**Reserve Allocation Strategy**

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| **Allocation Details** |
| Allocation Title | *In maximum of 15 words, please provide a title for the allocation. For example: “Lifesaving response to worsening drought in hotspot locations within Puntland and Jubaland”* |
| Allocation Type and Round | *Add description of the allocation type and round* |
| Allocation Amount | *US$ XX,XXX,XXX* |
| Emergency Type  | *Select Emergency Type from the Dropdown*  |
| Emergency Sub-types | *Select Emergency Sub-type from the Dropdown* |
| Emergency Triggered Date (optional) | *DD MMM YYYY*  |
| Special Initiative (optional) | *Choose an item.* |
| Allocation Launch Date | *DD MMM YYYY* |
| Proposal Submission Deadline | *DD MMM YYYY* |
| **Section 1: Strategic** **Statement** |
|  ***In a maximum of 200 words****, summarize the intent of the allocation in line with the guidance below. Indicate events or triggers leading up to the allocation, allocation priority(ies) (listed in section 3) and main rationale. Refrain from going into too much detail, extensive use of jargon and acronyms, or simply listing clusters, regions or amounts unless crucial for understanding. The statement should be able to answer the following questions:* * ***Why now:*** *Why is this particular moment favorable to achieving the strategic added value? In what way is this moment critical and requires an injection of resources by the CBPF through the Reserve Allocation modality, as compared with the Standard Allocation modality, focusing on the big picture, in relation to contextual events that have prompted the need for the allocation now (name trigger/s).*
* ***Value added:*** *How will this allocation make a difference in the operating context, focusing on the strategic added value and the impact it can have in the operating environment (beyond saving lives, and addressing operational requirements, which can be articulated in Section 3 of this paper)? ​ Linked to the HC Vision Paper and the operational context of the Fund, and if applicable, describe how the allocation will apply areas of Effective Programming outlined for CBPFs in the Global Guidelines (Chapter 3).*

*Examples could include, but are not limited to, rapid response to an unforeseen cholera outbreak in a particular geographical location, undertaking a specialized needs assessment, procuring specialized emergency supplies or supporting a unique common service not generally obtainable through other means.*  |
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| **Section 2: Humanitarian Context**  |
| *In a maximum of 250 words, explain the humanitarian situation in the country in reference to the emergency triggering the allocation or the critical need for the special initiative funded. In addition, provide analysis of the humanitarian needs and details of the affected population this allocation will respond to. Reference the estimated timeline/ duration of the emergency, e.g. whether it is expected to be protracted. Reference to response plans (i.e., HRP, flash appeal) and/or other resource mobilization documents is less important considering the nature of the Reserve Allocation modality.*  |
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| **Section 3. Allocation Priority/(ies)**  |
| **3.1 Overview:***Specify the priority, indicative amount allocated, geographic location and estimate of people targeted. Ensure these priorities are referenced in the Strategic Statement. Please avoid generic referencing to sectors/clusters here.* |
| ***Partner name[[1]](#footnote-2)*** | ***Priority description*** | ***Prioritized activities*** | ***Amount allocated*** | ***Maximum project duration*** | ***Geographic location*** | ***People targeted*** |
| *ABC organization* | *Improve access to basic services for IDPs.* | 1. *Provide protection services*
2. *Provide nutritional supply to IDPs with confirmed SAM and MAM*
 | *US$ 1 million* | *9 months* | *Puntland and Jubaland* | *20,000* |
| ***Total*** | ***US$*** *1 million* |  |  | ***20,000*** |
| **Section 4.1 CERF Complementarity (when applicable)** |
| *In a maximum of 200 words, describe complementarity with the CERF highlighting some specificities such as geographic locations, prioritized activities, response timeframe and other aspects. If applicable, reference the specific allocation(s) and amount(s).*  |
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| **Section 4.2 Other Complementarity** |
| *In a maximum of 200 words, describe complementarity with other funding including previous or current allocations for the same emergency type, and other funding sources including development and peacebuilding funding streams. Highlighting some specificities such as geographic location, prioritized activities, response timeframe and other aspects. If applicable, reference the specific allocation and amount.* |
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| **Section 5. Selection Criteria** |
| *Please describe, per partner, the criteria for the selection of partners invited to submit proposals.[[2]](#footnote-3)* **Partner selection criteria, e.g.*** *Operational presence in the targeted geographic location*
* *Capacity to carry out [insert type of activity]*
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| **Section 6: Process and Timeline**  |
| **6.1 Allocation Strategy Development Process​***Please describe the consultation process to develop the allocation strategy paper.* |
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| **6.2 Allocation Timeline** |
| **Reserve Allocation** **Workflow[[3]](#footnote-4)** | **Start Date** | **End Date** | **Responsible body** |
| Step 1. Allocation Strategy development *including consultations with the AB, OCHA sub-offices, sectors/clusters and/or other coordination mechanism and other stakeholders* |  |  | OCHA/HFU |
| Step 2. Submission of project proposal(s) |  |  | Partners  |
| Step 3. Final technical and financial review |  |  | OCHA/HFU, technical experts, Partners, CBPF Section  |
| Step 4. Final approval by HC and Grant Agreement |  |  | OCHA/HFU, HC |
| Step 5. Disbursement |  |  | OCHA/CBPF Section |
| **Section 7: HFU Contacts and Complaints** |
| **7.1 Key Contacts** |
| *Please provide key contacts for the allocation:**- OCHA HFU – Fund Manager**- OCHA Head of Office**- OCHA sub-office, if applicable**- Selected partners* |
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| **7.2 Complaints and Feedback Mechanism:** *Please provide guidance on the existing complaints and feedback mechanisms. Examples could include that partners must immediately (within 48 hours) notify OCHA of an incident that may impact OCHA-funded activities or personnel, even if the events or their impact on OCHA funding are not yet confirmed. Early disclosure of suspicions by the IP shows transparency and good faith, which will be taken into consideration when determining measures required. In your description include the standardized e-mail address and hotline service number of the Fund. Please also briefly explain the review of the feedback and complaints (e.g., compilation by OCHA Country Office, review by the OCHA Head of Office, if necessary, raised to the HC) and stress the importance of confidentiality to protect users.*  |
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| **Section 8: List of Annexes**  |
| *For example:**Annex 1: Programmatic guidance**Annex 2: Budget preparation guidelines* |

*The United Nations does not charge fees for any CBPF processes (incl. for funding eligibility reviews and assessments, applications, selections and proposals, partner strategic and technical reviews, any approvals incl. grant agreements, trainings and capacity building initiatives, waivers, certifications, etc.).*

1. In situations where the application of the criteria to identify partners for invitation to submit proposals results in more than one partner being invited to submit a proposal for the same scope of work, a limited competitive process may be conducted. [↑](#footnote-ref-2)
2. In case a limited competitive process is required, please briefly explain and add project selection criteria. [↑](#footnote-ref-3)
3. In situations where the application of the criteria to identify partners to invite to submit proposals may result in more than one partner being invited to submit a proposal to complete the same scope of work, a limited competitive process with a rapid strategic review may be required. [↑](#footnote-ref-4)