**RRF GUIDANCE NOTE**

**For: MEMBERS**

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

***Please note that the document is an interactive word document that is locked. It will only permit you to choose options, tick boxes and enter text in designated spaces. Those spaces are identifiable by the words “Choose an item”, a box “***[ ] ***”, or “Click here to enter text” and are highlighted in yellow.***

***Section 1***: ***Overview of response***

* Enter the name of the country where the crisis occurred in the space labelled “click here to enter text” (name of country)
* Enter the name of the RRF response in the space labelled “click here to enter text” (name of RRF response)
* Select a date from the drop down calendar when the project will start “click to enter the date” (start date of project)
* Select a date from the drop down calendar when the project will end “click to enter the date” (end date of project)
* Enter the numeric value corresponding to the total duration of the project in months in the space labelled “click to enter text”(total duration of project)
* Tick (x) on all the boxes that are relevant
* Provide a description of the targeted beneficiaries per sector in the space labelled “click to enter text”(targeted beneficiaries)
* Enter the numeric value of the total budget requested in the space labelled “click to enter text”(total budget)
* Select either “yes” or “no” from the drop down list in the space labelled “choose an item”(yes/no)

***Section 2***: ***Narrative summary***

* Enter text to describe the background of the event in the space labelled “click here to enter text” (describe background). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe the humanitarian needs in the space labelled “click here to enter text” (description of humanitarian needs). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe ACT’s forum/member’s capacity to respond in the space labelled “click here to enter text” (describe ACT’s forum/member’s capacity to respond). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Describe the proposed response either by providing a narrative description in the space labelled “click her to enter text” (description of proposed response) or fill out each section of the table. Please note there is no need to do both.
* Carefully read through the RRF guidance note and the ACT Alliance child safeguarding document and answer whether or not the proposed response honours ACT’s commitment to Child Safeguarding by ticking either the “yes” or “no” box.
* Enter text to describe the monitoring and evaluation mechanisms in the space labelled “click here to enter text” (describe M&E mechanisms). Please note that there are notes in red below to help provide you with some guidance for writing this section.

***Section 3***: ***ACT Alliance coordination***

* Enter text to describe the coordination mechanisms in the space labelled “click here to enter text” (describe coordination mechanisms). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe the implementation arrangements in the space labelled “click here to enter text” (describe implementation arrangements). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe the human resources and administration of funds in the space labelled “click here to enter text” (describe admin structures). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe the communication mechanisms in the space labelled “click here to enter text” (describe communication mechanisms). Please note that there are notes in red below to help provide you with some guidance for writing this section.

***Section 3***: ***Budget summary***

* Copy and paste in picture format your finance table from excel in the space with the picture icon (insert budget). Please note you need to paste it at the bottom of the RRF format under further information section as a picture than copy and paste it back into that designated space.

***Section 5***: ***Mandatory annexes***

Ensure to fill out and submit the two mandatory annexes (annex 1 – bank & contact details; annex 2 – Good Faith Agreement) along with the RRF template.