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

**1. Summary:**

|  |  |
| --- | --- |
| **1. Requesting CARE office:** | **2. Date:** |
| **3. Key contact name:** | |
| **4. Key contact position:** | |
| **5. Name of the crisis:** | **Crisis type:** |
| **6. Amount requested (US$)):** | |
| **7. Leverage ratio**[[1]](#footnote-2)**: CI ERF REQUEST USD$\_\_\_\_\_\_\_\_\_\_ / Fundraising target US$\_\_\_\_\_\_\_\_** | |
| **8. Estimated Amount to be reimbursed in USD$:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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

|  |  |
| --- | --- |
| **1. MANDATORY CRITERIA** | **RESPONSE** |
| A. Please confirm the funding supports an urgent humanitarian need. |  |
| B. Please confirm a **capacity assessment** is attached?  Are the most critical capacity issues listed addressed by this proposal? |  |
| C. Please attach the **Gender Marker** vetting form and confirm the score. If less than one please review further to increase the scoring or explain the variance (i.e. the proposal is just for deployments). Please attach the **gender in brief.** |  |
| D. Are you working with partners in the response? In no – please explain. |  |
| E. Please share the name of the contact person who is responsible for the monitoring system including beneficiary numbers and accountability mechanisms in line with the CARE HAF. Please confirm that sex and age-disaggregated data (SADD) will be collected. |  |
| F. Please confirm which core humanitarian sectors included within the response (food security, shelter, WASH, reproductive health) and who is the person responsible. (***Please note NFI is not a sector)*** |  |
| G. For a type 2 or 4 emergency, please confirm who will provide an initial response strategy within maximum:   * *seven days (for rapid onset crisis)* * *1 month (for slow onset crisis)*   From the approval of the CI ERF. |  |
| H. Please list which donors will be approached to raise additional funding. Please confirm that any private fundraising will be used initially to repay the CI ERF. |  |
| I. The office agrees to provide good quality (and preferably first hand) information (e.g. details for press release, human interest story, dollar handles and/or pictures/video). Please list the person who will be working on this with CI Communications. |  |
| **2. ESSENTIAL CRITERIA – BUT NEGOTIABLE ON EXCEPTIONAL BASIS.** |  |
| K. For a rapid onset emergency response interventions please confirm this will be initiated within 48 hours of approval. For a slow onset please confirm this will be initiated within two weeks. If not please explain rational. |  |

**3. Narrative:**

Briefly elaborate 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.
* Please clarify if the ‘scenario’ was included within your EPP.
* Clarify the results of needs assessment including gender analysis and initial findings.
* Clarify the link to existing CARE programmes and local (civil society and government) partners, existing working areas.
* Clarify the programme strengths and capacity of CARE and partners to respond and areas of support required (please attach capacity assessment and refer to your EPP.)
* Please explain the modality to respond (direct, jointly with through partners, or a mix of both) based on the capacity assessment, EPP and existing partnerships networks.

**b. Project Description:**

* Response goal and objectives for the CI ERF and global (if possible)
* Details of the proposed modality to respond (direct, jointly with partners, or a mix of both) based on the capacity assessment and existing partnerships. If you are not working with partners please explain why not.
* Describe the Initial response activities for the CI ERF reflecting the different needs of men, women, boys and girls
* Clarify the core emergency sector for the CI ERF and key indicators to be measured
* Clarify the targeted beneficiaries – profile (disaggregated by sex and age where possible), location and justification (for the CI ERF funds)
* If working with partners please clarify the support and capacity building that will be done to accompany the partner.
* Implementation modalities (partnership, coordination)
* Initial communication / advocacy activities

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

* Staff and partner safety and security (): critical risks and immediate mitigation; staff requirements
* Gender analysis and gender- sensitive response: critical considerations
* Coordination and joint planning
* Advocacy
* Programme support
* Logistics & procurement
* Prepositioned stock, or request for items in stock.

**d. Accountability**

* CARE’s humanitarian accountability framework – please explain mechanisms, approach, key points, challenges/ concerns.
* Monitoring and evaluation (including key indicators for core sectors)
* Please explain how you ensure PSEA (prevention of sexual exploitation and abuse) during the implementation.
* Please clarify that an AAR/RAR will be completed if a type 2 or 4 emergency.

1. **Please attach the completed Gender Marker Vetting Form**
2. **Please attach the capacity assessment form.**

**4. Budget:**

* list other prospective funding sources and any indication of amount,
* Describe plans for/likelihood of fund reimbursement
* Total CI ERF budget requested

1. *Leverage target ratio = Fundraising target/ ERF request* [↑](#footnote-ref-2)