

**Rapid Response Fund Payment Request No.**

**Funds Sent To:**

**Amount Sent:**

**Date:**

**Details of Response**

**Emergency:**

**Date of Emergency:**

**ACT Requesting Member(s):**

1. **NARRATIVE SUMMARY *(To be completed in Microsoft Word – Maximum 6 pages) – BY THE FORUM***

**DETAILS OF THE EMERGENCY**

*(Provide information on type and date. Specify geographical areas affected. Include statistics on impact on human lives and damage. Where possible, estimate total number of persons [men, women, boys, girls] affected, and extent of gender- and age-specific impact).*

**ACTIONS TO DATE, AND EMERGENCY NEEDS**

*(Indicate actions taken by member(s) and forum, including preliminary results of Rapid Needs Assessment and a summary of overall emergency needs. Indicate whether locally available stocks of materials have been distributed. Describe how the actions taken respond to different gender needs).*

**PROPOSED EMERGENCY RESPONSE**

**Overall goal**:

(*State the overall goal of the emergency response, if there is more than one ACT member involved).*

**Objective(s) of the emergency response**:

(*State the objectives of the emergency response, by ACT member).*

**Proposed assistance**:

(*For each objective please state the proposed activity.**Summarize proposed activities, by sector. Identify outputs necessary to achieve the objective(s), and specify indicators to measure outputs. The proposed assistance must be gender-sensitive and the outputs planned in a gender-specific manner).*

**Target populations:**

*(Give approximate number and short description, where possible, by age and sex (sex ratio M-F, % under 5, % 6-17, % 18-65, % over 65), plus information on location. Indicate specific protection, security, vulnerability and gender concerns. Please indicate how the target populations and communities have been included in the design of the project, and how they will be involved in its implementation).*

**Implementation arrangements**:

*(Specify which members(s) or other agencies will carry out the emergency response, and whether a local Memorandum of Understanding/Cooperation Agreement is in place with non-member agencies).*

**Coordination:**

*(State how coordination, including visibility in the country, will be effected (among members, through a forum, and with other agencies), and how ACT members intend to fit into the country-wide inter-agency response and the UN cluster system).*

**Communications:**

*(What communication activities are planned? Is a communicator in place to assist members/forum with communications and media activities? Is there a communications strategy in place?).*

**Principles and Standards**:

*(State how you will ensure that ACT policies and codes of conduct (including Sphere and the Red Cross Code of Conduct) will be adhered to. Do you see any major constraints to any elements of the Code of Conduct?).*

**Planned implementation period:**

*(Indicate planned duration of activities using RRF funds (maximum period is generally three months).*

**Human RESOURCES and Administration of funds:**

*(Describe in brief your structure and procedures as they relate to the administration of the projects – e.g. procedures how to deal with RRF funds, how money is dispensed and system in place for transfer of funds (e.g. HQ to the field), purchase procedures, etc.).*

**Monitoring and Evaluation:**

*(State how monitoring will be conducted, who will undertake key monitoring roles and when. This should be in accordance with monitoring and evaluation guidelines and policies).*

**REPORTING SCHEDULE *(to be completed by ACT SECRETARIAT)***

|  |  |
| --- | --- |
| **Type of Report** | **Due date** |
| Situation report | At the end of the first month following the emergency |
| Final narrative and financial report |  |
| Audit report |  |

1. **FINANCIAL SUMMARY/BUDGET *(To be completed in Excel - one page) BY REQUESTING MEMBER***

*(Should be as per the Budget Excel template attached. If not attached please ask for it from the* Senior Programme Officer, …*).*

1. **APPENDICES TO THE RRF DOCUMENT *(maximum 1 page)***

**Appendix 1:** Bank and contact details of each requesting member ***BY REQUESTING MEMBER***

**1. Requesting member # 1:** (in alphabetical order)

Address:

Telephone number:

Primary contact person name and email address:

Finance contact person(s) name and email address:

(to whom payment notifications from ACT should be sent)

**BANK DETAILS:** (to which funds should be sent by ACT)

Name of beneficiary:

Name of bank:

Address of bank:

Account no. or IBAN number:

Bank swift code:

**2. Requesting member # 2:** (in alphabetical order)

**ACTION**

The ACT Secretariat has approved the use of US$… towards the budget from its Rapid Response Fund and would be grateful to receive contributions to wholly or partially replenish this payment. Should there be an appeal for this emergency, the RRF payment will be considered as an advance.

**For further information please contact:**

ACT Regional Representative – Latin America and the Caribbean, Carlos Rauda (cra@actalliance.org)

ACT Regional Representative – Middle East & North Africa, Gorden Simango ([gsi@actalliance.org](mailto:gsi@actalliance.org))

ACT Regional Representative – Africa, Gezahegn K. Gebrehana (gkg@actalliance.org)

ACT Regional Representative – Asia/Pacific, Anoop Sukumaran ([ask@actalliance.org](mailto:ask@actalliance.org))

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Alwynn Javier

ACT Alliance Global Humanitarian Coordinator