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

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| **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:**

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| **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 D

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.