Policy Title	Policies and Procedures For Humanitarian Response Funding
Previous Title (if any)	N/A
Policy Objective	Establish two distinct mechanisms for UNFPA field offices to access resources specifically for humanitarian-related interventions
Target Audience	This applies to all UNFPA offices personnel, particularly those working in humanitarian settings
Risk Matrix	Controls of process are detailed in the Risk Control Matrix
Checklist	Emergency Fund and Humanitarian Response Reserve Checklists
Effective Date	March 2018
Revision History	N/A
Mandatory Revision date	March 2021
Policy Owner Unit	Humanitarian and Fragile Contexts Branch
Approval	Policy Approved March 2018

POLICIES AND PROCEDURES FOR HUMANITARIAN RESPONSE FUNDING

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I. PURPOSE

1. In its decision [DP/FPA/2015/3,](#) the UNFPA Executive Board established[1] an Emergency Fund (EF) and Humanitarian Response Reserve (HRR) as two distinct mechanisms for UNFPA field offices to access resources specifically for humanitarian-related interventions. They are overseen by the Humanitarian and Fragile Contexts Branch (HFCB) in the Programme Division. Each has its own procedures to follow for access, along with specific eligibility requirements, which are detailed in this policy. Both may be utilized for humanitarian programmes where UNFPA is responding to an emergency (including a protracted emergency) situation and where any one of the following criteria apply:
    a) Regular country programme funds are not available;
    b) Country programme funds are not immediately available but could be used later for reimbursement with the approval of the government;
    c) Donor support for a UNFPAs appeal or the UNFPA component of Flash Appeal/Humanitarian Response Plan or a dedicated project proposal has been committed but funds have not been received.

II. POLICY

2. This policy outlines UNFPA's humanitarian response funding process, identifies control actions to mitigate potential risks related to the process and establishes the following:

3. The Emergency Fund provides non-refundable financial support to UNFPA offices when other funding sources are not immediately available allowing the organization to respond immediately to crises.

4. The Humanitarian Response Reserve is a pre-financing mechanism available to offices to bridge funding requirements in the period between the signing of co-financing agreements[2], or of release of installments in multi-tranche funding agreements, and the receipt of committed funds. The HRR enables offices to initiate or sustain activities and commitments against signed co-financing agreements in advance of the receipt of the committed funds. Access to the HRR is limited to a maximum of 20 per cent of the amount committed, or $0.5 million per agreement, whichever is lower.

5. The Humanitarian response funding can only be used according to and for the purposes established in the procedures below.

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[1] [DP/FPA/2000/12](#), [DP/FPA/2015/3](#)
[2] Refer to policy on [co-financing procedures](#)

III. PROCEDURES

A. EMERGENCY FUND

6. The Emergency Fund is authorized through the provision of non-refundable financial support to requesting offices. It is a regular resources funded allocation that is provided as part of the UNFPA regular resources distribution plan at the beginning of each calendar year, the final total amount of which is subject to availability of regular resources.

7. The Executive Director has the authority to increase the Emergency Funding by up to $2 million in a given year, if the number and extent of the emergencies so warrant. This flexibility is in recognition of the inherent element of uncertainty in any emergency. The increase in funding may be warranted as a result of: (a) declaration of a level 3 emergency; (b) number of people in need exceeding 100,000; (c) ongoing system-wide humanitarian action; and (d) frequency of disasters having depleted the emergency fund by mid-year.

8. To request this increase to the Emergency Fund, the Emergency Director [3] sends a one-page memo to the Office of the Executive Director. The memo must include information on the status of Emergency Fund resources and the reason for the increase, as recommended by the Chief, HFCB. The Executive Director makes a decision subject to the availability of regular resources.

9. There is no minimum allowable or maximum limit that can be allocated to one particular country. Allocations depend on the availability of funds and prioritization of needs amongst applying countries.

10. Utilization of the EF resources is subject to existing UNFPA regulations, rules, policies and procedures relating to planning, implementation, reporting and accountability. The HFCB, Programme Division administers the Emergency Fund and the Emergency Director maintains oversight of it.

i. Emergency Fund Eligibility

11. Only offices undertaking at least one of the following activities, are eligible to request resources from the Emergency Fund:

    (a) Commencing a humanitarian response through rapid needs assessments, life-saving coordination, and monitoring activities;

    (b) Providing needed emergency services, including in the context of protracted crises. Such services could include but are not limited to implementation of the Minimum

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[3] The role of Emergency Director is held by the Director, Programme Division.

Initial Service Package (MISP) for reproductive health care, including procurement of emergency reproductive health kits; activation of delivery services where they are lacking or inadequate to meet needs; the establishment of appropriate psychosocial support programmes; the urgent rehabilitation of health facilities and/or support for mobile clinics so that they can provide reproductive health, including maternity services; and the coordination of reproductive health and gender based violence (GBV) training and data collection activities; supplying hygiene or "dignity" kits;

(c) Preparedness planning; contributing to the implementation of a national contingency or preparedness plan; or initiating or implementing minimum preparedness actions being carried out by the United Nations Country Team;

(d) Undertaking the following activities related to:
- humanitarian programme operations: i.e., logistical support, transport, distribution and procurement;
- technical and operational support missions, including the deployment of UNFPA personnel to support the office in its humanitarian response and preparedness measures;
- preparedness activities[4];
- facilitate accessing or implementing humanitarian pooled funds (e.g. Central Emergency Response Fund (CERF), Country Based Pooled Funds (CBPF), etc.) or other bilateral donor funding allocated for humanitarian purposes; and
- Communication activities during a humanitarian situation: this covers internal communication within the organization; communication within the United Nations system, particularly with regard to Office for the Coordination of Humanitarian Affairs (OCHA) as well as external communication.

ii. Emergency Fund Request and Allocation Process

Step 1: Request for Emergency Funds

12. The head of unit[5] of the requesting office submits a draft EF request, based on a call[6] for humanitarian assistance by the host government or resident coordinator/humanitarian coordinator. The request must be submitted using the Emergency Funds online request system[7], based on a standard template (Annex I) and budget formats (Annex II). In the event that the emergency is declared as a "Level 3", HFCB automatically authorizes allocation of $250,000 to the affected country office. The country office must still submit

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[4] Must be accompanied by a UNFPA preparedness plan.

[5] The UNFPA head of unit refers to the representative, division director, regional or sub-regional director, country director or the Chief of Operations (or the delegated officer), as appropriate.

[6] For major disasters (i.e. an IASC classified "Level 3" humanitarian response) the call to respond will be made by either the UNFPA Executive Director or the UNOCHA Emergency Relief Coordinator. Emergency Fund requests could also be based on a response framework developed by the United Nations Country Team (UNCT) or United Nations Humanitarian Country Team where one exists.

[7] Emergency Funds online system can be found in myunfpa, Index Section "E," Emergency Funds Request

an on-line Emergency Fund request at its earliest convenience. [Flowchart reference 1]

13. If the activities being funded require procurement of reproductive health kits, the office must first consult with Procurement Services Branch (PSB) regarding availability of the kits requested. Once availability is confirmed, the requesting unit consults with the reproductive health specialists in the regional office, and HFCB (where needed), to prepare a reproductive health kit request form (Annex III) and RH Kits Distribution Plan (Annex IV), and is included as part of the as part of the overall Emergency Fund request[8]. [Flowchart reference: 2/3/4] through the online Emergency Fund Request system]

Step 2: Regional office review

14. The requesting office submits a draft EF request through the online EF Request system, to the regional office via the regional humanitarian coordinator (RHC), for review and clearance. Incorporated into the review of the online request by the regional office is the Emergency Funds review checklist (Annex V) [Flowchart reference 5]

15. Upon receipt of the draft request, the regional office a) uses the Emergency Fund review checklist criteria to review it for technical, programmatic relevance; accuracy and completeness of budgeting; and country office capacity to implement the activities and b) provides feedback to the office, if needed, to improve submission of the official Emergency Fund request. The regional office notifies the requesting office of endorsement, or not, within 72 hours of submission of the draft EF request. [Flowchart reference 6]

Step 3: Request for funds submission

16. The requesting office receives and incorporates feedback in the EF request documentation, as necessary. Upon completion and clearance from the regional office, the EF request is officially submitted through the online EF Request system by the requesting office, through the regional office and the Chief HFCB, to the Emergency Director for endorsement. [Flowchart reference 7]

Step 4: Headquarters review and approval

17. The Chief, HFCB reviews the EF request to ensure the activities and costs to be funded are relevant and eligible based on the established criteria. [Flowchart reference 8]

18. Within 48 hours of receipt of the request, , the Chief, HFCB a) endorses the EF request and recommends its approval to the Emergency Director or b) recommends its rejection or c) provides feedback and asks the requesting office to revise and resubmit the EF request. [Flowchart reference 9/9b/9c]

19. The Emergency Director approves or rejects the EF request within 24 hours of receipt of

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[8] In this case, funding portion for reproductive health kits will be provided as separate CoA issued directly from Commodity Security Branch, and will not utilize Emergency Fund funds specifically.

Chief, HFCB endorsement. In the event of a rejection, the request is returned to HFCB for further reconsideration and follow-up as needed. If the EF request is approved by the Emergency Director [flowchart reference 10], an authorization email[9], provided to the requesting office by HFCB specifying:

a. A summary of agreed upon activities to be funded and timeframe for implementation[10],
b. The authorization to use the EF to programme and budget the activities in GPS, including chart of accounts (CoA) details, and reporting requirements.

Step 5: Resource allocation

20. Division for Management Services (DMS) allocates the funds as instructed in the approval from the Emergency Director. [Flowchart reference 12]

Step 6: Reproductive health kits

21. If a request for reproductive health kits is included in the Emergency Fund request, the office may proceed to implement other Emergency Fund activities while the process of procuring reproductive health kits is ongoing. HFCB notifies the Commodity Security Branch (CSB) within the Technical Division to verify its funding approval of the reproductive health kits. [Flowchart reference 11]

22. CSB receives the request for the reproductive health kits portion of Emergency Fund request and provides funding authorization to PSB to begin the process of procurement. [Flowchart reference 13]

23. PSB conducts procurement in collaboration with CSB and the requesting office. [Flowchart reference 14]

24. The requesting office receives reproductive health kits. [Flowchart reference 15]

Step 7: Implementation and monitoring

25. The requesting office begins implementation of the activities funded by the EF as soon as it receives the allocation. If not already activated, offices are encouraged to activate the Fast Track Procedures, especially for procurement purposes, to accelerate the implementation of the activities funded. [Flowchart reference 16]

26. The requesting office is responsible for standard programmatic monitoring per the Policy and Procedures for Programme and Financial Monitoring and Reporting document. The regional office provides oversight and additional monitoring, as needed, of the

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[9] The memo is sent from the Emergency Director's office to the requesting office, with cc to the concerned regional office, Resource Mobilization Branch and Resource Planning and Budgeting Branch focal points.
[10] Funds allocated to direct programme implementation activities should not be diverted to activities outside of those approved through the authorization memorandum or related communications.

implementation of the activities funded from the EF. HFCB conducts quarterly reviews and monitoring of the EF allocations. [Flowchart reference 17a/b/c]

27. In the event of changes in context or change in programme priorities (e.g. from flood response to preparedness) country offices must first seek approval from HFCB to reprogramme Emergency Funds.

28. HFCB conducts quarterly monitoring of Emergency Fund use and will recover funds, as required.

Step 8: Extensions

29. When the implementation period (as indicated in the Emergency Director's memorandum) is nearing its end, the requesting office must assess whether an extension of the EF allocation is needed to complete implementation of the activities funded through this mechanism. [Flowchart reference 18]

30. If an extension is required, the requesting unit submits a request (Annex I) through the regional office to HFCB, requesting an extension[11] to complete implementation or for modification of programme activities. This extension form must include adequate justification and a new timeframe. It must be submitted one month before the initial authorization end date. [Flowchart reference 19]

31. The regional office reviews the validity of the justifications for the extension or modification request and, if cleared, shares it with HFCB. [Flowchart reference 20]

32. Upon review of the extension request, HFCB either endorses or rejects it. If rejected, reasons for the rejection must be clearly explained, and the requesting office advised to clear any outstanding commitments on EF resources before the end of the time period allotted for the EF allocation. Further, the office must proceed to submit a final report on EF utilization as per the reporting requirements outlined below. HFCB also requests DMS to reduce the EF allocation in Atlas, stating the amount and department affected as well as the effective date[12]. [Flowchart reference 21]

33. If endorsed by HFCB, the Emergency Director receives the endorsed request for extension of the EF allocation. Upon approval by the Emergency Director, the requesting office is notified accordingly and continues to implement and monitor the programme activities until the revised end date. If the extension is rejected, the office is notified accordingly and must submit a final EF utilization report. As above, DMS is also notified accordingly. [Flowchart reference 22]

34. DMS adjusts the fund allocation in Atlas upon notification by HFCB based on the decision by the Emergency Director. [Flowchart reference 23]

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[11] Extensions can't go beyond December 31 of the calendar year of the Emergency Fund request.
[12] End date of the Emergency Funds request per the Emergency Director's approval of the request

Step 9: Reporting

35. Within two (2) months of the time frame expiration, the requesting office must submit a final report ([Annex VI](#)) to HFCB, through the regional office, on utilization of the EF. [Flowchart reference 24]

36. The regional office reviews the final EF report to ensure the funds were used for the authorized programme activities and costs, as set out in the approved Emergency Fund request, and submits the report to HFCB. [Flowchart reference 25]

37. After clearance by the regional office, HFCB receives and reviews the final EF report as regards the use of the funds for the approved purposes, level of achievement of planned results, and lessons learned that could be relevant for future EF utilizations. [Flowchart reference 26]

38. On an annual basis, leveraging the EF reports submitted, the HFCB reports to the Humanitarian Steering Committee on bottlenecks encountered in the areas of programming, procurement, finance, systems and remedial actions taken or required, focusing on lessons learned on the use of the Emergency Fund in humanitarian settings.

B. HUMANITARIAN RESPONSE RESERVE

39. In January 2015, the UNFPA Executive Board approved a one-time allocation of $10 million in regular resources to establish a Humanitarian Response Reserve (HRR). The HRR is authorized as a *bridge funding mechanism* between the time signing of a co-financing agreement, or of release of installments in multi-tranche funding agreements, and the receipt of committed funds. The HRR is funded by regular resources upon its establishment through a one-time allocation of regular resources, and replenished upon receipt of the donor financing by the requesting office.

i.   Humanitarian Response Reserve Eligibility

40. Access to the HRR funding is limited to humanitarian[13] settings, and to activities and inputs within the scope and other stipulations of the co-financing agreement for which pre-financing is requested.

ii.   Humanitarian Response Reserve Request and Allocation Process

Step 1: Request for Humanitarian Response Reserve funds

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[13] For purposes of this policy, a humanitarian setting is defined in terms of OCHA categorization. The list of countries that are defined by OCHA as being in crisis is available at: http://reliefweb.int/countries. Pre-financing through the HRR may include both in-country and cross-border response activities.

41. The head of unit of the requesting office initiates the request to access the HRR[14] and submits it to the regional office for review [Flowchart reference 1,2]. The request (Annex VII) must be based on a signed co-financing agreement (to be attached to the request), and must contain the following information:
    a) The anticipated date for the receipt of funds;
    b) The scope of activities to be funded with the HRR;
    c) The estimated budget amounts for the activities to be pre-financed and estimated time frame requested.

Step 2: Regional office review

42. The regional office reviews the HRR request submitted by the country office to ensure that the activities to be pre-financed are of a humanitarian nature, fall within the scope and other stipulations of the concerned co-financing agreement, are supported by an appropriate itemized budget, and that the office has the capacity to start the implementation of activities upon allocation of funding. [Flowchart reference 3]. The regional office either a) clears the request prior to submission to headquarters for approval, b) rejects the request, or c) provides feedback and requests revisions within 72 hours of receipt of request. [Flowchart reference 3]

Step 3: Headquarters review and approval – DCS

43. Following approval by the regional office, the country office submits the request (Annex VIII) to the Division for Communications and Strategic Partnerships (DCS)[15] and HFCB via the shared email account (hrr.activation@unfpa.org).

44. DCS receives the request, reviews the co-financing agreement, and provides an approval (or denial) of whether the agreement meets the required criteria outlined below, within 48 hours of receipt. If there is insufficient information for an approval or denial, DCS must, within 48 hours of receipt, request further information from the requesting office. DCS is responsible for assessing the eligibility to release HRR funds in advance of receipt of the funds from the donor. [Flowchart reference 4]

45. In providing approval or denial of a request, DCS is guided by the following:
    • Credit worthiness of the donor;
    • UNFPA's past experience with the donor;
    • General economic environment which may affect the ability of the donor to pay up its commitment; and
    • Other factors which may significantly delay payment of the contribution.

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[14] Access to the Humanitarian Response Reserve will be limited to a maximum of 20% of the amount committed, or up to $0.5 million per agreement, whichever is lower.
[15] Within the DCS: Resource Mobilization Branch for co-financing agreements from governmental or multilateral donors; Strategic Partnerships Branch for co-financing agreements from non-governmental donors, i.e. private sector donors.

Step 4: Headquarters review and approval – HFCB

46. HFCB conducts a criticality review of the HRR request to confirm the activities to be pre-financed fall within a humanitarian context and are in line with the concerned co-financing agreement. [Flowchart reference 4a]

47. In situations where there are competing priorities or requests, HFCB reviews the criteria and eligibility of the requests based on the co-financing agreements, emergency levels and the potential impact of the funding requests.

48. The Chief, HFCB approves the HRR request and notifies the requesting office accordingly. If not endorsed, the HRR request is returned to requesting office with feedback as relevant. The requesting office can then re-submit based on feedback. [Flowchart reference 6]. Notification of approval, or rejection, is provided within 24 hours[16] of approval from DCS.

Step 5: Resource allocation

49. Upon receipt of authorization and a donor fund code based on the signed co-financing agreement from DCS [Flowchart reference 4b], Finance Branch creates a fund code in Atlas. [Flowchart reference 5]

50. Finance Branch ensures funds are made available in Atlas for implementation against the donor fund code, once HFCB confirms the approval of the HRR request, [Flowchart reference 8] and notifies the requesting office of the availability of the funds. [Flowchart reference 9]

Step 6: Implementation and monitoring

51. The requesting office begins implementation activities funded by the HRR after the allocation of funds, as per the Policy and Procedures for Preparation and Management of Workplans. In order to accelerate programme implementation – in particular procurement activities – offices are encouraged to request the activation of Fast Track Procedures. [Flowchart reference 10]

52. The requesting office is responsible for monitoring the implementation of the pre-financed activities, as per the Policy and Procedures for Programme and Financial Monitoring and Reporting, complying with reporting and expense eligibility requirements as established in the co-financing agreements [Flowchart reference 11] and for providing progress reports as requested by HFCB.

53. Finance Branch is responsible for monitoring and reconciling the HRR account, and

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[16] If the request is based on a co-financing agreement that is non-governmental then at least 7 business days are required to review and clear the proposal.

HFCB conducts periodic monitoring of the HRR utilization of the amount pre-financed and implementation utilization. [Flowchart reference 12]

Step 7: Humanitarian response reserve reimbursement

54. Finance Branch, monitors deposits to UNFPA bank accounts for receipt of donor funds. If the donor is making the payment locally, the relevant (country or regional) office should closely follow up with the UNDP office in-country that is handling UNFPA's treasury functions. As soon as the payment is deposited into the local UNDP account, UNDP should create a deposit ID in Atlas. The office must promptly share the deposit ID with Finance Branch (revenue@unfpa.org) and RMB (rmb@unfpa.org) so that the payment is recorded appropriately. [Flowchart reference 13]

55. Once funds are received, Finance Branch notifies DCS of the contribution receipt, reimburses the amount pre-financed to the HRR, and allocates the remaining contribution amounts to the respective fund codes. [Flowchart reference 14/14a]

56. On a quarterly basis, the Division of Communications and Strategic Partnerships (DCS) and Finance Branch review the status of outstanding receivables. Should a donor default on a pre-financed contribution, Finance Branch will initiate the write-off process, as per the applicable policies and procedures. [Flowchart reference 14b]

IV.   OTHER

No other content available

V. PROCESS OVERVIEW FLOWCHARTS

Figure 1 provides a detailed description of the Emergency Fund request and approval process.
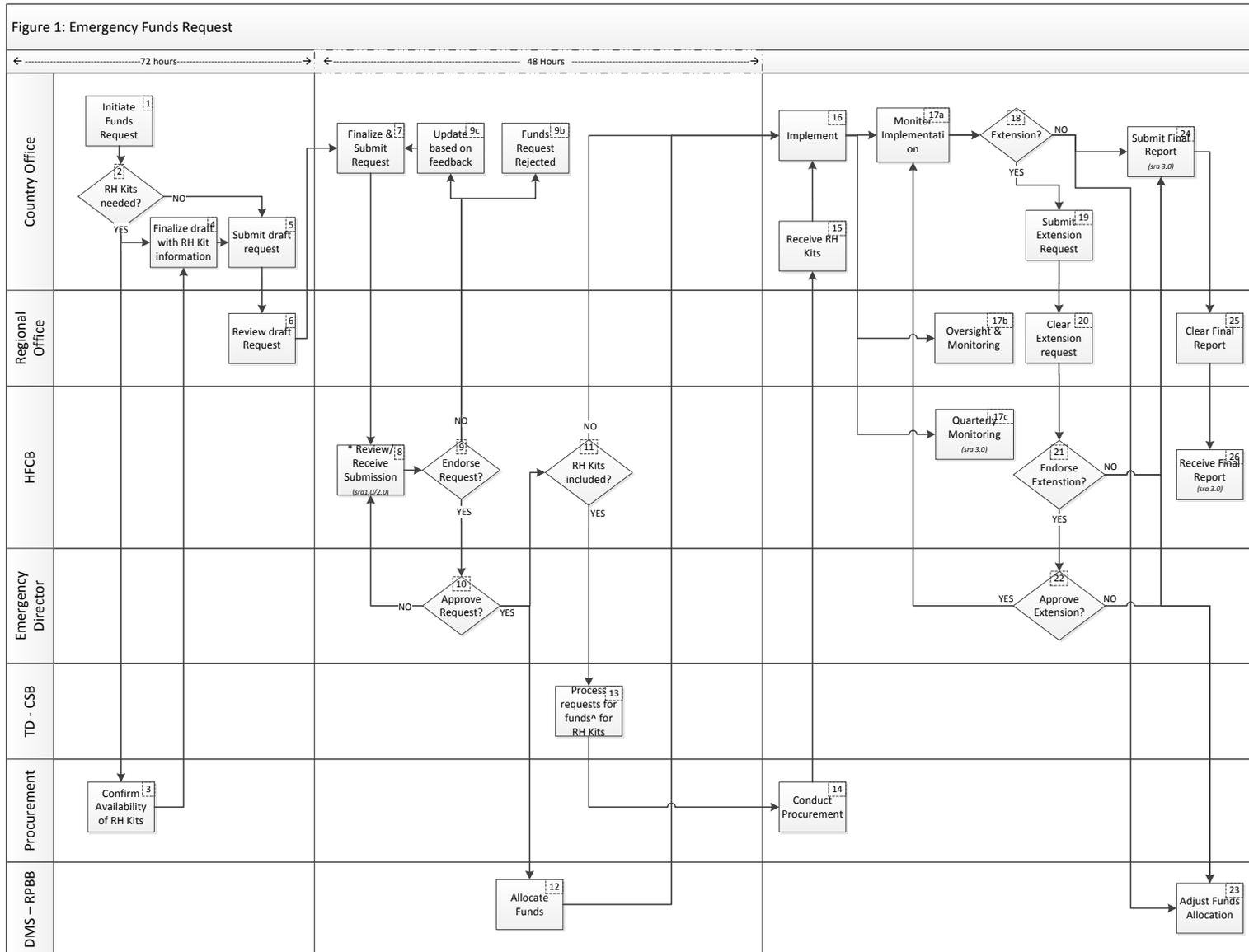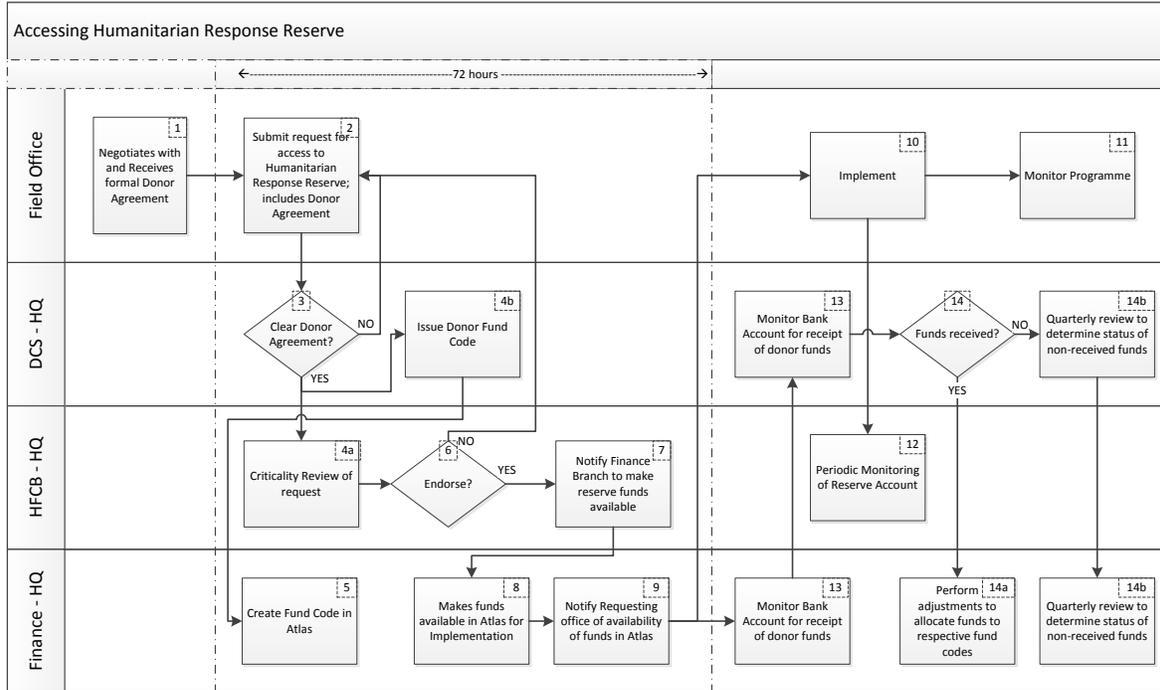
Figure 1: Emergency Funds Request

Figure 2 provides a detailed description of the HRR request and approval process.

Figure 2

Accessing Humanitarian Response Reserve

VI. RISK CONTROL MATRIX

Annex I: Emergency Fund Request Form

Country/Regional Office :_____   Project/Programme Title:_____

Project Implementation Period: From_____ To_____

Estimated Affected Population: _____ Estimated UNFPA targeted Beneficiaries:_____

Total Amount Requested: (USD): _____

Date Official Request: Submitted to Regional Office _____   Endorsed by Regional Office _____

Date request submitted to HFCB: _____

Emergency Classification: (Natural Disaster/ Conflict / Preparedness / Protracted Humanitarian Needs)

Status of request: ☐ New Request   ☐Extension request (*Signatures required at end of form*)

TYPE OF EMERGENCY (indicate accordingly)

Conflict ☐   Natural Disaster ☐ (specify below) if it is natural disaster:_____ Other (specify)_____

PRIMARY USE OF FUNDS

Preparedness ☐   Response ☐   Recovery ☐   Other ☐ _____

BACKGROUND (short summary of the nature of the emergency, please include number of people affected, targeted UNFPA beneficiaries, priority needs and the context of UNFPA's response).

EXPECTED RESULTS: What will be the expected outcome(s)? Please include key outputs indicators including the number of targeted beneficiaries. *(Improved emergency obstetric care in 5 clinics benefiting 10,000 women, Rapid assessment reports leading to the development of a GBV programme or funding for coordination mechanism leading to joint policy development or sharing of resources.)*

	Planned Beneficiaries	
Female		
Male		
Total		
Of the total, young people (15-24)		

PROGRAMME ACTIVITIES: *Please indicate and specify by ticking the relevant ones to your specific situation*

Recruitment ☐   Cluster Coordination ☐   Rapid Needs Assessment ☐   Procurement of RH Emergency Kits ☐

Procurement of Dignity/Hygiene Kits ☐   Training ☐   Other ☐

Summary note on activities:

REQUEST FOR TECHNICAL SUPPORT YES ☐   NO ☐

If yes please specify type and duration of technical assistance required: _____

EXTENSION REQUESTS ONLY

Signature of CO Representative: _____

Endorsed by Chief HFCB:☐Yes ☐No Signature: _____ Date: _____

Approved by Emergency Director:☐Yes ☐No Signature: _____ Date: _____

Annex II: Emergency Fund Budget Template

DESCRIPTION	Unit	Unit Cost in $	Quantity/Duration	Total Cost in $
Reproductive Health				
1. RH Kits	Kits			
2. Monitoring and evaluation	Lump sum			
3. Training	Sessions			
4. Coordination	Lump sum			
5. *Additional activity*				
6. *Additional activity*				
7. **Sub-Total RH**				
Gender Based Violence				
1. Dignity Kits	Kits			
2. Women friendly spaces				
3. Training	Sessions			
4. Monitoring				
5. Coordination				
6. Additional activity				
Sub-Total GBV				
Communication				
1. Activity				
2. Activity				
Sub-Total communication				
Population data				
1. Activity				
2. Activity				
Sub-Total Population data				
Personnel				
1. Salary/fees				
2 DSA				
3 Travel				
Sub-Total Personnel				
Operational Costs				
Estimated IP support costs (if applicable)				
TOTAL REQUESTED				
NB: AOS: Overhead @ 8% of USD MUST NOT be included in UNFPA EF.				

Annex III: Reproductive Health Kits Request Form (Internal Client)

	I. REQUEST FOR PROCUREMENT - EMERGENCY RH KITS *To be filled out by requester*			
DATE of Request:				
REQUESTER:				
FINAL Destination: City, Province, Country				
Consignee Details:				
Contact person:				
Consignee Address:				
Tel. number:				
Fax number:				
Email Address:				
Atlas COA for Charges				
Business Unit:				
Account Number:				
Fund Code:				
Department ID:				
Implementing Agency:				
Project Number:				
Activity ID:				
Authorization				

Date	Name & Title		Signature	

*This authorization must be made by the Representative, or Officer in Charge, or the Head of the Office in the requesting country/unit

NOTE: For orders funded under Emergency Fund the approval of the HFCB Technical Advisor is mandatory

Date	*Name & Title*	*Signature*

Distribution Plan (please attach to your e-mail)

KIT No.	Description	Quantity	Unit Price $	Total Price $
Kit No.0	Administration kit		123.10	0.00
Kit No. 1A	Male Condoms kit		583.63	0.00
Kit No. 1B	Female Condoms kit		357.71	0.00
Kit No. 2A	Clean Delivery, Individual		596.41	0.00
Kit No. 2B	Clean Delivery, Birth attendants		87.96	0.00
Kit No. 3	Rape Treatment kit		592.65	0.00
Kit No. 4	Oral and Injectable Contraception kit		438.08	0.00
Kit No. 5	Sexually Transmitted Infections (STI) kit		560.80	0.00
Kit No. 6A	Clinical Delivery Assistance kit - Reusable Equipment		484.40	0.00
Kit No. 6B	Clinical Delivery Assistance kit - Drugs and Disposable Equipment		512.00	0.00
Kit No. 7	Intra Uterine Devices (IUD) kit		173.90	0.00
Kit No. 8*	Management of Miscarriage and Complications of Abortions		572.85	0.00
Kit No. 9	Suture of Tears and Vaginal Examination kit		376.85	0.00
Kit No. 10A	Vacuum Extraction Delivery kit (model HM Healthcare)		82.35	0.00

Kit No. 10B	Vacuum Extraction Delivery kit (model Medela)		999.88	0.00
Kit No. 11A	Referral Level, Reusable Equipment kit		525.50	0.00
Kit No. 11B	Referral Level, Drugs and Disposable Equipment		3,801.00	0.00
Kit No. 12	Blood Transfusion kit		1,088.20	0.00
TOTAL ITEM COST				0.00

*RH Kit 8 (Management of Miscarriage and Complications of Abortion) includes "misoprostol", a medicine recommended by WHO for the medical management of complications of miscarriage and abortion. Please be aware that misoprostol may not be registered yet in all countries. We therefore recommend you verify as soon as possible with the authorities in your country if there are special requirements for you to comply with, before clearing this kit from customs.

Preferred mode of shipment:	◉ AIR ○ SEA		
Procurement purpose:	○ Emergency ○ Pre-positioning ○ Regular Procurement ◉ Other		

II. ORDER DETAILS *To be filled out by PSB*			
Reference number:			
Date:			
	Freight cost ◉ AIR ○ SEA		
	Insurance for transportation		0.00
	Insurance of goods		0.00
	5% Handling charge		0.00
	Estimated TOTAL CPT		**0.00**

Comments:				

III. DISPATCH AUTHORIZATION *To be filled out by PSB*			
This is to authorize the shipment by air/sea of the above selected kits.			
	Emergency Procurement Assistant		
Date	**Name & Title**		**Signature**

Annex IV: RH Kits Distribution Plan

	RH Kits Distribution Plan								
COUNTRY:					**ESTIMATED DISTRIBUTION DATE:**	FROM:			
ORDER DATE:						TO:			

KIT NO.	DESCRIPTION	TOTAL ORDERED	DISTRIBUTION LOCATIONS							TOTAL DISTRIBUTED
			Location 1	Location 2	Location 3	Location 4	Location 5	Location 6	Location 7	
RH KIT 0	ERH Kit 0 - Administration & Training Kit									0
RH KIT 1A	ERH Kit 1A - Male Condoms									0
RH KIT 1B	ERH Kit 1B - Female Condoms									0
RH KIT 2A	ERH Kit 2A - Clean Delivery - Individual									0
RH KIT 2B	ERH Kit 2B - Clean Delivery - For Use By Birth Attendants									0
RH KIT 3	ERH Kit 3 - Rape Treatment									0
RH KIT 4	ERH Kit 4 - Oral & Injectable Contraception									0
RH KIT 5	ERH Kit 5 - Treatment of Sexually Transmitted Infections									0

Code	Description								Total
RHKIT6A	ERH Kit 6A - Clinical Delivery Assistance - Reusable Equipment								0
RHKIT6B	ERH Kit 6B - Clinical Delivery Assistance - Drug & Disposable Equipment								0
RH KIT 7	ERH Kit 7 - Intra Uterine Devices (IUD)								0
RH KIT 8	ERH Kit 8 - Management of Complications of Miscarriage								0
RH KIT 9	ERH Kit 9 - Suture of Tears (Cervical & Vaginal) and Vaginal Examination								0
RH KIT 10	ERH Kit 10 - Vacuum Extraction Delivery - HM Healthcare model								0
RH KIT 10	ERH Kit 10 - Vacuum Extraction Delivery - Medela model								0
RH KIT 11A	ERH Kit 11A - Referral Level for RH - Reusable Equipment								0
RH KIT 11B	ERH Kit 11B - Referral Level for RH - Drugs & Disposable Equipment								0
RHKIT12	ERH Kit 12 - Blood Transfusion								0
							Name:	**Title:**	
						COMPILED BY:		RH/Logistics/Humanitarian Coordinator	
						APPROVED BY:		Resident Representative	
								Humanitarian Specialist, HRB	
								(when the request is funded by HFCB)	
Note: Please replace Location 1, Location 2, etc. with actual naming of the destinations & service delivery point									

Annex V: Emergency Fund Review Checklist [CO/RO]

Country: _____   **Date of submission by CO:** _____

Area	YES	NO	Rationale/Comments
1. Do the objectives meet UNFPA EF's *eligibility criteria*?			
2. Does the EF request include clear **explanation on UNFPA's response and achievement**s (if any) up to date?			
3. *For Rapid response:* does the proposal mention assistance from government or request for support by UNCT?			
4. *Preparedness funding:* Has a preparedness or contingency plan been enclosed in the EF request?			
5. Do the *beneficiary figures* add up to the total and is the figure consistent throughout the proposal?			
6. Does the proposed **budget** include a clear breakdown per activity?			
7. If RH kits have been requested, has PSB confirmed their *availability* and freight costs, with *endorsement* from RH Advisor[17]?			
8. Dignity kits budget is accompanied with an *itemized list* including cost per item?			
9. Has the request been **reviewed** and *recommended* by the Regional/Sub Regional Office?			
10. Has the **CO consulted with HFCB for technical inputs**?			

Reviewed by the CO Humanitarian focal point on [Date]:   **Signature:**

Reviewed by the Regional Humanitarian Coordinator on [Date]:   **Signature:**

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[17] *NB: It is the responsibility of the CO to consult PSB before submitting request to HFCB. RH kit order and distribution plan should be enclosed.*

Annex VI: UNFPA Emergency Fund Reporting Form

Country/Regional Office:_____

Implementation period: From:_____ To:_____

Total amount allocated: _____ **Expenditure:**_____

If total amount was not used by end of the project duration, please explain why:

Planned and reached direct beneficiaries through Emergency Fund		
	Planned	**Reached**
Female		
Male		
Total		
Of the total, young people (15-24)		

Report endorsed by the Regional Director: ☐Yes   ☐No

Signature of Head of Office_____Date:

SUMMARY **(use as much space as necessary for your explanations)**
Background: *Please provide a short summary of the nature of the emergency and the context of UNFPA's response*
Key Results achieved: Describe key results achieved under the implementation period (Please include quantitative (number-based) results in your response. : *What were the results of the implemented activities? (For example, 50% of targeted beneficiaries have access and utilize RH kits, improved emergency obstetric care in No. of clinics benefiting 10,000 women, Rapid assessment reports leading to the development of a GBV programme or funding for coordination mechanism leading to joint policy development or sharing of resources.).* (1) Were all approved activities implemented under the implementation period? ☐Yes   ☐No If no, explain why: --- --(2) Was the pre-financed amounts used for Emergency Response based on the approved eligible budgeted activities and intended purpose provided in the request.

_____ ☐Yes   ☐ Partially ☐No

Please elaborate

----

1) Did the EF lead to a fast delivery of assistance to beneficiaries?

☐Yes   ☐ Partially ☐No

Please elaborate:

_____

2) Did the EF help respond to time critical needs?

☐Yes   ☐ Partially ☐No

Please elaborate:

--

3) Did the EF help improve resource mobilization from other sources?

☐Yes   ☐ Partially ☐No

Please elaborate:

--

Lessons Learned: _(Please use the space below to provide feedback on lessons-learned, major challenges and recommendations if any)_

Financial report: (Linked to the original budget request and programme activities)

Financial Report as per Cognos report		
	Budget as approved by PD (Annex II))	**Actual expenses**
Activity xx		

Please provide here additional information on activities and budget expenditure in case of any significant discrepancy between planned and actual budget expenditure and activities, please describe reasons:

NB: The report should not be more than two pages long.

Annex VII: Template – Humanitarian Response Reserve Request

Subject: URGENT: Application for Humanitarian Response Reserve

[Name of requesting office] would hereby like to apply for the Humanitarian Response Reserve in the amount of _____ *[20% of amount committed or USD 0.5 million, whichever is lower]*. This request is based on the budgeted amount of $xxxx applicable to the activities listed under section x ,xxx of the work plan of the Co-financing Agreement – the itemized budget is attached

This application is based on the agreement signed with _____*[name of donor]* on _____*[date]* which is hereby attached to this email. The agreement has been signed for the purpose of _____*[project title and additional details on purpose of funds if unclear from title].This request was based on the following rationale:*
a.
b.

The anticipated date for the transfer of funds is _____*[date].*

[Name of requesting office] has no prior knowledge or information that would bring into question the ability of the donor to honor its commitment and make a payment in a timely manner.

_____
Name and title of requesting officer (Head of office).