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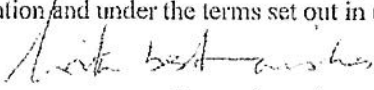
29 June 2016

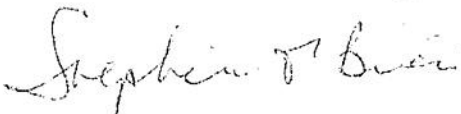
Dear Dr. Beyai,

On 20 June 2016, Mr. Mohamed El Munir Safieldin, Humanitarian Coordinator a.i. for Nigeria, sent a request for funding from the Rapid Response window of the Central Emergency Response Fund (CERF). I have the pleasure to inform you that the United Nations Development Programme (UNDP) project titled *Additional security support to increase the humanitarian effort in Borno and Yobe States* has been approved. The total amount of funding granted toward life-saving activities within the project is US\$272,409. This amount includes any indirect programme support costs, which should not exceed 7% of the direct project amount.

In order to proceed with the disbursement of the grant, I would be grateful if your office would counter-sign below this letter and return it to the CERF secretariat (cerf@un.org) to ensure prompt disbursement of funds to the bank account referred to in the Letter of Understanding (LoU) concluded by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) and UNDP on 6 June 2011.

By signing below, UNDP accepts these funds and accountability for the use of these funds as described in the project application and under the terms set out in the above-mentioned LoU.


Yours sincerely,



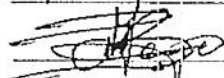
Stephen O'Brien
Under-Secretary-General for Humanitarian Affairs
and Emergency Relief Coordinator

Dr. Pa-Lamin Beyai
Resident Representative a.i.
United Nations Development Programme
Nigeria

Name and Title of Agency Designated Representative:

PA Lamin Beyai CD & Rna

Signature of Agency Designated Representative:



Date:

11/07/2016

I. Introduction

This note provides guidance on the monitoring¹ of CERF-funded projects at field level. The note seeks to clarify roles and responsibilities in monitoring the implementation of CERF grants and outlines activities that shall take place to ensure availability of necessary information during and after the implementation phase. Processes related to official CERF narrative and financial reporting are not addressed in detail in this note; please refer to CERF's website for relevant guidance on this. The note has been developed in response to requests from CERF practitioners at field level as well as to findings and recommendations from CERF-related evaluations and from audits by the United Nations Office of Internal Oversight Services (OIOS)². The note is meant to complement and not replace existing CERF guidance.

II. Summary

CERF allocates funding to support a joint strategy for life-saving humanitarian action, based on prioritized needs, to respond to a new or suddenly deteriorating crisis or to provide a response to underfunded emergencies. A CERF allocation consists of an overarching strategy supported by a group of projects, which recipient UN agencies and IOM³ jointly commit to implement within the agreed timeframe. Agencies are accountable for their CERF-funded projects, and therefore responsible for monitoring project implementation⁴. As CERF projects have been collectively prioritized under the leadership of the Resident Coordinator/Humanitarian Coordinator (RC/HC) agencies shall provide information on implementation of CERF projects to the RC/HC through OCHA⁵, the Humanitarian Country Team (HCT)⁶, and cluster coordinators⁷. **The objective of CERF monitoring is to give the RC/HC and the HCT assurance that CERF funded activities are implemented as intended and to enable corrective actions to be taken if necessary.** It is also important in fostering joint learning in support of improved response. Monitoring arrangements should be agreed by the HCT⁸ at the beginning of the CERF process⁹, communicated by the RC/HC to relevant stakeholders and documented in the CERF application submitted to the Emergency Relief Coordinator (ERC).

III. Key Points Regarding Monitoring of CERF Allocations

Key Responsibilities:

- **The Resident Coordinator/Humanitarian Coordinator:** The RC/HC leads and oversees CERF processes at country level and reports back to the ERC on results achieved.¹⁰ The RC/HC shall request updates on the implementation of CERF-funded humanitarian action from agencies or clusters to provide assurance that CERF activities are implemented as intended and to enable timely corrective actions if required. The RC/HC will be supported in this by OCHA country offices, where these exist. During implementation of the CERF

¹ To reflect the full range of issues that often come up during discussions with stakeholders on this topic the note uses the term 'monitoring' in the broader sense (i.e., systematic collection, analysis, communication and use of information from projects and programmes during the project cycle).

² OIOS audits have called for formal processes to ensure that RC/HCs are kept informed about CERF project implementation and have also sought clarity on OCHA country offices' role in supporting CERF monitoring.

³ UN and IOM are collectively referred to as 'agencies' in the remainder of the document.

⁴ ST/SGB/2010/5 – article 5.1: "Eligible organizations shall take full responsibility for the use of and reporting on all funds disbursed under the Fund [...]"

⁵ Or the RC Office in countries without an OCHA office.

⁶ Or the UN Country Team where no HCT exists.

⁷ Or sector coordinators where clusters do not exist.

⁸ In consultation with relevant coordination entities such as cluster coordinators and inter-cluster coordination groups.

⁹ In countries that receive frequent CERF allocations monitoring arrangements can be agreed and documented once and applied across future allocations.

¹⁰ ST/SGB/2010/5 – article 5.2: "Resident Coordinators or Resident/Humanitarian Coordinators shall oversee the monitoring of and narrative reporting on projects funded by the Fund"

allocation agencies shall keep the RC/HC informed about the status of implementation of individual projects according to the schedule and format set out by the RC/HC. Upon completion of CERF-funded projects, the RC/HC submits a consolidated **narrative report** to the ERC, via the CERF secretariat, on results achieved with CERF funds. The report is prepared in consultation with the HCT and cluster coordinators and is based on project-level inputs from CERF recipient agencies in the country and their implementing partners.¹¹

- **Recipient Agencies:** The **responsibility for monitoring of individual CERF projects** lies with the recipient agencies. CERF projects should be monitored as part of agencies' overall programme monitoring arrangements in a given country. Monitoring of CERF projects is necessary for agencies to report on the achievement of project targets and the number of people reached¹², and it should enable early detection of potential challenges allowing agencies to take timely corrective measures and ensure completion of activities within the CERF-specific implementation period. During the implementation period **agencies are required to keep the RC/HC informed about the status of project implementation**, including of any challenges or delays in the projects¹³. In this respect, recipient agencies shall provide the RC/HC, OCHA, the HCT, and relevant cluster coordinators with project implementation updates according to agreed schedule and format¹⁴.
- **The Humanitarian Country Team:** The HCT is **collectively accountable for a CERF allocation** and is expected to jointly follow the implementation of CERF projects. To enhance accountability and transparency **updates by recipient agencies on implementation of CERF projects should be included in the HCT agenda**. Upon completion of CERF-funded projects, the HCT should make an **after-action review (AAR)** with relevant stakeholders a standard component of any CERF allocation, to facilitate joint reflection on results achieved and lessons learned, and to inform the reporting process for a CERF allocation.¹⁵
- **OCHA Country Office:** OCHA offices shall **support the RC/HC** in her/his responsibilities to oversee CERF processes at country level. This will include **managing the agreed CERF monitoring and reporting processes** on behalf of the RC/HC, collecting the required information, updates and reports related to CERF project implementation from recipient agencies and consolidate and communicate this to relevant stakeholders.

Information Sharing around CERF Projects:

- CERF recipient agencies shall provide the RC/HC, the HCT, OCHA and relevant cluster coordinators with **appropriate and timely information** on implementation status of CERF grants¹⁶. This will include sharing relevant information from agencies' monitoring activities. Cluster coordinators may be called on to advise the RC/HC on CERF's contribution at a strategic level. The RC/HC should use her/his authority to request necessary information from agencies and clusters.
- **Regular updates** on progress of implementation of CERF projects should be provided in cluster, inter-cluster and HCT meetings, preferably with the involvement of implementing partners.
- As part of the CERF narrative report, agencies should share any **evaluation reports** that include CERF-funded projects or activities with the RC/HC and the CERF secretariat.
- CERF regularly commissions independent reviews of the Fund's added value at regional or country level. During these reviews, and any other kind of **review, evaluation or audit** related to CERF, agencies should provide relevant information on CERF projects to the evaluators or auditors. This may include relevant non-public information from agencies' internal monitoring systems, including monitoring reports. With prior

¹¹ Guidance on the CERF reporting process is available on the CERF website at www.unocha.org/cerf/resources/guidance-and-templates

¹² This information is required for the narrative report on the use of CERF funds.

¹³ This obligation is reiterated in the official allocation announcement email from the ERC to the RC/HC

¹⁴ Interim updates shall be provided according to a schedule deemed necessary by the RC/HC (a minimum of one update during the implementation period is expected to be required).

¹⁵ Guidance on CERF after-action reviews is available at www.unocha.org/cerf/resources/guidance-and-templates

¹⁶ A standard template for providing CERF project implementation updates is available at www.unocha.org/cerf/resources/guidance-and-templates

consultation and agreement agencies shall also allow site visits to CERF-funded projects when deemed necessary.¹⁷

Collective Monitoring:

Since funding from CERF and other pooled funds is collectively prioritized by the humanitarian community at country level under the leadership of the RC/HC it is different than funding from other sources. In humanitarian operations where system-wide monitoring processes are in place at **sector/cluster level**, CERF's contribution to the response should also be reflected through these processes. Assessing CERF's contribution through overall response monitoring will help promote strategic assessment of CERF's added value, ensure adequate visibility and enhance collective accountability for CERF allocations. **IASC guidance on response monitoring**¹⁸, which is used for Periodic Monitoring Reports, asks that the contribution of CERF and other pooled funds to the overall collective response be included in overall response monitoring. In addition, if feasible and relevant, the RC/HC in consultation with the HCT may decide to complement agencies' own regular monitoring efforts with collective monitoring of CERF projects. Such collective CERF monitoring could be led by clusters or use monitoring frameworks from country-based pooled funds (CBPFs) where these exist. If collective monitoring of CERF projects is undertaken the objective should be to gather additional information that will help foster joint learning, advance good practices, inform future allocations, and enhance accountability.

IV. Formalising CERF Monitoring Arrangements

Arrangements for CERF monitoring should be agreed at the time of CERF allocation submission and communicated to relevant stakeholders as follows:

- Upon preparation and submission of a CERF request, under the leadership of the RC/HC, the HCT shall **agree on how the overall CERF allocation shall be monitored**. This includes agreement on when, how, and in what format information on individual CERF projects shall be provided to the RC/HC, when this information shall be discussed by the HCT, and in countries with a Humanitarian Response Plan, how relevant information shall be reflected in Periodic Monitoring Reports. It may also include decisions on whether any collective monitoring will be undertaken through clusters or through monitoring systems of country-based pooled funds where these exist.
- **Focal points within each CERF recipient agency** shall be identified to provide OCHA with a clear entry point for issues and information related to CERF monitoring.
- The agreed CERF monitoring arrangements are **documented in the CERF submission** to the ERC¹⁹, and shall be communicated by the RC/HC (or OCHA) to the relevant stakeholders in country.
- CERF recipient agencies shall describe their **plans for project-level monitoring** in the relevant section of the CERF submission template.²⁰

CERF secretariat, 18 February 2016

¹⁷ Paragraph 5.13 of the CERF Umbrella Letter of Understanding: "When deemed necessary by OCHA, and with prior consultation and agreement of the Eligible Organization on the relevant Terms of Reference, OCHA may conduct on-site visits of projects financed by the Grant funds."

¹⁸ Available at www.humanitarianresponse.info/en/programme-cycle/space/response-monitoring-guidance-templates

¹⁹ Section 14d under part II of the CERF application template (www.unocha.org/cerf/resources/guidance-and-templates).

²⁰ Section 13c under part III of the CERF application template (www.unocha.org/cerf/resources/guidance-and-templates).

CERF Implementation - Interim Update
 Nigeria, RR: Displacement
 (16-RR-NGA-21156)



CERF recipient agencies are expected to keep the Resident and Humanitarian Coordinator (RC/HC) and clusters/sectors informed about progress in implementing ongoing CERF grants. This template can be used to facilitate an interim update from recipient agencies to the RC/HC on the implementation of CERF grants. An interim update is a light in-country process, with the objectives of facilitating information sharing and coordination and identifying necessary corrective actions.¹ Agencies that received CERF funding, together with cluster or sector leads, should provide the required information, which will usually be compiled by the OCHA or RC's office. The update can help inform discussions on the progress of implementation of CERF allocations in fora such as inter-cluster coordination group (ICCG) or Humanitarian Country Team (HCT/CT) meetings. The CERF secretariat would welcome receiving a copy of the completed interim update at cerf@un.org but this is at the discretion of the RC/HC. Please refer to the CERF Monitoring Guidance for additional information.

Date of completion:

Summary of Implementation Status

[Provide a short summary in bullet form of the status of implementation of the CERF grant based on information provided by agencies and/or clusters in the table below. In particular highlight issues that may require RC/HC and HCT/CT action or attention.]

Actions and Follow-Up

[Capture here any actions decided by the RC/HC, HCT/CT or ICCG following review and discussions of the information on CERF project implementation status]

¹ For guidance on requests for project revisions, see www.unocha.org/cerf/resources/guidance-and-templates

Project Details and End-Date	Planned Geographic Areas of Implementation and Number of People Targeted	Project Summary and Main Planned Project Activities (Standard project summary prepared by CERF based on project proposal)	Implementing Partners	Estimated Expenditure ²	Implementation status ³	Project Status Update 1) Please describe any challenges that may delay or otherwise affect implementation 2) If the CERF project is not on track, please outline corrective actions to be/being implemented. 3) Is the project expected to achieve the planned targets (people targeted, geographic coverage, etc.)? 4) Other relevant information
United Nations Children's Fund Nutrition - Nutrition 16-RR-CEF-078 3,000,749 07/01/2017	Borno & Yobe States Dikwa, Monguno, Bama, Damboa, Maiduguri Municipal council, Jere, Gujba, Gulani, and other newly liberated and vulnerable locations in the 2 states Refugees: 0 IDPs: 44,000 Host population: 0 Other: 0 Total: 44000	The main aim of this project is to deliver life-saving management of severe acute malnutrition (SAM) among children under 5 in the newly liberated areas of Borno and Yobe. CERF funding will be used to establish community mobilization, screening and referral systems through the deployment of 500 community mobilizers. Therapeutic and specialized commodities will be procured to allow up to 40,000 children with SAM to be treated. Lastly, CERF funds will be used to contribute towards establishment of 7 stabilization centers where children with medical complications can be treated.	[Please list all partners (government, NGOs etc.) sub-contracted to implement specific project activities]	Select expenditure range	Select Implementation Status	1) [describe challenges] 2) [if not on track outline corrective actions] 3) [indicate expected achievements against planned targets] 4) [provide other relevant information]
Food and Agriculture Organization Food Security - Agriculture 16-RR-FAO-017 1,500,129 07/01/2017	Borno State: Maiduguri and Gere Local government Areas (LGA) and Yobe State; LGAS of Gujiba, and Gulani and newly established informal camps of Kukareta and Kassaia Refugees: 0 IDPs: 99,200 Host population: 0 Other: 0 Total: 99200	The main objective of the CERF response is to enable households to produce own staple foods during 2016 growing season (July –September), through seed distribution (millet and sorghum seeds) as well as through e-vouchers (cowpea seeds and fertilizer). This will benefit 12,400 households (99,200 people) and allow them to each cultivate one hectare of food to cover 5 to 6 months consumption after harvest.	[Please list all partners (government, NGOs etc.) sub-contracted to implement specific project activities]	Select expenditure range	Select Implementation Status	5) [describe challenges] 6) [if not on track outline corrective actions] 7) [indicate expected achievements against planned targets] 8) [provide other relevant information]

² Please provide a best possible estimate of current expenditure range for the CERF grant. Please explain low expenditure rates in the Project Status/Field under point 1) or 4)
³ Please indicate the status of implementation of project activities, choosing between “Completed”, “Fully on track”, “Mostly on track”, “Corrective measures required”, and “Not started”.



Humanitarian Security Support Borno State / North-East Nigeria

Humanitarian Context¹

The violent conflict in North-East Nigeria prompted by Boko Haram has led to widespread displacement, violations of international humanitarian and human rights law, protection risks and a growing humanitarian crisis.

Since the start of the conflict more than 20,000 people have been killed, and over 2,000 women and girls have been abducted. 2.5 million people have fled their homes, of whom 2.2 million are internally displaced, and 177,000 are seeking refuge in neighbouring countries. 7 million people are in need of emergency, life-saving assistance in the four worst-affected states in the North-East, Adamawa, Borno, Gombe and Yobe.

Security Situation and Challenges

The Government is recapturing territory from Boko Haram, but the security situation in the North-East is expected to remain fragile. Over 80 per cent of Borno State is considered high or very high risk for international humanitarian actors to access, constraining access to vulnerable communities. As the security situation changes new areas become accessible and new dimensions of need emerge, for people reached for the first time, those in ongoing displacement or on the move, and those returning to areas of origin.

Security conditions for humanitarian operations remain and require operational security support through dedicated security officers, as well as specialised communications and security equipment.

UN Security Structure

UNDSS has deployed a total of 34 personnel in 7 locations in Nigeria. 3 UNDSS staff are currently deployed in the North East in in Maiduguri, Borno State in support of humanitarian operations. Further donor funding for two additional international security officers to be stationed in North Eastern Nigeria is being obtained through the Central Emergency Response Fund (CERF).

The proposed project will provide capacity for UNDSS to expand support and assist the humanitarian community to start-up operations and increase access into new operational areas, in particular for covering newly accessible areas in Borno State.

¹ Source: OCHA



Project Objectives and Implementation

The additional funding will enable UNDSS to establish three new offices, deploy 4 personnel (1 int. / 3 nat.), to provide security training, conduct SRAs and compile security reports and analysis. The additional security support is required to enable the expansion of critical humanitarian programmes into the newly targeted areas for operations in the North East LGAs.

Duration: 1 Year

Project Beneficiaries:

The project will increase the safety of 100 UN humanitarian personnel and 150 NGO personnel providing critical humanitarian assistance to several hundred thousand persons in Borno state.

Project Activities and Outcomes		
Activity/ Deliverable	Details of Activity / Deliverable	Outcomes / Indicators of Achievement <small>(where possible, provide quantitative indicators, e.g. numbers of assessments, missions, staff trained)</small>
Security Risk Assessments	Conduct Security Risk Assessments and security analysis - compile and distribute respective documents	<ul style="list-style-type: none"> • Security Risk Management (SRM) process updated quarterly • Ad-hoc security risk assessments for operations
Coordination and Information Sharing	<ul style="list-style-type: none"> • Establish effective security information collection and reporting mechanisms, • Provide regular briefings 	<ul style="list-style-type: none"> • 310 Daily Reports issued • 52 Weekly Reports issued • Security Alerts issued as required • 52 weekly security briefings held
Planning	<ul style="list-style-type: none"> • Establish security planning, including crisis response, medical evacuation and relocation arrangements. • Implement UN-NGO operational cooperation as per the "Saving Lives Together" (SLT) Framework and Implementation Guidelines 	<ul style="list-style-type: none"> • Security Planning as per UN procedures established for the 3 locations • Cooperation with NGOs established as per SLT framework.
Security Support	<ul style="list-style-type: none"> • Monitor access conditions • Ensure situational awareness of humanitarian actors • Conduct field missions and deployments. • Respond to crisis situations and security incidents. 	<ul style="list-style-type: none"> • Effective monitoring of operations and advise to humanitarian agencies and NGOs • 52 field missions conducted • Effective crisis/incident response when required • Effective coordination with Host Government authorities
Training	Set up and conduct security training, including SSAFE	12 security training events conducted – 240 UN and NGO staff trained



Project Elements

Staffing		
Position, int./nat., Level	Function	Location/AOR
International P2	Field Security Coordination Officer	Monguno (Northern Borno)
National G6	Local Security Assistant	Bama (Eastern Borno)
National G6	Local Security Assistant	Biu (Southern Borno)
Equipment / Operational Support		Location/AOR
Operations Support – Office rental, communications, etc		Monguno, Bama, Biu, (Borno state)
3 Armoured Vehicles		

Project Management and Administration

Financial Budgetary and Human Resource Management

The project will be administered by UNDP as per the Memorandum of Understanding between UNDSS and UNDP. The UNDSS Chief Security Adviser for Nigeria will manage the project.

UNDSS finance will apply standard UNDP accounting procedures including internal audits to detect expenditures variances / irregularities. All project staff are under the direct supervision of UNDSS management and administered by UNDP HR rules and regulations.

Monitoring and Reporting

UNDSS Nigeria will provide quarterly updates to DSS HQ and USAID on:

- Staffing and procurement status
- Number of security risk assessments, security reports issued
- Security training provided (events, organisations attending, and number of participants)
- Number of security briefings provided (and organisations attending)
- Number of field missions conducted

The UNDSS Chief Security Adviser will monitor and evaluate:

- The timeliness and quality of security assessments and document any delays and shortcomings
- Feedback from the humanitarian partners on the quality of services provided.