**RRF – Modus Operandi**

1. **Purpose**

The purpose of the rapid response funds (RRF) is to provide one-time financial resources to national members of the ACT Alliance, in the first days following a category 1 (local/national) emergency and where national members have the capacity to respond.

The RRF must be geared towards lifesaving activities (such as: food security, shelter/NFIs, health, nutrition, WASH and protection) in an emergency. The emergency could be of a rapid onset nature (for example a flood) or of a complex humanitarian character (for example a localized refugee or internally displacement situation as result of a breakdown of social, political and economic systems). RRF funds can also be used to cover the cost of replenishment of a member’s in-country stocks which were used in the emergency response.

Ordinarily, the rapid response funds (RRF) is a tool used exclusively for category 1 (local/national) emergencies; however, under particular circumstances RRF can also be used in category 2 (global/large-scale) emergencies. More specifically, the RRF can requested by national implementing members, through the Forum, as an advance on a forthcoming appeal for immediate life-saving or humanitarian needs assessment activities. This would act as an immediate “start-up” fund, allowing for a maximum of 150,000 USD to be used in the first 6-8 weeks of a large-scale/global emergency. This amount needs to be reimbursed in the forthcoming appeal.

1. **Need to know**

***Eligibility?***

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| ***Eligible*** | ***Not eligible*** |
| * National ACT Alliance Members, with capacity to respond only within the borders of their specific country are eligible for the RRF * Eligibility for the RRF is also restricted to members who have signed the Membership Cooperation Agreement and are in good standing (positive compliance with reporting requirements from previous ACT emergency response and not suspended). | * Members who have the capacity to respond across international borders (such as neighbouring countries), or are considered global or international organisations are not eligible. * Local partners of global or international members, who are not ACT members themselves, are not eligible. |

***Who can submit?***

Only one RRF per emergency will be issued. Accordingly, when there is more than one ACT alliance member in the country, there should be consultation within the forum/among members prior to the RRF submission being sent to the ACT Secretariat; i.e. the RRF request should be sent by the Forum or endorsed by all ACT members in a country where no Forum exists.

***Funds and timeframe?***

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| ***Forums without an up to date EPRP[[1]](#footnote-1)*** | ***Forums with an up to date EPRP*** |
| The RRF is limited to **0 - 3 months** implementation timeframe and members can request up to a maximum of **60,000 USD.** | The RRF implementation timeframe is extended up to **6** **months** and members can request up to a maximum of **150,000 USD.** |

Please note that no more than **5%** budget can be allocated to indirect costs and any unspent balance from the RRF implementation must be returned to the ACT secretariat.

In cases where the RRF leads to an Appeal (if the magnitude of the emergency is greater than originally thought), then the initial RRF funding will be treated as a funding advance. This means that once the funds for the Appeal are received, the ACT Secretariat replenishes the advance from Appeal funds until the full amount has been recovered. Please note that the request for an Appeal must be made within three months of the starting date of the RRF.

***Compliance?***

* RRF requests must be made in accordance with other ACT Alliance policies and guidelines. Furthermore, the proposed response must adhere to humanitarian principles, the ACT Alliance Code of Conduct, and the Core Humanitarian Standards.
* The RRF must be submitted to the ACT secretariat in English. Translation costs incurred by the member can be included in the RRF budget. The final document will be issued by the ACT secretariat in English only.
* Expenditure will be reported against the original budget headings. The USD equivalent MUST be shown alongside with local currency reporting as was in the budget.
* Any unspent balance from the RRF implementation must be returned to the ACT secretariat

1. **How to complete the RRF format**

Please follow the instruction in *Italic* written directly on the RRF template. Please note that the RRF consists of two templates: 1- the narrative template “word document” and the financial template “excel spreadsheet”

1. **Responsibilities**

The Forum/requesting member(s)

* Responsible for coordinating with other members in the country and submitting the RRF on behalf of all members, to the ACT Regional Secretariat. The Forum/requesting member(s) is also responsible for subsequently revising the RRF, according to the inputs from the ACT Regional Program Officer.
* Once approved and funds disbursed, the Forum/requesting member(s) will submit situation report (SitRep) to the ACT Secretariat at the end of the first month following the emergency.
* A final report (consisting of one narrative and one financial per member) will be prepared by the Forum/requesting member(s) and submitted to the ACT Secretariat (Regional Program Officer) within 60 days of completion of RRF activities. The Final report complies with the ACT Appeal and RRF reporting guidelines and uses the ACT Appeal and RRF financial and narrative report templates. Support and guidance for these requirements will be provided by the ACT Secretariat.
* An audit report is required by the ACT Secretariat if one member receives 50,000 USD or more for an RRF. The audit report must be submitted within 90 days of completion of RRF activities. If a member receives less than 50,000 USD, an audit report does not need to be submitted to the ACT Secretariat. However, the member must include the RRF funds in the annual audit of the member organization. Income and expenditure incurred on the RRF should be clearly distinguished and identifiable from the annual audit report. While ACT will not be requesting these audit reports on a regular basis, the member must be able to produce the annual audit report upon request by the ACT Secretariat.

The ACT Regional Secretariat

* Responsible for providing quick and pertinent feedback on the first draft of the RRF to the Forum so that a revised draft can be written. The ACT Regional Secretariat is also responsible for posting the RRF once it has been approved and signed off. Furthermore, the ACT Regional Secretariat will inform the membership with regards to the RRF.

The ACT Global Secretariat

* Responsible to approve the RRF (Global Humanitarian Coordinator)
* Responsible for signing off the RRF (Head of Strategy and Partnerships)
* Responsible for disbursement of the funds (ACT Global Secretariat finance department)
* Reports to funding members and donors

1. Emergency Preparedness and Response Plans [↑](#footnote-ref-1)