**ACT Alliance**

**Global Response to the COVID-19 Pandemic – ACT201**



**Sub-Appeal Title**

|  |  |
| --- | --- |
| **Budget Requested:**  | xxxx |
|  |  |

**Appeal**

**Appeal Code**

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|  |
| --- |
| Project Summary Sheet |
| Project Title  | *Name of the proposed response* |
| Project ID |  *Identification code/corresponding number (e.g. SYR171)*ACT 201, (insert sub-appeal code here:\_\_\_\_ ) |
| Location  | *Region(s) / Impact Areas* |
| Project Period | *The project will be for a maximum of one year.*

|  |  |
| --- | --- |
| Start Date | Click here to enter a date. |
| End Date | Click here to enter a date. |
| No. of months |  |

 |
| Requesting Forum  |  *Name of ACT forum:*

|  |  |
| --- | --- |
| ☒ | The ACT Forum officially endorses the submission of this Sub-Appeal (tick box to confirm) |

 |
| Requesting members  | *List the requesting members who will be involved in carrying out the actions within the sub-appeal* |
| Contact  | *Please provide the name of the focal person for this sub-appeal and contact details*

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Other means of contact (whatsapp, Skype ID) |  |

 |
| Local partners | *List all local partners that will be carrying out the actions in collaboration with ACT members* |
| Thematic Area(s) | *Tick the relevant sectors/themes of intervention*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Public Health | [ ]  | Shelter and household items |
| [ ]  | Community Engagement | [ ]  | Food Security |
| [ ]  | Preparedness and Prevention | ☐ | MHPSS and CBPS |
| [ ]  | WASH | [ ]  | Gender |
| [ ]  | Livelihood | [ ]  | Engagement with Faith and Religious leaders and institutions |
| [ ]  | Education | [ ]  | Advocacy |
| [ ]  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

 |
| Project Outcome(s) | *Please refer to Global ACT Appeal Outcomes. Ensure alignment with the Global Response.* |
| Project Objectives | *Define your response objectives (maximum of 4). Use SMART formulation.* |
| Target Recipients |

|  |
| --- |
| **Profile** |
|

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Refugees | [ ]  | IDPs | [ ]  | host population | [ ]  | Returnees |
| [ ]  | Non-displaced affected population |

 |

*List and quantify when applicable who will be specifically targeted by the actions undertaken by the forum and its 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. The SitRep template will ask for disaggregated data.* No. of households (based on average HH size): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Sex and Age Disaggregated Data:**

|  |
| --- |
| **Sex and Age** |
|  | 0-5 | 6-12 | 13-17 | 18-49 | 50-59 | 60-69 | 70-79 | 80+ |
| Male |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |

 |
| Project Budget (USD) |  |

**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.*First SitRep due*quarterly |
| 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. |

**Please kindly send your contributions to either of the following ACT bank accounts:**

**US dollar Euro**

Account Number - 240-432629.60A Euro Bank Account Number - 240-432629.50Z

IBAN No: CH46 0024 0240 4326 2960A IBAN No: CH84 0024 0240 4326 2950Z

**Account Name: ACT Alliance**

UBS AG

8, rue du Rhône

P.O. Box 2600

1211 Geneva 4, SWITZERLAND

Swift address: UBSWCHZH80A

Please note that as part of the global approach for this Appeal, pledges/contributions are encouraged to be made towards the total budget of the Appeal, and subsequent allocations will be made through proposal submissions assessed using the defined criteria. Detailed narrative documents and budgets of approved proposals will be communicated to donors of the Appeal. For status of pledges/contributions, please refer to the spreadsheet accessible through this link<http://reports.actalliance.org/>, Appeal Code ACT201.

Please inform the Director of Operations, Line Hempel (Line.Hempel@actalliance.org) and Finance Officer, Marjorie Schmidt (Marjorie.Schmidt@actalliance.org) of all pledges/contributions and transfers. We would appreciate being informed of any intent to submit applications for back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

**For further information, please contact:**

**Africa**

ACT Regional Representative, Elizabeth Kisiigha Zimba (Elizabeth.Zimba@actalliance.org)

Humanitarian Programme Officer, Caroline Njogu (Caroline.Njogu@actalliance.org)

**Asia and the Pacific**

ACT Regional Representative (ad interim), Femia Baldeo (Femia.Baldeo@actalliance.org)

Humanitarian Programme Officer, Cyra Michelle Bullecer (Cyra.Bullecer@actalliance.org)

**Europe**

Humanitarian Programme Officer, Dragana Levicanin (Dragana.Levicanin@actalliance.org)

**Latin America and the Caribbean**

ACT Regional Representative, Carlos Rauda (Carlos.Rauda@actalliance.org)

Humanitarian Programme Officer, Sonia Judith Hernandez (Sonia.Hernandez@actalliance.org)

**Middle East and North Africa**

ACT Regional Representative, Rachel Luce (Rachel.Luce@actalliance.org)

Humanitarian Advisor, George Majaj (George.Majaj@actalliance.org)

All other countries/Forums not supported by ACT Regional Offices/staff can get in touch with the Head of Humanitarian Affairs in Geneva (Alwynn.Javier@actalliance.org)

Visit the ACT COVID-19 webpage: <https://actalliance.org/covid-19>

**Alwynn JAVIER**

Head of Humanitarian Affairs

ACT Alliance Secretariat, Geneva

**BACKGROUND**

***Context and Needs***

|  |
| --- |
| * *Describe briefly how your country has been affected by COVID-19. What has been its impact, including unmet needs, especially for people who are already in a vulnerable situation. What were the government actions and how has this affected the vulnerable people? How is the health system coping or going to cope with the outbreak?*
* *Outline the results of the needs assessment by sector where you will likely provide support and based on what has been outlined in the Global Appeal then very briefly explain the potential consequences if the needs are not met.*
* *Are there specific needs for women, girls, and the LGBTI communities?*
* *How were communities consulted?*
* *Outline any key gaps and statistics presented in sectorial meetings.*
 |
| Please type your response here |

***Capacity to respond***

|  |
| --- |
| * *Describe requesting member and ACT Forum’s collective capacity to respond to the emergency.*
* *Describe how the requesting member/ACT Forum plans to fundraise/access other resources (e.g. other donors, UN HRP, etc.) to support this Appeal. Indicate other contributions, if any.*
* *Prior experience in humanitarian response particularly on the sectors where you will be responding*
* *Scale of capacity already established*
* *Other ACT members with availability to support*
* *Describe relationships with faith actors and what capacities/resources can be tapped*
* *Actions already taken addressing the humanitarian needs for COVID-19*
 |
| Please type your response here |

**RESPONSE STRATEGY**

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| --- |
| *Guided by your Forum Contingency Plan/Response Plan and the Global Response Selection Criteria.* *An introductory paragraph showing how the project addresses the different elements of the Project Selection Criteria in the Call for Proposal (as many elements as possible). How will each requesting member contribute to the overall response strategy.** *Describe the Total ACT Response. Indicate bilateral work and contributions from ACT funders, if any, and how this Appeal will complement or leverage these initiatives.*
* *Target areas and population or groups as identified in the needs assessment and how they were selected*
* *Please mention if you are planning to provide cash and voucher assistance in the sectors of response, or any other approach that consider the operational challenges/restrictions due to COVID-19*
* *Please highlight the role of local faith actors in the design and implementation of the response*
 |
| Please type your response here |

***Impact***

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| *Describe overall objective of the project – what long term impact will the project contribute to and how does this contribute to Global Response?*  |
| Please type your response here |

***Outcomes***

|  |
| --- |
| *What outcomes do you expect from your response and how will it contribute to the ACT Alliance Global Response? Please indicate which Global Response Outcome/s your response contributes to.* * *Indicate contribution of each requesting member to the outcomes of the Global Appeal (maximum of 4), or shared outcomes if not member-specific*
* *There is a possibility to add one Appeal-specific outcome depending on the context and combination of sectoral/thematic focus*
 |
| Please type your response here |

***Outputs***

|  |
| --- |
| *Describe the expected outputs (results) and list the activities that will be carried out to achieve each result. This links to your sub-appeal budget. This should be linked to your budget.* * *Outputs and Activities per Sector/Thematic Focus; may be formulated based on the examples in the Global Appeal or other context-specific outputs/activities*
* *Refer to baseline data if available, preferably sex and age disaggregated data*
* *List of main activities*
* *Estimated type and number of direct beneficiaries per result*
* *Specific guidance for gender programming available in updated Call for Proposals*
 |
| Please type your response here |

***Exit strategy***

|  |
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| *Explain how the project ensures that the benefits derived from the actions are sustained after the project is complete (please provide concept with regards to Linking Relief, Rehabilitation and Development and resilience). Present a clear plan for a context relevant exit/handover strategy at the end of the project.*  |
| Please type your response here |

**PROJECT MANAGEMENT**

***Implementation Approach***

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| *Briefly describe the approach/model for implementing the proposed intervention.** *Why the proposed modalities are the most relevant and effective for the context*
* *Have you identified other actors that will be involved in this project?*
* *How do you ensure that the project recipients have been informed about the project and assistance given to them?*
* *Highlight the role of local faith actors in the design and implementation of the response*
* *Highlight innovations and/or evidence if the approach has been tried in a similar context*
* *Explain how your cash and voucher assistance will be implemented including the delivery modalities you will use.*
* *If there is a current response, how would this project complement or link?*
* *How do you plan to mainstream gender in the project?*
 |
| Please type your response here |

***Implementation Arrangements***

|  |
| --- |
| *Briefly describe the implementation arrangements for each requesting member and within the ACT Forum to manage the project; i.e. the roles and responsibilities amongst members. How will you work with local partners and faith actors and what type of partnership agreements have been made? How are you coordinating with the government, UN, other NGOs, private sector, and (inter)faith networks?* |
| Please type your response here |

***Project Consolidated Budget***

|  |
| --- |
| *Please insert your Consolidated Budget here by copying and pasting it from the ACT Appeal budget (excel file). Further instructions, please:* * *Submit the ACT Appeal Budget (excel file) together with the Appeal template.*
* *Do not include the Income Section in the budget when copying.*
* *Paste using the ‘Picture’ option by using the command CTRL+U).*
 |
| Please type your response here |

***Project Monitoring, Evaluation and Learning***

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| --- |
| *The COVID-19 Response puts a strong emphasis on PMER and Learning. Provide a narrative description of your strategy/plan for monitoring, evaluation and learning, considering the current and future challenges related to mobility and other operational limitations.* * *Who will monitor the project implementation and its frequency?*
* *How performance will be tracked in terms of achievement of targets and results (information management system)*
* *How beneficiaries are involved (participatory monitoring and evaluation)*
* *How adjustments and corrections to programming will be made*
* *How local implementing partners will monitor field activities in situations of remote management*
* *Describe how you will capture lessons and good practices that can help us improve future response*
* *How do you plan to disseminate or share learning across the Forum and the Alliance?*
 |
| Please type your response here |

***Safety and Security plans***

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| *Provide a brief overview of your security risk assessment (Annex 2) related to the implementation of this sub-appeal particularly for countries with limited mobility during lockdowns. What safety and security challenges will frontliners experience (Duty of Care) and how could the program(s) possibly place partner organizations or beneficiaries at risk (Do no Harm)? Also include a brief summary of how implementers will address these challenges and what support you may require to do so; including training, staffing, communications or site enhancements. (For more information or support on conducting security risk assessments and other services please contact the ACT Security Group:* [*www.act-security.org*](http://www.act-security.org)*)** *COVID-19 Risk assessment*
* *Other highlights of the COVID-19 Contingency Plan for business continuity*
 |
| Please type your response here |

**PROJECT ACCOUNTABILITY**

|  |  |  |
| --- | --- | --- |
| *Does the proposed response honour ACT’s commitment to safeguarding including PSEA? All staff and volunteers of requesting members, particularly those involved with the response, will be required to sign the requesting members’ Code of Conduct. If you don’t have one, members can use* [*ACT’s Code of Conduct*](https://actalliance.org/documents/act-alliance-code-of-conduct/)*.* | ☐ Yes | ☐ No |

***Code of Conduct***

|  |
| --- |
| *Briefly explain how Code of Conduct (CoC) will be applied in the project.* * *Have all staff and volunteers involved in the response signed the Code of Conduct?*
* *What specific measures are in place to ensure that the Code of Conduct are integrated within the project (if possible provide examples)*
* *What protocols and plans are in place if there are violations to the Code of Conduct?*
* *How do you communicate the Code of Conduct to the affected communities and persons*
 |
| Please type your response here |

***Safeguarding***

|  |
| --- |
| *Briefly explain how your Safeguarding commitments, particularly Child Safeguarding and Prevention of Sexual Exploitation and Abuse (PSEA), will be operationalized within the project.* * *What specific measures are in place to ensure that the commitments are integrated within the project (if possible provide examples)*
* *What protocols and plans are in place if a Safeguarding-related incident occurs*
 |
| Please type your response here |

***Conflict sensitivity / do no harm***

|  |
| --- |
| *Any project can have unintended consequences: “Although aid can become part of the dynamics of the conflict and may even prolong it, humanitarian organizations must strive to “do no harm” or to minimize the harm they may be inadvertently doing simply by being present and providing assistance. Humanitarian actors need to be aware of this and take steps to minimize the harm when, for example, aid is used as an instrument of war by denying access or attacking convoys; aid is an indirect part of the dynamics of the conflict because it creates jobs, gives incomes in form of taxes, leaves no or little responsibility on the state for social welfare, etc.; or aid exacerbates the root causes of the conflict by securing rebel activities. To minimize possible longer-term harm, humanitarian organizations should provide assistance in ways that are supportive of recovery and long-term development”**Explain how the proposed project ensures that the principle of “do no harm” has been analyzed and will be enforced throughout the project cycle, and what actions will be taken to minimize any possibility of conflict or cause harm.*  |
| Please type your response here |

***Complaints mechanism and feedback***

|  |
| --- |
| *Describe what kind of mechanisms will be put into place within the proposed project to ensure that target groups and stakeholders are able to address their concerns and voice their opinions with regard to the project and the staff behavior in all stages of the project cycle. Furthermore, explain how the above-mentioned target groups and stakeholders will participate in the mechanism and how the Forum/requesting members will ensure the delivery of appropriate and timely feedback.*  |
| Please type your response here |

***Communication and visibility***

|  |
| --- |
| *Describe how the Forum/requesting member(s) will ensure appropriate branding of ACT Alliance in terms of communication and visibility; and how the Forum/requesting member(s) plan to make visible and communicate back donor funding.*  |
| Please type your response here |

**Annexes**

**Annex *1 – Summary Table***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Please input Member name here** | **Please input Member name here** | **Please input Member name here** |
| Start Date | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. |
| End Date | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. |
| Project Period (in months) |  |  |  |
| Response Locations |  |  |  |
| Sectors of response |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Public Health | [ ]  | Shelter and household items |
| [ ]  | Community Engagement | [ ]  | Food Security |
| [ ]  | Preparedness and Prevention | [ ]  | MHPSS and Community Psycho-social |
| [ ]  | WASH | [ ]  | Gender |
| [ ]  | Livelihood | [ ]  | Engagement with Faith and Religious leaders and institutions |
| [ ]  | Education | [ ]  | Advocacy |

 |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Public Health | [ ]  | Shelter and household items |
| [ ]  | Community Engagement | [ ]  | Food Security |
| [ ]  | Preparedness and Prevention | [ ]  | MHPSS and Community Psycho-social |
| [ ]  | WASH | [ ]  | Gender |
| [ ]  | Livelihood | [ ]  | Engagement with Faith and Religious leaders and institutions |
| [ ]  | Education | [ ]  | Advocacy |

 |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Public Health | [ ]  | Shelter and household items |
| [ ]  | Community Engagement | [ ]  | Food Security |
| [ ]  | Preparedness and Prevention | [ ]  | MHPSS and Community Psycho-social |
| [ ]  | WASH | [ ]  | Gender |
| [ ]  | Livelihood | [ ]  | Engagement with Faith and Religious leaders and institutions |
| [ ]  | Education | [ ]  | Advocacy |

 |
| Targeted Recipients (per sector) |  |  |  |
| Requested budget (USD) | US$ | US$ | US$ |

***Annex 2 – Security Risk Assessment***

**Principal Threats:**

Threat 1: Click here to enter text.

Threat 2: Click here to enter text.

Threat 3: Click here to enter text.

Threat 4: Click here to enter text.

Threat 5: Click here to enter text.

*Place the above listed threats in the appropriate corresponding box in the table below. For more information on how to fill out this table please see the ACT Alliance Security Risk Assessment Tool (*[*http://actalliance.org/documents/act-alliance-security-risk-assessment-tool/*](http://actalliance.org/documents/act-alliance-security-risk-assessment-tool/)*)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Impact******Probability*** | **Negligible** | **Minor** | **Moderate** | **Severe** | **Critical** |
| **Very likely** | LowClick here to enter text. | MediumClick here to enter text. | HighClick here to enter text. | Very highClick here to enter text. | Very highClick here to enter text. |
| **Likely** | LowClick here to enter text. | MediumClick here to enter text. | HighClick here to enter text. | HighClick here to enter text. | Very highClick here to enter text. |
| **Moderately likely** | Very lowClick here to enter text. | LowClick here to enter text. | MediumClick here to enter text. | HighClick here to enter text. | HighClick here to enter text. |
| **Unlikely** | Very lowClick here to enter text. | LowClick here to enter text. | LowClick here to enter text. | MediumClick here to enter text. | MediumClick here to enter text. |
| **Very unlikely** | Very lowClick here to enter text. | Very lowClick here to enter text. | Very lowClick here to enter text. | LowClick here to enter text. | LowClick here to enter text. |