



## 2021 Guidelines for the Rapid Response Fund in Sudan

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## **1. Background**

Through the support of USAID/OFDA, IOM has established the Rapid Response Fund in 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:

- ❖ Shelter and Settlement (including Shelter-related NFIs)
- ❖ Water, Sanitation and Hygiene (WASH)
- ❖ Health
- ❖ Protection
- ❖ Humanitarian Coordination and Information Management

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 implementing partners 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 non-governmental organizations (I/NNGOs) who currently operate 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 provide life-saving humanitarian assistance to people affected by man-made or natural disasters. Illustrative activities may include the following:

- ❖ Provide shelter and settlement assistance
- ❖ Distribute shelter-related Non-Food Items (NFIs)

- ❖ Implement water, sanitation, and hygiene interventions
- ❖ Provide emergency healthcare
- ❖ Implement emergency response protection support mechanisms
- ❖ Facilitate improved inter-agency coordination and information management

### **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 from the RRF Grants Manager). Upon submission, the RRF Grants Manager will undertake 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 for guidance on whether 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 and current sectorial competence in the area of potential intervention to be supported by the RRF Sudan.
- ❖ Have established and current geographical presence in the area(s) of operation.
- ❖ Have current access to the proposed areas of implementation.
- ❖ Have a current and valid 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 (within one month of the project start date). Organizations who have never worked in the proposed locality, under the proposed sector are unlikely to be eligible for the RRF, and will only be eligible under exceptional circumstances, which will be reviewed on a case by case basis.
- ❖ Have a current and acceptable staffing level in place to implement the project (the requirement to recruit new staff for key positions in the proposed project will not be accepted).
- ❖ Have availability of own funds to commence immediate implementation (whilst RRF grant is being processed).
- ❖ Be able to produce a well-structured, concise and meaningful project proposal that clearly demonstrates adherence to the RRF Guidelines and falls within the recommended sector priorities and standards.
- ❖ Be able to meet standards of financial probity acceptable to the RRF Grants Manager and 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 and OFDA (see Section 6 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 USAID procurement regulations.
- ❖ Applicants already receiving OFDA funds should first consult with OFDA before applying for the RRF to determine if identified needs can be met through their already existing OFDA-funded 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 this RRF Sudan Guidelines document. Proposals should be completed using the RRF Sudan Narrative and Budget 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 Grants Manager prior to applying to verify the maximum amount available per sector.

Where there are known and trusted implementing partners and in the event that there is only one organization that can feasibly implement a desired intervention, RRF may directly approach the organization to request a grant proposal submission for a rapid response to the emergency. This may also occur if an assessment identifies the need for an emergency response in a specific location and sector. To ensure that this is done in an equitable manner, RRF will always first consult with the relevant Sector Coordinator to receive recommendations on an appropriate agency who could successfully implement the intervention required.

#### **General Requirements**

RRF grants will be allocated according to the following important requirements, therefore applicants are requested to ensure that they meet all the requirements listed below:

- ❖ Priority shall be given to projects that propose to address a new emergency or recently worsened emergency, meaning an event causing acute needs must have occurred no more than 3 months before an application is submitted to the RRF.
- ❖ Proposed activities that seek to assist displaced communities that have received no support due to access restrictions, will also be given priority for receiving RRF assistance, once access is granted;
- ❖ Other projects addressing urgent humanitarian needs, as identified by IOM, OFDA and/or relevant Sector Leads, may also be considered for funding;
- ❖ Proposed projects do not duplicate existing activities implemented by the same applicant or by other organizations;
- ❖ Applicants consult relevant Sector Leads to confirm the needs and gaps in services before submitting a proposal;
- ❖ Gaps in services resulting from the emergency are clearly demonstrated and explained in the proposal, with inter-agency or other relevant assessment reports attached and/or verifiable data sources cited (i.e. IOM DTM data, relevant Sector-generated data, etc.) Any other relevant activities conducted by the applicant should be stated, with clear justification for why they are being proposed and how they fill unmet needs;
- ❖ 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;
- ❖ Cost-effectiveness is determined in relation to the estimated costs of interventions provided by the Sector, as stated in these Guidelines. Budgets in excess of these cost estimates should include a well-justified explanation;
- ❖ 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 (up to four-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 address how the applicant will ensure USAID visibility/branding.

While the Fund will prioritize emergency activities that do not last for more than four months (full project implementation period), consideration may 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 be clearly demonstrated in the RRF proposal. Given the short timeframe for interventions, it is strongly recommended that applicants apply for only one sector per application in order to strengthen the focus and ultimately the success of the project. It is also expected that new applicants only submit a single proposal at a time.

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 and budget, 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) **Conflict-induced displacement** resulting from inter- and intra-state conflict and inter- and intra-ethnic violence;
- b) **A natural disaster** such as flooding or drought that results in displacement, asset losses, and/or significant health threats.

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**

<b>Sector 1:</b>	<b>Shelter &amp; Settlements</b>
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**Objective:** To provide material support for shelter to address immediate needs of victims of conflicts, displaced persons, and/or other acute emergency affected populations.

**Beneficiaries:** Primary beneficiaries include: 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):** Sudan-wide. 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 with the Emergency Shelter and Non-Food Item (ES/NFI) 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: 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 should coordinate closely with the relevant Sector Lead and adhere to Sector standards, technical recommendations, and Sector-identified priorities and needs prior to submitting a proposal. This consultation should 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 beneficiaries

- ❖ Training on fire prevention to affected populations

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

- ❖ Woven mats (roof and siding)
- ❖ Large bamboo poles
- ❖ Medium bamboo poles
- ❖ Tying string
- ❖ 4m x 6m 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, both RRF staff and 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

**Branding requirements(examples)**

- ❖ Staff wear t-shirts with USAID, IOM logos during awareness/training sessions and distributions
- ❖ Banners featuring USAID, IOM logos during distribution (affixed not hand held)
- ❖ Signboards featuring USAID, IOM logos next to shelters
- ❖ Items distributed printed with USAID, IOM logos (e.g. plastic sheet for shelter)

Please see Visibility section on p. 25 for more information.

***Sub-Sector 2: Shelter and Settlements Non-Food Items (S&S 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 should coordinate closely with the relevant Sector Lead and adhere to Sector standards, technical recommendations, and Sector-identified priorities and needs. This consultation should be clearly demonstrated in the proposal and its activities. Grantees will be prioritized on the basis of having existing stock to ensure rapid deployment.**

### **Activities**

Depending on local context and the needs of new emergencies, recommended activities may vary. In general, however, NFI activities eligible for the RRF include the following:

- ❖ Identification of needs/gaps assessment
- ❖ Beneficiaries' identification/development of 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 items depending on need and recommendations by the Sector Lead. All NFI items approved for RRF funding are subject to clearance by the ES/NFI Sector in order to ensure that they conform to Sector standards. As per USAID standards, long-lasting insecticidal nets (LLINs, or pesticide-treated mosquito nets) and other restricted pest prevention/control chemicals will not be eligible. Specific items might be added or removed according to the circumstances and the identified needs. Typically, however, household kits *may* contain the following:

- 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 reports to verify receipt of NFIs.

#### **Example of indicators**

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

#### **Branding requirements(examples)**

- ❖ USAID, IOM (and grantee) logos printed on the plastic sheets
- ❖ Banners featuring USAID, IOM (and grantee) logos during distribution (affixed not hand-held)
- ❖ Jerry cans with USAID, IOM logos

Please see Visibility section on p. 25 for more information.

### **Sector 2: Water, Sanitation and Hygiene (WASH)**

**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 (e.g. populations receiving less than 7.5 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):** Sudan-wide. 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, 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: installation of new water supplies, rehabilitation of existing ones, and water distribution through tankers. Nevertheless, in the context of this fund, 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 should firstly coordinate closely with the WASH Sector Lead and adhere to Sector standards, technical recommendations, and Sector-identified priorities and needs.

### **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). 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 between 7.5-15 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 installed.
- ❖ Number of people provided with access to safe water supply (between 7.5-15/liters/person/day within 1 kilometer distance).

**Branding requirements(examples)**

- ❖ USAID, IOM logos printed on the bladders/tanks
- ❖ Banners featuring USAID, IOM logos next to rehabilitated/maintained water points (affixed not hand-held)
- ❖ Distributed items have USAID, IOM logos printed on

**Please see Visibility section on p. 25 for more information.**

***Sub-Sector 2: Sanitation***

**Technical Design**

**To support consistency and clear procedures in an emergency response, prior to submitting a proposal the grantee should firstly coordinate closely with the WASH Sector Lead and adhere to Sector standards, technical recommendations, and Sector-identified priorities and needs. This consultation should 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.
- ❖ Installation 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).
- ❖ Installation 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 communal hand-washing stations provided.
- ❖ Number of latrines rehabilitated.
- ❖ Number of people served by solid waste management campaigns.

### **Branding requirements(examples)**

- ❖ USAID, IOM logos printed on the latrine superstructure (e.g. plastic sheeting)
- ❖ USAID, IOM logos printed on the handwashing stations (e.g. plastic sheeting)
- ❖ Banners featuring USAID, IOM logos next to latrines/handwashing stations (affixed not hand-held)
- ❖ Waste management/cleaning campaign tools printed/stickered with USAID, IOM logos

Please see Visibility section on p. 25 for more information.

### ***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 should firstly coordinate closely with the WASH Sector Lead and adhere to Sector standards, technical recommendations, and Sector-identified priorities and needs. This consultation should 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 as recommended by the WASH Sector Lead at the state level, and *may* include the following:
  - 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 minimum SPHERE/WASH sector standards.
- ❖ Activities will be conducted through hygiene leaders identified amongst 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.
- ❖ Number of beneficiaries received hygiene kits.

#### **Branding requirements(examples)**

- ❖ USAID, IOM logos printed on the hygiene kits (bag not necessarily each item)
- ❖ USAID, IOM logos printed on IEC materials used/distributed
- ❖ Banners featuring USAID, IOM logos during trainings/distributions

Please see Visibility section on p. 25 for more information.

#### **Sector 3: Health**

**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):** Sudan-wide. 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 disease outbreaks should be declared by MoH/WHO.**

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

### **Activities**

Depending on local context and the needs of new emergencies recommended activities may vary. 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.
- ❖ Support for nutrition activities (excluding procurement of food or feeding supplements or longer-term activities)

**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 has a current and valid registration with the MoH and HAC
- ❖ 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) and adheres to minimum MoH and Health Sector standards.
- ❖ Applicant has current and ongoing capacity to deliver a minimum, basic health care package, primarily through outpatient consultations and drugs disbursement.
- ❖ 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.
- ❖ Proposals demonstrate the involvement of affected populations in the project cycle as well as ensuring transparency and accountability to the beneficiaries.

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.
- ❖ Number of nutrition staff trained in screening for malnutrition using MUAC
- ❖ Number of health education campaigns delivered, promotion of good feeding practices

#### **Branding requirements(examples)**

- ❖ USAID and IOM logos affixed/stickered on side of mobile clinics
- ❖ Signboard featuring USAID, IOM logos outside fixed clinics
- ❖ Staff wear t-shirts with USAID, IOM logos during patient consultations (e.g. mobile clinic staff)
- ❖ USAID and IOM logos on IEC materials
- ❖ Banners featuring USAID, IOM logos during trainings/distributions/campaigns

Please see Visibility section on p. 25 for more information.

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

##### **Activities**

Depending on local context and the needs of new emergencies recommended activities may vary. Please note that as per USAID standards, LLINs or other restricted pest prevention/control chemicals will not be eligible under the RRF grant. Specific items might be added or removed according to the circumstances and the identified needs. 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.
- ❖ Provision of protective items such as 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).

**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

#### **Branding requirements(examples)**

- ❖ USAID and IOM logos on side of mobile clinics
- ❖ Signboard featuring USAID, IOM logos outside fixed clinics
- ❖ Staff wear t-shirts with USAID, IOM logos during patient consultations (e.g. mobile clinic staff)
- ❖ USAID and IOM logos on IEC materials
- ❖ Banners featuring USAID, IOM logos during trainings/distributions/campaigns
- ❖ Items distributed printed with USAID, IOM logos (e.g. mosquito nets)

Please see Visibility section on p. 25 for more information.

#### ***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 should coordinate closely with the relevant sector lead and adhere to sector standards,**

**technical recommendations, and sector-identified priorities and needs. This consultation should 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.

#### **Branding requirements(examples)**

- ❖ Health workers wear t-shirts with USAID, IOM logos during awareness sessions
- ❖ USAID and IOM logos on IEC materials
- ❖ Banners featuring USAID, IOM logos during trainings/distributions/campaigns

**Please see Visibility section on p. 25 for more information.**

<b>Sector 4: Protection</b>
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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):** Sudan-wide. 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 should coordinate closely with the relevant sector lead and adhere to sector standards, technical recommendations, and sector-identified priorities and needs. This consultation should 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.

#### **Branding requirements(examples)**

- ❖ Staff wear t-shirts with USAID, IOM logos during awareness sessions
- ❖ USAID and IOM logos on IEC materials distributed
- ❖ Banners featuring USAID, IOM logos during trainings/distributions/campaigns
- ❖ Items distributed printed with USAID, IOM logos

**Please see Visibility section on p. 25 for more information.**

#### ***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 should coordinate closely with the relevant sector lead and adhere to sector standards, technical recommendations, and sector-identified priorities and needs. This consultation should 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, and *may* 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 received sanitary materials

#### **Branding requirements(examples)**

- ❖ Staff wear t-shirts with USAID, IOM logos during distributions
- ❖ USAID and IOM logos on IEC materials distributed
- ❖ Banners featuring USAID, IOM logos during trainings/distributions/campaigns

- ❖ Items distributed printed with USAID, IOM logos (e.g. hygiene kits- bag not individual items)  
Please see **Visibility section on p. 25 for more information.**

## **Sector 5: Humanitarian Coordination & Information Management**

**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):** Sudan-wide. 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, the Coordination and Common Services Sector (CCS), and/or other relevant sector leads; 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 should coordinate closely with the relevant Sector Lead and adhere to Sector standards, technical recommendations, and Sector-identified priorities and needs. This consultation should 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 IOM and Sector 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 existing state-level mechanisms and/or standards, such as information on unaccompanied minors disseminated to the Protection Sector.
- ❖ Coordination interventions that monitor emergency response projects must ensure that cross-cutting issues such as gender and protection are mainstreamed in line with Sector 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.

#### **Branding requirements(examples)**

- ❖ USAID and IOM logos on reports produced
- ❖ Banners featuring USAID, IOM logos during M&E activities (affixed, not hand-held)
- ❖ Staff wear t-shirts with USAID, IOM logos during assessments

**Please see Visibility section on p. 25 for more information.**

## **5. Financial process**

### **5.1 Grant allocation**

The RRF sets aside an envelope for each eligible sector, with the following funding ceilings for each project during the 2019-2020 grant cycle:

RRF Eligible sector	Funding ceiling per proposal in USD (\$)
1. Shelter and Settlement	\$250,000
2. Water, Sanitation and Hygiene (WASH)	\$250,000
3. Health	\$250,000
4. Protection	\$100,000
5. Humanitarian coordination and information management	\$25,000

The granting period is year round; RRF is an open grant mechanism that accepts applications on a rolling basis as needs arise and until the depletion of the total fund amount.

## 5.2 Budget preparation

Since each eligible sector has very different budgeting needs due to very different types of projects, the RRF strives to remain flexible to the project need by maintaining flexible budget guidelines. The following recommendations are made to potential applicants:

1. Each project will be examined for cost-effectiveness based on past proposals in the same sector and based on sector-approved commodity prices (Sector Leads have committed to providing this information to all potential applicants upon request).
2. The support vs. project cost will be examined for cost-effectiveness based on the requirement of the project and in comparison to past proposals in the same sector. In particular, attention will be paid to excessive support costs (to include overheads and staff contributions) and high levels of staffing. Where necessary, IOM will also refer to internal or external sector experts for guidance.
3. The proposed budget is expected to be detailed and comprehensive and shall include all costs as listed in the proposal and log frame. The level of detail expected should include individual processes for all activity components, should include quantities and unit costs as and when applicable, and should avoid lump sum amounts without a cost or unit breakdown.
4. All budgets must include a small amount for visibility (USAID and IOM visibility is required) with a clear description of the items being proposed.

## 5.3 Payment modality

Funding is usually disbursed in three tranches or installments up to a maximum of 50% of the total budget in the first tranche (dependent on the project proposed), followed by a maximum of 30% in the second and a final 20% in the third and last installment. Second and third installments require grantees to have spent a minimum of 70% of their current tranche and are also contingent on receipt and approval of their narrative and financial reports.

The first installment typically requires an average of two weeks to process from the date of grant signature, therefore applicants will be expected to have own funds with which to commence immediate implementation.

## 5.4 Financial reporting

As indicated under point 5.3, financial reports will be expected at the mid-term and end of the project. In particular, IOM-RRF staff may undertake a financial review at the grantee's premises at the end of the project. Copies of all original invoices must be produced both electronically and in hard copy for this review, along with supporting documents for all expenditures under the project. The final installment

will only be released upon approval of the final narrative report and a successful financial review.

## 6. Monitoring and reporting

### 6.1 Monitoring

Grant recipients will be required to provide progress, monitoring and final reports (narrative and financial) based on SMART indicators 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.

At the mid-term of the project, recipients will be requested to complete a mid-term monitoring report on RRF-IOM template, which includes an in-depth investigation into the progress, challenges and achievements of the project, and which is expected to include direct beneficiary quotes. In addition, IOM staff may wish to undertake a physical mid-term monitoring visit to the project site. 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.

Following project completion, the RRF Grants Manager or appointed delegate will evaluate the implementation of the project. Field visits will be conducted to evaluate project activities against stated targets within the framework of the Funding Matrix and the grantee's Project Proposal. RRF-IOM staff may request the phone numbers of beneficiaries in order to contact them directly for a more in-depth information and in order to respect our accountability to beneficiaries. Grantees are expected to be able to commit to facilitating and participating in such requests/visits. Findings from the final evaluation undertaken by IOM will be shared back with the grantee, with OFDA, and as requested by the relevant Sector Lead(s). Grantee performance will be taken into account when considering future applications.

### 6.2 Reporting (narrative and financial)

Grantees will be required to submit a brief monthly narrative update that highlights progress under each of the outputs listed in their proposal for each month of implementation following the grant signature date. These monthly narrative reports will be in the form of a cumulative report with the monthly update following on from the previous month's report. Information on both quantitative and qualitative indicators should be included.

A separate mid-term monitoring report (as indicated under section 5.1) consisting of both the narrative update **and** a detailed financial update must be submitted halfway through the project implementation period. The request for a second grant installment will only be released upon IOM-RRF team approval of the mid-term narrative and financial reports, but may be further withheld in the event that project progress is not considered to be satisfactory.

In addition, a final narrative and financial report must be submitted to RRF 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. The final grant installment will only be released upon IOM-RRF team approval of the final narrative and financial reports, but may be further withheld in the event that project progress is not considered to be satisfactory.

## **7. Visibility**

### 7.1 Branding rules

Branding is important in the RRF, as the short-term nature of projects means that donor recognition can easily be overlooked or forgotten. Whilst there is recognition that the short project term can limit the types of branding applied, all applicants are nevertheless expected to budget for and include branding in their projects. Branding rules for USAID must be adhered to and can be found through the following link: [www.usaid.gov/branding](http://www.usaid.gov/branding)

USAID/OFDA do recognize that there may be contexts in which branding is not desirable due to security or other concerns. In this case the proposal must clearly state that branding cannot be applied, explaining the reason why, and a waiver can be sought from USAID/OFDA.

### 7.2 Media visibility

In addition to donor recognition, media visibility is also desirable for all RRF projects. Media visibility is beneficial as it allows all stakeholders to understand the impact and reach of the RRF. Media visibility is also beneficial for grantees as it increases grantee recognition widely. The RRF encourages its partners to produce any of the below listed external communications materials to boost visibility of their interventions:

- Social media posts
- Beneficiary success stories
- Posters (themed or stand-alone)
- Press releases
- Website news pieces
- Photobooks
- Factsheets

### 7.3 Photographs

Since media visibility depends heavily on photographs, the RRF emphasizes the importance of receiving high quality photographs from all projects, with an equal emphasis on obtaining the beneficiary's informed consent. IOM Sudan's photography guiding notes provide useful information on both content, quality and consent. All grantees are expected to provide high quality photos, not only as part of the monitoring requirements, but also for media visibility purposes.