section III of this project proposal).	Target (indicate numbers or percentages) (Targets should be disaggregated by age and sex as per the standard output indicators list and add-up to the number of direct beneficiaries identified page 1)
	1.	% of CHF projects visited for monitoring	30% of CHF projects visited
	2.	Number of M&R Specialists maintained in clusters	4 out of 8
	3.	Reporting rate by partners on CHF funded projects	90% for each allocation
	4.	Percentage of project proposals which have been quality assured per allocation	90%
	5.	Number of reporting cycle organized by allocation	At least one
	6.	Percentage of CHF cluster portfolio where the data has been collected, aggregated and analyzed against the cluster strategy (annual report)	100% once per year.

vi). Cross Cutting Issues
Briefly describe how cross-cutting issues (e.g. gender, environment, HIV/AIDS) are addressed in the project implementation.

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

vii) Implementation Mechanism
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 the cluster lead agencies will work jointly on this inter-agency initiative. Supervision will be shared between the Cluster coordinators and the OCHA M&R Officer. A Monitoring and Reporting Working Group (MRWG) comprising of the OCHA Monitoring and Reporting Officer (P3) and the 4 UNVs is 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 Cluster Working Group. The collaboration of the cluster lead agencies administrative focal points and the UNV Office will be of utmost importance to provide feedback on the management of the funds allocated.

The contracts of the existing UNVs for an initial period of 4 months to be further extended for another 2 months. The newly recruited IUNVs will be recruited for a period of 6 months renewable as required.

The IUNV will be managed in accordance with the UNV conditions of services annexed to the project proposal. The UNV office will provide guidance and administrative support.

The funds will be disbursed to UNV Office and UNDP for the payment of salaries and other entitlements.
Funding will be disbursed to the cluster lead agencies to cover the following costs: accommodation subsidy (based on the type of accommodation provided), R&R, Mission costs, Operating Expenses. The funds will be disbursed via a Fund Transfer Request from the MPTF to relevant PUNO. The cluster lead agency will ensure the following requirements are met:

- Ensure UNVs live in MOSS compliant accommodations, in a UN compound to the extent possible, using the funds allocated for housing allowance.
- Ensure the IUNV receive a security briefing from the agency focal point, a call sign and a radio and participates in SSAFE training before going on his/her first mission.
- Ensure the IUNV is included in the lead agency security and evacuation plan.
- Ensure the IUNV is included in the agency's shuttle service between the office and living place and relevant meetings, where applicable.
- Approving missions and other travel related issues. A budget for field travel has been built-in the project budget on the assumption that UNVs will travel extensively to monitor the projects.
- Monitoring and handling performance management for the UNVs under the supervision of the recipient agency using the standard performance appraisal form for UNVs [Annex 1] and standard indicators developed by OCHA so that there is a common understanding of what UNVs are expected to accomplish.
- Approving leave and R&R request and sharing leave records with the UNV Office. The IUNVS will follow the R&R policies of the receiving agencies.
- UNVs will check-out with the UNV Office at the end of their assignment.
- Providing office space and equipment as provided in the budget.

viii) Monitoring and Reporting Plan
Describe how you will monitor and report on the progress and achievements of the project. Notably:
1. Explain how will you measure whether a) Activities have been conducted, b) Results have been achieved, c) Cross-cutting issues have been addressed, and d) Project objectives have been met.
2. Indicate what are the monitoring institutional arrangements (e.g. monitoring team, monitoring schedule, updates to management etc.) and monitoring tools and technics will be used to collect data on the indicators to monitor the progress towards the results achieved. Please provide an indication of the frequency data will be collected and if there is already a baseline for the indicators or if a baseline will be collected.
3. Describe how you will analyze the data collected and report on the project achievements in comparison with the project strategy.
4. Ensure key monitoring and reporting activities are included in the project workplan (Section III)[2].

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[2] CHF minimum narrative reporting requirements will include the submission of a final narrative report and where applicable a narrative mid-term report. Narrative reports will include a progress on the project achievements using the outputs indicators listed in this project proposal.

The OCHA Monitoring and Reporting Officer will be responsible for monitoring implementation of project activities in close collaboration with the cluster coordinators, who serve as the direct supervisor of the M&R Specialist. The officer will provide the HCT, the ICWG and CHF Advisory Board with regular updates on progress of the project as required.
The cluster lead agencies will provide financial reports in accordance with the MOU signed with the Multi Partner Trust Fund. In addition, UNDP and cluster lead agencies will provide expenditure updates as required to ensure an efficient use of the funds.

D. Total funding secured for the CAP project Please add details of secured funds from other sources for the project in the CAP.	
Source/donor and date (month, year)	**Amount** (USD)
none	
Pledges for the CAP project	

SECTION III:

This section is <u>NOT required</u> at the first submission of a proposal to the cluster coordinator/co-coordinator. However it is required to be filled for proposals recommended for funding by the Advisory Board.

The logical framework is a tool to present how the implementation of CHF funded activities and their results (outputs and outcomes) will contribute to achieving higher level humanitarian results (project and cluster objectives) and how these results will be measured.

Fill in the logical framework below for this project proposal ensuring the information provided is in accordance with the strategies and activities described in the narrative section of this proposal, in particular section C. Follow the guidance and the structure (Goal, objective, outcome, outputs and activities) and the numbering. Add/remove lines according to the project strategy.

LOGICAL FRAMEWORK			
CHF ref./CAP Code: .N/A.	**Project title:** Strengthening of monitoring and reporting of humanitarian assistance in South Sudan.		**Organisation:** UNDP/UNHCR

Goal/Objectives/Outcomes/Outputs		**Indicator of progress**	**Means of Verification**	**Assumptions and Risks**
Goal/Impact (cluster priorities)	Supporting the monitoring and reporting of humanitarian assistance in South Sudan	*Monitoring and reporting framework for humanitarian assistance in South Sudan continues being implemented despite the current critical security situation*	*SRP, MYR of SRP and CHF Annual Report*	
CHF project Objective	To maintain the ability of clusters to monitor, assess and report on the results of humanitarian activities and CHF TS to allocate funding to priority needs in an informed and efficient manner	*- Four M&R Specialists remain in position and are provided with adequate support to carry out their functions* *- A minimum level of support is provided to CHF TS and clusters to carry out M&R functions* *- Alternative monitoring systems are developed to carry out M&R activities*	*# of M&R Specialists contracts* *An M&R strategy is developed for February to July 2014* *# of alternative monitoring and reporting systems developed*	*- CHF staff turn over does not allow to provide sufficient M&R capacity* *- M&R Specialists are provided with adequate support from cluster lead agencies*
Outcome 1	Effective and efficient M&R support to the ongoing crisis response is provided to the clusters and the CHF TS in a context characterized by increased humanitarian needs	*- The M&R findings feed into the CHF allocation process and reports* *- The M&R findings feed into the Cluster SRP process and other strategic processes*	*- PRT Minutes* *- Advisory board Meeting Minutes* *- ICWG Meeting Minutes* *- Reports produced* *- CHF allocation paper*	
Output 1.1	*The M&R strategy is revised catering the M&R needs of the CHF and the clusters*	*A workplan for the CHF and the cluster is developed and reviewed regularly assessing the progress made/existing gaps*	*- Development of a workplan* *- Communication trail with clusters (emails, meeting minutes)*	
Activity 1.1.1	Review the state of the ongoing CHF funded projects, assess the impact of the current security situation on the implementation and organize the required M&R changes and processes accordingly (NCEs, reporting schedule etc.).			
Activity 1.1.2	Review the scope of the M&R activities to be carried out within the current crisis setting, and develop a workplan of key M&R activities to be carried out for the clusters projects' portfolio for the given extension period under the supervision of the clusters and in collaboration with the OCHA M&R Officer.			
Output 1.2	*Cluster activities and CHF projects (2013-2014) are monitored*	*At lest 30% of CHF funded projects are monitored*	*# of monitoring reports*	*Security situation allows for travelling and accessing project implementation areas*
Activity 1.2.1	Develop monitoring plan based on past performance, accessibility and cluster needs			
Activity 1.2.2	Carry out monitoring visits or develop remote monitoring systems where appropriate			
Activity 1.2.3	Develop and disseminate monitoring report in accordance with used methodology			

Goal/Objectives/Outcomes/Outputs		Indicator of progress	Means of Verification	Assumptions and Risks
Output 1.3	*The CHF Database is set-up and used for 2014 Reporting*	*CHF database is set-up and running*	*On-line database records # of users*	*The CHF database is up and running*
Activity 1.3.1	2014 projects are uploaded in the database			
Activity 1.3.2	2014 reporting module is finalized			
Activity 1.3.3	CHF 2014 partners are informed of the reporting calendar and trained on the reporting modality			
Activity 1.3.4	2014 CHF project reporting is carried out through the database (submission of reports, quality assurance and analysis of results achieved) and highlight to the cluster and the CHF TS any issue that requires follow-up			
Activity 1.3.5	Oversee the NCE and other projects required changes when relevant			
Output 1.4	*Carry out reporting exercise for CHF 2013 funded projects*	*# of reports submitted % Reporting rate by cluster*	*Performance statistics from CHF tracking system*	*- The turn over in cluster personnel delays the reporting process - Partners turn over and delays in submission*
Activity 1.4.1	Disseminate and collate reports from partners who received CHF funding in 2013			
Activity 1.4.2	Review and quality assure projects submitted			
Activity 1.4.3	Aggregate and analyse the results achieved and highlight to the cluster and the CHF TS any issue that requires follow-up			
Activity 1.4.4	Review the state of the ongoing CHF funded projects, assess the impact of the current security situation on the implementation and organize the required M&R changes and processes accordingly (NCEs, reporting schedule etc.)			
Output 1.5	*Contribute to the preparation of the CHF Annual Report for 2013*	*The CHF Annual Report is developed in collaboration with the clusters*	*- # of inputs received from clusters - Clear analysis of CHF contribution to clusters objectives is developed - An analysis of the M&R project contribution is shared*	*- CHF staff turn over does not allow to provide sufficient M&R capacity - M&R Specialists are provided with adequate support from cluster lead agencies*
Activity 1.5.1	Collect, aggregate CHF projects data and stories for 2013 projects			
Activity 1.5.2	Develop an analysis of the results achieved against cluster objectives in collaboration with the cluster coordinator			
Output 1.6	*M&R support is provided for the 2014 Second Round allocation (and Reserve projects where appropriate)*	*Funded projects are in line with the cluster objectives and have adequate M&R systems in place*	*100% projects use standard output indicators 80% projects have a sound M&R strategy in place 80% projects have a results framework and a workplan in line with the proposals narrative*	*An second allocation takes place by July 2014 M&R Specialists are still in place by the time the next allocation takes place*
Activity 1.6.1	Provide support to partners to develop project proposals			
Activity 1.6.2	Support provided to the cluster and the CHF TS during the allocation process			
Activity 1.6.3	Review and quality assure M&R components projects submitted			
Outcome 2	Clusters response plans are adequately and regularly informed through regular M&R	Number of clusters with an operational monitoring system supporting the clusters activities		
Output 2.1	*SRP/CRP reviewed*			
Activity 2.1.1	Support cluster coordinators and partners to review cluster response plans			
Output 2.2	*Cluster monitoring and reporting plan developed/updated*			
Activity 2.2.1	Support to develop or update the monitoring and reporting plan of the clusters.			

Goal/Objectives/Outcomes/Outputs		Indicator of progress	Means of Verification	Assumptions and Risks
Outcome 3	Provide additional time to the Advisory Board to review and agree on the new contracting modality for the M&R Specialists to a P2 level and carry out the recruitment process under the new contracting modality.	8 M&R Specialists are recruited and assigned to relevant clusters	# of contracts signed % of funding secured	- Cluster lead agencies are on board with the process and provide required support - Delays occur in the recruitment process - Cluster coordinators allocate time to participate in recruitment process - The security situation does not allow the board to meet - Insufficient funding is secured for the chosen option
Output 3.1	*Agreement is reached on the contracting modality*	*- Option paper finalized* *- Agreement of cluster coordinators*	*ICWG minutes* *HCT minutes* *CHF AB minutes*	*- The security situation does not allow the board to meet* *- Insufficient funding is secured for the chosen option* *- Cluster lead agencies are on board with new contracting modality*
Activity 3.1.1	Finalize the options paper and discussion at the ICWG			
Activity 3.1.2	Submission of the option paper to the CHF Advisory for review and comments			
Activity 3.1.3	The CHF Advisory Board agrees on the new contracting modality and allocation of corresponding funding			
Output 3.2	*The recruitment process is carried out*	*8 recruitment processes are carried out within the given timeframe*	*- Recruitment minutes* *- # of contracts signed*	*- Cluster lead agencies are on board with the process and provide required support* *- Delays occur in the recruitment process* *- Cluster coordinators allocate time to participate in recruitment process*
Activity 3.2.1	Finalize the TORs and the recruitment timeline with the clusters coordinators			
Activity 3.2.2	Carry out the recruitment process in collaboration with the cluster coordinators			

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. Please insert as well the key monitoring activities to be conducted during the project implementation (collection of baseline, monitoring visits, surveys etc.)

Project start date:	01 February 2014	Project end date:	31 July 2014

Activities	Q1/2014			Q2/2014		
	Feb	Mar	Apr	May	Jun	Jul
1.1.1.Review the state of the ongoing CHF funded projects, assess the impact of the current security situation on the implementation and organize the required M&R changes and processes accordingly (NCEs, reporting schedule etc.)	x					
1.1.2.Review the scope of the M&R activities to be carried out within the current crisis setting, and develop a workplan of key M&R activities to be carried out for the clusters projects' portfolio for the given extension period under the supervision of the clusters and in collaboration with the OCHA M&R Officer.	x					
1.2.1 Develop monitoring plan based on past performance, accessibility and cluster needs	x	x				
1.2.2 Carry out monitoring visits or develop remote monitoring systems where appropriate	x	x	x	x	x	x
1.2.3.Develop and disseminate monitoring report in accordance with used methodology	x	x	x	x	x	x
1.3.1 2014 projects are uploaded in the database	x					
1.3.2 2014 reporting module is finalized	x					
1.3.3 CHF 2014 partners are informed of the reporting calendar and trained on the reporting modality		x	x			
1.3.4 2014 CHF project reporting is carried out through the database (submission of reports, quality assurance and analysis of results)			tbc	tbc	tbc	tbc
1.3.5 Oversee the NCE and other projects required changes when relevant	x	x	x	x	x	x
1.4.1 Disseminate and collate reports from partners who received CHF funding in 2013	x	x	x			
1.4.2 Review and quality assure projects submitted		x		x		
1.4.3 Aggregate and analyse the results achieved and highlight to the cluster and the CHF TS any issue that requires follow-up	x	x				
1.4.4 Review the state of the ongoing CHF funded projects, assess the impact of the current security situation on the implementation and organize the required M&R changes and processes accordingly (NCEs, reporting schedule etc.)		x	x			
1.5.1 Collect, aggregate CHF projects data and stories for 2013 projects		x	x	x		
1.5.2 Develop an analysis of the results achieved against cluster objectives in collaboration with the cluster coordinator			x			
1.6.1 Provide support to partners to develop project proposals					tbc	tbc
1.6.2 Support provided to the cluster and the CHF TS during the allocation process					tbc	tbc
1.6.3 Review and quality assure M&R components projects submitted					tbc	tbc
2.1.1 Relevant to and to be developed by each cluster [...]	tbc	tbc	tbc	tbc	tbc	tbc
3.1.1 Finalize the options paper and discussion at the ICWG	x	x				
3.1.2 Submission of the option paper to the CHF Advisory for review and comments	x					
3.1.3 The CHF Advisory Board agrees on the new contracting modality and allocation of corresponding funding		x				
3.2.1 Finalize the TORs and the recruitment timeline with the clusters coordinators		x				
3.2.2 Carry out the recruitment process in collaboration with the cluster coordinators			x	x	x	
4 Support any other M&R related tasks as required, including in other clusters	x	x	x	x	x	x

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