Department for International Development

UKaid
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Humanitarian response funding guidelines for NGOs

Contents

Annexes

Introduction

1. These guidelines replace the 2007 Humanitarian Funding Guidelines. They apply to bilateral funding to Non-Governmental Organisations for humanitarian emergency responses. Organisations applying for humanitarian response funding should comply with this guidance and meet internationally accepted standards and good practice.

Humanitarian policy

2. As part of the **Government's response** to the **Humanitarian Emergency Response Review**, the UK Government's Humanitarian Policy '**Saving Lives, Preventing Suffering and Building Resilience**' sets out how the UK will help build resilience to crises and respond to humanitarian need resulting from conflict, and complex and natural disasters. UK humanitarian action will be based on humanitarian principles, international commitments and the Good Humanitarian Donorship principles. The policy sets out seven goals of effective humanitarian response.

- Strengthen anticipation and early action in response to disasters and conflict

- Build resilience of individuals, communities and countries to withstand shocks and to recover

- Strengthen international leadership and partnerships

- Protect civilians and humanitarian space

- Support improvements in accountability, impact and professionalism of humanitarian action

- Invest in research and innovation

- Reinforce the Government's capacity to respond to humanitarian crises

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Humanitarian Emergency Response Review: Led by Lord Ashdown, this independent review presented its findings in March 2011. It recommended how the UK could better deliver humanitarian response based around seven themes.

Anticipation – better anticipate crises using science and experience

Resilience – make nations more resilient to disaster and conflict

Leadership – better, more consistent international leadership

Innovation – new techniques and technologies to address humanitarian challenges

Accountability – greater accountability to beneficiaries and donors

Partnership – networks and alliances to resolve humanitarian challenges

Humanitarian space – preserve space that enables the most in need, in contested areas, to be reached

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Contacting DFID

3. The Conflict, Humanitarian and Security Department (CHASE) monitors humanitarian emergencies and have the capacity to launch a response at any time. Emergency contact details for CHASE are:

-   **+44 (0)7776 180 012** (out of hours duty officer)
-   **Humanitarianresponse@dfid.gov.uk** (only in use during emergencies)

4. All documentation during a CHASE-led response must be sent to the email address above unless otherwise stated.

5. Where a response is led by a specific DFID Country Office, organisations should make contact directly with that office. Details can be found **online**.

Applying for funding

DFID's response

6. Following a rapid on-set or sudden spike in a chronic emergency the UK can provide funding to partners to respond. In rapid on-set humanitarian emergencies, DFID's immediate funding is likely to be through the multilateral system or bilaterally to pre-qualified partners using the Rapid Response Facility. Separate guidance and templates for the Rapid Response Facility are **online**.

7. DFID has three main methods of responding to humanitarian emergencies outlined below. This guidance applies to the third method, bilateral funding for Non-Governmental Organisations.

	Who is eligible?	When is it available?	What it provides?	How long?
Direct UK deployment	DFID contractors. UK search and rescue teams. UK Med surgical teams.	First week.	Needs assessment. In-kind donations. Search and rescue capability. Medical deployment.	Three months.
Rapid Response Facility	Pre-qualified Rapid Response Facility partners.	First three days.	Funding for immediate life-saving response.	Six weeks.
Bilateral funding	Multilateral/regional organisations. Non-Governmental Organisations. Private sector.	Following a call for proposals. As part of CAP/Flash appeal.	Funding for response, leading to early recovery.	12 months.

Partner eligibility

8. Organisations seeking funding must ensure proposals address relief, resilience and/or early recovery efforts for: natural disasters (drought, floods, earthquakes, volcanoes etc.); or man-made disasters (conflict, social, political etc.).

9. The UK supports and adheres to the following.

- International principles of humanitarian action: humanity; impartiality; neutrality; and independence

- International laws (including International Humanitarian Law, International Human Rights Law, and the Convention Relating to the Status of Refugees)

- **European Consensus on Humanitarian Aid**

- **UN General Assembly Resolution 46/182**

10. Organisations seeking funding should ensure proposals are guided by, and support DFID in meeting the above principles and international commitments, and should also take note of the following.

- **Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief**

- **Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel**

- **Sphere** standards

- **Humanitarian Accountability Partnership** or similar accountability framework

- **Guiding Principles for Public-Private Collaboration for Humanitarian Action**

- **Oslo Guidelines** on the use of Foreign Military and Civil Defence Assets in Disaster Relief

11. Organisations are not eligible for DFID funding, if they, or any current or proposed partner has:

- been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing;

- been convicted of any offence concerning professional misconduct;

- not fulfilled any obligations relating to the payment of social security contributions; or

- been convicted of, or is the subject of any proceedings relating to: participation in criminal organisation; corruption including the offence of bribery; fraud including theft; and not fulfilling any obligation relating to payment of taxes; or money laundering.

DFID's decision-making process

12. DFID funding decisions are informed by its response strategy for the specific humanitarian emergency. The strategy outlines DFID's focus areas and sectors and all partners are strongly advised to ensure any proposal fits into this strategy. DFID will continue to assess and analyse humanitarian need throughout a response and the strategy will be updated accordingly. Where available, DFID's response strategy is informed by Flash Appeals or the Consolidated Appeals Process.

13. Details of the strategy will be included in a call for proposals. The call for proposals will usually either be published on the DFID website or emailed to all those agencies that DFID knows are working in the affected area.

14. It is advisable to discuss with DFID prior to submitting proposals for projects outside of DFID's response strategy. To be considered, organisations must explain why this should be a priority for DFID and why others are not funding the project.

15. The amount of UK funds available depends on the scale of humanitarian need, and nature and context of the disaster. Funding decisions will be taken based on projected results to be delivered and demonstrable value for money.

Public communication, transparency and branding

16. DFID has an obligation to explain how its actions are making a substantial difference to the lives of beneficiaries. DFID relies on its implementing partners to help support efforts to raise the profile of the challenges of saving lives, alleviating suffering and protecting dignity. By working together, DFID and its partners can support each other by sharing channels, spokespeople and materials to ensure messages reach as many people as possible.

17. Communication activities should be undertaken unless a specific exemption has been agreed by both parties. Exemption is likely to be on grounds of safeguarding safety and security of staff, the project and beneficiaries. Exemptions must be agreed with DFID while applying for funding and will be included in the Accountable Grant. Should the security situation worsen after project commencement, partners should contact DFID to discuss options.

18. Press and mainstream media is only one part of DFID's communications approach. DFID will work through online channels to ensure holistic coverage is achieved in an appropriate and cost effective way; demonstrating the impact and results delivered by our support to partners. By receiving DFID funds, partners are committing to collaborate with DFID on communications and awareness raising activities, in both the UK and overseas to highlight the results and impact the partnership is delivering to improve people's lives. Below sets out a minimum standard, but is not limited to these activities.

▪ Acknowledgement of DFID's support and the receiving partner's activities must be highlighted in press releases/briefings (or other contact with media) and through online channels. Online content should link to DFID/partners' reciprocal channels (e.g. partner's Facebook page links to DFID's Facebook page).

▪ Funded organisations should support DFID in delivering its own media and communications work relating to the funds provided and the expected results and impact. This is likely to include, but not limited to, contributions from the field including text, photographs, video and audio interviews. Contributions should focus on the impact of the response from the beneficiaries' perspective, to demonstrate the difference that is being delivered to people's lives.

▪ Funded partners need to explicitly acknowledge DFID's support through use of the DFID UK aid logo in all communications with the public or third parties.

- Content should be agreed by both parties in advance of publication, focussing on results and impact achieved, not just on outputs and amounts of money spent.

Document flowchart

13. The diagram below outlines the process from point of emergency through to project completion.
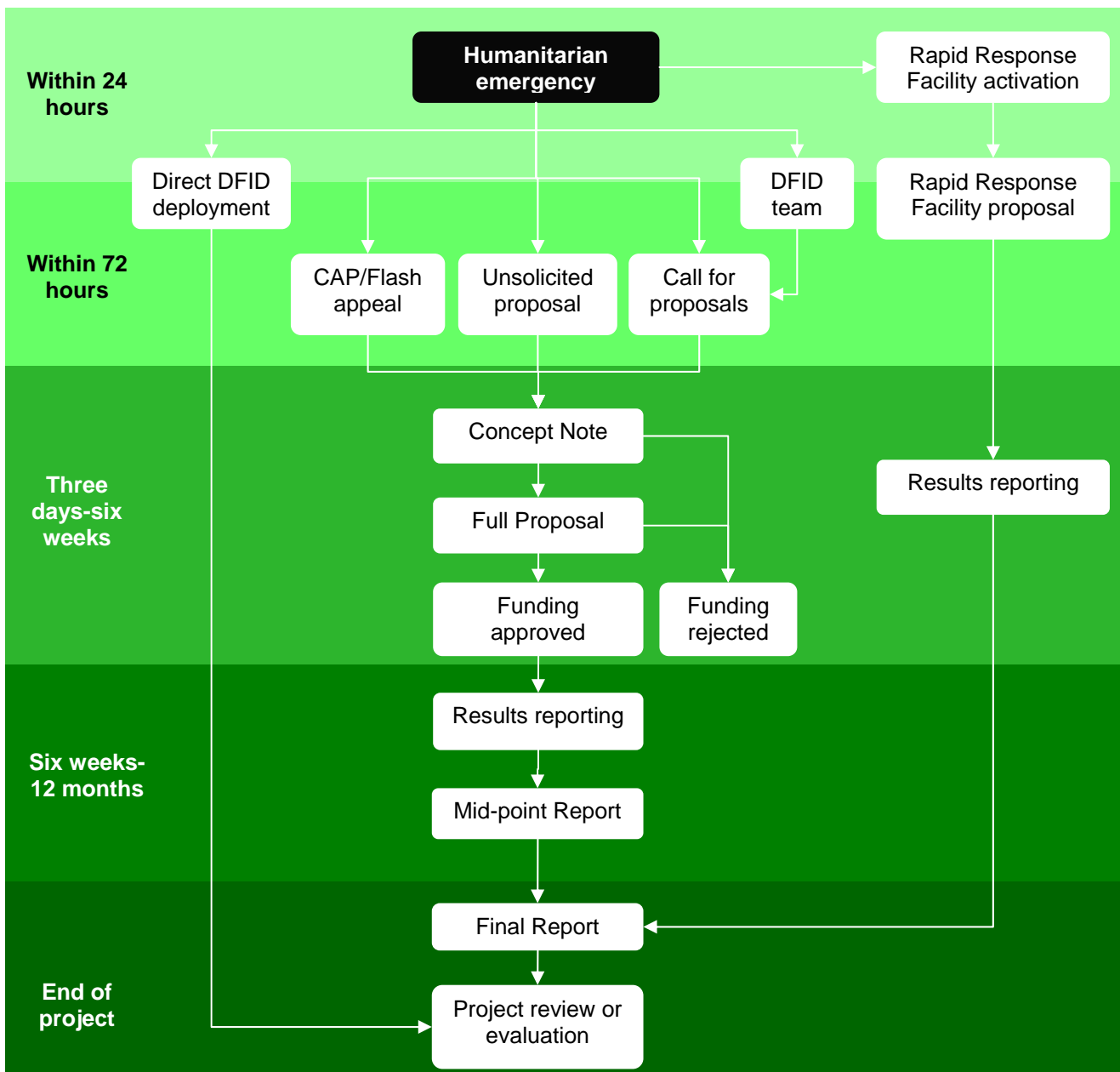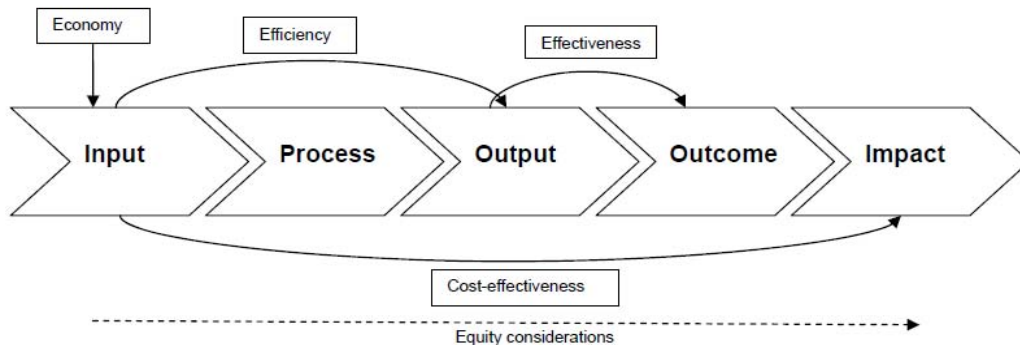
Proposals

Concept Note

14.   DFID operates a two-stage approach to proposal submission: the first is the Concept Note. A Concept Note should not exceed five pages (excluding the indicative budget and initial logframe). The template is at **annex A.** Generic Concept Notes that have been written for several donors or pooled funds will be accepted to avoid duplication where appropriate.

15.   Once a Concept Note is received, DFID will make an assessment and may contact the organisation for further information. DFID will provide feedback, advising on eligibility within DFID strategic priorities and whether a Full Proposal should be produced or where more information is needed.

Full Proposal

16.   Once a Concept Note has been approved by DFID a Full Proposal needs to be submitted. Projects must deliver appropriate technical responses to the need and a detailed assessment of activities proposed must be provided. Full Proposals should highlight the level of other donors actual or expected funding for the project where appropriate.

17.   There is no fixed format and the information at **annex B** is indicative not prescriptive. However, if information is not provided that is thought to be necessary, DFID will revert back to the organisation. The proposal should be up to 10 pages (excluding tables and annexes). For proposals to be agreed organisations must submit the following.

- **Full Proposal** – proposal will be assessed against the criteria at **annex B**

- **Logframe** – building on the initial logframe from the Concept Note, template is at **annex C**

- **Gantt chart and narrative** – describing work plan and activities

- **Budgets** – both financial and output cost on the templates at **annexes D** and **E**

18.   DFID recognises the importance of different tools and standards to ensure high quality programming. Organisations should demonstrate that quality issues have been considered, appropriate standards set and robust management and monitoring mechanisms are in place.

19.   Staff security considerations and funding requirements should be included in the proposal and budget, both for the organisation applying for funding and implementing partners. Organisations are responsible for the safety and security of their personnel. DFID accepts no liability for any loss that may arise from any act or omission in organisational security arrangements.

Value for money

20.   DFID interprets value for money as: maximising the impact of each pound spent to improve people's lives. Value for money does not mean we only do the cheapest things: it is about the optimum combination of economy, efficiency, effectiveness and cost-effectiveness.

21.   For DFID to assess value for money of partners, at the proposal stage we will look at the following:

■   **Economy** – proposed costs per unit of input (template is at **annex D**).

■   **Efficiency** – proposed costs per unit of output (template is at **annex E**). DFID will never make a judgement based on cost alone: the comparator and justification of cost levels are therefore critical.

■   **Effectiveness** – evidence of effectiveness from previous responses.

■   **Cost-effectiveness** – evidence from economic appraisals (cost benefit or cost effectiveness analysis), previous response or published literature data, plans for project impact assessments and questions on cost effectiveness in evaluations.

■   **Equity** – evidence from previous responses that benefits have been distributed fairly.

22.   During implementation, DFID has changed reporting requirements to follow results and value for money more closely. For DFID to assess value for money of partners, at the final report stage we will look at the following:

■   **Economy** – actual costs per unit of input (template is at **annex G**)

■   **Efficiency** – actual costs per unit of output (template is at **annex E**)

■   **Effectiveness** – evidence on the effectiveness of the response, such as information on speed/timeliness and quality/appropriateness/relevance.

■   **Cost-effectiveness** – evidence from economic appraisals of the project (cost benefit or cost effectiveness analysis), and results from impact assessments and evaluations.

■   **Equity** – evidence from the project that benefits have been distributed fairly.

Funding

23.   An Accountable Grant must be signed by both DFID and the funded partner, prior to any funds being dispersed. The Accountable Grant sets out all terms of the funding partnership and expectations of both parties.

Request for funds

24.   Government policy is not to fund in advance therefore payment will usually be made in arrears. If an organisation requires advance funding this must be justified and agreed with DFID. The request should be made in the Concept Note with any supporting argument as to why this is necessary.

25.   Before funding is finalised, DFID will send two copies of an Accountable Grant to your organisation by email. These should be signed by the organisation's headquarters, unless specifically agreed otherwise with DFID. DFID will then sign the Accountable Grant and return a hard copy. The organisation applying for DFID funds is accountable for the effective use of them, including by implementing partners.

26.   Funding will not be issued until a request is sent from your organisation to DFID, using the 'request for funds' form in the Accountable Grant. This must be completed for each tranche of funding.

Requesting changes

27.   DFID recognises the importance of remaining flexible and pragmatic throughout project implementation and will consider changes to ensure the most effective use of funds. DFID should approve changes to the overall impact and outcome of projects and any significant changes in outputs. Requesting a significant change may necessitate a re-examination of project purpose or implementation. DFID must approve any changes that require the movement of more than 10% of the total budget between budget line sub-headings. An updated logframe, Gantt chart and budget may also be needed when requesting changes.

28.   Extension to the project timescale must be agreed with DFID in advance (usually four weeks before the end of the project) justifying why the extension is required and providing a new completion date. Additional information such as: a progress report; updated budget; additional expected outputs/outcomes to be delivered; and progress to date against the logframe are likely to be required.

Unspent funds and fraud

29.   If you receive advance funding and have unspent DFID funds at the end of the project you must notify DFID and arrange for their return.

30.   All suspicions of fraud or corruption must be reported to DFID as soon as discovered and DFID's Fraud Response Unit will provide advice and guidance as appropriate.

Monitoring and reporting

31.   Accurate and timely reporting is necessary to ensure DFID funds are used
effectively, efficiently and transparently.

32.   The manner of results reporting should be stated in the Full Proposal and agreed
with DFID. This should be aligned with the organisations own reporting
arrangements where appropriate. A results reporting template is at **annex F**, but
other formats can be used where the same level of information is included.

33.   DFID will usually require as a minimum a Mid-point Report and Final Report. The
template at **annex G** should be used for both. When submitting the Mid-point
Reports and Final Reports, DFID requires a budget update, and **annex D** should be
used.

34.   Reporting assists in identifying lessons for future humanitarian responses and DFID
requires honest observations from partners on their projects. This includes where an
output or outcome was not achieved. In such cases, an analysis of the reasons for
failure should be provided, accompanied by ways to mitigate this in the future.

Evaluation

35.   All proposals must set appropriate evaluation questions, considering the timeframe
for, and partners used during implementation. Justification should be provided for
any monitoring and evaluation budget including in the Full Proposal.

36.   Organisations must include in the Full Proposal robust answers to the criteria in the
'monitoring, evaluation and accountability' section. DFID will work with partners
during the proposal development to ensure suitable evaluation measures are in
place.

37.   DFID's evaluation of an organisation's performance is likely to be based on direct
field visits and organisation reports. Monitoring and evaluation is conducted in full
partnership with the organisation and, where feasible, in consultation with
beneficiaries. DFID will endeavour to undertake joint monitoring and evaluation with
other donors where possible, and ensure it is as unobtrusive on implementation as
possible.

Concept Note

Organisation details
1. Organisation and project name
2. Primary and secondary contact (name/email/phone number)
3. What are the goals of your organisation and to what codes of conduct do you adhere?
4. What are your organisation's main source(s) of funding?

Funding details
5. What is the total proposal cost? Is advance or in arrears funding required?
6. How much and what percentage of funding is: requested from DFID; from other donors; and from your organisation? What is the status of applications to other donors?
7. List any DFID funding your organisation has received in the same country over the last three years and currently has in active use.

Project details
8. Name of project and region/country/district it is in (annexed map(s) or links to map(s) are useful)
9. What is the scale of the project: length (including start and end date); number of beneficiaries to be reached; staffing levels required; and what is the exit strategy?
10. What problem will this project address? How will the project do this and how have the needs been identified? What is the counterfactual? Do these needs relate to the priorities outlined by DFID?
11. How have beneficiaries been identified? Why is assistance needed for this group at this time?
12. What are the key expected results (outputs, outcomes and impacts) and how is your organisation best placed to achieve these?

Implementation details
13. Do you plan to work with partners to deliver this project (if so, list names, length of time associated to them and their experience briefly)? Are you accountable for the funds they spend?
14. Is the project design based on previous experience (if so, what were the results)?
15. Have discussions taken place with humanitarian coordination structures and other organisations outside of these, e.g. Diaspora groups, local community groups etc?
16. What elements of the project are intended to be sustainable? Which ones aren't and why?
17. What are the key risks to the project's success, including any security concerns, and how will these be managed and mitigated?
18. How will the project be monitored and evaluated?

Supporting documents required

- A results framework in a logframe format (**annex C**)

- Indicative budget, in pounds sterling (**annex D**)

Full Proposal assessment criteria

Needs-base

- What needs assessment(s) is the project based on? When was it conducted? What is judged to be the strength of the evidence: strong, medium or low? How did beneficiaries participate? Is it autonomous from political, military, security or economic objectives?

- What is the scale of need identified? What is the critical humanitarian baseline information (mortality, morbidity, nutritional), and from what sources?

- What is the current, or what has been the organisation's previous engagement in this humanitarian emergency? What lessons have been learnt from past experience?

Technical

- Why will this proposal achieve the desired results? What is the process for change? What flexibility is built-in and based on what analysis?

- Have alternative options to achieve the same outcome been considered? Why has this project been accepted over other options?

- What is the strategy and timescale for scale-up, scale-down and exit? What implementation arrangements support scale-up of response?

- What is the assessment of access, will it allow scale-up to occur? Are operating permissions/licences in place to enable implementation? Are there any political aspects that may make access difficult? If so, how have these been mitigated?

- What measures are in place to ensure there is no negative impact when the project ends or is handed over?

- How is the project appropriate to the situation? Which standards and best practice does it aim to meet? Which ones doesn't it and why?

- What percentage of the project will be delivered in cash and in-kind?

- Is the project already proven, or is it innovative or experimental? How is technology being used appropriately?

Coordination

- How is the organisation linked at an operational level to the relevant international/national coordination structures? If there are similar operations underway in the proposed location, how will this proposal complement this work and avoid duplication? Does the project have relevant cluster endorsement? If not, why? What efforts at coordination have been made in transport, procurement and logistics?

- To what extent has the organisation participated in any government, UN or other joint humanitarian planning initiatives? If not, why?

- How will information be shared with the response community and beneficiaries?

- Are there any issues within the national/local policy framework that may affect implementation and broader recovery? If so, has consideration been given to sharing specialist expertise with the relevant government/UN teams to facilitate implementation?

Beneficiaries

- Who are the main beneficiaries (disaggregated for gender and age at a minimum)? How will they benefit? Have particularly hard to reach and/or vulnerable groups been identified? Are there others who may gain/lose as a result and how will this be exploited/mitigated?

- What are the identification mechanisms and criteria for beneficiary selection? How will the project ensure beneficiaries are reached according to need?

- How is the proposal culturally sensitive? How will the specific needs of groups, including women/girls, the disabled, elderly, adolescents, people living with HIV/AIDs and ethnic minorities be met?

- How have beneficiaries and other local actors been involved in the design and decision-making? How is this knowledge being used and are mechanisms in place for on-going beneficiary input into decision-making?

- What form of complaints mechanism or feedback system will be established for beneficiaries to access? How will the organisation keep affected communities informed about its activities?

- Does the project contribute to the protection of civilians? Do outputs help reduce beneficiaries' exposure to threats to their security? In particular, have risks of violence against women and girls been identified and addressed? Do outputs address the needs of those who have been exposed to violence?

Resilience and early recovery

- To what extent will the proposal's outcome and impact prevent or reduce the impact of future disasters, or enable beneficiaries and the wider community to cope better? Have the outputs been adapted to protect beneficiaries against severe natural hazards in the future?

- How does the project demonstrate post-emergency/transitional activities to support early recovery and an understanding of longer-term livelihood issues, building resilience and reducing community vulnerability?

- How will activities complement existing development actions?

- How are opportunities to support revival of the local economy or work with the local business community explored?

- Are any of the structures or services to be established intended to be sustainable or to build local capacities? If so, how? If not, why?

Security

- What are the security situation and risks in country or at project location?

- What specific security protocols are there, or planned to protect staff and assets for this project? What is the organisational security plan? What systems are in place to review and update these according to changes in context or risk?

- What measures have been included to enable activities to continue if the security situation worsens?

- What external factors may impact on implementation or changes in humanitarian access? How will these be mitigated?

Conflict sensitivity

- How will the analysis of conflict dynamics be used to adapt the delivery of assistance to avoid unintentionally exacerbating the conflict?

- Could provision of assistance to beneficiaries or to a geographical location be perceived as having a bias or political benefit to one party in the conflict? Could relationships with local groups or implementing partners be perceived as legitimising one party in the conflict? If so, how will this be mitigated/handled?

- Might provision of assistance make beneficiaries a target for attacks? Are processes in place to ensure resources, both cash and in-kind, reach the intended beneficiaries without being diverted?

- How will the selection of beneficiaries relate to what connects and what divides the community? Are the processes to assess needs and select beneficiaries transparent and well publicised? Will the community be involved in the selection?

Staffing

- How are staff levels in the organisation and implementing partner(s) sufficient: national/international; skilled/technical; trained financial managers; supervision and support; and monitoring/evaluating?

- What managerial and leadership capacity is/intended to be in place for the duration of the project?

- What technical capacity (existing and surge) will be used to ensure technical support is sufficient?

- What investment will be made in staff capacity-development and when?

- What written policies and procedures relating to human resource management are in place and what codes relating to recruitment and management of staff are signed up to?

Implementing partners

- What sectoral/geographic expertise and experience do they have? What is their track record of delivering? What previous collaboration has occurred and what management structures are in place for this project?

- What areas have been identified for further support and with what timelines? How will this impact on implementation?

- What is the partners' capacity to absorb this additional funding and/or other funding through partnerships with other organisations? What will be done to mitigate overload?

Supply chain management

- Are there established logistics procedures for the organisation and their implementing partners? What logistics supply chain is identified and what are the risks? How are economies of scale in procurement are being used/exploited?

- What description of value for money, cost effectiveness and ethics has been provided in procurement and contracting?

Environmental

- How have environmental risks been minimised? Are any mitigation actions planned? How have opportunities for environmental improvement been exploited?

- How does this build on, harm or avoid harming existing capacities, systems or recovery prospects?

- How is the project appropriate for local weather patterns?

Monitoring, evaluation and accountability

- What plans are there for evaluation of impact and value for money? Will monitoring be by direct access or by third party? If the latter, what verification systems are there? Are there specific concerns that have been identified for monitoring?

- Has adequate baseline information been collected to enable effective monitoring and evaluation? If not, are there plans to obtain an adequate evidence base? What levels of disaggregation of data is possible?

- What arrangements are there to ensure that lessons identified are identified, disseminated and implemented around improved practice, innovation and areas for improvement?

- What accountability structures are in place? How will beneficiaries participate in monitoring and evaluation and contribute to perspectives of timeliness, quality and effectiveness?

- What systems or processes are in place to review initial assumptions and adapt methods?

- What policies and procedures are there for management of finances, procurement safeguards, segregation of duties, conflicts of interest, offers of gifts/hospitality? What systems are in place to safeguard against misuse/abuse of resources?

- Does the organisation adhere to the Humanitarian Accountability Partnership – International Principles of Accountability? If not, to what accountability standards do they adhere?

Value for money

- Are costs per unit, input and output clear? How do these compare to other proposals or previous experience?

- What co-financing or cost sharing is involved in the project? What is the ratio between direct and indirect costs?

- Is the justification of cost levels reasonable and are comparators reasonable and referenced?

- What evidence is provided on effectiveness of the project, including speed and quality? Is evidence provided on cost-effectiveness? Are there any plans for impact assessments?

Logframe

Project name						
Impact						
Impact indicator 1			**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				
		Achieved				
		Source				
Impact indicator 2			**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				
		Achieved				
		Source				

Outcome						
Outcome indicator 1	**Assumptions**		**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				
		Achieved				
		Source				
Outcome indicator 2	**Assumptions**		**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				
		Achieved				
		Source				

Output 1						
Output indicator 1.1	**Assumptions**		**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				
		Achieved				
		Source				
Output indicator 1.2	**Assumptions**		**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				

		Achieved				
		Source				
Output indicator 1.3	Assumptions		Baseline	Milestone 1	Milestone 2	Target date
		Planned				
		Achieved				
		Source				
Impact weighting (%)		Risk rating				

Total (£)	DFID (£)	Govt (£)	Other (£)	DFID share (%)

Output 2						
Output indicator 1.1	Assumptions		Baseline	Milestone 1	Milestone 2	Target date
		Planned				
		Achieved				
		Source				
Output indicator 1.2	Assumptions		Baseline	Milestone 1	Milestone 2	Target date
		Planned				
		Achieved				
		Source				
Output indicator 1.3	Assumptions		Baseline	Milestone 1	Milestone 2	Target date
		Planned				
		Achieved				
		Source				
Impact weighting (%)		Risk rating				

Total (£)	DFID (£)	Govt (£)	Other (£)	DFID share (%)

Output 3						
Output indicator 1.1	Assumptions		Baseline	Milestone 1	Milestone 2	Target date
		Planned				

		Achieved				
		Source				
Output indicator 1.2	**Assumptions**		**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				
		Achieved				
		Source				
Output indicator 1.3	**Assumptions**		**Baseline**	**Milestone 1**	**Milestone 2**	**Target date**
		Planned				
		Achieved				
		Source				
Impact weighting (%)		**Risk rating**				

Total (£)	**DFID (£)**	**Govt (£)**	**Other (£)**	**DFID share (%)**

Budget

Individual lines should be tailored to suit your project's requirements. A budget narrative must also be included.

Budget line/sub line		Item(s)	Unit cost (£)	Number of units and unit measure	In-country costs (£)	Off-shore costs (£)	Total (£)	Other donor contributions (£)
Supplies and materials	A1	Health:						
	A2	WASH:						
	A3	Food:						
	A4	Livelihoods:						
	A5	Shelter:						
	A6	Non-food items:						
	A7	Education:						
	A8	Other (specify):						
Logistics	B1	Procurement:						
	B2	Transport:						
	B3	Storage/security:						
	B4	Office						
	B5	Other (specify):						
Personnel	C1	In-country national staff:						
	C2	Expatriate staff:						
	C3	Off-shore staff:						
	C4	Management and support costs						
	C5	Monitoring and evaluation:						
	C6	Other (specify):						
Personnel support	D1	Staff subsistence/housing:						
	D2	Staff travel:						
	D3	Communications:						
	D4	Security:						
	D5	Training:						
	D6	Others (specify):						

Capital items	E1							
Funding source	F1 F2 F3 F4	Your organisation: Other donors (specify) requested: Other donors (specify) confirmed: DFID:						
Total proposal costs								

Narrative

- Indicate exchange rate assumptions or inflators used for multi-year budgets.

- For projects spanning more than one DFID financial year, indicate what proportion of the total DFID contribution will be needed in each year. For projects divided into clear phases, indicate what proportion of the total DFID contribution will be required at each phase.

- Indicate if the support requested from DFID is for the whole project or for specific line items, and report expenditure accordingly, explaining lump-sum purchases.

- Include any co-financing/cost-sharing arrangements with other donors so that DFID contribution can be seen by line.

- Outline and disaggregate any intermediary transaction costs where your organisation is sub-contracting to partners. Please also provide a separate budget breakdown for each individual implementing partner.

- State the cost of actual goods and services delivered, as a proportion of total costs and state the percentage of overhead costs.

Output Cost Budget

Outputs	Indicators	Proposal stage			Comparator and source of data	Justification of cost levels
		Number of beneficiaries	Total cost to achieve output indicators and unit costs of main inputs	Cost per output per beneficiary		
Output 1						
Output 2						
Output 3						

Outputs	Indicators	Final report stage			Metric comparator and source of data	Justification of cost levels
		Number of beneficiaries	Total cost to achieve output indicator and unit costs of main inputs	Cost per output per beneficiary		
Output 1						
Output 2						
Output 3						

Narrative

- Describe how value for money is being achieved for each output based on the value for money section on page 10.

- Include any further justification of cost levels.

Results Report

Reporting period:
Organisation name:
Project name:

Sector	DFID funding (£)	Output indicator	Beneficiaries reached (disaggregated by age and sex at a minimum) in reporting period against planned amount	Cumulative number of beneficiaries reached	Beneficiaries to be reached in next reporting period

Narrative

- Please provide a narrative explaining large discrepancies between intended and reached beneficiaries in the reporting period and what actions are being taken to address this.

- Please mention any challenges to activities, or other points of note during the reporting period.

- Please identify when a package of assistance (multi sector response) is being provided to the same beneficiaries across the different sectors of the response.

Mid-point and Final Report

Introduction
1. Organisation and project name:
2. Type and date of review: [Mid-point or Final]:
3. Primary and secondary contact [name/email/phone number]:
4. Length of project [agreed and actual]:
5. Number of beneficiaries [expected and actual]:
Output review
Output 1 (name/title):
6. What was your organisation's performance for the output against the agreed project documentation with DFID? What results have been delivered?
Output 2 (name/title):
7. What was your organisation's performance for the output against the agreed project documentation with DFID? What results have been delivered?
Output 3 (name/title):
8. What was your organisation's performance for the output against the agreed project documentation with DFID? What results have been delivered?
9. Has there been any change to the project's objectives/length, if so, how? Has the number of beneficiaries to be reached altered and if so, how? Have there been any other aspects of the project that have altered, if so, how?
10. Have the risks to project delivery changed? What mitigating actions were (are being) taken to address any changes to the risks?
11. How was (is) resilience built-in to the project design and implementation? What impact is this having (expected to have)?
Results and value for money
12. Please demonstrate how your organisation has (is) delivering value for money when spending DFID funds, in line with the Humanitarian Response Funding Guidelines (page 10?
13. Have there been any issues during design or implementation, including key changes, threats or opportunities?

14. What direct feedback from beneficiaries has been received during implementation? How has (is) this been used to alter/improve project design and delivery?

15. What is the project's impact on beneficiaries (or expected impact)? Does it have impact wider to other affected populations?

16. What is the project's impact on the affected Government [national, regional or local] (or expected impact)?

17. What is the project's climate and environmental impact (or expected impact)? These may be positive or negative. What actions were (are being) taken to mitigate any negative impacts?

18. What elements of the project have been (or will be) made sustainable? How has (will) this be done in order to achieve the expected impact?

19. Have there been any improvements in internal costs management? Have there been any improvements in your organisation's procurement/commercial capacity or capability?

Costs and timescale

20. Was the project (is it expected to be) completed within budget/expected costs? If not, why? What impact has (will) this have on value for money and results of the project?

21. Was the project (is it expected to be) completed within the expected timescale? If not, why? What remedial actions were (are being) taken to address this?

Evidence and evaluation

22. What lessons have you learnt from the project and how will these be applied in the future? Were any (or are any planned) modifications to the project design or implementation altered based on these lessons?

23. How was (is) beneficiary data disaggregation undertaken? Did (is) this having any impact on project design or implementation?

24. What plans are in place for an evaluation? When will the evaluation be completed and published? How and where will the results of this evaluation be used?

25. (If received) How did Rapid Response Facility funding complement your wider programme?

26. Is your work continuing? Please explain what will happen next.

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