

SOUTH SUDAN HUMANITARIAN FUND (SSHF)

2017 FIRST ROUND STANDARD ALLOCATION TIMELINE

Step	Date/Deadline	Responsible	Action	Output
1: Strategy Paper	22 – 24 Feb	ICWG; AB; SSHF TS	1. Consultations on SSHF allocation strategy paper <ul style="list-style-type: none"> Consultations with the ICWG, and Advisory Board (AB) SSHF TS prepares final allocation strategy paper 	<ul style="list-style-type: none"> Allocation Strategy Paper.
	25 Feb	HC; SSHF TS	2. Release of the SSHF allocation strategy paper <ul style="list-style-type: none"> SSHF TS circulates to Cluster Coordinators/Co-Coordinator the allocation strategy paper, allocation timeline and templates for cluster priorities and \$ requirements, and allocation report. 	<ul style="list-style-type: none"> Formal commencement of allocation process
2: Prioritization	27 Feb - 1 Mar	Cluster Coords & Co-Coords; Cluster partners;	3. Clusters identify priorities and envelopes <ul style="list-style-type: none"> Cluster coordinators define priority needs, responses and desired envelope - in consultation with cluster partners – and submit to SSHF TS <u>no later than 1 March</u>. Establish Strategic Review Committee, develop cluster-specific project selection tool (scorecard), update and submit list of standard output indicators (SOIs) to the SSHF TS <u>no later 3 March</u>. <i>Cluster Coordinators compile minutes of discussions from this stage until end of the allocation process.</i> 	<ul style="list-style-type: none"> Draft minutes of cluster consultations.
	2 – 5 Mar	ICWG; SSHF TS	4. Inter-Cluster prioritization <ul style="list-style-type: none"> SSHF TS compiles proposed cluster envelopes and activities. OCHA convenes ICWG meeting on <u>2 March</u> to agree on priority needs and cluster envelopes for AB review. SSHF compiles inter-cluster proposal and submits to AB by <u>5 March</u>. 	<ul style="list-style-type: none"> Proposed cluster priorities and envelopes for AB consideration.
3: AB review / endorsement	6 – 8 Mar	HC; AB; Cluster Coords & Co-Coords; SSHF TS	5. Review/endorsement of cluster priorities and envelopes by AB <ul style="list-style-type: none"> Inter-cluster proposal is jointly defended to the AB on <u>6 March</u>. The AB reviews and recommends changes to priorities and proposed cluster envelopes OR endorses. Cluster Coordinators/Co-Coordinator finalize their strategies based on feedback received. 	<ul style="list-style-type: none"> Endorsement of cluster priorities and envelopes
4: Selection of concept notes and validation	9- 15 Mar	Cluster Coords & Co-Coords; Cluster partners	6. Call for and submission of concept notes <ul style="list-style-type: none"> Cluster coordinators/co-coordinators share with HRP partners the allocation strategy paper, cluster priorities, allocation timeline, and any other relevant cluster-specific stipulations. Cluster coordinators/co-coordinators engage with partners on possible projects and provide feedback as to whether the project is likely to be funded/not funded based on priority and feasibility. Partners whose projects meet the cluster priorities and feasibility requirements draft and submit their project concept notes and budgets online through the GMS. <i>Note: Earliest start date of projects is <u>1 March 2017 provided partner can pre-finance considering the earliest disbursement of funds will be after 3 April.</u></i> 	<ul style="list-style-type: none"> Concept notes submitted through the GMS
	16 - 21 Mar	Cluster Coords & Co-Coords; SRC	7. Strategic review: selection of project concept notes <ul style="list-style-type: none"> SSHF TS screens submitted concept notes for basic eligibility. Strategic Review Committees (SRCs) review each concept note, prioritize projects, and recommend concept notes for funding with corresponding budgets. <i>Cluster Coordinators/Co-Coordinator should copy the SSHF TS (CHFsouthsudan@un.org) on email communications with the SRC.</i> 	<ul style="list-style-type: none"> Project concept notes selected <i>New CHF partners flagged to prepare for capacity assessment</i>
	22- 23 Mar	SSHF TS; HC	8. HC endorsement of portfolio of project concept notes <ul style="list-style-type: none"> SSHF TS compile cluster project portfolios and transmit to the HC for endorsement/feedback. 	<ul style="list-style-type: none"> HC endorsement of selected project concept notes
Technical Review	24 – 29 Mar	Cluster Partners; Cluster Coords	9. Technical Review and finalization of project proposals <ul style="list-style-type: none"> Partners submit full-fledged proposals via GMS, taking on board any feedback from SRC or HC. 	<ul style="list-style-type: none"> Final, quality controlled cluster recommended

		& Co-Coords; SSHF TS	<ul style="list-style-type: none"> Cluster coordinators/co-coordinators recommend final projects in GMS; and compile final allocation document for submission to the SSHF TS. 	proposals; <ul style="list-style-type: none"> Allocation documentation per cluster.
6: HC approval	30 – 31 Mar	HC; SSHF TS; Agency Heads	10. Final project approval by HC and fund transfer requests <ul style="list-style-type: none"> SSHF TS compile final SSHF allocation documents and prepares allocation letters for HC's signature. HC signs allocation letters to authorize disbursement or request for additional information; and heads of UN agencies counter-sign allocation acknowledgement. 	<ul style="list-style-type: none"> List of approved projects; HC signed allocation letters HC signed funds transfer requests
7: Disbursement	3 Apr onwards	MPTF MA/UNDP	11. Disbursement of funds begins <ul style="list-style-type: none"> MPTF disburses to UN agencies. Partners sign PPA and submit to MA/UNDP payment request MA/UNDP starts disbursement. <i>NOTE: New partners need to undergo capacity assessment before contract is prepared.</i> 	<ul style="list-style-type: none"> Disbursements to UN Agencies Disbursements to NGOs
	3 Apr onwards	SSHF TS/MRS; Coordinators	12. Develop cluster M&R plan for SA1 <ul style="list-style-type: none"> Develop reporting calendar and monitoring plan 	<ul style="list-style-type: none"> Monitoring and Reporting plans