

# Ukraine Humanitarian Fund

## 2nd Reserve Allocation Strategy 2022

Allocation Details	
Allocation Title	Upscaling humanitarian aid as a result of military operation in Ukraine
Allocation Type and Round	Second Reserve allocation 2022
Emergency Type	Conflict-related
Emergency Triggered Date (optional)	24 February 2022
Allocation launch Date	01 March 2022
<b>Proposal Submission Deadline</b>	<b>UPDATED 20 March 2022, 23:45 Kyiv time</b>
Section 1: Strategic Statement	
<p>The security situation across Ukraine, including in the two pre-existing conflict affected Donetska and Luhanska oblasts (regions), deteriorated rapidly. The intense hostilities – both in the ‘traditional’ hotspots along the “contact line” and new areas throughout Ukraine, including in Kyiv, have resulted in the loss of life, injuries and mass movement of the civilian population throughout the country and to neighbouring countries. The ongoing military offensive and rapidly deteriorating security environment throughout the country has put hundreds of thousands of people’s lives at risk. The expansion of the insecurity to the areas previously unaffected by hostilities is projected to create new humanitarian needs among millions of Ukrainians. This allocation is adapting to the newly unfolding situation.</p> <p>Therefore, the Humanitarian Coordinator will release US\$30 Million from the UHF to:</p> <ol style="list-style-type: none"> <li>1: Provide timely lifesaving multisectoral assistance to displaced and non-displaced persons, who are affected by the escalation of hostilities.</li> <li>2: Protect conflict-affected people and civilian infrastructure regarding international humanitarian law, norms, and standards.</li> <li>3: Support provision of basic services in areas impacted by the escalation of hostilities.</li> </ol>	
Section 2: Humanitarian Context	
<p>The intensity of the military offensive within the two eastern oblasts of Donetska and Luhanska and throughout Ukraine is projected to have a severe humanitarian impact on the population. As a result of insecurity, people are fleeing from their homes in high-risk and most-exposed areas, searching for safety – many of whom were already displaced multiple times by previous fighting. As of 26 February 2022, UNHCR estimates some 160,000 people have already left their homes and may be displaced inside Ukraine. UNHCR reports that approximately 368,000 have crossed the border to neighbouring countries – a majority to Poland and Moldova – and many more continue moving towards its borders.</p> <p>Vulnerable populations, mainly older persons and persons with disabilities, are unable to flee or may stay in the impacted areas, resulting in risks to their lives, struggles to meet daily needs and humanitarian access problems. The population remaining, even those currently not directly affected by security incidents and fighting, are facing reduced or disrupted services, with water, heating, electricity supply, as well as transportation and telecommunications badly affected. Health services – already weakened massively by the cumulative effects of years of conflict and the multiple waves of COVID-19 – have also deteriorated rapidly due to shortages of medical supplies and personnel relative to the current scale of needs. Access to emergency medical services has become even more challenging amid insecurity. Local authorities’ capacities to provide social protection services are overstretched, partially due to the impact of the recent decentralization. The disruption of essential services, as well as significant infrastructure and economic losses, is not only exacerbating the pre-existing humanitarian situation but also generating critical new humanitarian needs that must be addressed urgently.</p> <p>In Donetska and Luhanska oblasts, most of the vulnerable population are older persons who, according to the demographics of the area and associated vulnerabilities analysed and documented in the 2022 HNO and HRP, constitute over 30 per cent of people in need (the highest proportion compared to other global emergencies), with others being persons with disabilities, women and children. Due to the ongoing military offensive, males aged between 18 and 60 years old are banned from leaving</p>	

the country, even if they manage to reach the border. There are reports of families being separated and self-imposed movement restrictions (by men) to avoid possible conscription.

With the scale and direction of ongoing military operations, 30 million people are projected to become affected, including up to 6.7 million people projected to be newly internally displaced. Of the affected population, 12 million people are expected to need humanitarian assistance, and 6 million with the most urgent humanitarian needs will be assisted with the resources required under this Flash Appeal, including 2.1 million IDPs covering the initial period of three months – during which time the 2022 HRP will be revised to incorporate new humanitarian needs arising from the escalation.

### Section 3: Allocation Priorities

#### 3.1 Overview:

The ultimate responsibility for the provision of relief to the population impacted by a humanitarian crisis rests with the Government that controls the affected territory. This allocation will support the Ukraine Flash Appeal, which complements the Government's response. This recognizes the capacity of the Government, regional and local authorities and services, as well as efforts made to alleviate needs and enhance the rights of the affected population under Government leadership prior to this escalation.

The situation analysis suggests that the most immediate threats to life are:

- Death and injury as a result of the sharp and drastic increase of hostilities in major urban areas in the north, east, south and centre of Ukraine, including Kyiv
- Forced displacement and resulting multi-sectoral needs amongst displaced persons
- Multi-sectoral needs amongst the remaining population in either “newly impacted areas” or areas previously impacted by the conflict in Donetska and Luhanska oblasts, GCA and NGCA
- The disruption and collapse of essential public services causes multi-sectoral needs

<i>Priorities</i>	<i>Amount allocated</i>	<i>Geographic Location</i>	<i>People Targeted (with CBPF Funds)</i>
<i>Provide timely lifesaving multisectoral assistance to displaced and non-displaced persons, who are affected by the escalation of hostilities</i>	<i>\$US13 million</i>	<i>All Ukraine</i>	<i>2- 6 million</i>
<i>Protect conflict-affected people and civilian infrastructure, with due regard to international humanitarian law, norms and standards.</i>	<i>\$US4 million</i>		
<i>Support provision of basic services in areas impacted by the escalation of hostilities.</i>	<i>\$US13 million</i>		
<i>Total</i>	<i>\$US30 million</i>		<i>6-18 million</i>

#### 3.2 Allocation Priority Description:

**Priority One: Provide timely lifesaving multisectoral assistance to displaced and non-displaced persons, who are affected by the escalation of hostilities**

##### *List of Activities:*

- Save lives by providing essential protection, shelter, health, NFIs, food, water, sanitation, hygiene, and education to population affected by the escalation of hostilities.
- Scale up multisectoral response through the use of multipurpose cash to address the basic humanitarian needs of affected people in a holistic manner.
- Scale up logistics and telecommunications to allow for an efficient and effective response and communication with affected communities (AAP).

**Priority Two: Protect conflict-affected people and civilian infrastructure, with due regard to international humanitarian law, norms and standards.**

##### *List of Activities:*

- *Protect, prevent and mitigate physical harm to civilians and civilian infrastructure, including through protection monitoring, support to transit and reception centres, specialized protection services explosive ordnance risk education (EORE), and mine victim assistance in places of arrival of IDPs.*

- *Strengthen communication with communities to multiply information on reception centres, affected communities and IDPs' host communities, on protection services and humanitarian assistance, and to identify and refer individual cases to protection partners*

**Priority Three: Support provision of basic services in areas impacted by the escalation of hostilities.**

*List of Activities:*

- *Support, complement and fill gaps to disrupted or collapsed public service provision, including through emergency telecommunications, logistics, WASH, education, protection and health services.*
- *Carry out essential repairs to restore basic services, in close coordination with local authorities and development actors.*

**Section 4.1: CERF Complementarity**

This allocation was prepared in parallel with a rapid response allocation from CERF that shares the same objectives. Using the comparative advantage of each fund, UHF initial injection of rapid funds to 43 ongoing UHF projects for lifesaving assistance, meantime CERF provided a rapid and short-term initial funding to best placed UN agencies.

With this allocation, UHF is scaling up the response by providing funds to other NGOs and UN agencies to ensure uninterrupted response during the emergency.

**Section 4.2: Other Complementarity**

In the first 72 hours of the emergency, the UHF has injected US\$ 3 million into 43 ongoing projects in the area to cover immediate needs in all sectors. This allocation will complement the first phase and bridge a possible gap until more substantial response will start when the inter-agency needs assessment is complete.

**Section 5: Project Selection Criteria**

Project proposals or concept notes with a detailed budget are acceptable, the allocation will be open for 7 days for partners to submit the concept notes. The selection of projects will be done against the agreed UHF operating principles and the prioritization described in this allocation strategy paper. All the submitted concept notes/ project proposals will be strategically, technically, and financially assessed by the UHF Review Committee using a general score card, sector specific criteria and the UHF guidelines. As mentioned above, the **2022 UHF 2<sup>nd</sup> Reserve Allocation** will cover activities in the following key areas:

- 1 – Provide timely lifesaving multisectoral assistance to displaced and non-displaced persons, who are affected by the escalation of hostilities.
- 2 – Protect conflict-affected people and civilian infrastructure, with due regard to international humanitarian law, norms and standards.
- 3 – Support provision of basic services in areas impacted by the escalation of hostilities.

The prioritization of project proposals will be done in accordance with the priorities outlined in the allocation breakdown and based on the following criteria.

**1. Strategic relevance:** alignment of the proposal to the priority sectors, priority activities as defined by the clusters and in line with the **flash appeal**, target population, including vulnerable groups and geographical areas identified above.

**2. Protection Mainstreaming:** incorporating protection principles and promoting meaningful access, safety and dignity in humanitarian aid.

**3. Access:** Demonstrated operational capacity and physical access to the affected population of the applying organization, and the location of the project is clearly identified.

**4. Accountability to affected populations:** establishing appropriate mechanisms through which affected populations can evaluate the adequacy of interventions, and address concerns or complaints according to the 2022 Ukraine HRP AAP strategy.

**5. Evidence-based approach:** the identification of needs including disaggregation of data by age, gender and diversity; and beneficiaries are clearly described. The articulation of the logical framework, the protection analysis, and the cash-based programming approach, if any.

**6. Feasibility:** the proposal meets technical requirements to implement the planned activities and demonstrates the ability of the organization to implement the project successfully.

**7. Cost effectiveness:** The budget is fair, proportionate in relation to the context. Proposals demonstrating better cost effectiveness will be prioritized, where: a) for comparable activities and outputs, the total cost is less; b) cost per beneficiary is competitive and within an acceptable range for the cluster (based on activity-based costing and cluster-specific standard costs); c) the level of support and personnel costs is reasonable and in line with a given type of implementation modality; d) the proposed period of implementation is adequate and represents best use of resources at that time.

**8. Risk management:** assumptions and risks are comprehensively and clearly spelled out, along with risk management strategies.

**9. Monitoring:** a realistic monitoring and reporting strategy is developed in the proposal, relating to clearly specified indicators.

**10. Engagement with coordination:** applying organization engages in coordination mechanisms, including exchanges with clusters during the preparation of the project proposal. Priority will be given for projects implemented directly or in partnership with national or local NGOs.

**Proposals should incorporate the following elements and ensure actions to:**

- Demonstrate that the implementing partner (and any sub-contractor) has the mechanisms in place to prevent, detect, report and manage incidents of Sexual Exploitation and Abuse (SEA) including providing assistance to victims.
- Demonstrate adequate considerations of gender equality in the project designing and implementation.
- Promote prevention, mitigation and response to GBV.
- Promote disability inclusion to reduce discrimination and barriers for Persons with Disability to fully engage with and benefit from the response. Proposals submitted by and/or in partnership with Organizations of Persons with Disabilities are encouraged.
- Promote involvement of affected people in all phases of the project cycle. Ensure accessibility of collective feedback and complaints mechanisms for affected people across gender, age, and disability groups and other diversity factors.

### Section 6: Partners Eligibility

Partners who passed both the due diligence and capacity assessment stages before the allocation date can submit concept notes/ project proposals. Partners who are not registered with the Fund but have passed Due diligence or registration in any other OCHA managed country based pooled fund and are willing and have the capacity to operate in Ukraine should contact UHF to go through fast track registration. Funding ceilings are stipulated in the UHF Operational Manual based on partners risk levels.

### Section 7: Process and Timeline

#### 7.1 Allocation Strategy Development Process

The allocation paper was drafted in early February based on the interagency contingency plan. The draft allocation was presented to the AB and endorsed by the HC on 27 February. The final allocation paper was reviewed on 28 February and a copy was sent to the AB before the launching time. Communication with the CBPFs section was done when necessary.

#### 7.2 Allocation Timeline

Standard Allocation Workflow	Date		
	Start Date	End Date	Responsible body
Step 1. Allocation strategy development	24 February	28 February	OCHA/HFU
Step 2. Submission of project proposals	01 March	<del>06 March</del> <b>UPDATED 20 March</b>	Partners
Step 3. Strategic Review of project proposals	<del>09 March</del> <b>UPDATED Starting from 07 March on a rolling basis</b>	<del>11 March</del>	OCHA/HFU, Review committees
Step 4. Final technical and financial review	<del>14 March</del> <b>UPDATED Starting from 07 March first come, first served</b>	<del>19 March</del>	OCHA/HFU, technical experts, Partners, CBPF Section
Step 5. Final approval by HC and Grant Agreement	<del>Starting by 20 March first come first served</del> <b>UPDATED Starting from 07 March first come, first served</b>		OCHA/HFU, HC
Step 6. Disbursement	Starting 21 March <b>UPDATED Starting from 07 March first come, first served</b>		OCHA/CBPF Section

## Section 8: HFU Contacts and Complaints

### 8.1 Key Contacts

OCHA Ukraine, Gender with Age Marker Focal Point: Yuliya Pyrig at [pyrig@un.org](mailto:pyrig@un.org)

### 8.2 Complaints and Feedback Mechanism:

All correspondence regarding the UHF should be sent to [ocha-uhf@un.org](mailto:ocha-uhf@un.org). Complaints from stakeholders regarding the UHF allocation process should be sent to [feedback-UHF@un.org](mailto:feedback-UHF@un.org). The OCHA Head of Office will receive, address and refer any critical issues to the HC for decision-making.

## Section 9: List of Annexes

*Annex 1: Flash appeal*

*Annex 2: UHF Operational Modalities*

*Annex 3: IASC Gender with Age Marker Information Sheet*

*Annex 4. Budget \_Guidance UHF ENG*

*Annex 5. Budget \_NGOs / UN agencies*

*Annex 6. Project Proposal Template*

*Annex 7. UHF Annotated Project Proposal Template ENG*

# Друге Резервне Виділення Коштів, 2022р.

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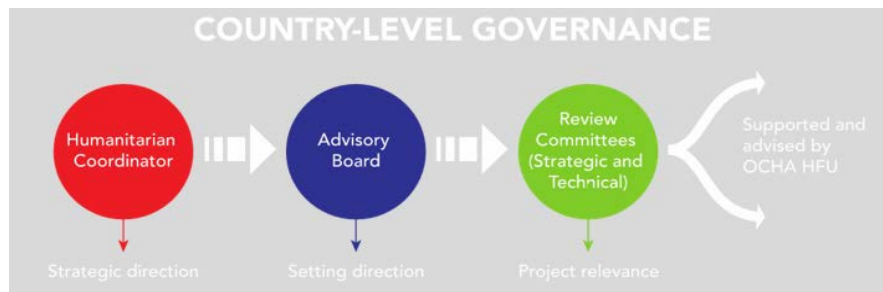


11 березня 2022р.

## Введення щодо діяльності ГФУ

Гуманітарний Фонд для України (ГФУ/Спільний фонд) – це спільний фонд фінансування країни, спрямований на підтримку скоординованої гуманітарної діяльності відповідно до **Плану Гуманітарного Реагування (ПГР)**.

ГФУ очолюється Гуманітарною координаторкою, підтримується Консультативною радою та керується УКГС у співпраці з міжкластерною координаційною групою.



# Головні завдання ГФУ

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- Пріоритезація потреб, зазначених у ПГР
- Забезпечення швидкого та гнучкого фінансування (через Стандартні та Резервні виділення коштів)
- Посилює лідерство Гуманітарної Координаторки
- Сприяє координації через механізм міжкластерної координації УКГС
- Забезпечує інклюзивність та партнерство з Неурядовими організаціями (НУО), сприяє підвищенню спроможності місцевих НУО





# Процес Встановлення Відповідності Виконавчих Партнерів Вимогам ГФУ для Отримання Коштів

Партнерами ГФУ можуть бути- місцеві НУО, міжнародні НУО, Агенції ООН, Товариство Червоного Хреста

Процес встановлення відповідності партнерів вимогам ГФУ (Додаток 10 до Керівництва щодо спільних фондів фінансування країн):

**Крок 1.** Реєстрація у Системі управління грантами GMS (для отримання більш детальних інструкцій, надішліть запит на електронну адресу [ocha-uhf@un.org](mailto:ocha-uhf@un.org))

**Крок 2.** Представлення інформації для комплексної перевірки (Due Diligence)

**Крок 3.** Оцінка спроможності організації (Capacity Assessment)

**ВАЖЛИВО:** Лише організації, що відповідають вимогам ГФУ для отримання коштів, можуть бачити відкриті виділення коштів та направляти проєктні пропозиції в системі управління грантами (GMS)



# Заходи для забезпечення гнучкості при реєстрації нових партнерських організацій

Партнерські організації, які не пройшли процес встановлення відповідності, можуть подати проєктну пропозицію для отримання фінансування від ГФУ, за допомогою наступного механізму швидкого оцінювання:

1. Представити реєстраційні документи організації та виписка з банківського рахунку, відкритого в доларах США
2. Надіслати заповнену реєстраційну форму НУО на електронну адресу [ocha-uhf@un.org](mailto:ocha-uhf@un.org)
3. Надати інформацію, якщо НУО проходила Оцінку спроможності організації (Capacity Assessment) в будь-якому іншому спільному фонд фінансування країни або виконану іншими Агенціями ООН в Україні

**ВАЖЛИВО:** Міжнародні НУО, які не зареєстровані на території України, мають змогу звернутися до ГФУ щодо проходження комплексної перевірки та набуття статусу партнерської організації Фонду. Всі Партнерські організації мають підтвердити свій юридичний статус на території України до кінця періоду реалізації проєкту



# Стислий Огляд Другого Резервного Виділення Коштів ГФУ

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ГФУ виділяє **\$18 мільйонів** на три напрями діяльності із приблизним розподілом:

(1) Надання своєчасної багатосекторної допомоги переміщеним та непереміщеним особам, які постраждали через ескалацію бойових дій – **\$8 мільйонів**.

(2) Захист постраждалих від конфлікту людей та цивільної інфраструктури відповідно до норм і стандартів міжнародного гуманітарного права – **\$2 мільйони**

(3) Підтримка в наданні основних послуг у районах, які постраждали через ескалацію бойових дій – **\$8 мільйонів**.

**Усі партнери можуть подати лише 1 проєкт за кожним напрямком**



# Процес відбору проєктів

## I. Критерії відповідності

- Виконавчі партнери повинні пройти процес відповідності ГФУ та зареєструватися у Системі управління грантами GMS, як зазначено вище
- Проектні пропозиції повинні відповідати пріоритетним напрямкам, пріоритетним видам діяльності, які були визначені кластерами, та Стратегією виділення коштів.

**Проектні пропозиції, які не відповідають критеріям відповідності, не будуть рекомендовані для Стратегічного розгляду**

## II. Стратегічний розгляд (СР) (Розділ II.D Керівництва з виділення коштів)

- Буде здійснено Комітетом зі стратегічного розгляду проєктів (Координатори кластерів + Агенції ООН, представники НУО та Менеджер ГФУ)

## III. Узгодження проєктних пропозицій Гуманітарною Координаторкою



Risk level	Project duration (months)	Project value (thousand USD)	Max amount per project (thousand USD)	Disburse-ments (in % of total)	Financial reporting			Narrative reporting		Monitoring		Audit
					For disburs-ements	31-Jan	Final	Progre-ss	Final	Project monitoring	Financi-al spot-check	
NGOs												
High	< 7	< 250	-	60-40	Yes	Yes	Yes	1 mid	Yes	1	1	As per plan
		> 250	500	50-50	Yes	Yes	Yes	1 mid	Yes	1	1	
	7 - 12	< 250	-	40-40-20	Yes	Yes	Yes	2	Yes	1	1	
		> 250	800	40-30-30	Yes	Yes	Yes	2 - 3*	Yes	1-2**	1	
Med	< 7	< 250	-	100	-	Yes	Yes	1 mid	Yes	-	-	
		> 250	700	80-20	Yes	Yes	Yes	1 mid	Yes	1	-	
	7 - 12	< 250	-	80-20	Yes	Yes	Yes	1 mid	Yes	0-1**	-	
		> 250	1,200	60-40	Yes	Yes	Yes	1 mid	Yes	1	0 -1	
Low	< 7	< 400	-	100	-	Yes	Yes	-	Yes	-	-	
		> 400	-	80-20	Yes	Yes	Yes	-	Yes	-	-	
	7 - 12	< 400	-	100	-	Yes	Yes	1 mid	Yes	-	-	
		> 400	-	80-20	Yes	Yes	Yes	1 mid	Yes	1	1 / partner	
UN Agencies												
N/A	< 7	-	-	100	-	Yes	Yes	-	Yes	Op. Manual***	-	No
	7 - 12	-	-	100	-	Yes	Yes	1 mid	Yes	Op. Manual***	-	

\* Three progress reports are only required for projects of 10 months or more.

\*\* Additional field visits are only required for projects of 10 months or more.

\*\*\* Monitoring of UN agency projects is based on a sampling methodology considering country-specific factors as required and will be part of the monitoring plan developed within 2 months of project selection

## Технічні вимоги до проектних пропозицій

- Проектні пропозиції подаються через Систему управління грантами (GMS) за посиланням <https://cbpf.unocha.org> **до неділі, 20 березня 23:45 за київським часом**
- Під час підготовки проектних пропозицій всі організації **повинні провести консультації** з відповідними Координаторами кластерів для отримання технічної підтримки.
- Організаціям необхідно продемонструвати операційні спроможності та наявність фізичного доступу до постраждалого населення та чітко зазначити місце реалізації проекту
- Партнерські організації повинні чітко та в повному обсязі визначити всі можливі ризики, пов'язані з контекстом та надати стратегії управління ризиками



# Затвердження Проєктів на НПУТ

- Якщо діяльність в межах проєкту буде впроваджуватися в якості екстреного реагування на випадки, що потребують термінової допомоги, **Угода про фінансуванні проєкту може бути підписана після отримання підтвердження, що відповідні структури на НПУТ не будуть перешкоджати виконанню.**
- Виконавчі Партнери (ВП) повинні надсилати запит на отримання підтвердження з боку відповідних структур на НПУТ **лише після отримання офіційного листа від УКГС** щодо затвердження проєкту
- ВП та субпідрядники повинні завжди ставити ГФУ УКГС у копію кореспонденції із структурами на НПУТ (з копією адреси [ocha-uhf@un.org](mailto:ocha-uhf@un.org)) щодо всіх питань, пов'язаних із проєктом
- Період отримання підтвердження щодо реалізації проєкту від відповідних структур на НПУТ **обмежується 1 (одним) місяцем з дня отримання офіційного листа від УКГС** про затвердження проєкту



## Графік Резервного виділення коштів

Підготовка	1. Представлення керівництва з другого резервного виділення коштів	28 лютого
Підготовка та розгляд пропозицій	2. Відкриття можливості подання проєктних пропозицій у GMS	01 березня
	3. Кінцевий термін надання проєктних пропозицій	<b>20 березня 2022 23:45, за київським часом</b>
	4. Стратегічний і технічний розгляд	3 14 березня, за принципом на надходження нових проєктів
	5. Узгодження пропозицій ГК/КР	
	6. Фінансовий розгляд (у разі необхідності, внесення додаткових технічних змін)	
	7. Розгляд і доопрацьовування проєктних пропозицій	
Затвердження та виділення коштів	8. Підготовка та підпис Угоди про фінансування (УПФ), виділення коштів	
Виконання проєктів	9. Початок виконання проєктів	





## Контакти ГФУ УКГС

У разі виникнення будь-яких питань, звертайтеся за адресою [ocha-uhf@un.org](mailto:ocha-uhf@un.org) або/та:

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# 2022 Second Reserve Allocation

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**UHF** Ukraine  
Humanitarian  
Fund

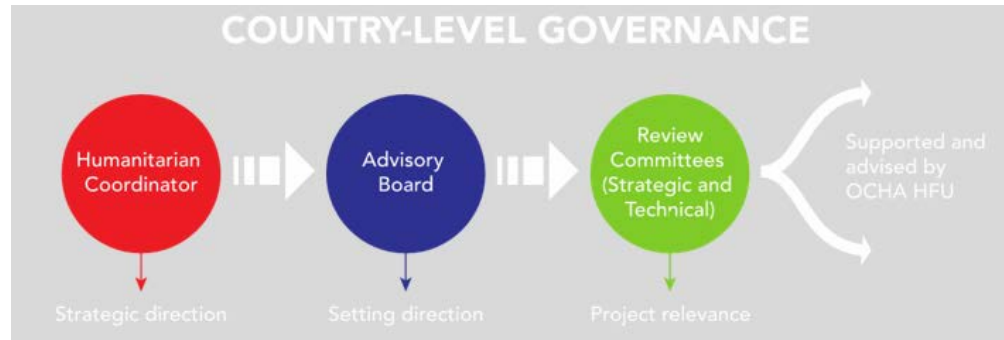
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11 March 2022

# Introduction to UHF

The Ukraine Humanitarian Fund (UHF) is a country-based pooled fund aimed to support coordinated humanitarian action, in line with the Humanitarian Response Plan (HRP).

The UHF is led by the Humanitarian Coordinator, supported by the Advisory Board, managed by OCHA in cooperation with the Inter-Cluster Coordination Group.



# UHF Key Objectives

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- Prioritizes needs identified in the HRP
- Provides rapid and flexible funding (through Standard and Reserve Allocations)
- Strengthens the leadership role of the HC
- Promotes coordination through OCHA Inter-Cluster Coordination mechanism
- Ensures inclusiveness and partnership with NGOs, promotes localization agenda



# Eligibility process for UHF partners

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**UHF partners - NNGOs, INGOs, UN Agencies, Red Cross Organizations**

**UHF Eligibility Process** (Annex 10 to the CBPF Operational Handbook):

**Step 1.** GMS Registration (please e-mail [ocha-uhf@un.org](mailto:ocha-uhf@un.org) for detailed instructions)

**Step 2.** Due Diligence submission

**Step 3.** Capacity Assessment

**IMPORTANT: Only organizations that have passed the Eligibility Process can see opened allocations and submit project proposals in the Grant Management System**



# Flexibility measures in registration of new UHF partners

Partners that has not completed eligibility process can apply for the UHF funding through the following fast track procedure:

1. Provide registration documents of legal entity and recent bank statement from the USD bank account.
2. Submit registration form of NGO to the [ocha-uhf@un.org](mailto:ocha-uhf@un.org)
3. Present information if NGO passed capacity assessment in any other country-based pooled funds (CBPFs) outside Ukraine or done by other UN Agency in Ukraine.

**Note: International NGOs that have no registration in Ukraine, might apply to the UHF to complete eligibility process. All IPs must ensure their legal status in country by the end of the project implementation cycle**



# UHF 2022 First Reserve Allocation Overview

The UHF allocates **US\$ 18 million** for three envelopes with following approximate breakdown:

- (1) Provide timely lifesaving multisectoral assistance to displaced and non-displaced persons, who are affected by the escalation of hostilities– **US\$ 8 million**
- (2) Protect conflict-affected people and civilian infrastructure regarding international humanitarian law, norms, and standards– **US\$ 2 million**
- (3) Support provision of basic services in areas impacted by the escalation of hostilities– **US\$ 8 million**

**All partners are eligible to submit only 1 project proposal per envelope**



# Prioritization of Projects

## I. Eligibility Criteria

- Implementation partners must pass UHF eligibility process and register in the OCHA Grant Management System as previously described
- Proposal should align to the priority sectors, priority activities as defined by the clusters and in line with the allocation strategy.

**Proposals that do not meet the eligibility criteria will not be recommended for SR**

## II. Strategic Review (SR) (Section II.D of the [Allocation Strategy Paper](#))

- Conducted by the Strategic Review Committee (Cluster Coordinators + UN agencies, NGO Reps and UHF Fund manager)

## III. Endorsement by the HC





Risk level	Project duration (months)	Project value (thousand USD)	Max amount per project (thousand USD)	Disburse-ments (in % of total)	Financial reporting			Narrative reporting		Monitoring		Audit
					For disburs-ements	31-Jan	Final	Progre-ss	Final	Project monitoring	Financi-al spot-check	
NGOs												
High	< 7	< 250	-	60-40	Yes	Yes	Yes	1 mid	Yes	1	1	As per plan
		> 250	500	50-50	Yes	Yes	Yes	1 mid	Yes	1	1	
	7 - 12	< 250	-	40-40-20	Yes	Yes	Yes	2	Yes	1	1	
		> 250	800	40-30-30	Yes	Yes	Yes	2 - 3*	Yes	1-2**	1	
Med	< 7	< 250	-	100	-	Yes	Yes	1 mid	Yes	-	-	
		> 250	700	80-20	Yes	Yes	Yes	1 mid	Yes	1	-	
	7 - 12	< 250	-	80-20	Yes	Yes	Yes	1 mid	Yes	0-1**	-	
		> 250	1,200	60-40	Yes	Yes	Yes	1 mid	Yes	1	0 -1	
Low	< 7	< 400	-	100	-	Yes	Yes	-	Yes	-	-	
		> 400	-	80-20	Yes	Yes	Yes	-	Yes	-	-	
	7 - 12	< 400	-	100	-	Yes	Yes	1 mid	Yes	-	-	
		> 400	-	80-20	Yes	Yes	Yes	1 mid	Yes	1	1 / partner	
UN Agencies												
N/A	< 7	-	-	100	-	Yes	Yes	-	Yes	Op. Manual***	-	No
	7 - 12	-	-	100	-	Yes	Yes	1 mid	Yes	Op. Manual***	-	

\* Three progress reports are only required for projects of 10 months or more.

\*\* Additional field visits are only required for projects of 10 months or more.

\*\*\* Monitoring of UN agency projects is based on a sampling methodology considering country-specific factors as required and will be part of the monitoring plan developed within 2 months of project selection

# Technical Requirements to Project Proposals

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- Proposals should be submitted through the Grant Management System (GMS) at <https://cbpf.unocha.org> **by Sunday 20 March 23:45 Kyiv local time**
- Organizations submitting projects **must consult** with relevant **Cluster Coordinators** during proposal preparation for technical advice
- Organizations must demonstrate operational capacity and physical access to the affected population and the location of the project should be clearly identified
- IPs should clearly and comprehensively spell out all possible risks related to the context and provide risk management strategies



## Approval of Projects in NGCA

- If activities within the project are planned to be organized on ad-hoc basis and aimed at covering emergency needs, **the Grant Agreement may be signed upon receiving the authorization that entities in control of NGCA would not object its implementation.**
- Implementing Partners (IPs) should submit the request for authorisation from the entities in control of NGCA **only after receiving an official letter from OCHA** confirming the approval of the project.
- IPs and/or their sub-IPs should keep OCHA HFU in copy (by cc-ing [ocha-uhf@un.org](mailto:ocha-uhf@un.org)) for all project-related correspondence with the entities in control of NGCA.
- A period of getting an authorisation to implement project activities is **limited to 1 month from receiving an official letter from OCHA** confirming the approval of the project.



# Allocation Timeline

Preparation	1. Launch of allocation strategy paper	28 February
<b>Proposal Development and Review</b>	2. Opening Proposal Submission in the GMS	01 March
	3. Proposal Submission Deadline	<b>20 March 2022 23:45 Kyiv time</b>
	4. Strategic & Technical Review	As of 14 <sup>th</sup> of March. On a rolling basis
	5. HC/Advisory Board proposal endorsement	
	6. Financial Review (if necessary, additional technical requirement)	
	7. Proposal Revision and Adjustments	
<b>Approval and Disbursement</b>	8. Grant Agreement Preparation, Signature and Disbursement	
<b>Implementation</b>	9. Start of Project Implementation	



# OCHA HFU Contacts

If you have any question, please do not hesitate to contact the UHF team at [ocha-uhf@un.org](mailto:ocha-uhf@un.org) and/or:

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# The Grant Management System Proposal Submission

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13 January 2022



# Intro & Useful tools

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## ☐ The OCHA CBPF Grant Management System (GMS)

- <https://cbpf.unocha.org/>

## ☐ The GMS Support / Help Portal

- <https://gms.unocha.org/support>

## ☐ The YouTube Channel

- <https://www.youtube.com/channel/UCI39F0LRxeFx8oaOf-j9FBQ>

## ☐ The CBPF Operational Handbook

- [https://www.unocha.org/sites/unocha/files/Operational\\_Handbook\\_for\\_OC\\_HA\\_CBPFs\\_Version1.2.pdf](https://www.unocha.org/sites/unocha/files/Operational_Handbook_for_OC_HA_CBPFs_Version1.2.pdf)





# Specific registration process for NGOs and UN agencies

Within the Grant Management System (GMS), the user role of CBPF partners is called “Agencies/Partner”.

Each Agency/Partner must be registered and enrolled as an organization in its corresponding CBPF GMS **before** an individual user can register, be linked to, and access GMS under the organization's profile.

The registration of CBPF partners is hence two-fold:

- **Step 1:** Registration and enrollment of the organization on GMS

The organization should contact the HFU and send them the necessary documentation to be registered and enrolled on GMS.

- **Step 2:** User registration of individuals within a registered organization on GMS

Once the organization is enrolled on GMS, the HFU will notify the partner and instruct them to proceed with the individual user registration, which allows a user to gain access to the organization's profile on the system. Individual registration requests are then reviewed and approved by the HFU country team usually within 48 hours from the submission.

Please send a registration request to [ocha-uhf@un.org](mailto:ocha-uhf@un.org)







# How to register on GMS?

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## PHASE 1: HUMANITARIAN ID REGISTRATION

GMS identification procedure is directly linked to the Humanitarian ID platform. As a new user, you will therefore need to create a Humanitarian ID (HID) account. If you already have a HID account, you can skip this step and move to phase 2.

To create a HID account, go to <https://humanitarian.id/register>

## PHASE 2: SUBMISSION OF THE REGISTRATION REQUEST ON THE GMS

Now that you are registered on Humanitarian ID, the GMS will use these HID credentials to record your profile.

Go to the GMS Homepage by entering this address in the navigation bar of your browser: <https://cbpf.unocha.org/>





# Eligibility process for UHF partners

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## ❑ Step 1. Due Diligence submission

- <https://gms.unocha.org/content/due-diligence?plid=466>
- [https://www.youtube.com/watch?v=Beuk-iOolU0&list=PLiMju\\_Wm2Qf5MyLJFypILmxIL4fTvJUM0&index=3](https://www.youtube.com/watch?v=Beuk-iOolU0&list=PLiMju_Wm2Qf5MyLJFypILmxIL4fTvJUM0&index=3)

## ❑ Step 2. Capacity Assessment

- Please refer to the CBPF Operational Handbook and the UHF Operational Manual


**Only eligible partners see opened allocations and can submit project proposals.**

















# Proposal template – Logframe, Workplan



## How to modify the logframe's elements:

To edit an activity/output/indicateur of the logframe, please click on the edit icon  at the right hand side of the associated line.

To delete an activity/indicator/output/outcome, please click on the delete icon  at the right hand side of the associated line.

Outcome 1	test	 	 Add Output		
Output 1.1	test	 	 Add Indicator  Add Activity		
<b>Indicators</b>					
Code	Type	Cluster	Indicator	Total End-Cycle Target	Actions
Indicator 1.1.1	Standard	Shelter & Non Food Items	Number of displaced people with access to non-food items in accordance with minimum standards	200	 
<b>Activities</b>					
Activity 1.1.1	Standard Activity: distribution of shelter reinforcement support materials				 
	test				

**\*Please note**, It is not possible to delete an output without first deleting its associated activities/indicators. Similarly, it is not possible to delete an outcome without first deleting its associated outputs.

If you want to delete an activity/output/outcome but notice that the delete icon is greyed out () and that it is not possible to click on it, it means that the linked activities have already been associated with a work plan, a sub-implementing partner and a location. You can check if this is the case by clicking on the information icon  at the right-hand side of the activity line.





# Proposal template – Other Info

## ❑ GAM Reference Number

- <https://ee.humanitarianresponse.info/single/CmMi32GF>

## ❑ Sub-Implementing Partners

You can add Sub-Implementing Partners at the bottom of the 'Other Info' tab of the project proposal template, at section 10.

**10. Sub-Implementing Partner(s)**

☐ Under Approval Partners

Partner Name *	Partner Type	Budget in US\$ *	Activities towards Implementation * ?	
<input type="text" value="Type to search partners"/>		<input type="text"/>	<input type="text" value="Select Activity"/>	<input type="button" value="Add"/>
<div>In case you do not find the Partner name in the auto suggestion list, please <a href="#">click here</a> to add.</div>				
<b>Total</b>		<b>0.00</b>		





# Proposal template – Budget

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## ❑ CBPF Operational Handbook (p.39-44)

- [https://www.unocha.org/sites/unocha/files/Operational\\_Handbook\\_for\\_OC\\_HA\\_CBPFs\\_Version1.2.pdf](https://www.unocha.org/sites/unocha/files/Operational_Handbook_for_OC_HA_CBPFs_Version1.2.pdf)

## ❑ Important tips:

- Fill “Remarks box” for all budget lines
- Sub-IP costs should be reflected at the **Section 6** as a lumpsum
- Detailed calculation for sub-IP costs and all budget lines more than 10,000 USD should be uploaded to **Documents Tab**
- Do not put any UAH amount into the Remarks Box (only USD)
- If you do Cash activities, please reflect it on the **Cash Tracking Tab**





## Proposal template – Locations Tab

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**IMPORTANT: The information for the Budget, Logframe the Affected Persons Tabs should be correctly filled out before entering the Locations data.**

- ☐ Adding a budget per locations
  - <https://gms.unocha.org/content/project-proposal-template-and-submission?plid=466#Budget%20location>
- ☐ Adding affected persons per locations
  - <https://gms.unocha.org/content/project-proposal-template-and-submission?plid=466#Affected%20Persons%20location>
- ☐ The locations related errors – explained
  - <https://gms.unocha.org/content/project-proposal-template-and-submission?plid=466#Locations%20error>





# How to submit a Project Proposal?

When all the required information has been provided, the tabs of the project proposal will be blue, and the project will be ready to be submitted.

To submit, click on the [Submit Project] button. The system will ask for a confirmation, and will provide the option to leave a comment in the project workflow.

The screenshot displays the 'Submit Project Proposal' button at the top left, highlighted with a red box and a red arrow pointing to it. The main interface shows various tabs for project management, including 'Cover Page', 'Logical Framework', 'Work Plan', 'Affected Persons', 'Other Info', 'Budget', 'Cash Tracking', 'Locations', 'Documents', and 'Project Tracking'. A confirmation dialog box is open in the center, asking 'Are you sure to "Submit Project Proposal"?' and providing a text area for 'Comments for project in "Project Draft"'. The dialog box has three buttons at the bottom: 'Save', 'Save and Goto Under Pre-SR' (highlighted with a red box and a red arrow), and 'Cancel'. The background interface also shows a table with columns for 'Primary cluster', 'Sub cluster', and 'Percentage', and a 'Last Updated By' field.

Primary cluster	Sub cluster	Percentage
ion	None	30
	None	70

Last Updated By: gms-support@un.org on 08/01/2019 06:46:00 PM





# Tips for filling out the project proposal

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- ❑ Always press “Save” button!
- ❑ Be realistic about the time needed for submitting your proposal
- ❑ Remember about using the GMS Help Portal or YouTube Channel
- ❑ Contact the OCHA HFU by [ocha-uhf@un.org](mailto:ocha-uhf@un.org) for support





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UHF

Ukraine  
Humanitarian  
Fund

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Cluster/Sector	Cluster Lead/Co-Lead Agency	Cluster Coordinator	Information Management
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