**++THE DANISH EMERGENCY RELIEF FUND**

**Guidance note & INTERVENTION application form – RAPID RESPONSE**

Before submitting an application for an organisational capacity assessment please read the DERF Funding Guidelines. For a practical guide on how to navigate in the online application module please see: Guide++ How to apply.

In order to apply for funding through the Danish Emergency Relief Fund (DERF), the Danish CSO must be pre-qualified to apply for funding which means that the Danish CSO must have an approved Organisational Capacity Assessment (OCA) – or and OCA application must be submitted together with the intervention application.

The intervention application must be submitted to CISU through the online system which can be accessed [here](http://medlemsunivers.cisu.dk/Bruger/LogOn). In the online system, you are asked to fill in some basic information about the proposed intervention such as title, dates, synthesis etc. **Please also ensure that the entered organisational data of the Danish CSO and the local partner(s) is up to date and the latest annual report and audited annual report uploaded.**

You are also requested to upload the following:

* **The intervention application text** (one Word document of max. 8 pages) see format further below
* **The budget for the intervention** using the budget format available at www.cisu.dk/derf. Please also see the Budget Guide available at [www.cisu.dk/derf](http://www.cisu.dk/derf).
* **A signed cover page** using the format available at [www.cisu.dk/derf](http://www.cisu.dk/derf)
* **Partnership policy,** this is only requested if your CSO has an existing partnership policy

The local partner(s) of the Danish CSO for the proposed intervention is/are also requested to fill in information about their organisation. Please see the Guide++ How to apply on how to register a partner for the intervention.

APPLICATION FORM – humanitarian Intervention: RAPID RESPONSE

✔ Yes: reference no.: 17-55-OC Financial ceiling: 2.000.000 DKR

 No – if no, an OCA application must be submitted together with the intervention application.

Has your organization prequalified for DERF funding?

## The humanitarian intervention

* **What sectors will the proposed interventions most relate to (please tick ALL boxes that apply)?**
* **WASH (Water, Sanitation & Hygiene)**
* **Health**

**✔ Shelter**

* **Nutrition**
* **Camp Management**
* **Education**

**✔ Protection**

**✔ Emergency FSL (Food Security and Livelihoods)**

* **Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Conflicts between Afghan security forces and Taliban have on going since last week of August 2019 in the Kunduz province.

Due to recent conflicts between Afghan Security Forces and the Taliban during the course of the last 2 months, and according to the information ORD received from the Provincial Directorates of Refugees and Repatriation of Kunduz province nearly 10,000 households have been displaced from the outskirts of Kunduz city and its districts. They are now settling in Kunduz city and districts’ centers. Among these households, 3000 of them are surveyed by partner organizations and the Provincial Directorate of Refugees and Repatriation of Kunduz province, which only (1726) households are deemed to be real IDPs. And so far (1072) households are given primary assistance, however, as the displacement from the ongoing conflict continues, 738 households will be targeted with assistance under this intervention. Out of the 10,000 households, 7000 households are not surveyed yet.

The identified families entitled to assistance need food and non-food help and winter heating fuels.

**Project Objective:**
To enhance the resilience of war affected IDP households against the emergency crisis in North-eastern province of Afghanistan.

* **Project Outcome-**I:
Protecting IDPs (Internally Displaced People) in precarious situations affected by conflicts between AOGs (Afghan Opposition Groups) and ASF (Afghan Security Forces): The most vulnerable IDPs will sustain their basic living conditions by receiving cash assistance.
	+ **Output-I for Outcome-I:**738 most vulnerable households received a Multi-Purpose Cash (MPC) Assistance Package based on the Survival Minimum Expenditure Basket (SMEB) during two months are thus enable to address basic needs.
	+ **Output-II for Outcome-II:**5,166 individuals have received cash assistance to meet their primary winter heating fuels.
	+ **List of Major Activities for Output-I and Output-II:**
* Map existing IDPs committees and focal persons in Kunduz city, outskirts of Kunduz city and Imam Sahib District of Kunduz province.
* Identify and enlist 738 households using HEAT (Housing Early Assistance Tools) assessment data and following vulnerability criteria agreed in the OCT (Operational Coordination TEAM) with close coordination of DORR (Directorate of Refugees and Repatriation), cluster priorities and partners.
* Assess financial service providers for cash distribution and selection of socially acceptable service for delivering cash grants to the 738 households.
* Organize inception workshop for the team to understand the role and responsibility with detailed work plan.
* Develop Complaint Feedback Mechanism (CFM) and record/respond to complaints on a daily basis.
* Elaboration of the referral protocol: A referral protocol will be established that encompasses two parts. It stipulates pathways, actors and the expected timelines for processing identified case based on priority level:
	+ Internal referrals: This part defines specific internal pathway for recording and dealing with multi-purpose cash assistance
	+ External referrals: This defines the specific pathway for recording and referring cases to other cluster partners. For this purpose, ORD will review and consolidate existing referral mechanisms in the province like for example, the interagency referral tool.
	+ Continuing analysis and proceeding ongoing requests:
		- * Respond to calls and visits, advice and record details in the database;
			* Regular analysis of data collected;
			* Allocating internal referrals to the relevant project manager for follow-up, monitoring of referral cases and ensure proper documentation;
			* Make external referrals to clusters and to NGOs and ensure follow-up;
			* Receive and process internal and external referrals.
			* Regular reporting: Monthly statistic and reports are produced to analyze requests (calls/visits) and details of referral’s caseload.
* Design a cash transfer plan and share it with the targeted households through effective social mobilization. This plan will be designed in a way, that when the cash is transferred, then there will be a follow up on the households in order to confirm the receipt of the cash.
* Follow the guidelines of the cash working group to distribute 280 USD to each family in two transactions. The cash distribution progress will be shared with the cluster and DoRR.
* **Outcome-I indicators:**
* 90% of assisted Households (HH) have spent at least 80% of the MP Cash to cover basic needs.
* 80% of supported HHs rate the quality, timeliness and relevance of assistance received satisfactory.
* **Indicators for Output-I-II:**
	+ 738 most vulnerable HHs have been selected.
	+ A total of 280 USD have been transferred to each family in two sessions within 6 months of the project life cycle.
	+ 202,440 USD have been transferred to 738 HHs and delivered on time.
	+ 90% of HH have withdrawn a monthly amount within the first week.
	+ CFM is linked with CDCs in the districts, a standard practice leading by IDPs focal points and Referral mechanism is adopted in local communities as a standard practice.
	+ Referral mechanism is adopted in local communities as a standard practice.
	+ Cases will be referred and solved through referral pathways.
* **Project Outcome-II:**Coordination between DPA, ORD and IDP committees to Identify IDPs, distribute cash and create upward and downward accountability.
	+ **Output-III for Outcome-II:**
	Establishment of 15 IDP committees in order to help in identification, selection of vulnerable IDP committees and cash distribution for the conflict affected IDP committees.
	+ **List of Major Activities for Output-III:**
* Identify/setup and orient 15 IDPs committees/focal persons in Kunduz city, outskirts of the city and the Imam Sahib District of the Kunduz province.
* Conduct frequent/monthly meetings with IDPs committees on the project progress and relevant issues.
* Attend the Protection/FSL/emergency cluster meetings in province and exchange information on response planning, IDPs issues, lessons learnt, complaints and avoiding duplication in response.
* Conduct Post-Distribution Monitoring (PDM) in order to ensure smooth and effective utilization of the assistance for the multi-purpose needs of the families.
* Plan and execute sample based beneficiaries’ satisfaction survey.
* Develop reports and stories on a monthly and need basis.
* **Outcome-II indicators:**
* IDPs focal points are representative in the humanitarian response and HEAT, recognizing the issues for national emergency response representative by CDCs to government departments especially DORR and humanitarian agencies.
* CFM is in place and active for all complaints and accountability issues of the IDPs and host communities.
* **Indicators for Output-III:**
* Community level meetings conducted on IDPs’ issues.
* 15 IDP committees have been selected. Each IDP committee have 5-6 members.
* 5 of the IDP committees are female committees.
* Attending all cluster meetings for sharing progress and communication on the complaints and issues.
* 8 Meetings held with project major stakeholders for lessons learned including success stories and best practices.
* 6 of cluster meetings attended for sharing progress and communicating on the complaints and issues.

ORD will Map existing IDPs committees and focal persons in Kunduz city, outskirts of Kunduz city and Imam Sahib District of the Kunduz province. They will identify and enlist 738 households using HEAT assessment data and following vulnerability criteria; assess financial service providers for cash distribution.

DPA local staff will conduct Post-Distribution Monitoring (PDM) in order to ensure smooth and effective utilization of the assistance for the multi-purpose needs of the families; plan and execute sample based beneficiaries’ satisfaction survey.

ORD will use a robust cash transferring planning and allocation mechanism to check and follow up on both M-Paisa bi-monthly cash distribution and beneficiaries receiving of the cash grants on the specified time frame. The mechanism will be embodied with the Complain Feedback Mechanism (CFM) to check and resolve the issues in a way of smooth and in-time cash transferring to the target beneficiary households. At the end of the cash transfer, ORD and DPA local staff will conduct a PDM for analyzing the impact of the cash on the overall family status.

**CFM (Complaint Feedback Mechanism):** ORD will develop complaint feedback mechanism, first of all a Complaints committees will be formed for the project in order to allow beneficiaries to voice their concerns and grievance. This committee will be consisted of representatives from ORD, representatives from IDP committees and one or two leaders from the local communities. All beneficiaries receiving project assistances will also receive the contact information of ORD community reporting and accountability mechanism officer to give their feedbacks and comments on the project activities. All beneficiaries will be informed of the complaint mechanism. Complaints basically are classified as 1) Sensitive complaints i.e. sexual exploitation and abuse, fraud or corruption, breaches of code of conduct etc. 2) Non-sensitive complaints i.e. Program Related –Cash distribution does not correspond with promised etc. the medium of reception of complaints will depend as per two classifications. For sensitive complaints beneficiary complaint forms should be used which will have explained to the beneficiaries and stakeholders at the start of the program, such forms should directly be submitted to complaint committees who will confidentially review and response to the complaint. Non sensitive complaints should be submitted via email and telephone calls which will too be taken care of preserving the confidentiality.
ORD monitors will also conduct spot checks monitoring visits at target IDP settlements. ORD will apply Do No Harm (DNH) at all stages of the project lifecycle, right from needs assessment and scoping through to design, inception was considered, and will do so on the implementation, monitoring and evaluation.

* **How you will start your activities within 7 days of the Danish CSO receiving the first transfer?**

ORD is active in 9 provinces of North and Northeast Afghanistan and is currently implementing Community Protection Measures CPM and Person’s Specific Needs PSN programs under UNHCR (focused mainly on IDPs) in North and Northeast Afghanistan including Badakhshan, Takhar and Kunduz provinces. ORD has a regional office in Kunduz and provincial offices in Takhar and Badakhan provinces. When the Danish CSO receive the first transfer, ORD will hire the reserved staff which have experience in implementation of DERF project in Faryab province in 2018. This staff will be organized and provided with an orientation workshop before deploying to the target areas. ORD will communicate and sign a contact with a partner transportation company to deploy the staff to the target provinces. The deployed staff for project will then start coordination with line government departments in order to start assessment and kick off the next activities of the project in accordance with the work plan.

|  |
| --- |
| **Planned target population** (direct target group only) |
| Type of Activity | **Female** (by age) | **Male** (by age) | Total |
| Under 18 | Between 18-50 | Over 50 | Under 18 | Between 18-50  | Over 50 |  |
| 1: Cash assistance (Food Security and winterization) | 1262 | 1437 | 166 | 975 | 1184 | 142 | 5166 |
| 2: Establishment o 15 IDP’s committees | 0 | 35 | 10 | 0 | 35 | 10 | 90 |
| Total: | 1262 | 1437 | 166 | 975 | 1184 | 142 | 5256 |
| Total adjusted for double counting\*: | 1262 | 1437 | 166 | 975 | 1184 | 142 | 5256 |
| Total vulnerable persons of the above | 1262 | 1437 | 166 | 975 | 1184 | 142 | 5256 |

\*correct the number if the same persons are listed in more than one activity. Each person can only be counted once.

Cash assistance for 738 IDPs families, and 1 family = 7 people, and 5,166 are total individuals in 738 families.

There are going to be formed 15 IDP committees with an average of 6 people in each committee. None of the persons in the IDP committee will receive cash assistance from this project.

The approximate counting of Age and Gender specifications of the IDP household structure have been determined due to the general standards of National Statistics and Information Authority of Afghanistan NSIA.

* **Which vulnerable groups are you specifically targeting? (Note that you can include budget for additional vulnerability assessments as relevant in the application to DERF)?**

ORD will target IDPs and especially IDP households led by a woman, disabled or elderly as these three categories are the most vulnerable IDP households displaced due to recent conflicts in Northeast Afghanistan. ORD’s assessment team for this project will conduct a thorough assessment and will reach aforementioned categories prior to the rest of the IDPs.

ORD’s CTP officers and project manager as mentioned in project budget narrative will be responsible to receive assessment reports of the IDPs conducted by Joint Assessment Teams JATs led by UNOCHA in mentioned three provinces and will then verify the assessed IDP families selected to be assisted. In some cases the CTP officers and project manager will conduct assessment of the IDP households which have not received any assistance from any partners active in the region.

* **Source of goods: Briefly explain how you plan to source your goods and tick the boxes that apply.**
* **Internationally**
* **Regionally / neighbouring country**

**✔ In country / locally**

**✔ Cash Based programming**

* **Does the intervention include cash-based programming?**

 **✔ Yes**

* + **No**

The project will focus on cash distribution through M-Paisa to IDP HHs in Kunduz city, outskirts of Kunduz city and Imam Sahib district of Kunduz province. ORD will distribute 280 dollars per IDP household in order to assist the IDPs in dire need of food and heating fuels for the winter.

Financial localization of the intervention % of DERF intervention funding which is spent by local or national partner CSOs, from the intervention budget: 85 %.

% Funding spent on activities & goods for crisis affected persons, from the intervention budget: 70 %

## The implementing organization

Organization for Relief Development – (ORD) has been working in Afghanistan since 2010 in different provinces and been implementing development and humanitarian projects all over the country. ORD is currently working in five geographic regions (North, Northeast, East, and Southeast and Central region) and 15 provinces. ORD has implemented humanitarian and development projects over the past 9 years. ORD has implemented several large and medium-size scale of infrastructure-development projects with highly productive results.

ORD has set up a pool of 139 qualified and professional male (121) and female (18) staff to sustain ORD’s programs at the community level. ORD has implemented around 79 projects in the development and humanitarian sectors under PATRIP Foundation (Established by the German state-owned KFW Development Bank), UNHCR, WFP, GIZ, DPA.

ORD has a presence in the Northeast Afghanistan including Takhar, Badakhshan and Kunduz provinces and have been implementing Community Protection Measures (CPM) and Person’s Specific Needs (PSN) programs under UNHCR (the program is mainly focusing on IDPs).

ORD’s annual budget in 2019 has reached EUR 1,372,500 and USD 2,929,656.00. ORD believe that their projects are the best examples of their abilities and professionalism as well as taking gender equality into consideration if applicable.

ORD has a long experience working with IDPs, Returnees and Refugees as ORD’s 10 years of experience of working with Pakistan Afghanistan Tajikistan Re-Integration Program (PATRIP) foundation in border areas was a major focus on IDPs and returnees in order to integrate them in host communities. DPA and ORD has implemented a similar DERF project in Faryab province in 2018. The project was cash assistance and WASH program (including water wells) in 9 districts of Faryab province.

ORD will utilize its experience of a Complaint Feedback Mechanism (CFM) to get accountable to the target beneficiaries and communities – with the support of DPA’s local staff for revision. CFM will be put in place to receive complaints through the identified IDPs committees/CDCs, which will be further analysed and registered at the CFM log.

By developing its CFM together with DPA’s local officer, ORD Suisse will ensure that:

* IDPs served are better acquainted with their rights and entitlements and have better access to information.
* Responses to the needs of IDPs are improved through enabling an effective referral mechanism between partner NGOs.
* IDPs served are participating in program design and implementation through feedback collected via a hotline/helpdesk.
* IDPs served have access to safe and responsive mechanisms to handle complaints.

An important component for looking into the issue of corruption, sexual exploitation and misuse of support is the establishment of a DPA local officer and ORD’s telephone hotline. DPA‘s local officer and ORD will encourage beneficiaries to report problems related to the implementation of its projects to the organisation via the telephone line.

* **Is the Danish CSO proposing to self-implement?**
	+ **Yes**

**✔ No**

* **Partnership:**
	+ **Kindly explain whether you have entered into partnership agreement, the main features of this agreement(s) and whether this agreement(s) was developed with the local partner**.
	+ **Describe the contributions, roles and areas of responsibilities of all partners (including the Danish CSO) within this intervention:**

As the local partner, ORD will: Be the local lead partner and overall responsible for the implementation in the Kunduz province. Provide monthly accounts to DPA for funds. Implement specific activities as mentioned in the proposal.

DPA’s local staff will monitor the implementation according to relevant documents and standards. Provide monthly reports to DPA (narrative and financial) and inform DPA of important developments and changes in the context. As the Danish partner, DPA will, have the contract and reporting responsibility with the donor; Make transfers of funds to ORD, keep the accumulated overview of expenses, provide technical input into key activities and deliverables, monitor project implementation via e-mail, skype and visits. DPA is responsible for the final evaluation (externally conducted), the midterm review and the external audit.

Both partners will ensure adherence to principles of good governance, transparency and anti-corruption at all levels, and will immediately inform each other if there is suspicion that project funds have been used in contravention of these principles. The partners share a zero-tolerance policy on corruption. The division of roles and responsibilities of the partners and the issue of good governance will be clearly reflected in a project specific partnership agreement.

## Local strengthening

Both DPA/DAARTT and ORD are engaged in the NGO network Agency Coordinating Body for Afghan Relief and Development (ACBAR network), where the partners will take part in the Humanitarian Twinning program, which aims to address access to local funding by pairing NNGOs (National NGOs) with INGOs (International NGOs) that provide mentoring and guidance to their Afghan counterpart on institutional management, humanitarian practices, and strategy. The ultimate aim is securing ORD eligibility for OCHA’s Core Humanitarian Funding (CHF) – thereby following the localization agenda, and allowing ORD better access to both developmental and humanitarian funding sources.

Organization for Relief Development ORD is operational in Kunduz, Takhar and Badakhshan Provinces, and have office spaces and staff present.

The proposed intervention strengthens local ownership and capacities. It has a long term effect.

Paying rent, keeps people in their households, keeps them in their schools, keeps them to be able to make an income/ keep a job, and creates social security in a conflicted country. This intervention has furthermore an effect on ORD’s long term capacity building and strengthening in order to get access to CHF and AHF in the future.

## M&E, LEARNING AND ACCOUNTABILITY

| **Major risks** | **Risk management measures** |
| --- | --- |
| Corruption and Nepotism on all levels  | * Define clear and transparent procedures
* Ensure checks and balances
* Ensure close monitoring, follow-up and documentation
* Promote Zero-Tolerance policy
* Maintain a complaint/feedback and response mechanism
 |
| Limited female participation due to cultural and religious beliefs | * Identify relevant households
* Advocate for inclusion through IDP committees
 |
| Rapid movement of IDP households  | * Develop family profile with contact information
* Track beneficiary HHs to ensure follow up is possible
 |

As the contract holder with the donor, DPA will be overall responsible for monitoring the project. ORD and DPA’s local officer will be responsible for the day-to-day monitoring of the project implementation on the ground for their respective elements. The partners will monitor the project based on a mix of tools, which include the project document, indicators, assessment reports, progress reports, reviews and monthly meetings etc.

Experiences from the last DERF project in 2018 shows that there is a need for a local officer from DPA in the Kunduz region to create transparency, technical assistance and monitoring, also for preparing the monthly local monitoring report, creating the monitoring plan and transparency in the project. The project will promote ‘downward accountability’, for monitoring and learning. Stake-holders involved during the project design and those who will be involved during the project implementation will continue to be involved in monitoring of the planning and implementation. These processes will enable the target groups to determine, whether they feel that the project ‘delivers’ as stipulated in the project document.

ORD will provide a short narrative and financial update to DPA on a monthly basis. The narrative update will be done using a standard format, thereby taking as little time away from project implementation as possible, while still allowing for progress and challenges to be aired. The reports will cover all project activities and indicate any issues, which need clarification by the project partners or issues of relevance to the timely implementation of the project. The financial reports will consist of an expense report and bank statements, supplemented with occasional spot checks of financial documentation of expenses incurred when DPA or its auditor request. The monthly narrative and financial reports will be followed by a skype-meeting. Additional Skype-meetings will be organized, if necessary.

DPA will take part in any required activities of the DERF peer review and experience sharing mechanism. DPA will be responsible for review of the project impact, financial control – transfers and auditing, midterm review and final evaluation.

Mid-term review and lessons learned workshop will take place in the project and an external final evaluation is planned for end of the project period in order to critically assess achievements of the project outcomes and determine the impact on the lives of beneficiaries.

## Coordination

**Are the implementing organisations involved in a coordination mechanism?**

 **✔ Yes**

* + **No**

ORD will establish IDP committees, which will be utilized to collect up to date information on IDP households, needs and issues. The partners’ coordination with Community Development Councils/CDCs is also ready to be used for rapid and effective response.

The proposed project significantly contributes to respond to the urgent needs in winterization, Emergency and prioritized by the DoRR and UNOCHA led Joint cluster assessment. This project is already coordinated with DoRR and UN clusters / Kunduz Operational Coordination Team (OCT) to respond to the emergency needs of conflict affected IDP HHs in Kunduz city, outskirts of Kunduz city and Imam Sahib District of Kunduz province. This project will therefore contribute to address the urgent needs of 738 officially registered IDP households.

In this project, DPA/DAARTT and ORD will utilize their experience of mobilization and community linkages to carry out in-time social mobilization and selection of the target households for the project. ORD’s social mobilization team will engage the appropriate IDPs committees and focal points in conducting and verifying the families and their emergency needs, and wherever required will setup IDPs committees for effective coordination, implementation and monitoring of the emergency response. These community structures will be part of the needs assessment, verification of families and Complaints Feedback Mechanism (CFM). Along with that, they will be guided on the cash criteria for selection which will ensure support in the cash distribution.