**COVID-19 Rapid Response Fund (RRF)**

* *Please refer to* [*ACT Alliance Global Response to the COVID-19 Pandemic – ACT201*](https://actalliance.org/?post_type=appeals_r_r_funds&p=12569) *and the accompanying Call for Proposal guidelines*
* *Please take note of the guide questions in* ***red*** *when responding to each section*

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| ***Section 1: Overview of response*** |
| *Country* |  *Project Title* |
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| **Summary** | **ACT Requesting Member** |
| Implementation period | Click here to enter a date. *Start date*Click here to enter a date. *End date*Click here to enter text. (months) |
| Response locations |  |
| Sectors of response*Please indicate only the sectors where you are directly supporting* |

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| --- | --- | --- | --- |
| ☐ | 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 |

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| Targeted beneficiaries(per sector) | *The Sitrep Template will require you to submit disaggregated data so please make sure that at the start of the response you are already setup to do this.* |
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| Requested budget (USD) | USD |

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| Is there an updated ACT Forum EPRP? *Please submit your COVID-19 Contingency/Response Plan together with this application* | Choose an item. |
| ***Section 2: Narrative Summary*** |
| **Context Analysis** *Describe how your country has been affected by COVID-19. What has been its impact 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? (max 200 words)* |
| **Humanitarian Needs** *Describe the dire humanitarian situation resulting from the impact of COVID-19 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).**Please be guided by the Global Appeal Outcomes. (max 200 words)* *Key information:*1. *Outline the results of your 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.*
2. *Outline any key gaps and statistics presented in sectorial meetings.*
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| **Capacity** *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 humanitarian response particularly on the sectors where you will be responding*
2. *Scale of capacity already established*
3. *Other ACT members with availability to support*
4. *Additional capacity through relationships with churches and other communities of faith, and religious leaders*
5. *Actions already taken addressing the humanitarian needs for COVID-19*
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| **Proposed response** *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).* *In the succeeding session, an outline of your proposed response should be added using the logical framework approach (outcomes, outputs, activities). Please note that is acceptable to write in narrative form without the use of a 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.*

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| *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 organisation’s Code of Conduct. Requesting members can use* [*ACT’s Code of Conduct*](https://actalliance.org/documents/act-alliance-code-of-conduct/)*, if they do not have one.*  | [ ]  Yes | [ ]  No |

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| Problems | *Summarize the problems in one sentence based on your context analysis and humanitarian needs 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 | *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 that we will require disaggregate the data by gender and disability.*  |
| Overall objective / Outcome(s) | *Explain what you are hoping to achieve as a result of this response* |
| Specific objective(s)/ Outputs | *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* |
| Main activities | *List main activities that will be carried out to achieve your outputs in this response**For example: construction of 100 latrines based on Sphere and WASH cluster standards within four months*  |

**Reporting Schedule***This section is filled out by ACT Alliance Regional Secretariat*

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| **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. |

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| **Monitoring and evaluation** *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. Please note that the ACT Secretariat will be drafting a logical framework for the Global Response.*  |
| ***Section 3: ACT Alliance coordination****Note: Many elements in this section can be drawn from the EPRP or COVID-19 Contingency Plan of the ACT Forum/member.* |
| **Coordination** *State if you are involved with the UN Humanitarian Coordination Team and clusters if this has been activated in your country. Please also include how coordinating, 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, including local faith actors and churches*
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*
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| **Implementation arrangements** *Specify the arrangements amongst ACT members and non-members/partners for the implementation of the response. Please include also if you are implementing the response with funds from other donors and the sectors and assistance being funded (or proposed).* *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*
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| **Human resources and administration of funds** *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***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 for RRFs* |
| ***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. *Needs Assessment (primary or secondary)*
4. *COVID-19 Contingency Plan/Response Plan*

*Other (optional):*1. *Maps*
2. *Various reports*
3. *Press releases*
4. *Etc.*
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**ACTION**

The ACT Secretariat has approved the use of US$… from the COVID-19 Rapid Response Fund under the Global ACT Appeal for COVID-19 (ACT201), and would be grateful to receive contributions to wholly or partially replenish this payment.

**For further information, please contact:**

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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