**Rapid Response Fund (RRF)**

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| ***Section 1: Overview of response*** | |
| Click here to enter text.  *Country* | Click here to enter text.  *Name of RRF* |
| |  |  |  | | --- | --- | --- | | **Summary** | **ACT Requesting Member 1** | **ACT Requesting Member 2** | | Implementation period | Click here to enter a date. *Start date*  Click here to enter a date. *End date*  Click here to enter text. (months) | Click here to enter a date. *Start date*  Click here to enter a date. *End date*  Click here to enter text. (months) | | Geographical area | Click here to enter text. | Click here to enter text. | | Sectors of response | |  |  |  |  | | --- | --- | --- | --- | |  | Shelter / NFIs |  | Protection/ psychosocial | |  | Health | |  | WASH |  | Food Security | | |  |  |  |  | | --- | --- | --- | --- | |  | Shelter / NFIs |  | Protection/ psychosocial | |  | Health | |  | WASH |  | Food Security | | | Targeted beneficiaries  (per sector) | Click here to enter text. | Click here to enter text. | | Requested budget (USD) | Click here to enter text. (USD) | Click here to enter text. (USD) | | |
| Is there an updated ACT Forum EPRP? | Choose an item. |
| ***Section 2: Narrative Summary*** | |
| **Background (max. 200 words)**  Click here to enter text.  *Describe nature of the disaster, people affected and response of other actors to date.*  *Key information:*   1. *Date/time;* 2. *Type of disaster;* 3. *Geographical areas affected;* 4. *Statistics on impact on human lives and damage.*   *This is basically the information from the Alert with any additional information that has been collected since the Alert that may be relevant to the actions proposed in the RRF.* | |
| **Humanitarian Needs (max. 200 words)**  Click here to enter text.  *Describe the dire humanitarian situation resulting from the disaster and highlight the most urgent priorities based on unmet needs (based on preliminary results of a rapid needs assessment (RNA) and identified gaps highlighted in coordination meetings).*  *Key information:*   1. *Outline findings (needs) of RNA by sector (shelter/NFIs, health, WASH, protection/psychosocial, food security) then very briefly explain the potential consequences if the needs are not met.* 2. *Outline any key gaps and statistics presented in sectorial meetings.* | |
| **Capacity (max. 100 words)**  Click here to enter text.  *Describe ACT Forum’s/member’s capacity to respond to the emergency.*  *Key information (based on members capacity analysis and Forum EPRP):*   1. *Prior experience in this area/country responding to similar needs* 2. *Scale of capacity already established* 3. *Other ACT members with availability to support* 4. *Actions already taken* | |
| **Proposed response (max. 300 words)**  Click here to enter text.  *Describe ACT Forum’s/members’ proposed response; reverse logical framework approach. Please note that is acceptable to write in narrative form without use of the table.*  *Key information:*   1. *Target areas and target population* 2. *Overall goal, specific objectives, expected results, activities* 3. *Please describe in detail any CASH transfer programme (CTP) activities, i.e. whether unconditional or conditional.*  |  |  |  | | --- | --- | --- | | *Does the proposed response honour ACT’s commitment to Child Safeguarding?* Please see the RRF Guidance Note for concrete examples; for additional guidance please refer to <http://actalliance.org/documents/act-alliance-child-safeguarding-guidance-document/> | Yes | No |  |  |  | | --- | --- | | Problems | Click here to enter text.  *Summarize the problems in one sentence then use the table below to explain how the actions will alleviate the dire situation and strengthen the resilience of the affected populations.*  *For example: Open air defecation is a leading cause of disease within the disaster affected community as the water supplies are contaminated* | | Target beneficiaries | Click here to enter text.  *List and quantify when applicable who will be specifically targeted by the actions undertaken by the ACT forum and it’s implementing partners. Please note, it is good practice and encouraged to disaggregate the data by gender and any other relevant category (age, persons with special needs (pregnant/lactating women, widows, unaccompanied children, etc.) and potential vulnerable groups (ethnic minorities, people of lower class, landless/bonded workers, etc.) if the data is available.* | | Main activities | Click here to enter text.  *List main activities that will be carried out to achieve the above mentioned results – short term goal(s).*  *For example: construction of 100 latrines based on Sphere and WASH cluster standards within four months* | | Specific objective(s)/ Outputs | Click here to enter text.  *List the results that are expected to be generated through the RRF – medium term goal(s)*  *-For example: the disaster affected population will have improved access to sanitation services* | | Overall objective / Outcome(s) | Click here to enter text.  *Explain what the ACT local/national member(s) is hoping to achieve as an overarching goal – long term goal(s)*  *-For example: improve the living condition of the disaster affected population* |   **Reporting Schedule**  *This section is filled out by ACT Alliance Regional Secretariat*   |  |  | | --- | --- | | **Type of Report** | **Due date** | | Situation report | Click here to enter a date. | | Final narrative and financial report (60 days after the ending date) | Click here to enter a date. | | Audit report (90 days after the ending date) | Click here to enter a date. | | |
| **Monitoring and evaluation (max. 100 words)**  Click here to enter text.  *State how monitoring will be conducted, who will undertake key monitoring roles and when. This should be in accordance with ACT monitoring and evaluation guidelines and policies.* | |
| ***Section 3: ACT Alliance coordination*** | |
| **Coordination (max. 100 words)**  Click here to enter text.  *State how coordination, will be effected among ACT members, through the ACT forum, with other actors, agencies, local government structures, affected populations, etc.*  *Key information:*   1. *Roles and responsibility of the different ACT members* 2. *Explain coordination with other actors, agencies and relevant stakeholders* 3. *Explain how ACT members fit into the country-wide inter-agency response and the UN cluster system* 4. *ACT Alliance visibility (co-branding) in the country* | |
| **Implementation arrangements (max. 200 words)**  Click here to enter text.  *Specify the arrangements amongst ACT members and non-members/partners for the implementation of the response.*  *Key information:*   * *State which ACT members(s) will carry out which component of the emergency response* * *State which local implementing partners will carry out which component of the emergency response* * *State which other agencies are collaborating to carry out which component of the emergency response* * *State whether a local Memorandum of Understanding/Cooperation Agreement is in place with non-member partners* | |
| **Human resources and administration of funds (max. 200 words)**  Click here to enter text.  *Describe in brief your structure and procedures as they relate to the administration of the projects.*  *Key information:*   * *Briefly explain the procedures used to manage the RRF funds* * *Briefly explain how the funds are disbursed and the how the funds are transferred (e.g. HQ to the field)* * *Briefly describe the procedures related to purchasing/procurements* | |
| **Communications (max. 100 words)**  Click here to enter text.  *Explain what mechanisms and strategy the ACT forum has put into place with regards to communication and advocacy*  *Key information:*   * Briefly describe the communication strategy * State which communication activities are planned * State if there is a communication focal point for the forum | |
| ***Section 4: Budget Summary*** | |
| *Please insert Budget according to ACT standard format* | |
| ***Section 5: Annexes (mandatory)*** | |
| *Provide the following annexes:*  *Key information (mandatory):*   1. *Annex 1 – Contact and bank details* 2. *Annex X – Contract of good faith* 3. *Results of RNA*   *Other (optional):*   1. *Maps* 2. *Various reports* 3. *Press releases* 4. *Etc.* | |

**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:**

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**Alwynn Javier**

Global Humanitarian Coordinator

ACT Alliance Secretariat