

Central Emergency Response Fund

CERF:

Guidelines and Tools

JANUARY 2007





Goal

Participants familiarize themselves with the key CERF guidelines and background documents, learn where to find them on the CERF website (<http://cerf.un.org>), and gain an understanding of how to avoid common mistakes that can delay preparation or processing of a CERF request



Lessons Learned 2006:

Guidance and Training are key to improving quality and appropriateness of CERF proposals from the field

Thus, improved training and guidance are key parts of the overall strategy to improve the timeliness and appropriateness of CERF allocations



CERF Application Toolkit on the CERF Website

Guidelines:

- CERF Grant Component
- Project and Budget Template, incl. PSC Calculation Guidance
- Flash Appeals
- Cheat Sheet: CAP/Flash Appeals and CERF

Secretary-General's Report and Bulletins:

- On Improvement of the Central Emergency Response Fund
- On Establishment and Operation of the CERF

Power Point Presentations:

- Introduction to the CERF
- How to Apply: Rapid Response
- How to Apply: Under funded (third allocation)

All documents found at <http://cerf.un.org> through the link on the homepage



Guidelines: CERF Grant Component

United Nations
Office for the Coordination of Humanitarian Affairs



Guidelines

Central Emergency Response Fund (CERF): Grant Component



FAQ: HC/RC's justification for CERF RR proposals

Generally field-driven request from the HC/RC

HC/RC prioritizes life-saving needs following consultations with IASC CT

Agencies prepare proposals according to agreed priorities

HC/RC sends package of proposals to the ERC along with a justification including:

- 1. cause of the situation**
- 2. number of people affected**
- 3. description of humanitarian indicators**
- 4. displacement figures (new displacements)**
- 5. implications if needs are not met**
- 6. review of fund-raising efforts to date**

Source: Guidelines CERF Grant Component para 18 and SG's Bulletin para 4.5



FAQ: What qualifies as a “life-saving” activity?

All projects funded through the CERF grant component must be for life-saving/core emergency humanitarian programmes

Activities that within a short time span remedy, mitigate or avert direct physical harm or threats to a population or major portion thereof. Also permissible are common humanitarian services that are necessary to enable life-saving activities and the funding of the cluster lead function as long as the cluster lead is also using the CERF funds to implement life-saving activities

See: CERF guidelines (para 10), Criteria and Procedures for Under-Funded emergencies (para 4)



CERF Funding Criteria – continued

For the purposes of analyzing and identifying eligible crises, the sectors most commonly considered “life-saving” are: food, health, protection, security, shelter/NFI, water and sanitation, multi/sector, and emergency education

 		
CERF Funding Considerations for Discussion		
Life-Saving	Maybe, depending on context	Not Life-Saving
Medical Services	De-mining	Infrastructure Reconstruction
Therapeutic Feeding	Livestock Vaccinations	Civil society capacity-building
Water/Sanitation	General Food Distributions	Micro-Credit
Common Services	Surveillance systems	Preparedness Plans
Protection	Psycho-social	SME training

Life-saving sectors:

Food, health, protection, security, shelter/NFI, watsan, common services

Questionable areas/activities (examples)

- Common services – cluster approach strengthening
- Health – surveillance systems, cold chain support, reimbursement of user fees, ambulance purchase, training/prevention
- Food – General distributions
- Education – Emergency Education
- Agriculture – General Vet Services
- Security – de-mining

Not Life-Saving – Does not fulfill CERF criteria

- Coordination
- IM
- Preparedness
- Prevention
- Economic Recovery
- Infrastructure



Application and Budget Template

(CERF website)





Budget

Blank template

Cost breakdown	Amount (USD) ^[1]
A. Staff costs (<i>salaries and other entitlements</i>)	-
B. Travel	-
C. Contractual Services	-
D. Operations ^[2] (<i>please itemize below; add rows if necessary</i>)	-
	-
E. Acquisitions	-
F. Other	-
Subtotal project requirements	-
G. Indirect program support costs (<i>not to exceed 7% of subtotal project costs</i>) ^[3]	-
PSC amount	-
Total cost ^[4]	-



Budget - Program Support Costs

As follows

Project amount	\$500,000.00
Indirect support costs (maximum 7%)	\$ 35,000.00
TOTAL	\$535,000.00

NOT as:

Project amount	\$ 497,550.00
Indirect support costs (maximum 7%)	\$ 37,450.00
TOTAL	\$535,000.00



Budget - Most Common Problems

- **Added incorrectly**
 - **Inconsistencies between narrative and budget**
 - **Non-transparent/unclear cost line descriptions**
 - **Miscalculated Program Support Costs (PSC)**
-



When to use the Application/Budget Template...

In all cases agencies must submit a CERF-specific budget using CERF template

For Rapid Response Cases:

Apply using CERF Application template unless ERC agrees to fund against a Flash Appeal or similar document

If funding against an appeal, HC/RC submits summary table with list of projects and requested funding amounts for each

See Also: Cheat Sheet: Appeals and the CERF

For Under-funded Emergencies:

If funding against a CAP/Workplan: HC/RC submits Project Allocation Table, relevant CAP project sheets, and CERF Budget for each project as a package

For non-CAP countries: Templates to be provided and will accompany allocation announcements

See also: "CERF allocations to under-funded emergencies: Criteria and Procedures"



Cheat Sheet: CAP/Flash Appeals and CERF

(CERF Website)



Flash Appeal Table with CERF Allocations

Sector	Full requirements (\$)	Approved CERF allocations	Unmet requirements
COORDINATION AND SUPPORT SERVICES	2,081,591	174,613	1,906,978
ECONOMIC RECOVERY AND INFRASTRUCTURE	239,108		239,108
EDUCATION	300,000		300,000
FOOD	5,256,811	1,199,219	4,057,592
HEALTH	2,402,125		2,402,125
MULTI-SECTOR	4,820,350	1,328,833	3,491,517
PROTECTION / HUMAN RIGHTS / RULE OF LAW	1,918,046		1,918,046
SHELTER AND NON-FOOD ITEMS	939,137	698,450	240,687
WATER AND SANITATION	1,658,700	733,700	925,000
TOTAL	19,615,868	4,134,815	15,481,053



CERF Rapid Response funds and Flash Appeals

Situations requiring CERF funds should normally generate a Flash Appeal

HC requests CERF funding for the highest-priority Flash Appeal projects simultaneously as the Appeal is prepared

Ideal: Flash Appeal released showing CERF allocations in summary financial tables

CERF provides the initial injection of funds for the most urgent life-saving projects in the Flash Appeal to cover the time lag between issuance of the Appeal and receipt of funds from donors

See also: Flash Appeal Guidelines, Cheat Sheet: CAP/Flash Appeals and CERF



Administrative Overheads

UN Secretariat – 3%

UN Agency – Maximum of 7%

**Implementing Partners – No set guidance or limits;
decided between Agencies and partners
according to regular practice**



Improving the CERF Guidance Toolkit

Simplify: Make one concise CERF guidance document

More examples of good “justification” cover notes from HCs and good proposals

Translate documents into French and Spanish

Publicize the CERF website and on-line training tools

Create links from Agencies’ websites and intranets



Guidance and Training: Plans for 2007

HRSU Regional Workshops (Johannesburg, Bangkok....)

**Three, two-day "ToT" Workshops in New York (Jan), Geneva (March),
Africa (April-May)**

Email "listserv" for CERF trainers

CERF modules at CAP trainings

Improve the CERF application/training toolkit on the website

CERF training module at HC training and RC induction course

Assist with Agencies' internal CERF Guidelines

CENTRAL EMERGENCY
RESPONSE FUND



For more information

<http://cerf.un.org>
