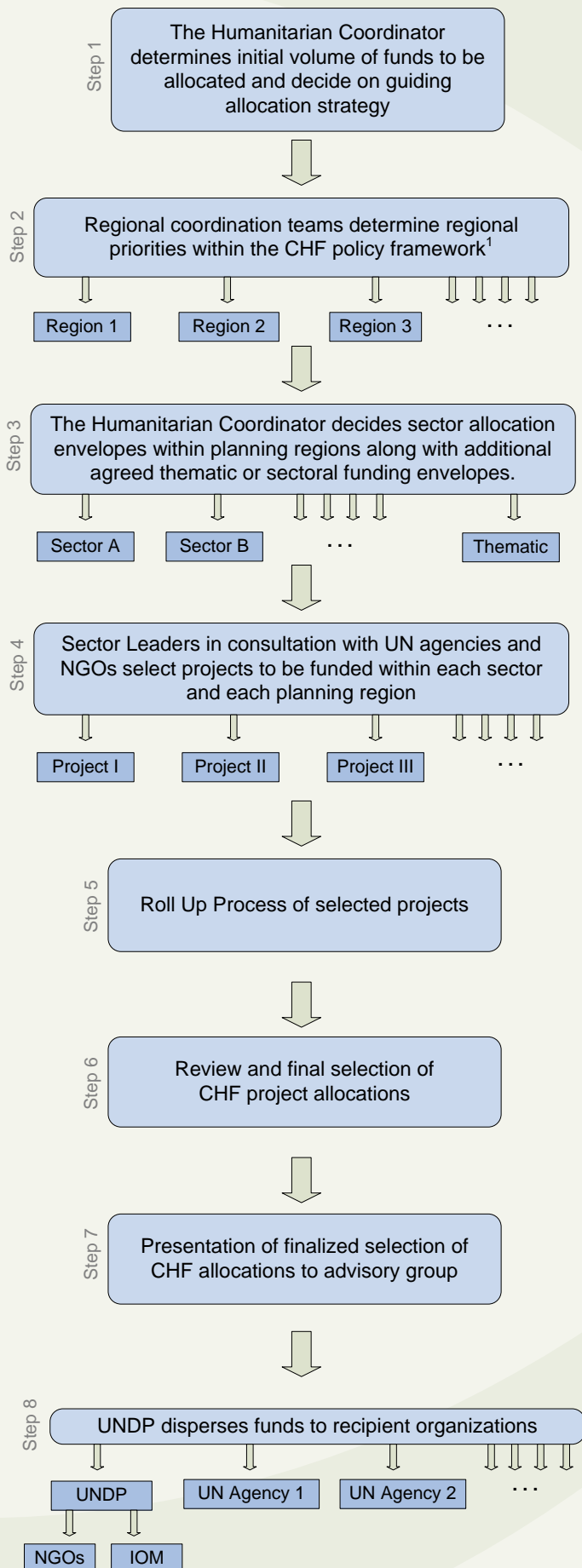


2008 COMMON HUMANITARIAN FUND FOR SUDAN

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CHF Standard Allocation Model Schematic Diagram



Step 1 – Allocation Strategy: The Humanitarian Coordinator (HC) supported by the CHF Technical Unit issues overall policy guidelines to steer the allocation process. The guidelines are prepared based on available information on the humanitarian situation and determines the overarching priorities (incl. geographical, sectoral and thematic priorities) for the allocation and specifies the total amount of CHF resources to be allocated, once the level of Rapid Response Reserve has been determined.

Step 2 – Regional Workshops: Each planning region selected for CHF funding will hold a workshop chaired by the regional coordinator (OCHA/RCSO) and supported by the CHF Technical Unit and central sector leads. The workshop will determine regional priorities within the allocation framework established by the policy paper. The workshop will also discuss regional priorities at sector level and propose a strategy for allocation of funds at regional level. The outcome of the workshop will inform final allocation decisions at central level. Documentation of discussions will be provided in standard formats and be made available on the CHF website.

Step 3 – Regional, Sectoral and Thematic Allocation Envelopes: Based on recommendations from the regional workshops the Humanitarian Coordinator (supported by the CHF Technical Unit and the Advisory Group) will determine final overall regional allocation amounts as well as allocation envelopes across Work Plan sectors within each planning region. Specific funding envelopes may also be assigned to thematic/cross-cutting activities or to key sectors (regionally un-earmarked). The output will be an updated Policy Paper including an allocation table with proposed allocation envelopes across regions, sectors and themes.

Step 4 – Project Allocations: Sector Leaders will arrange consultation meetings with sector members to determine project level allocations. Sector leads at central level will for each planning region decide whether to hold sector meetings at regional or central level. For central held meetings the sector lead will ensure that sector partners at regional level are consulted and that allocation of funds to projects are in line with agreed regional priorities. Allocation meetings shall be documented through standard minutes. Please refer to separate guideline for project allocation process within sectors (page 2).

Step 5 – Consolidation: Proposals for project allocations are submitted to the CHF Technical Unit by Sector Leaders at central level (Khartoum and Juba). The CHF Technical Unit consolidates the submitted projects into tables that indicate regional and sector breakdown of the agreed allocations. The CHF Technical Unit submits to the Humanitarian Coordinator a table of agreed allocations that indicates selected projects by region and sector. This submission also indicates breakdown by participating Partners (UN Agencies and NGOs).

Step 6 – Review and Final Selection: Under advice from the Advisory Group, Area Coordinators (OCHA/RCSO), Sector Leads and the CHF Technical Unit the Humanitarian Coordinator verifies that the detailed allocations conform to the agreed regional and sector priorities and to the overall strategy for the allocation as defined by the Policy Paper. The Humanitarian Coordinator may exclude or add certain projects. The CHF Technical Unit prepares the finalized rolled up allocation table listing specific projects for the final approval of the Humanitarian Coordinator.

Step 7 – Finalisation and Dissemination: To ensure a fully transparent process, the Humanitarian Coordinator presents and discusses the allocation results with the Advisory Group which may lead to some final adjustments of allocations. The final allocation table is also presented to UN Agencies and NGOs participating in the Work Plan for information purposes. The Humanitarian Coordinator taking under consideration priority of funding determines the schedule of disbursements to ensure consistency with actual donor funding flows to the CHF.

Step 8 – Disbursement: In accordance with the decisions of the Humanitarian Coordinator, the Administrative Agent (UNDP) disburses funds to participating UN Agencies and IOM, NGOs access the CHF funds through UNDP in its role as participating UN organization.

1. The eight planning regions of the UN and Partners Work Plan are; Southern Sudan, Darfur, Southern Kordofan, Abyei, Blue Nile, Eastern States, Khartoum & Other Northern States and National Programmes.

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CHF Standard Allocation Model

STEP 4 - Sectoral Project Allocation Process

	Who	Activity	Output
A	Sector lead or Sector Steering Group*	Based on regional priorities the Sector Steering Group (or sector lead) produces a draft version of: <ol style="list-style-type: none"> 1. Regional sector priorities for CHF funding 2. Criteria for prioritising projects for funding 	Draft sector priorities and project prioritisation criteria
B	Full Sector Group	The sector group meets to discuss and agree on: <ol style="list-style-type: none"> 1. Regional sector priorities for CHF funding 2. Criteria for prioritising projects for funding 	Final agreed sector priorities and prioritisation criteria
C	Sector members	Each sector member submits request for CHF funds (a simple one page proposal per Work Plan project seeking funds from the CHF) Only projects that meet the agreed priorities and prioritisation criteria shall submit proposals.	Compendium of sector funding requests for the CHF
D	Sector Steering Group	Prioritises Work Plan projects for funding based on agreed prioritisation criteria and submitted proposals. Prioritisation list circulated to sector group for review and comments.	List of projects identified as <u>eligible</u> for receiving CHF funds within the sector.
E	Sector Lead	Prepares a consolidated draft allocation proposal based on the list of eligible projects and allocation proposals. The sector lead will further prioritise projects from the list identified under point 4, this in order to produce a consolidated proposal that meets the needs within the sector best possible.	Initial draft sector allocation proposal for discussion.
F	Regional Steering Group**	The Regional Steering Group will discuss all sector proposals based on draft proposal prepared by each sector lead. The discussions and decisions should reflect: <ul style="list-style-type: none"> • Overarching allocation strategy as per Policy Paper • Agreed regional priorities • Cross-sectoral considerations • Strategic decisions on best utilisation of limited funds • Sub-regional/state priorities Final sector proposals agreed by the group	Final allocation decision for all sectors in the region.

* Small steering group appointed by the sector consisting of NGO and UN representatives and chaired by the sector lead

**Cross-sectoral steering group to be appointed by the Humanitarian Coordinator