



Guidelines for the Rapid Response Fund: Sudan

1. Background

Through the support of USAID/OFDA, IOM has established the Rapid Response Fund: Sudan (RRF Sudan) in order to enable a rapid humanitarian response to natural and man-made disasters in Sudan. The RRF Sudan provides a streamlined and flexible grant application and disbursement process that allows for the implementation of life-saving humanitarian responses in locations experiencing sudden emergencies in Sudan. While maintaining a high degree of flexibility in order to adapt responses to volatile situations, IOM, in collaboration with OFDA, will support activities that maintain a strict focus on emergency relief activities consisting of:

- ❖ Provision of Non-Food Items (NFIs)
- ❖ Humanitarian coordination and information management
- ❖ Water, Sanitation and Hygiene (WASH)
- ❖ Health
- ❖ Protection
- ❖ Shelter and Settlement

Within the framework of this project, IOM, in collaboration with OFDA, will be responsible for the administration and management of grants to be assigned to international and national humanitarian organizations in order to provide a rapid response to humanitarian emergencies.

2. Objective

The objective of the RRF Sudan is to assist the Government of Sudan (GoS) in meeting the emergency humanitarian needs of the most vulnerable populations, namely those affected by natural and/or man-made disasters. Working alongside existing humanitarian mechanisms, the RRF Sudan provides a streamlined, flexible, effective, and needs-based grant application and funding disbursement mechanism for grantees during the onset of an emergency, supporting short-term, quick-impact, and life-saving interventions in multiple sectors of emergency response.

The RRF Sudan targets international and national humanitarian organizations that work in Sudan and have the capacity to swiftly implement specific emergency interventions to meet the immediate needs of people affected by natural or man-made disasters.

Selected organizations, in close coordination with IOM and local communities, will serve beneficiaries that are identified as the most vulnerable individuals in the affected communities, be they internally displaced persons (IDPs), returnees, or others in need of direct life-saving assistance. Please note, however, that projects targeting refugees are not eligible for the RRF. Such projects should contact the U.S. Bureau of Population, Refugees, and Migration (PRM) for more information on potential funding

opportunities.

Selected organizations will work to:

- ❖ Provide life-saving humanitarian assistance to people affected by man-made or natural disasters
- ❖ Distribute Non-Food Items (NFIs)
- ❖ Facilitate improved inter-agency coordination and information management
- ❖ Implement water, sanitation, and hygiene interventions
- ❖ Provide emergency healthcare
- ❖ Implement emergency response protection support mechanisms
- ❖ Provide shelter and settlement services

3. Application procedures

In order to be considered eligible to apply for RRF Sudan grants, it is compulsory for all applicants to undergo and successfully pass screening against OFAC sanction lists. Prospective humanitarian organizations should complete the Rapid Response Fund Sudan Project Proposal form (available upon request at Ilimahken@iom.int/aabugabal@iom.int). Upon submission, the RRF Grant Manager will do an initial review of proposals, contacting potential grantees with follow-up questions to assist in the decision-making process. In addition, relevant sector leads will be consulted to determine if the proposed activities meet sector-identified priorities for the targeted emergency. Proposals passing these initial reviews will be forwarded on to USAID/OFDA for final decision. **The response to or review of a proposal is not to be construed as a commitment of any kind between IOM and the applicant agency.** Strong proposals in line with RRF requirements and requiring few comments or revisions should take no longer than seven days from the date of a proposal's submission to the final decision. Proposals requiring additional clarification, however, may take longer, with processing time depending in large part upon the applicant organization's ability to make timely revisions.

3.1. Eligibility

To be eligible to receive funds from the RRF Sudan, applicants must meet the following basic conditions:

- ❖ Be registered with the Sudan Humanitarian Aid Commission at the federal level for INGOs and/or at the State level for National NGOs.
- ❖ Have established sectorial competence in the area of potential intervention to be supported by the RRF Sudan.
- ❖ Have established geographical presence in the area(s) of operation, or established capacity to mobilize over a short period of time.
- ❖ Be able to confirm that the applicant has a technical agreement in place with state/federal Humanitarian Aid Commission to support the proposed project, or the demonstrated ability to secure such a technical agreement quickly.
- ❖ Be able to meet standards of financial probity acceptable to the RRF Grant Manager/OFDA. Typically, this will mean being able to accurately and promptly record all transactions, disbursements and balances, including those related to the RRF; maintain an adequate internal control system; enable the prompt preparation of regular and reliable financial statements and reports; safeguard financial and physical assets of the RRF; and comply with acceptable auditing arrangements.
- ❖ Have the capacity to meet monitoring, evaluation and reporting requirements established by IOM/OFDA (see Section 5 of these Guidelines on Monitoring and Evaluation).
- ❖ Be able to agree to restrictions and conditions relating to ineligible goods, restricted goods, and suppliers as set out in Annex B of the October 2012 OFDA 'Guidelines for Proposals'.

- ❖ Applicants already receiving OFDA funds should first consult with OFDA before applying for the RRF to determine if identified needs can be met through existing awards, or if identified needs are most appropriate for the RRF.

3.2. Selection of grants

Proposals will be selected based on their match with the general and sector-specific requirements set forth in these RRF Sudan Guidelines and the RRF Matrix. Proposals should be completed using the RRF Sudan Project Proposal template. Agencies may apply for a maximum of USD 250,000 per project application, unless exceptional circumstances and well-established and justified needs require a larger funding amount. *However it is not necessary to submit a whole project proposal as agencies may also apply for funding to cover only a specific activity that meets urgent gaps (for example funding only a transport component to move NFIs from warehouse to displacement site).* **Total amount of funding available per sector may be less than USD 250,000; please therefore contact the RRF Grant Manager prior to applying to verify the maximum amount available per sector.**

General Requirements

RRF grants will be allocated according to the following general requirements:

- ❖ The proposed project addresses a new emergency or recently worsened emergency, meaning an event causing acute needs must have occurred **no more than 2 months before an application is submitted** to the RRF (a delay of up to 3 months may be considered under acceptable justification);
- ❖ Proposed projects do not duplicate existing activities implemented by the same applicant or by other organizations;
- ❖ Applicants consult relevant sector leads to confirm needs, sector priorities, and gaps in services before submitting a proposal;
- ❖ Gaps in services resulting from the emergency are clearly demonstrated and explained in the proposal, and other relevant activities conducted by the applicant or other agencies are stated, clarifying why existing activities are unable to meet the need;
- ❖ Proposed projects do not target refugees (such projects may contact the U.S. Bureau of Population, Refugees, and Migration (PRM) for available funding opportunities);
- ❖ The proposed activities assure the maximum coverage of regions and population, as well as the different target beneficiaries;
- ❖ Grants are allocated taking into consideration the needs of each region and the target population;
- ❖ Cost-effectiveness determined in relation to the estimated costs of interventions as stated in these Guidelines. Budgets in excess of these cost estimates should include an explanation justifying the increase in the original proposal;
- ❖ Proposals build synergy with existing community resources;
- ❖ Proposals establish clear connections between the needs identified and the activities proposed;
- ❖ Proposals clearly outline outputs and objectives that are achievable within a short (usually three-month) timeframe;
- ❖ Proposals outline a viable exit or transition strategy. Transition strategies should describe planned transition of activities; and steps planned, if any, to continue the program after OFDA funding ends.
- ❖ Proposals must include a short paragraph on how the applicant will ensure USAID visibility/branding

While the Fund will prioritize emergency activities that do not last for more than three months

(including project implementation, not just expenditures), consideration will be given to longer implementation periods, should there be a clear need and where the intervention is unlikely to lead to protracted reliance on aid. This must therefore be clearly demonstrated in the RRF proposal. Although potential grantees may apply for funding in multiple sectors, given the short timeframe for interventions it is strongly recommended to apply for only one sector per application in order to strengthen the focus and ultimately the success of the project.

Should they so wish, multiple agencies may submit a single proposal for a joint project, so long as the identities of the primary agency and partner agencies are clearly defined in the application, as well as the role each agency will play in realizing the success of the project. In such cases and where an award is granted, reports should also be submitted jointly.

3.3. Triggers for activating the Rapid Response Fund

As a guide, the RRF Sudan can be activated in the event of:

- a) **A man-made emergency** such as inter- and intra- state conflict and inter- and intra-ethnic violence;
- b) **A natural disaster** such as flooding or drought; and/or
- c) **Areas experiencing acute emergencies** that need urgent support due to, for example, a lack of water supplies, food shortage, disease outbreak, and large-scale return of a population as a result of a sudden external shock.

The section below outlines the criteria that must be in place before interventions can be initiated, the sectors of intervention, and how the need for the intervention can be verified.

4. Guidelines for the sectors of intervention

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| Sector 1: | Logistics Support / Relief Commodities |
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Objective: To provide material support (Non-Food Items) to address the immediate needs of victims of conflicts, displaced persons and other affected populations.

Beneficiaries: Primary beneficiaries will be: 1) Individuals who have lost basic shelter and/or essential household items as a result of a natural or man-made disaster; and/or 2) Host communities where individuals move to and where basic items and services are missing. Particular attention will be paid to the needs of vulnerable populations such as single female-headed households, the elderly, young, sick or disabled.

Geographic Area(s): Abyei, Blue Nile, Darfur, South Kordofan and West Kordofan. Interventions in Abyei will need to be conducted in close coordination with IOM South Sudan RRF to avoid duplication.

Sector Level Coordination: The grantee will ensure full coordination of activities with Non-Food Items and Emergency Shelter Sector Lead and OCHA, and will participate in relevant working groups and coordination meetings. At State level, the grantee will liaise with the designated emergency response focal point.

Sub-Sector 1: Non-food Items (NFIs)

Technical Design

Applicants must check with the sector lead to obtain NFI kits through the Common Pipeline if possible per standard practice before considering applying to the RRF. If the Common Pipeline is unable to meet the verified need, the RRF may then be considered. Please clearly state in the proposal that the Common Pipeline was consulted and why it was unable to meet the need.

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities. Grantees will be prioritized on the basis of having existing stocks to ensure rapid deployment.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general NFI activities eligible for the RRF are:

- ❖ Identification of needs/gaps assessment
- ❖ Beneficiaries' identification/beneficiary list
- ❖ Procurement of items, warehousing, handling, transportation & distribution of NFIs
- ❖ Coordination with relevant partners regarding distribution of NFIs taking into consideration priority needs and community approaches and avoiding duplications, and inform sector lead of areas covered.
- ❖ Hire providers for procurement and transportation services where necessary (justification for this must be provided in the submitted proposal).
- ❖ The RRF does **not** fund NFI replenishments.

The NFI kit will be distributed to individuals affected by conflict or natural disasters and might contain various different items depending on need and recommendations from the sector lead. Specific items might be added or removed according to the circumstances and the needs on the ground. Typically, however, household kits supported by the sector lead contain:

- 4 pieces of soap
- 2 mosquito nets (Please note that treated mosquito nets are listed as restricted items under OFDA guidelines, and will therefore need special permission to be funded. While this is possible, it will take additional time and may therefore affect the ability to deliver a rapid project).
- 1 sack
- 1 cooking set
- 2 blankets

- 2 sleeping mats
- 1 plastic sheet (5x4)
- 1 jerry can for water storage (20L).

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

In cases where the grantee does not have transportation and/or warehousing facilities, the grantee will have to coordinate with relevant Logistics partners to use common transportation services available in Sudan to humanitarian organizations. As these services will most likely require payment, please be sure to include these costs in your budget.

Sector-Specific Requirements

- ❖ Provide a written statement of need from the Humanitarian Aid Commission if appropriate.
- ❖ Demonstration of prior consultation with the sector lead to determine if stock is available from the Common Pipeline, and to receive sector lead technical input.
- ❖ Applicant is an active member of the NFI Sector (regularly attends meetings).
- ❖ Where possible, applications meet internationally recognized guidelines and standards applicable to NFIs such as the ones established under the SPHERE project.
- ❖ Beneficiary lists are included with distribution to verify receipt of NFIs.

Example of indicators

- ❖ Number of beneficiaries receiving NFIs
- ❖ Number of NFI kits distributed per household

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| Sector 2: | Humanitarian Coordination & Information Management |
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Objective: To facilitate effective and responsive targeting of humanitarian assistance by local and international NGOs through monitoring, coordination of services, information collection, management and advocacy.

Beneficiaries: Agencies in need of fast, initial assessments of humanitarian problems in order to better target and coordinate the relief interventions benefitting vulnerable households - mainly returnees and the displaced - with limited access to basic services.

Geographic Area(s): Abyei, Blue Nile, Darfur, South Kordofan and West Kordofan.. Interventions in Abyei will need to be conducted in close coordination with IOM South Sudan RRF to avoid duplication.

Sector Level Coordination: The grantee will ensure full coordination of its activities with UNOCHA and other relevant sector leaders; it will participate in relevant working groups and coordination meetings.

Sub-Sector 1: Coordination

Technical Design

Coordination is vital to ensure all agencies know who is working where and doing what to avoid overlap. Coordination includes fast, initial assessments of humanitarian problems to support interventions and tracking of population movements to provide early warning about large scale movements, with the aim of improving information collection, management and flow between humanitarian organizations, UN agencies and the Government of Sudan.

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general coordination activities eligible for the RRF are:

- ❖ Conduct/coordinate fast, form-based assessments of humanitarian conditions in affected areas.
- ❖ Interpret, present and disseminate reports to coordination bodies at state level and inter-sectoral information sharing forums for enhanced coordination to avoid duplications, fill gaps in relief operations and utilize the most effective provider(s).
- ❖ Attend interagency and government coordination meetings, and participate in the review and analysis of assembled needs at coordination meetings.
- ❖ Monitor ongoing activities in humanitarian response.
- ❖ Conduct monitoring and evaluation activities to ensure appropriate delivery and improve program performance in line with relevant sector standards.
- ❖ Provision of quick population figures for people affected and targeted in ongoing and/or completed responses to avoid duplication and fill gaps.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Applicant is an active member of the Coordination and Common Services Sector (regularly attends meetings).
- ❖ When information identifying vulnerable populations and their conditions is to be disseminated to agencies and government authorities, plans to share data in a secure and sensitive manner must be established in line with state-level standards.
- ❖ Any reporting provided to authorities or UN agencies will not include names and details of specific persons, unless required for assistance in line with state-level mechanisms and/or standards, such as information on unaccompanied minors disseminated to UNICEF Child Protection colleagues.

- ❖ Coordination interventions that monitor emergency response projects must ensure that cross-cutting issues such as gender and protection are mainstreamed in line with state-level guidance.

Example of indicators

- ❖ Number of assessments conducted
- ❖ Number of humanitarian coordination mechanisms participated in
- ❖ Number of reports produced and disseminated
- ❖ Number of monitoring and evaluation activities conducted

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| Sector 3: Water, Sanitation and Hygiene (WASH) |
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Objective: To establish basic hygiene standards and provide clean water to underserved populations, particularly IDPs, returnees, other vulnerable populations, and host communities in areas affected by conflict, natural disasters and/or prone to disease outbreaks.

Beneficiaries: Underserved populations (less than ten liters of water per person per day), particularly IDPs, returnees, other vulnerable populations, and host communities in areas affected by conflict, flood, drought, and/or prone to disease outbreaks and where hygiene items and awareness are lacking.

Geographic Area(s): Abyei, Blue Nile, Darfur, South Kordofan and West Kordofan. Interventions in Abyei will need to be conducted in close coordination with IOM South Sudan RRF to avoid duplication.

Sector Level Coordination: The grantees will work with a wide range of partners including UNICEF, the Ministry of Health, the Ministry of Water Resources, the Drinking Water and Sanitation Unit, the relevant authorities at State level and humanitarian and local organizations operational in the area of intervention.

Sub-Sector 1: Water Supply

Technical Design

The main objective of water supply and sanitation interventions is to reduce morbidity and mortality associated with diseases and hazards resulting from deficient health conditions as a consequence of conflict, natural disasters and/or structural weakness of the health and sanitation services in the area.

Under the RRF Sudan, the grantees will target individuals and communities with inadequate access to water, sanitation, and hygiene as a result of natural disaster, conflict and/or displacement.

In general, disasters require a combination of approaches: construction of new water supplies, rehabilitation of existing ones, and water distribution through tankers. Nevertheless, in the context of

this fund the grantees will primarily support the operation and maintenance of existing water points and other short-term interventions.

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general water supply activities eligible for the RRF are:

- ❖ Rehabilitation of existing water points (where the repair of hand pumps can immediately supply safe water and respond to an immediate need). The rehabilitation interventions will be selected on the basis of the affected population density disregarding the State strategic needs.
- ❖ Provision of water storage facilities, tanks or bladders including chlorination systems where existing water supplies are insufficient to meet the consumption requirements of the population. The cost of tankering is high and variable according to the distance and access difficulties to the area. This activity will provide emergency water for persons stranded in an area where the water usage rate drops below 4 liters per person per day. The use of water tankering will be adopted only for limited periods of time and when a clear exit strategy is already defined.
- ❖ Water quality testing and monitoring.
- ❖ Household water treatment.
- ❖ Catchments of springs or of other surface water sources (rivers, ponds etc.).
- ❖ Small distributions will be undertaken in hard-to-reach areas and to provide a quick response.
- ❖ Provision of additional water points (excluding deep boreholes).
- ❖ Water trucking only as a last resort.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Activities meet short-term needs and avoid creating conditions that may protract displacement.
- ❖ A needs assessment will be conducted prior to the implementation of activities, and in consultation with the beneficiaries, host community, and relevant authorities.
- ❖ Project goals meet SPHERE standards of 15 liters/person/day, and a maximum distance of 500 meters between households and water points.
- ❖ Applicant is an active member of the WASH Sector (regularly attends meetings).

Example of indicators

- ❖ Number of existing water points rehabilitated and/or maintained
- ❖ Number of new/additional water points constructed
- ❖ Number of people provided with access to safe water supply (15/liters/person/day within 1 kilometer distance)

Sub-Sector 2: Sanitation

Technical Design

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general sanitation activities eligible for the RRF are:

- ❖ Needs assessment and consultation with beneficiaries/host community.
- ❖ Rehabilitation of existing sanitation facilities (when the existing structures can directly mitigate the effect of disaster). Rehabilitation of household latrines will be supported only where they previously existed in the location and where it is deemed to be the swiftest and appropriate response.
- ❖ Provision of emergency shower stations.
- ❖ Provision of hand washing facilities.
- ❖ Construction of shared or communal emergency latrines (i.e. 2-3 households per latrine). Shared emergency latrines will only be approved in conjunction with a clear maintenance and operations plan for the entire project period.
- ❖ Solid waste management (household). Applicants should specify what activities exactly are included in their solid waste management programs, as these can vary.
- ❖ Drainage (such as soak away bits or drainage networks).
- ❖ Construction of waste management pits and organization of rubbish removal.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

It must be noted that grantees will be encouraged to provide emergency communal latrines. Accordingly, communal hand stations will only be approved in conjunction with communal latrines.

Sector-Specific Requirements

- ❖ Project goals must meet SPHERE/local UNICEF standards.
- ❖ Grantees will ensure the provision of materials for and maintenance and cleaning of facilities.
- ❖ Grantees will ensure the provision of technical assistance.
- ❖ Grantees will guarantee that appropriate designs and placements are used.
- ❖ Grantees will ensure appropriate drainage, provide waste management pits, and organize rubbish removal.
- ❖ Applicant is an active member of the WASH Sector (regularly attends meetings).

Example of indicators

- ❖ Number of new emergency latrines constructed
- ❖ Number of communal hand-washing stations constructed
- ❖ Number of emergency shower stations constructed
- ❖ Number of latrines rehabilitated
- ❖ Number of people served by solid waste management

Sub-Sector 3: Hygiene Promotion

Technical Design

The RRF Sudan will prioritize hygiene promotion activities carried out in parallel with water and sanitation interventions (see above). The activities will be carried out in beneficiary communities. **To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.**

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general hygiene activities eligible for the RRF are:

- ❖ Focus group discussions/training sessions on household water management, sanitation management, water treatment, hand washing and appropriate waste disposal. The grantee will support the active participation of women and will also support specific trainings for females as hygiene promoters.
- ❖ Distribution of hygiene kits. Hygiene kits should be in line with standard kits agreed upon by the WASH sector lead at the state level, but generally include:
 - 1 gallon zip-lock bag
 - 1 comb
 - Band aids
 - Washcloth
 - Toothpaste
 - Soap bars
 - Toothbrush

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Project goals must meet SPHERE/local UNICEF standards.
- ❖ Activities will be conducted through hygiene leaders identified among returnee and/or host community members and in collaboration with water and sanitation committees.
- ❖ Grantees will support the active participation of women as hygiene promoters.
- ❖ Applicant is an active member of the WASH Sector (regularly attends meetings).

Example of indicators

- ❖ Number of people reached with hygiene education messages
- ❖ Number of water and sanitation committees revitalized and/or established
- ❖ Number of female hygiene promoters trained and active.

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| Sector 4: Health |
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Objective: To provide emergency health services to address immediate needs of victims of conflicts or natural disasters, such as displaced persons and other affected populations.

Beneficiaries: IDPs, returnees and host communities with insufficient access to healthcare due to a man-made or natural disaster.

Geographic Area(s): Abyei, Blue Nile, Darfur, South Kordofan and West Kordofan. Interventions in Abyei will need to be conducted in close coordination with IOM South Sudan RRF to avoid duplication.

Sector Level Coordination: The grantee will design and implement its interventions in close coordination with the Ministry of Health and the health sector lead organization, the World Health Organization (WHO).

Sub-Sector 1: General Health

Technical Design

Health interventions will be conducted through close liaison with the health sector lead, and only where there are gaps in overall assistance due to lack of resources or difficulty in access. Interventions will focus only on emergency response and not on chronic or ongoing health needs. **Communicable diseases are only eligible if the WHO has declared it a crisis.**

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general health activities eligible for the RRF are:

- ❖ Provision of basic primary healthcare services through static or mobile clinics.
- ❖ Maternal and child health services, including antenatal care (ANC), skilled care during childbirth, emergency obstetric and neonatal care (EmONC), and family planning.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Health interventions will be conducted through close liaison with the health sector lead and only where there are gaps in assistance from the sector lead due to a lack of resources or difficulty in gaining access.
- ❖ Applicant is an active member of the Health Sector (regularly attends meetings).

- ❖ Interventions will focus only on emergency response and not on chronic or ongoing health needs.
- ❖ Prior to any intervention, the grantee will conduct a rapid form-based health assessment and identification of the necessary interventions. Primary health care to displaced populations and host communities will be provided according to the rapid health assessment.
- ❖ In contexts characterized by insecurity and the risks of violence, including sexual and gender-based violence (SGBV), abuse, harassment or exploitation, grantees will be required to incorporate protection into their programs.

If medicines are to be supplied, the grantee must follow the rules and regulations outlined under restricted goods (see 'Health sub-sector Medical Commodities and Pharmaceuticals' in the OFDA Guidelines) in order to be purchased with USAID/OFDA funds.

Example of indicators

- ❖ Number of health facilities rehabilitated and equipped.
- ❖ Percentage of health facilities providing the minimum basic package of health services.
- ❖ Number of outpatient consultations.
- ❖ Number of health facilities providing EmOC services/500,000 population.
- ❖ Percentage of births assisted by skilled birth attendant.

Sub-Sector 2: Communicable diseases

Technical Design

Health interventions will be conducted through close liaison with the health sector lead, and only where there are gaps in overall assistance due to lack of resources or difficulty in access. Interventions will focus only on emergency response and not on chronic or ongoing health needs.

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general health activities eligible for the RRF are:

- ❖ Establishment of disease surveillance systems including weekly reports to the Ministry of Health and WHO to monitor disease trends.
- ❖ Response to outbreaks.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Health interventions will be conducted through close liaison with the health sector lead and only where there are gaps in assistance from the sector lead due to a lack of resources or difficulty in gaining access.
- ❖ Applicant is an active member of the Health Sector (regularly attends meetings).

- ❖ Interventions will focus only on emergency response and not on chronic or ongoing health needs.
- ❖ Prior to any intervention, the grantee will conduct a rapid form-based health assessment and identification of the necessary interventions. Primary health care to displaced populations and host communities will be provided according to the rapid health assessment.
- ❖ In contexts characterized by insecurity and the risks of violence, including sexual and gender-based violence (SGBV), abuse, harassment or exploitation, grantees will be required to incorporate protection into their programs.
- ❖ If medicines are to be supplied, the grantee must follow the rules and regulations outlined under restricted goods (see 'Health sub-sector Medical Commodities and Pharmaceuticals' in the OFDA Guidelines) in order to be purchased with USAID/OFDA funds.

Example of indicators

- ❖ Number and percentage of cases diagnosed and treated per standardized case management protocols, by sex and age
- ❖ Case fatality rates for diarrhea, ARI, measles, and other, by sex and age

Sub-Sector 3: Community Health Education/Behavior Change

Technical Design

Health interventions will be conducted through close liaison with the health sector lead, and only where there are gaps in overall assistance due to lack of resources or difficulty in access. Interventions will focus only on emergency response and not on chronic or ongoing health needs.

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general health activities eligible for the RRF are:

- ❖ Conduct health education sessions on HIV/AIDS, promotion of breast feeding, nutrition in children, and water and vector borne diseases.
- ❖ Refresher trainings/orientation for health workers.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Health interventions will be conducted through close liaison with the health sector lead and only where there are gaps in assistance from the sector lead due to a lack of resources or difficulty in gaining access.
- ❖ Applicant is an active member of the Health Sector (regularly attends meetings).
- ❖ Interventions will focus only on emergency response and not on chronic or ongoing health needs.

- ❖ Prior to any intervention, the grantee will conduct a rapid form-based health assessment and identification of the necessary interventions. Primary health care to displaced populations and host communities will be provided according to the rapid health assessment.
- ❖ In contexts characterized by insecurity and the risks of violence, including sexual and gender-based violence (SGBV), abuse, harassment or exploitation, grantees will be required to incorporate protection into their programs.
- ❖ If medicines are to be supplied, the grantee must follow the rules and regulations outlined under restricted goods (see 'Health sub-sector Medical Commodities and Pharmaceuticals' in the OFDA Guidelines) in order to be purchased with USAID/OFDA funds.

Example of indicators

- ❖ Number of community health awareness sessions conducted.
- ❖ Number of health workers trained.

The following sectors will also come within the remit of the Rapid Response Fund, though responses are anticipated to be more limited in scope:

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| Sector 5: Protection |
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Objective: To enhance the capacities of local partner organizations to provide access to reliable information on the protection needs of displaced persons and other affected populations so as to foster better targeted humanitarian relief and protection interventions.

Beneficiaries: People affected by natural or man-made disasters and who have been forced to flee their place of origin. People returning to their area of origin where basic services are limited or overstretched, possibly exacerbating inter-communal tensions and thereby increasing protection needs.

Geographic Area(s): Priority is Abyei, Blue Nile, Darfur, South Kordofan and West Kordofan, although interventions are also possible throughout Sudan. Interventions in Abyei will need to be conducted in close coordination with IOM South Sudan RRF to avoid duplication.

Sector Level Coordination: The grantee will coordinate its protection efforts with relevant UN agencies, particularly UNHCR and UNMIS Protection, with local and international NGOs, and with community based organizations.

Sub-Sector 1: Protection Coordination and Advocacy

Technical Design

The selected grantee will work with existing structures on the ground and in close coordination with UNHCR. **To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead**

standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Possible Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general protection coordination and advocacy activities eligible for the RRF are:

- ❖ Identification of persons with specific needs.
- ❖ Protection awareness-raising and mainstreaming amongst NGO personnel, authorities, community protection networks (community-based protection), communities themselves, and other relevant parties. Distribution of assistance to community protection monitors (such as phone credit, flashlights, uniforms, and/or other forms of support).
- ❖ Attend interagency and government coordination meetings.
- ❖ Direct interventions with partners (government/UN or NGO) to mitigate protection concerns related to distribution of relief items or other relief activities.
- ❖ Conduct new trends and situation analysis monitoring assessments and produce regular reports which would be referred to protection working group for timely emergency response which especially addresses the needs of the most vulnerable population group.
- ❖ Supporting community self-help activities through assessments, establishing community structure mapping, strengthening capacity of community members involved in self-help activities and dissemination of protective information on threats and referral pathways.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Applicant is an active member of the Protection Sector (regularly attends meetings).
- ❖ Applicant has a confirmed capacity in protection activities as verified by the sector lead (UNHCR).
- ❖ Any data pertaining to affected persons and those vulnerable must be handled in strict confidence. When information identifying vulnerable populations and their conditions is to be disseminated to agencies and government authorities, plans to share data in a secure and sensitive manner must be established.
- ❖ Any reporting that is provided to authorities or UN agencies will not include names and details of specific persons, unless required for assistance, such as information on unaccompanied minors to UNICEF Child Protection colleagues.
- ❖ All protection activities will adhere to IOM's strict data protection guidelines, a summary of which will be provided to grantees for them to read, understand, and sign to indicate their agreement.
- ❖ All protection activities will be undertaken in accordance with IOM's Guidelines on Protection and in accordance with the 12 Standards of Conduct on Sexual Exploitation and Abuse which can be found below (taken from IOM's Staff Code of Conduct):

41. Staff members should conform to high standards of personal conduct. They should bear in mind that their conduct and activities outside the workplace, even if unrelated to official duties, should not compromise the interests of IOM, bring it into discredit or offend the community in which they live or work. Particular care must be exercised to avoid personal conduct that is incompatible with IOM programmes or policies, and especially those programmes or policies that comprise the official duties of the staff member concerned. This conduct includes affiliation with any person suspected of being

involved in an activity that violates national or international law or human rights standards, such as trafficking in human beings; staff members should therefore adopt exemplary standards of personal behaviour to ensure IOM is contributing to such matters as combating trafficking in human beings and not exacerbating the problem.

42. Humanitarian assistance and services are to be provided in a manner that protects against and prevents sexual harassment, exploitation and abuse of staff members and beneficiaries. Exploitative and abusive sexual activities by staff and implementing partners are absolutely prohibited and perpetrators will be held accountable. Any forced sexual activity including those obtained by the threat of exchange or withholding of humanitarian assistance or services is, by definition, exploitative and abusive, particularly in a camp environment when beneficiaries are at their most vulnerable. As sexual exploitation and abuse are grounded in gender insensitivity and lack of respect of human rights, staff must endeavour to ensure that humanitarian activities are conducted in a gender-sensitive manner and that the views, perspectives, and needs of women, girls and all vulnerable groups are adequately considered.

All grantees will be required to work under these guidelines. Summaries of the codes of conduct regarding data management, protection, and sexual exploitation and abuse will be provided to recipients for them to read, understand, and sign to indicate their agreement.

Example of indicators

- ❖ Number of women, children and persons with specific needs that have access to protection services.
- ❖ Number of protection monitor trainings held.
- ❖ Number of coordination meetings attended.
- ❖ Number of interventions conducted.
- ❖ Number of assessments on protection needs conducted.

Sub-Sector 2: Provision of Items for Vulnerable Persons

Technical Design

The selected grantee will provide and distribute sanitary items to the most vulnerable women in close coordination with UNHCR. **To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.**

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general, activities for the provision of items for vulnerable persons eligible for the RRF are:

- ❖ Provision of sanitary materials for women. A pack will be distributed for those most needy and vulnerable following the criteria of UNHCR and the Protection Sector. Sanitary kits should be in line with standard kits agreed upon by the Protection sector lead, but generally include: 1x bucket; 4x underwear; 400 grams of soap; and 200 meters of cloth (cut into pieces).

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Applicant is an active member of the Protection Sector (regularly attends meetings).
- ❖ Applicant has a confirmed capacity in protection activities as verified by the sector lead (UNHCR).

Example of indicator

- ❖ Number of women/girls provided with sanitary materials

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| Sector 6: Shelter & Settlements |
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Objective: To increase coordination among actors involved in the camp management and coordination sector and to provide Emergency Shelter (ES) to address immediate needs of victims of conflicts, displaced persons and other affected populations.

Beneficiaries: Camp/settlement management agencies, IDPs, and returnees.

Geographic Area(s): Priority is Abyei, Blue Nile, Darfur, South Kordofan and West Kordofan, although interventions are also possible throughout Sudan. Interventions in Abyei will need to be conducted in close coordination with IOM South Sudan RRF to avoid duplication.

Sector Level Coordination: The grantee will coordinate its efforts with other agencies and with the Government of Sudan by participating in regular relevant sector working groups and coordination meetings. Coordination with OCHA and the shelter sector lead must be ensured.

Sub-Sector 1: Camp Coordination and Camp Management (CCCM)

Technical Design

To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies recommended activities may vary, but in general, in coordination with governmental, UN and agency partners, camp coordination and camp management activities eligible for the RRF are:

- ❖ Participate in Inter-Agency Meetings as well as other camp coordination and sector meetings to discuss camp activities and address humanitarian gaps in services in order to eliminate overlaps in partner coverage and ensure that populations in need receive essential items as quickly as possible.
- ❖ Improve electronic databases of the IDP population to enable the gathering of socio-demographic data for use in program planning, targeted provision of assistance, protection activities, and identifying extremely vulnerable individuals (EVIs) within the IDP population (e.g. female-headed households, unaccompanied minors, physically and mentally challenged, the sick and the elderly).
- ❖ Create a monitoring system to report gaps in response and track mortality and morbidity rates within the camps.
- ❖ Grantees may request OFDA-approved shelter specifications and technical assistance where required to ensure shelter standards are maintained.
- ❖ Organize Information Awareness Campaigns for IDPs.
- ❖ Liaise with external stakeholders: local and regional government officials, UN agencies and NGOs to improve the planning and coordination of existing and new programs.
- ❖ In cases where no established camp management entity is present, provide support to NGOs and/or HAC representatives in coordinating camp needs to fill this gap.

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements

- ❖ Applicant is an active member of the Coordination and Common Services Sector (regularly attends meetings).
- ❖ When information identifying vulnerable populations and their conditions is to be disseminated to agencies and government authorities, plans to share data in a secure and sensitive manner must be established.
- ❖ Any reporting provided to authorities or UN agencies will not include names and details of specific persons unless required for assistance, such as information on unaccompanied minors disseminated to UNICEF Child Protection colleagues.
- ❖ CCCM projects must ensure that cross-cutting issues such as gender and protection are mainstreamed in line with state-level guidance.

Example of Indicators

- ❖ Number of sector inter-agency meetings chaired and/or participated in
- ❖ Number of organizations receiving OFDA-approved shelter specifications
- ❖ Number of information awareness campaigns conducted
- ❖ Number of trainings/CCCM support interventions conducted
- ❖ Number of databases established/improved
- ❖ Number of monitoring systems established

Sub-Sector 2: Emergency Shelter

Technical Design

Grantees will be prioritized on the basis of having existing stock to ensure rapid deployment. **For emergency shelters (plastic sheets), applicants must first contact the sector lead to see if materials are available through the Common Pipeline before applying for the RRF. If plastic sheets are not available and to support consistency and clear procedures in an emergency response, the grantee**

must coordinate closely with the relevant sector lead and adhere to sector lead standards, technical recommendations, and sector-identified priorities and needs prior to submitting a proposal. This consultation must be clearly demonstrated in the proposal and its activities.

Activities

Depending on local context and the needs of new emergencies, recommended activities may vary, but in general, in coordination with governmental, UN and agency partners, shelter activities eligible for the RRF are:

- ❖ Identification of needs/gaps assessment
- ❖ Beneficiaries' identification/beneficiary list
- ❖ Procurement of items, warehousing, handling, transportation & distribution of ES
- ❖ Coordination with partners regarding distribution of ES, taking into consideration priority needs and community approaches and avoiding duplications
- ❖ Hire providers for procurement and transportation services where necessary
- ❖ Training and information on setting up shelter to communities affected

Although materials, dimensions, and designs of Improved Shelters may change based on differences in local contexts throughout Sudan, the sector lead generally recommends the following Improved Emergency Shelter model (not to be confused with ES, which consists only of one 5x4 plastic sheet):

- ❖ Woven mats (roof and siding)
- ❖ Large bamboo poles
- ❖ Medium bamboo poles
- ❖ Tying string
- ❖ 5x4 plastic sheet (if not already provided through the Common Pipeline/previous NFI distributions) to protect the roof during the rainy season
- ❖ Engine oil to discourage insects (applied only to the base of the shelter beneath the soil to reduce risk of fire)

Cost efficiency will be judged in reference to sector lead cost estimates. Please therefore consult with the sector lead. If an applicant's costs are significantly more or less than these estimates they will still be considered; however, a justification for the price difference must be included in the proposal.

Sector-Specific Requirements:

- ❖ Applicant is an active member of the Shelter Sector (regularly attends meetings).
- ❖ Shelter will normally only be provided to the newly displaced and returnees as a consequence of man-made or natural disasters.
- ❖ Where possible, the grantee will ensure shelter dimensions adhere to internationally recognized guidelines and standards applicable to shelter, such as the SPHERE standards. When this is not possible, the beneficiary community should be consulted.
- ❖ In respect to the ES, the grantee will provide a shelter that is safe, secure, private, and habitable after having conducted appropriate needs assessments. The design of the shelter and the materials used must be familiar where possible, socially acceptable and adequate to the needs on the ground.
- ❖ In cases where the grantee does not have transportation and/or warehousing facilities, the grantee must coordinate with relevant Logistics partners to use common transportation services available in Sudan to humanitarian organizations. This coordination must be reflected in the proposal.

Example of indicators

- ❖ Number of environmentally friendly shelters provided
- ❖ Number of community leaders, committees, and/or beneficiaries trained

5. Monitoring and reporting

Grant recipients will be required to provide progress and final reports (narrative and financial) based on SMART indicators (example indicators included in the RRF Matrix) to ensure reporting on:

1) *Relevance*, the extent to which the objectives of a program or project have been met/changed/need revision, owing to changing circumstances within the immediate context and external environment of that program or project.

2) *Sustainability*, indicating the success of an intervention in providing a bridge to more protracted support (if appropriate).

3) *Impact*, the immediate and long-term consequences of an intervention on the place in which it is implemented, and on the lives of those who are assisted or who benefit from the program.

4) *Effectiveness*, the extent to which a program has been successful in achieving its key objectives.

5) *Efficiency*, how well a given intervention transformed inputs into results and outputs.

On the first business day of each month following the award and for the duration of the project implementation period, grantees will be required to submit brief monthly narrative updates that incorporate progress for each of the above-listed reporting areas. Available information on both quantitative and qualitative indicators should be included.

A mid-term report consisting of both the narrative update **and** a financial update must be submitted halfway through the project implementation period (for example, for a project lasting 90 days, the mid-term report must be submitted on the 45th day). For mid-term dates coinciding with the due date of a monthly narrative update (within 5 days of the first business day of the month), the mid-term report can be submitted in lieu of that month's narrative update.

In addition, a final narrative and financial report must be submitted to IOM within 14 days following the project completion date. The mid-term and final narrative and financial report will be submitted to IOM according to indications in any signed agreement.

Following grant disbursement, the RRF Grant Manager or appointed delegate may monitor and evaluate the implementation of the project. Field visits will be conducted to monitor project activities against stated targets within the framework of the Funding Matrix and the grantee's Project Proposal. Monitoring visits may happen with little to no notice, and grantees must be able to commit to facilitating and participating in such visits with this time constraint in mind.