**ACT Alliance**

**Appeal Title**



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

**Appeal**

**Appeal Code**

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| --- | --- |
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|  |
| --- |
| Project Summary Sheet |
| Project Title  | *Name of the proposed response* |
| Project ID | *To be filled by ACT Secretariat -* *Identification code/corresponding number (e.g. SYR171)*  |
| 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)List all organisations’ names |

 |
| Requesting members  | *List the requesting members who will be involved in carrying out the actions within the sub-appeal*Fill in the name of the lead implementing member |
| 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*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Cash and Vouchers | [ ]  | Shelter and household items |
| [ ]  | Camp Management | [ ]  | Food and Nutrition |
| [ ]  | Disaster Risk Management | ☐ | MHPSS and CBPS |
| [ ]  | WASH  | [ ]  | Gender |
| [ ]  | Livelihood | [ ]  | Education |
| [ ]  | Health | [ ]  | Advocacy |
| [ ]  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

 |
| Project Outcome(s) |  |
| 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 |
| Interim Report (narrative and financial) | 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. |

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

**US dollar**

Account Number - 240-432629.60A

IBAN No: CH46 0024 0240 4326 2960A

**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 revised ACT Humanitarian Mechanism, pledges/contributions are **encouraged** to be made through the consolidated budget of the country forum, and allocations will be made based on agreed criteria of the forum. For any possible earmarking, budget targets per member can be found in the “Summary Table” Annex, and detailed budgets per member are available upon request from the ACT Secretariat. Updates on funding levels are available through this link [ 00 Appeals reports](https://actalliance530.sharepoint.com/%3Af%3A/s/Appealsreports/EuhjmaV8j0lEmE6AkKrRFGcBT9L4T-8MAHKED12nFAV7qg?e=ceOHJh), which provides a monthly update for an overview of existing pledges/contributions and associated earmarking for the appeal.

Please send an email to Humanitarian Team (humanitarianfinance@actalliance.org) of pledges and contributions, including funds sent directly to the requesting members. Please also inform us of any pledges or contributions if there are any contract agreements and requirements especially from back donors. In line with Grand Bargain commitments to reduce the earmarking of humanitarian funding, if you have an earmarking request in relation to your pledge, a member of the Secretariat’s Humanitarian team will contact you to discuss this request. 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, Alwynn Javier (alwynn.javier@actalliance.org)

Humanitarian Programme Officer, Muhammad Waqas ([waqas@actalliance.org](waqas%40actalliance.org))

**Europe**

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

**Latin America and the Caribbean**

ACT Regional Representative, Claudia Espinosa (Claudia.espinosa@actalliance.org)

Humanitarian Programme Officer, Anyi Morales (anyi.morales@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 Humanitarian Operations Manager, Cyra Bullecer (cyra.bullecer@actalliance.org)

Visit the ACT website: [https://actalliance.org/](https://actalliance.org/covid-19)

**Niall O’Rourke**

Head of Humanitarian Affairs

ACT Alliance Secretariat, Geneva

**BACKGROUND**

***Context and Needs***

|  |
| --- |
| * *Describe briefly how your country has been affected by the disaster. 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 then very briefly explain the potential consequences if the needs are not met.*
* *Are there specific needs for persons with disabilities, 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 this disaster*
 |
| Please type your response here |

**RESPONSE STRATEGY**

|  |
| --- |
| The **Results Framework** is annexed to this appeal proposal  |
| *Guided by your Forum Contingency Plan/Response Plan* *An introductory paragraph showing how the project addresses the different sectors where there are unmet needs. 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*
* *Please highlight the role of local faith actors in the design and implementation of the response*
* *Please fill out the Results Framework template which serves as an annex to this proposal outlining the summary here*
 |
| Please type your response here |

***Exit strategy***

|  |
| --- |
| *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***

|  |
| --- |
| *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 on how this project will be managed and collaborated, 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***

|  |
| --- |
| *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***

|  |
| --- |
| *Provide a brief overview of your security risk assessment (Annex 2) related to the implementation. 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)*)** *Risk assessment*
 |
| 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/)*.**As ACT Alliance secretariat is CHS certified, ACT appeals will be implemented with adherence to CHS commitments.* | ☐ 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) |  |  |  |

***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. |