

## Stream 3: Emergency Response Resource Allocation Model Guidelines

### **Summary**

As part of its governance reform, IPPF is revising how it allocates unrestricted funding across the Federation. Stream 3 of the new model aims to enable the delivery of timely, life-saving sexual and reproductive health (SRH) services in diverse humanitarian settings (e.g. sudden-onset crises, protracted complex emergencies, hard to reach populations within emergencies) across all regions by Member Associations (MAs) and Collaborative Partners.

Quick and flexible release of funds combined with technical support on preparedness, program design, proposal writing, service delivery and supply chain can enhance readiness and appropriateness of interventions. The timing of proposal submission should be flexible (e.g. rolling basis throughout the year) to meet the needs of dynamic and unexpected humanitarian disasters. Amounts should be variable to allow for varying scopes of work by one MA or more MAs in collaboration, although for sudden-onset crises, timeliness of proposal development and response will be imperative to save lives.

## 1. Overview

### 1.1 IPPF'S ROLE IN HUMANITARIAN CONTEXTS AND EMERGENCIES

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IPPF's Strategic Framework (SF) 2016-2022 commits the organisation to lead a locally-owned globally connected movement that provides and enables services, and champions sexual and reproductive health and rights (SRHR) for all. In line with IPPF's SF and humanitarian strategy, IPPF is committed to improving access to life-saving SRH for crisis-affected people in all their diversity. Stream 3 allows core funds to be used quickly and flexibly to enable more effective and efficient responses in diverse and dynamic humanitarian contexts. In line with international humanitarian standards, Stream 3's primary focus is on service delivery and the implementation of life-saving SRH services in humanitarian settings.

*Note: Life-saving SRH services are those that are outlined in the Minimum Initial Service Package (Annex C) for humanitarian settings.*

- A humanitarian crisis prevents a population from accessing basic needs including water, healthcare, shelter, food or security.
- A sudden-onset humanitarian crisis typically refers to an event or series of events which impacts a population with little or no advanced warning. These tend to include natural hazards such as earthquakes, volcanic eruptions and cyclones.
- A protracted humanitarian crisis refers to situations in which a significant portion of a population is facing a heightened risk of death, disease, and breakdown of their livelihoods over a long period of time. While there is no standard definition, these tend to be complex emergencies characterized by a combination of natural and manmade elements resulting in population displacement, violence and food insecurity requiring a multi-faceted humanitarian response.

This guide is to support the Federation in understanding the application process to apply for Stream 3 Humanitarian funds.

It is expected that the MAs will participate in the national and local humanitarian coordination mechanisms, such as the health cluster, SRH sub-cluster or protection cluster meetings.

***If sudden-onset crisis:***

- Start responding to sudden-onset emergency within 72 hours <sup>1</sup> of onset; and
- Submit a proposal for Stream 3 funding within 72 hours of onset <sup>2</sup>

The IPPF unified Secretariat has a team of humanitarian experts to provide operational, programmatic and technical support to MAs. The IPPF emergency response activation (ERA) system facilitates timely and appropriate support to MAs (Annex A).

### 1.2. PRINCIPLES OF STREAM 3

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The following principles apply to the allocation and use of Stream 3 Funds

- **Scale and Funding Levels:** Allocated funds should be proportionate to the humanitarian impact and scope of the response and with attention to remaining balance of Stream 3 funds.

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<sup>1</sup> It is understood full MISP service provision may not be possible within 72 hours due to not receiving funds in hand. However, MAs are expected to start attending coordination meetings, assessing clinics and ability of staff and services to reopen, and planning for immediate start-up of MISP services.

<sup>2</sup> Exceptions for 72 hours may be made on a case-by-case basis for sudden-onset emergencies where telecommunications and access makes it difficult or not possible to coordinate between IPPF and the MAs.

- **Timeliness:** Initial request and alert should be made through ERA within 48 hours of a sudden-onset emergency. Proposals should be submitted within 72 hours. Protracted crises requests can be made on a rolling basis.
- **Sustainability:** In order to be cost effective and to ensure value for money, requests should include a clear plan on how to transition services past the funding period.
- **Accountability:** Accountability to affected population, following the 4 humanitarian principles and do no harm approach.<sup>3</sup>
- **Gender equality, inclusion and feminist approach:** Stream 3 funds will only be used for projects that are designed to ensure that people of all genders will benefit equitably. A feminist approach ensures the health, rights, and leadership of women and girls in order to achieve gender equality. Similarly, services supported should aim to reach marginalized and vulnerable communities (may include people with disability, young people, elderly and populations marginalized due to their ethnic identity, class or for other factors).
- **Humanitarian Need:** Proposal should be based on humanitarian need (inability to cope through local resources) and response should be in line with international best practices (according to MISP) and what is outlined in the proposal.

## 2. Conditions Governing Stream 3

### 2.1. FUNDING AMOUNTS & PROGRAMME DURATION

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Type of Crisis	Timeline	Funding Ceiling
Sudden-onset Crisis	Up to 6 months	Up to 50,000
Protracted Crisis	Up to 12 months	Up to 200,000

In all cases, the level of Stream 3 allocations should be tailored according to the size and scale of the emergency, and the scope of planned interventions.

Only if justified, an extension of the funding and implementation period is possible. The reporting deadline in the Restricted Funding Agreement will be modified accordingly.

### 2.2 KEY CRITERIA

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*Mandatory criteria for all requests (sudden-onset & protracted):*

- Life-saving SRH services (MISP) is the main focus of the response, meaning the majority of resources and time are allocated to these activities such that non-SRH and non-lifesaving should not exceed 20% of total services delivered
  - It's important to note that MAs are not expected to carry out all services within MISP. It is designed to be done in coordination such that MAs may only cover certain aspects and ensure proper referral for other aspects of the MISP
  - MISP includes activities such as emergency obstetric care, contraceptives, abortion services, and prevention and response to gender-based violence (Annex C)
- SRHR needs analysis in your context
- Monitoring and tracking of client data (e.g. disaggregation of sex and age)
- Response launched within 72 hours of onset of sudden-onset crisis

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<sup>3</sup> The 4 humanitarian principles require all humanitarian action to ensure humanity, neutrality, impartiality, and operation independence. [UN OCHA](#)

- Inclusion of activities on prevention and exploitation of sexual abuse (PSEA) and ensuring safeguarding of staff and volunteers

*Preferred criteria – but negotiable:*

- Plan to leverage additional funding for the emergency (and cost recover Stream 3) in coordination and with support from IPPF resource mobilisation teams.

## 2.3 PARAMETERS

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*Stream 3 funds are available to cover the following costs:*

- Salary of newly hired staff to work on the response including programme and support staff
- Stipends for volunteers for travel and/or food
- Additional stipend for staff in some protracted crises may be possible where there is significant responsibility, hardships or risks.
- Commodities, supplies and equipment to deliver SRHR services (including personal protective equipment)
- Deployment costs, (e.g. travel and hardship allowances for staff deployed to field sites)
- IPPF surge deployment to support MA
- Refresher and/or orientation trainings for emergency response staff on key technical areas
- Risk mitigation and resilience activities
- Printing of IEC materials
- Cost of online and telecommunication platforms to share information and telemedicine services, where appropriate
- Vehicle rentals and cost of transport and fuel
- Communications

*Stream 3 funds are not available to cover the following costs:*

- Provision of non-health services such as for food, water and shelter
- Fill gaps in funding for existing programming
- Rehabilitation and reimbursements to staff with damaged homes
- Pay salary of Secretariat and MA staff already on payroll
- Purchasing of vehicles and/or equipment such as computers, etc. For larger programmes in protracted crises the purchase of satellite phones, mobile phones and computers may be allowable. 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.

## 3. Application Procedures

TO APPLY FOR STREAM 3, FOLLOW THE STEPS OUTLINED BELOW:

1. Alert IPPF using the Emergency Activation System (Annex A)
  - a) For sudden-onset emergencies, the MA should utilize the IPPF EAS to alert the Regional Office and Humanitarian Hub, as soon as possible at the onset of the crisis or when monitoring indicates that a crisis is imminent

- b) For protracted contexts, the MA should utilize the IPPF EAS once it has interest in scaling up services to meet humanitarian needs to alert the Regional Office and Humanitarian Hub
2. MA indicates interest in Stream 3 funding
3. IPPF Humanitarian Focal Point is designated to support MA with Stream 3 proposal <sup>4</sup>
4. Proposal reviewed by Regional Director (or Regional Director's delegate) in line with agreed upon criteria
5. Proposal reviewed by Humanitarian Director in line with agreed upon criteria
6. Proposal submitted to Director General for final review and approval

## 4. Decision-making and Approval

The Regional Director (or delegate) will review the proposal for funding against the Stream 3 criteria and if satisfied, will send it to the Humanitarian Director. The Humanitarian Director will give her/his recommendation to the Director General. The Director General will make a decision on funding as soon as possible and typically within 24 hours of receiving the email.

## 5. Contracting and Fund Transfer

*Upon approval of Stream 3 funding:*

- Funds may be transferred with a minimum of 50% of the budget using the proposal budget as confirmation. Secretariat Finance will send funds to the MA bank account directly within 24 hours of approval. A mid-term financial report needs to be submitted in order to receive the remaining 50% of the budget.
- Within 5 working days, the funding agreement and accompanying documents must be completed and signed by IPPF and the MA.<sup>5</sup>
- Restricted Fund Agreement (RFA) to be drafted by the Regional Office<sup>6</sup>.

## 6. Fund expiration, flexibility & reporting

Stream 3 is available for use within the period specified in the RFA. A progress review update report should be submitted within 30 days of the approval. A final narrative and financial report are required within 4 weeks of the end date for the response (as detailed in the RFA).

Stream 3 funds that have not been utilized within the project or have been reclaimed from other donors should be reimbursed to the Stream 3 within 2 weeks of notification.

Requests for time extensions of implementation should be made to the Director General with copy to the Humanitarian Director a minimum of two weeks prior to the end of the grant period. A request for an extension will only be considered if this is properly justified by the MA and, where extenuating circumstances or security situations have prevented the MA from meeting a specific need in the allotted time. The final narrative and financial report will be required by

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<sup>4</sup> For each emergency, the IPPF unified Secretariat will designate a focal point who will be the first point of contact for the MA related to the Stream 3. Where this person sits will depend on the IPPF restructure and also may differ from emergency to emergency based on geography. This individual will support the MA in proposal development.

<sup>5</sup> The Member Association must return the signed RFA document within maximum five days of receipt. If the document is not received within two weeks, then funds may be recouped from the next core funding allocation.

<sup>6</sup> Depending on the restructure, this may sit within finance team or different department.

a maximum of 1 month after the end date of the extension (as detailed on the RFA addendum). For projects of more than 6 months, a mid-term report will also be required.

If there are major changes to the agreed purpose, approved work plan and budget, or if no spending has been incurred during the first month, then the MA is requested to get in touch with the IPPF Humanitarian Focal Point, a minimum of one month before the end of the grant period to discuss and agree on changes. 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 financial) are approved and outstanding payments (transfer of unspent or/and reimbursement of Stream 3 as per the agreed conditions) are settled, the project will officially be considered as completed and closed.