****

**CARE INTERNATIONAL**

**EMERGENCY RESPONSE FUND**

**USER GUIDELINES (Version 4)**

**ISSUED**

**August 2018**

**All Enquiries and Communications please send to:**

[erf@careinternational.org](mailto:erf@careinternational.org)

**1. Introduction and General Provisions**

***1.1 CARE’s role in Emergency Response***

In-line with CARE's humanitarian mandate, the CARE Programme Strategy, CI Humanitarian and Emergency Strategy (2013 -2020) and the CI Code, CARE country offices, Members and Affiliates are committed to respond to humanitarian emergencies as part of CARE’s work to fight poverty and injustice recognizing that emergencies are a cause and effect of both.

In addition, the goal of the Humanitarian strategy for 2020 is as follows:

Our goal for 2020 is to be a leading humanitarian agency known for our particular expertise to consistently reach women and girls affected by humanitarian crises.

We aim to reach a minimum of 20 million people affected by humanitarian crises providing quality, life-saving humanitarian assistance in a timely manner and at significant scale with measurable, tangible results that will exemplify CARE’s narrative of reaching those most in need.

CARE is committed to ensuring that we have a lasting impact on the needs of poor women, men, boys and girls affected by humanitarian crises and, by 2020, we seek to be known for our particular expertise to consistently reach women and girls affected by humanitarian crises.

CARE also increasingly works with local and national actors in humanitarian and emergency responses, recognizing the critical role they play as first responders as well as rendering emergency response more impactful and sustainable. CARE has committed at a global level to channeling at least 20% of its humanitarian funding directly to southern-based NGOs by May 2018 through partnership models and practices that foster equity and mutual learning, going beyond sub-granting.

CARE Members, Affiliates and Country Offices have a responsibility to ensure that responses are managed in a timely and proportional way to significant humanitarian crisis which occur in their countries. All Members, Affiliates and Country Offices should ensure have up-to-date emergency preparedness plans and sufficient response capability so that they are prepared for humanitarian crisis when/if they occur.

CI Members also have an obligation to support Country Offices, other Members and Affiliate Members in their responses to humanitarian crisis through mobilizing and providing funding and other resources.

CARE International’s Emergency Group (CEG) has been set-up to provide overall coordination, support and oversight to humanitarian responses worldwide.

## 1.2. Background of the CI Emergency Response Fund (CI ERF)

The ability of CARE to rapidly respond to a humanitarian crisis is critical and demonstrates CARE’s commitment to our humanitarian mandate and our credibility, accountability and effectiveness to all key stakeholders including the affected communities*,* our local partners, donors and the public.

A key component supporting CARE’s ability to respond is the availability of rapid start-up funding. The CARE International Emergency Response Fund (CI ERF) was established to address this need. The CI ERF is a single, shared pooled fund that belongs to all CI members and is available for use by all CARE International Country Offices, Members and Affiliate members (and can be extended to local partners).

Utilizing funds from across the membership in a centrally coordinated and strategic manner maximizes the potential for CARE to alleviate human suffering in times of crisis. The fund provides immediate support and resources where they are most needed, and aims to support and ensure greater speed, quality, effectiveness, breadth and depth to CARE and partner’s impact and role in humanitarian responses addressing the different needs of men, women, boys and girls.

## 1.3. Principles of the CI ERF

The following principles apply to the allocation and use of the CI ERF.

**Funding allocation scale:** Funds allocated from the CI ERF to specific crisis should be sufficient in size to enable both assessment and start-up/scale up of a humanitarian response, while remaining within affordable levels for the CI membership.

**Timeliness: :** CI ERF allocation decision-making should be rapid (normally within 24 hours) after a formal request has been made, and undertaken in an efficient and coordinated way. Response activities for a rapid onset emergency should start activities within 48 hours after the disaster has hit. For slow onset emergencies, there is an expectation that the response will start within maximum of two weeks of the allocation of funding. In the event of an imminent disaster (e.g. Typhoon), ‘allocationin principle’ can be secured ahead of the potential impact with just a phone call/email. Expenditure can start from this approval date should the event happen.

**Sustainability:**  The CI ERF needs to remain viable over time and thus there needs to be all efforts to leverage additional funding and support repayment of the CI ERF where and to the extent possible. The effective management and appropriate utilization of the CI ERF should also contribute to CI members' confidence and contributions to ensure growth over time.

**Accountability:** CI ERF funds must be used to further CARE’s humanitarian objectives. Controls and reporting must demonstrate alignment with humanitarian principles and quality standards in particular CARE’s standards in the core sectors, with regards to gender sensitivity (see below) and to Accountability to Affected People (AAP) including PSEA.

**Gender equality:** CI ERF funds will only be used for projects that are designed to ensure that women, girls, men and boys will benefit equitably from them and that they have the potential to contribute to gender equality. The Gender Marker must be submitted along with the proposal prior to signature of the IPIA and demonstrate clearly how the project is designed to achieve a minimum score of grade 1. Technical support is available to ensure that during the initial phase of the response we can identify the different needs of men, women, boys and girls and design interventions based on the same**.** Country Offices are encouraged to undertake a Rapid Gender Analysis (RGA) as soon as possible, even a RGA based on secondary analysis where it is not immediately possible to conduct a RGA based on primary data or to make reference to previous RGAs in the same area and/or the Gender in Brief, if available for the particular country.

**Partnerships:** Though relevance may vary, CI ERF funds should be considered for onward provision to local partners vetted by CARE. If CARE partners are well placed to respond to an emergency – either jointly with CARE or individually (e.g., they enjoy more access and relevance to context, and can multiply the impact and scale of humanitarian response), then CARE should consider sharing or extending ERF use to local partners particularly for rapid assessment and initial response.

**Risk management:** The CI ERF is designed to enable CI members to be confident about the management and use of their funds. It also establishes acceptable levels of risk through realistic reimbursement expectations. The CI ERF should enable rapid and sufficient responses to emergencies.

**Simplicity:** The CI ERF is designed to be easy to use for all stakeholders. Policies and procedures for allocation and reporting are streamlined, simple and consistent, and are aligned with a shared and coordinated emergency function in CARE.

# 2. Conditions governing the CI ERF

## 2.1. Funding allocation scale:

* Allocations will normally be between $30,000 and $70,000
* Requests below $20,000 will not be considered

In all cases, the level of CI ERF allocations should be tailored according to the size/scale of the emergency, the level of planned interventions, and the likelihood of additional donor money being secured (to address the leverage and reimbursement criteria).

## 2.2. Funding timeline:

CI ERF funds are available for a maximum of three months and must be reported on by the end of the following month after the expiration of the fund

Only if justified, an extension of the funding and implementation period is possible and is authorised until maximum the end of the 5th month as per the specification in the IPIA).. The reporting deadline is then modified and it is due at the end of the subsequent month.

###### *2.3 Key criteria for CI ERF Allocations are the following:*

|  |
| --- |
| **1. MANDATORY CRITERIA** |
| A. An allocation will support the Office to address an urgent humanitarian need. |
| B. The Office has completed a capacity assessment as part of the EPP (Annex F) and this is attached to the proposal. |
| C. The proposal includes a gender analysis that is meaningfully reflected in activities and outcomes. The gender analysis should make reference to any previous Rapid Gender Analyses for the same location and the Gender in Brief prepared as part of the EPP is attached. |
| D. The Office has completed the Gender Marker that is attached to the proposal with a minimum score of 1 |
| E. The Office has clarified involvement of partners in the response and clearly explained why, if no partners are part of the response. |
| F. The Office will ensure a monitoring systems, and feedback and complaints mechanisms are in place that collects and analyses SADD (sex-align with global and age-disaggregated data). |
| G. The Country Office/Member/Affiliate will include at least one core CARE emergency sector within the response (food security, shelter, WASH or sexual and reproductive health). |
| H. For a rapid onset type 2/3 or 4 emergency, the Office will complete an **initial response strategy** within seven days. For a slow onset type 2/3 or 4 emergency, the Office will complete an initial response strategy within one month. |
| I. The Office is seeking to use the CI ERF to leverage additional funding/ advocate for additional funding and to the extent possible repay the CI ERF. The Office understands that private funding raised for the emergency will be used to repay the CI ERF as a priority. |
| J. For a type 2 or 4 emergency the office ensures to implement a response review (e.g. RAR, AAR) and share the findings. |
| K. The Office agrees to provide information obtained first hand rather than web-based information (eg. details for press release, human interest story, and/or pictures/video) within 72 hours during the first key stages of the response. First-hand information from local partners, including local women’s organizations, is highly valued. |
| **2. ESSENTIAL CRITERIA – BUT NEGOTIABLE ON EXCEPTIONAL BASIS.** |
| L. Other resources are likely to be made available for the response and there is the potential for leverage at a target of at least 1:6 (against the allocated CI ERF allocation). |
| M. **For a rapid onset** disasters humanitarian **response interventions will be initiated within 48 hours after the fast onset crisis has occurred; and** crisis interventions should be initiated **within 2 weeks after a peak /trigger level is reached.** |
| N. The overall response aims to reach at least 10% of the total affected population. |

**CI ERF is available for:**

* Life-saving start-up and response activities to alleviate human suffering.
* Activities which enable a larger humanitarian response supported by other donor funds
* Humanitarian assessments
* Support for positions for a regional humanitarian team (e.g. HoA crisis response team)
* Allocations to appropriate partners (including staffing costs).
* All allocations that support a response to a ;
  + *Rapid onset and crisis level natural disasters.*
  + *Complex political or other human-induced humanitarian crisis that have reached disaster point or significant spikes*
  + *Type 3 humanitarian crisis (assessment, response) once a lead member for temporary presence has been identified.*
  + *Allocations to appropriate partners.*
* Pay salaries of new CARE staff hired specifically for the response.
* Pay RRT members deployed for the response as per the CI cost recovery policy.

###### CI ERF is not available to:

* Fill gaps in funding for existing programming.
* *React after immediate needs are met or for use in slow-onset emergencies* where ongoing programmes are in place and at scale to address the underlying causes of the situation. In the case of slow-onset emergencies, it is assumed that country offices or developing country members will seek and secure bilateral/multilateral funding, or coordinate with donors and CARE members, to modify existing programmes. However exceptions will be considered on a case-by-case basis.
* *Pay salaries of CARE staff already on CARE payroll (including Country office & CI Member)*. The exception for this rule is all CARE RRT staff who can be charged 100% to the CI ERF as per the CI cost recovery policy. Exceptions may be considered for staff being 100% reassigned to support the emergency, if existing donors state they will not cover temporary deployments.
* *Cover any Country Office/Member or Affiliate Member shared costs (SPC) or support costs.* Emergency response is a core responsibility shared by all parts of CI. **The CI ERF is not a donor but a mechanism to support the leverage of additional funds.** SPC associated with emergency response should be covered by unrestricted or other resources.
* *Purchase vehicles and/or equipment such as computers, security equipment etc. – rare exceptions may be made for lower value purchases if all other options have been explored and purchase is critical for a response to be initiated.*
* *Emergency preparedness activities.* Costs associated with emergency preparedness should be covered from normal office funds, other grants or from funds made available by other members.

## 2.4. CI ERF leverage and Reimbursement targets

CARE has established a CI ERF leverage target for each allocation of **1:6.**

Country Offices/Members and Affiliates are expected to achieve at least this leverage ratio, although higher ratios are encouraged where possible. It is understood that there will be exceptional cases where this leverage target may not be possible (e.g. forgotten humanitarian crisis). In such cases, a lower target must be discussed and agreed with the Crisis Coordination Group (CCG)[[1]](#footnote-2) ahead of time.

# The CI ERF is not a donor. Funds are provided to an Office to enable a CARE rapid start-up/scale up of a humanitarian response and/or assessment on the ground, and to support in the leverage of more substantial funding from other donors and or reallocation from existing programmes.

In order to ensure that the CI ERF remains sustainable for future use and at adequate levels, all CI ERF allocations should be reimbursed **to the greatest extent possible**. This is a critical aspect of the CI ERF’s operation and sustainability and thus its ability to support other humanitarian responses in future. It should be noted however that a guarantee of reimbursement is not included as an eligibility criteria for access to the funding – the leverage ratio however is and it is hoped/ expected that if this leverage figure is reached then there ideally should be options for at least partial reimbursement. Please note also if private, appeal funding is raised for the emergency, the repayment of the CI ERF will be seen as the priority.

Please note that in the case of forgotten, crisis where leverage may not be immediately available, an CI ERF may still be possible if there is a very clear willingness by the Office, to raise the profile of the crisis and to advocate to raise further money, address the critical issues and longer term solutions.

## 2.5. CI ERF allocation frequency

Country Offices/Members or Affiliates may normally receive only one CI ERF allocation per emergency response, although supplemental requests may be considered in some cases especially if there is a high likelihood of reimbursement for subsequent allocations and/or there are new peaks in the crisis. Also if a Country Office/Member or affiliate is responding to multiple emergencies, a separate CI ERF request must be submitted for each.

# 3. Application procedures

###### To apply for the CI ERF, follow the steps outlined below:

* **Alert -** the CI Emergency Group (CEG), as soon as possible at the onset of the crisis or when monitoring indicates that a crisis is imminent, using the CI emergency alert format (link to format in toolkit).
* **Make an initial request** as soon as the crisis is declared or is imminent– phone the CI Humanitarian Director or CI Head of Emergency Operations or discuss on the first CCG call. Email: CI -[erf@careinternational.org](mailto:erf@careinternational.org). *Please note that an allocation in principle can be secured at this stage with just a phone call/email. In the case of an approaching disaster (e.g. Typhoon) an allocation in principle can be made ahead of the potential impact. Expenditure can start from this approval date.* ***In the case of a formal request during a CCG or via email, a formal approval will be communicated within 24 hours of the request.***
* **Follow up** with submission of proposal and budget (and all requested attachments/annexes) asap and within **maximum two weeks** from approval date. Please submit to: ([erf@careinternational.org](mailto:erf@careinternational.org)). *If any questions or clarification required please do discuss with the CI Regional Humanitarian Coordinator (RHC) or CI Head of Emergency Operations (HEO) at any point. Please note that if an allocation is made without a proposal then* ***it is imperative*** *that a proposal is submitted within a maximum of two 2 weeks. If no documentation or indication of timing for receipt of documentation has been received within this time period then CEG can and indeed may cancel the allocation.*
* **Review -** The proposal will be quickly reviewed by the appropriate sector specialists, the Gender in Emergencies Coordinator, the RHC, the Humanitarian Partnership Coordinator, the HEO and, where applicable, by the lead member Humanitarian Director. Comments and feedback will be provided to support the strengthening the quality of the proposal and activities including the development of future proposal development.

###### Please note:

Wherever possible, a brief written proposal should be submitted prior to the first CCG discussion. In general, a CI ERF request can only be submitted if the Office has no overdue CI ERF reports and/or any unspent balances from a previous allocation. Flexibility will, of course, be given during large-scale emergencies where multiple allocations may be required.

# 4. Decision-making and approval

CI’s Humanitarian Director or the CI’s Head of Emergency Operations can approve between $20,000 and - $150,000 – this will normally be discussed and decided upon during the CCG decision-making discussion at the start of an emergency (or can be earlier if required). If the application is received after the CCG call, then decision or requests for clarification will usually be communicated within 24 hours. Once approval has been given expenditure against the allocation can start immediately.

For allocations over $150,000 additional approval will be required which may take additional time.

# **5.** **Contracting And** Fund Transfer

Upon approval of a CI ERF allocation a draft IPIA will be shared by CEG within maximum 48 hours with the office for review and completion. Simultaneously, or as soon as received, a review of the proposal, gender marker capacity assessment and budget will take place by CEG (including sector specialists) and comments & feedback shared.

The Office must return the signed IPIA document including the proposal & budget within maximum two weeks. If the document is not received within this period, then the allocation may be cancelled. Considerations for a longer period may be accommodated but it will be crucial to communicate with CEG.

Reimbursement of actual costs is the preferred manner of payment in order to minimise the frequency of cash transfers between the CI Secretariat and applying office and thereby minimising wire transfer fees. However, if an office requires cash on start-up, this can be processed once the IPIA has been signed.

# 6. Fund expiration, Flexibility & Reporting

A CI ERF allocation is available for use within three months from the date of approval or earlier/later (as specified in the IPIA). A final narrative (including an update on the Gender Marker) and financial report are required within five months of the start date for the response (as detailed in the IPIA).

Any CI ERF funds that have not been utilized within three months of the date of approval (or earlier) or have been reclaimed from other donors should be reimbursed to the CI ERF as soon as possible.

Requests for time extensions of implementation beyond three months should be made to CEG ([erf@careinternational.org](mailto:erf@careinternational.org)) a minimum of two weeks prior to the end of the three months grant period. A request for an extension will **only** be considered if this is properly justified by the Office and, where extenuating circumstances or security situations have prevented the Office from meeting a specific need in in the allotted time. Please note that the maximum time period for implementation allowed is five months (i.e. a maximum extension of two months for implementation). The final narrative and financial report will be required by maximum 7 months after the start date (as detailed on the IPIA addendum).

If there are changes to the agreed purpose, strategy and budget of the CI ERF allocation or if no spending has been incurred during the first month then the Country Office/Member/Affiliate is requested to get in touch with CEG ([erf@careinternational.org](mailto:erf@careinternational.org)) a minimum of one month before the end of the grant period to discuss and agree on changes.

If there is no change in agreed purpose, strategy and bottom line budget of the grant then there is a +/-15% flexibility on major line items without prior approval as long as costs are eligible as per these guidelines.

Once the final reports (narrative and finance) are approved and outstanding payments (transfer of unspent or/and reimbursement of the CI ERF as per the agreed conditions) are settled, the project will officially be considered as completed and closed.

**Annexes**

**ANNEX A Narrative Proposal Format (including the gender marker and capacity assessment)**

**ANNEX B Budget Format**

**ANNEX C Final Narrative Report Format**

**ANNEX D Final Financial Report Format**

**ANNEX E Gender Marker Vetting Format.**

**ANNEX F Capacity Assessment Format**

**ANNEX G Proposal quality guidance**

**ANNEX H Alert Format (**[**https://www.careemergencytoolkit.org/getting-going/2-basic-guide/#annexes**](https://www.careemergencytoolkit.org/getting-going/2-basic-guide/#annexes) **(2.2))**

**ANNEX I Emergency Strategy format** [**https://www.careemergencytoolkit.org/getting-going/2-basic-guide/#annexes**](https://www.careemergencytoolkit.org/getting-going/2-basic-guide/#annexes) **(2.6))**

**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$)):** | |
| **7. Leverage ratio**[[2]](#footnote-3)**: CI ERF REQUEST USD$\_\_\_\_\_\_\_\_\_\_ / 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

**Annex C – CI Emergency Response Fund – Final Narrative Report**

|  |  |
| --- | --- |
| **1. CARE Office:** | **2. Date:** |
| **3. CO/Member/ Affiliate contact name:** | |
| **4. CO/ Member/ Affiliate contact position:** | |
| **5. Crisis Type :** | |
| **6. Name and CI ERF project number:** | |
| **7. Amount approved (USDs):** | |
| **8. Final expenditure (USDs):** | |

1. **Summary:**

|  |  |
| --- | --- |
| **CI ERF SUMMARY** | **RESPONSE** |
| Did the response funded by the CI ERF address an urgent humanitarian need? |  |
| Please confirm the amount of money raised in total for this emergency at the date of completion of the CI ERF. |  |
| Please provide the key lesson learnt and key achievement from this response. |  |
| Please provide the % of the ERF funds spent that were channeled to local/national partner. |  |
| What was the total number of people reached **the month of completion of the CI ERF** with the CI ERF funding. Please ensure your information is disaggregated by sex and age. |  |
| What was the overall total number of people reached (including with other funding) **by the emergency response the month of completion of the CI ERF** – please ensure your information is disaggregated by sex and age. |  |
| Please clarify the % of affected people reached at this stage of the response. |  |
| For a type 2/3 or 4 please attach the latest emergency strategy. |  |
| Please clarify the date that you started the first material response to the emergency? |  |

1. **Narrative:**

**a) Project Overview:**

* Summary description of the CI ERF response

**b) Project Results:**

* Results against response goal and objectives for the CI ERF.
* CI ERF Activities completed (comment also on activities planned but not completed) reflecting the different needs of men, women, boys and girls.
* Number of beneficiaries reached by the CI ERF project. (SADD)
* Achievements against the core sector implemented during the CI ERF response and lessons learnt.

**c) Cross-cutting themes and principles:**

* Staff and partner safety and security – were there any key issues, lessons learnt, recommendations
* Gender Marker and analysis. How did this inform your gender-sensitive activities and outcomes - please share an update on how you implemented the gender-specific activities & key lessons learnt.
* Working with local/national partners – in what ways did you identify and build upon existing local resources and capacities as part of the response? Did you work with national/local partners in the response: mechanisms (existing, new) , if yes please explain success and challenges, if not why not?
* Coordination and joint response – key CARE efforts and contributions, constraints & opportunities, lessons
* Advocacy & communications: key outputs and outcomes

**d) Accountability:**

* Please share your success, results achievements and challenges in the application of CARE’s humanitarian accountability framework. Please share examples of feedback received during the implementation.
* Please share how you dealt with PSEA during this response. Any key issues or reports.
* Performance monitoring & management mechanisms in place, gaps and next steps. Including plans for AAR/RAR.

1. **Budget:**

* Please state the leverage ratio achieved and total amount of funds raised for the emergency. Please List other funding sources secured and amount (cash and in-kind contributions)
* Please clarify the amount of CI ERF that will be reimbursed – please note that reimbursement is critical for the sustainability of the CI ERF and your support to ensure some reimbursement would be appreciated.
* Please provide the % of the ERF funds spent that were channeled to local or national partners.
* Please attach final financial report in format as per Annex F

1. **Feedback:**

Please provide any comments/feedback/suggestions on the management of the CI ERF, the guidelines and proposal/reporting formats, and or support provided by CEG to this emergency and suggestions on what could be improved.

1. [↑](#footnote-ref-2)
2. *Leverage target ratio = Fundraising target/ ERF request* [↑](#footnote-ref-3)