**Annex A. CI Emergency Response Fund Proposal Format**

**1. Summary:**

|  |  |
| --- | --- |
| **1. Requesting CARE office:** | **2. Date:** |
| **3. CO/DCM contact name:** | |
| **4. CO/DCM contact position:** | |
| **5. Name of the emergency** | **Emergency type:** |
| **6. Amount requested (Euros):** | |
| **7. Leverage ratio**[[1]](#footnote-1)**: ERF REQUEST Euro\_\_\_\_\_\_\_\_\_\_ / Fundraising target Euro\_\_\_\_\_\_\_\_** | |
| **8. Estimated Amount to be reimbursed in EURO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**2. Summary checklist (please complete once the proposal is written):**

|  |  |
| --- | --- |
| **1. MANDATORY CRITERIA** | **CO /DCM RESPONSE** |
| A. Please summarize the urgent humanitarian need? |  |
| B. Please attach the capacity assessment for the CO/DCM and list the most critical issues? |  |
| C. Please attach the gender action plan. What are your key challenges within this plan and who will be responsible for follow up? |  |
| D. Please note the contact person for follow up on the HAF and a monitoring system that incorporates SADD data. |  |
| E. Which core emergency sectors are included within the response (food security, shelter, WASH, reproductive health) and who is the person responsible for quality for each sector noted. |  |
| F. The CO/DCM agrees to provide enough good information (eg.details for press release, human interest story, and/or pictures/video) within 72 hours. Please list the person who will be working on this with CI Coms. |  |
| G. Please list which donors will be approached to raise additional funding. |  |
| **2. ESSENTIAL CRITERIA – BUT NEGOTIABLE ON EXCEPTIONAL BASIS.** | **CO / DCM RESPONSE** |
| H. For a rapid onset type 2/3 or 4 emergency The CO/DCM agrees to complete an initial response strategy within maximum seven days from the approval of the CI ERF. Please note who is responsible for this. |  |
| I. For a slow onset type 2/3 or 4 the CO/DCM agree to complete an initial response strategy with max one month from approval of CI ERF. Please note who is responsible for this. |  |
| J. Please list expected level of reimbursement to the CI ERF. |  |
| K. For a rapid onset emergency response interventions will be initiated within 48 hours of approval |  |

**3. Narrative:**

Briefly elaborate (maximum 4 pages) on the following:

**a. Project Overview:**

* Background (briefly describe the humanitarian situation, include map or pictures). If slow onset please explain why it is appropriate to apply for a CI ERF allocation at this stage
* Results of needs assessment including gender analysis and initial findings
* Country office/DCM program strengths and capacity to respond and areas of support required (please attach capacity assessment)

**b. Project Description:**

* Overall response goal and objectives for CARE’s response (global not just with CI ERF funds)
* Planned activities reflecting the different needs of men, women, boys and girls
* Core emergency sector and key indicators to be measured
* Targeted beneficiaries – profile (disaggregated by sex and age where possible), location and justification (global not just with CI ERF funds)
* Project management and key staffing plan

**c. Cross-cutting themes and principles (please clarify approach and key point / challenges/ concerns):**

* Staff safety and security
* Gender analysis and gender sensitive response (please attach the Gender Action Plan)
* Partnership
* Coordination and joint planning
* Advocacy

**d. Accountability:**

* CARE’s humanitarian accountability framework – please explain approach, key points, challenges/ concerns.
* Monitoring and evaluation (including key indicators for core sectors)

**4. Budget:**

* State expected leverage ratio, list other prospective funding sources, and results of initial discussions with these donors
* Describe plans for/likelihood of fund reimbursement
* Total CI ERF budget requested
* Total overall funding required for response (and over what period).

###### Attach proposed budget as per annex B

1. *Leverage target ratio = Fundraising target/ ERF request* [↑](#footnote-ref-1)