Roles and Responsibilities

ACT Alliance Member

ACT Alliance members work collaboratively at the local, national, regional and international levels to deliver impactful humanitarian programming in support of crisis affected communities. ACT Alliance Members in humanitarian responses serve at least one (and sometimes several) of the following roles with their corresponding responsibilities.

ACT Forum

Coordinate national or regional ACT Alliance emergency responses, with the intention that all ACT Alliance Members and their partners collaborating in one ACT Alliance response in the country (countries) where ACT humanitarian resources are programmed. Forums and their members are responsible for the preparation of the emergency preparedness and response plan and sharing of humanitarian resources and learning across the membership with a focus on facilitating ACT Alliance effectiveness, capacity development, efficiencies, and learning. During an RRF or Appeal response, the Forum(s) which include Requesting Members and/or Implementing Partners, will serve to facilitate and support the joint design, implementation, monitoring, reporting, and evaluation of emergency projects.

Requesting Member

The Requesting Members are ACT members who requests for funding and manage ACT humanitarian responses. They ask the ACT Alliance for support in responding to a humanitarian response. During the onset of a new crisis, the Requesting Member submits an alert that provides essential information about the disaster and to inform the alliance of a planned response either through two humanitarian funding mechanism, an appeal or rapid response funds (RRFs) and support from ACT secretariat on project design and project management. Once an Appeal response is authorised by the Emergency Steering Committee (ESC) or an RRF response is authorised by the ACT Secretariat, the Requesting Member implements the humanitarian response programming on behalf of the Alliance. The Requesting Member provides the personnel, systems, processes, equipment, and tools needed to manage the specified humanitarian project. This includes both programming (including technical delivery, reporting) and operations (including financial and human resources management) management responsibility. Requesting members, through an appeal task group, also need to facilitate and define the allocation parameters of appeal funding.

Implementing Partner

In cases where the requesting members are not direct implementers, the Implementing Partner(s) support the Requesting Member humanitarian response programming under the direction of the Requesting Member. The Implementing Partner provides additional resources as specified by the Requesting Member. This may include, but not be limited to, personnel, systems, processes, equipment, and tools needed to implement the specified humanitarian project. Implementing Partners can be either ACT Alliance members who do not meet the due diligence requirements to request funding or non-ACT Alliance members vetted by a requesting member. The Requesting Member acts as the project manager of the implementing partners and has oversight of the partner's due diligence requirements.

When Requesting Members work with ACT Members or non-ACT agencies as Implementing Partners, these partners must be under the supervision and full responsibility of the Requesting Member. The ACT Requesting Member is fully responsible for ensuring that all ACT appeal policies and processes are adhered to, including those for finance and reporting. ACT Implementing Partners must comply with the Humanitarian Principles, ACT Code of Conduct, the ACT Code of Good Practice, the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief, the Humanitarian Charter, Core Humanitarian Standard, and the Sphere Standards and its companions.

Funding Member

Through the appeal process, Funding Member(s) support ACT Alliance humanitarian responses with critical financial resources required to deliver ACT humanitarian responses. Funding Members are responsible for the timely delivery of financial resources and transparent sharing of the resources they allocate within the Alliance. Funding Members may also advise the ACT Secretariat regarding communications, advocacy, reporting requirements, monitoring, evaluation and audit requirements. In some cases, funding members are also requesting members in countries where they are present and ready to respond to an emergency.

Appeal Task Group

Appeal task groups are created after an appeal is launched for coordination, mainly composed of Requesting Members and forum coordinators. The task group also makes decisions in issues relating to the appeal such allocation of funding, appeal revisions, scope of implementation and budget, and project extensions.

ACT Alliance Secretariat

Provides coordination, technical and policy support to facilitate the global ACT Alliance response. Responsible for communicating and advocating on behalf of the ACT Alliance in one unified voice, ensuring that global humanitarian projects meet or exceed humanitarian community standards and commitments for accountability to crisis impacted communities and donors. The ACT Alliance Secretariat ensures accountability for funding resources including coordinating financial tracking and audit as well as Monitoring Evaluation, Accountability & Learning (MEAL). The ACT Secretariat facilitates the ACT Appeals and rapid response fund for humanitarian operations. The ACT Alliance Secretariat represents the ACT Alliance to global and regional humanitarian coordination platforms.

Emergency Steering Committee

The ESC determines when to launch an Appeal (Go/No-Go Decision) based on the ACT scale up criteria. ESC has responsibility for rapidly (within 48 hours) making a decision regarding an ACT Alliance humanitarian Appeal activation and addressing issues from the membership. The mandate and Terms of Reference (ToR) for the ESC can be found in the revised ACT Humanitarian Policy (Section 7.1.1).

Surge Capacity

ACT Alliance surge capacity is currently under development. However, during large-scale emergencies Humanitarian Programme Officers in the region may be mobilised to facilitate technical support and coordination.

References and Templates

ACT Code of Conduct

ACT Code of Good Practice

National, Sub-Regional and Regional Forums Policy (2018)