

Guidance on start-up funding for humanitarian response with CSO partners in L1/L2/L3 emergency – May 2023

The Programme Implementation Procedure ([PROCEDURE/DAPM/2022/003, Handbook, and UNICEF Emergency Procedures \(PROCEDURE/EMOPS/2021-001\)](#)) clarifies the need of start-up funding for CSO partners. This modality allows UNICEF to transfer an initial tranche of funding and 3 -months of supplies to CSO partners to meet acute, lifesaving needs while a more detailed programme intervention is being developed. The validity of the “start-up” funding agreement is three months, or until the more detailed programme intervention is signed, whichever is earlier.

Step	Description	Estimated Time
1	<p>UNICEF reviews the partner’s verified organizational profile in UNPP and assesses that it is able to address acute, lifesaving needs and meaningfully contribute to the initial emergency response.</p> <p>For new partners: CSOs must undergo core values assessment by creating their profile in the UN Partner Portal. For partners that do not have Internet access and are unable to create profiles in the UN Partner Portal, the UNICEF office manually verifies them using the Partner Declaration and Due Diligence verification template)</p>	1 day
2	<p>For new partners: UNICEF sends an MDM request to GSSC for PRG2 account vendor number in VISION with the minimum following information:</p> <ul style="list-style-type: none"> - Banking data - HACT assessment rating. (If no micro-assessment exists and the partner will receive ≥\$100K in a year, then “High Risk Assumed” can be selected as the rating.) If the partner will receive less than \$100K the risk rating is Not Required (not subject to micro assessment). - Add Partner UNPP ID for GSSC to pick information); PSEA assessment rating (If no PSEA assessment exists, then “High Risk Assumed-Emergency” can be selected as the rating.). 	1 day (+ 1 day for VISION-eTools sync)
3	<p>UNICEF generates a PCA in eTools (if a signed PCA does not already exist) and finalizes start-up letter, specifying the amount of startup funding to be provided to the partner and The transfer of programme supplies is capped at what may be reasonably used during the first three months of response</p> <p>L1: up to \$10,000 of cash can be transferred per partner for an office-wide total of \$100,000.¹</p> <p>L2: up to \$25,000 of cash can be transferred per partner for an office-wide total of \$500,000. ²</p> <p>L3: up to \$50,000 of cash can be transferred per partner for an office-wide total of \$1,000,000.³</p> <p>UNICEF and the partner create a Simplified Programme Document Humanitarian in eTools (ePD) with the following:</p> <ul style="list-style-type: none"> - start date is the anticipated date of fund transfer from UNICEF⁴, and the end date is three months thereafter. <div data-bbox="232 1377 1084 1675" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <ul style="list-style-type: none"> - type [Name of Emergency] in mandatory fields of strategy tab - select high level location (if exact information is not available) in strategy tab - add one CCC indicator and CCC aligned activity with cash amount in workplan tab - add supplies required for first 3 months of response in workplan tab 	1 day

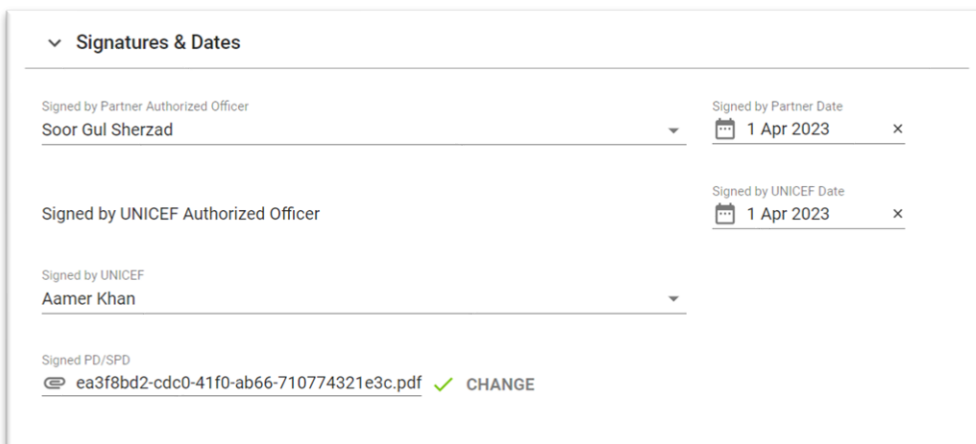
¹ This indicates the possibility of providing \$10K to 10 partners for this emergency.

² Possibility of \$25K to 20 partners for this emergency.

³ Possibility of \$50K to 20 partners for this emergency.

⁴ This means expenditures are valid as of the date of the funds transfer for accounting and audit purposes.

- add reporting requirement in reporting tab
 - accept on behalf of partner and Budget Owner send for Non-PRC review
 - signed as per office Table of Authority.
- UNICEF attaches the signed start-up letter as an attachment under the signature record



4	<p>UNICEF creates an FR in VISION with the relevant eTools reference number and disburses funds to the partner using the FACE form sent by the partner.</p> <p>The submitted FACE form activity can be simply formulated as “CCC-aligned activities for initial response to [Name of Emergency]” without ICE or any other additional documentation.</p>	30 minutes								
5	<p>UNICEF adds the FR in ePD to the SPD-H.</p>	5 minutes								
6	<p>Partner implements lifesaving programme interventions with UNICEF guidance and support. During these three months, UNICEF and the partner are in regular contact to discuss programme challenges and solutions to agree on collaboration.</p> <p>If the emergency situation persists, funding is available, UNICEF and the partner have had fruitful collaboration during the initial response, and there is continued alignment of UNICEF and partner priorities in the medium-long term, then longer-term collaboration is formalized for a duration of up to 24 months via the development of Simplified Programme Document for Humanitarian Response.</p> <table border="1" data-bbox="224 1234 1263 1843"> <thead> <tr> <th colspan="2" data-bbox="224 1234 1263 1276">If further collaboration is envisioned</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 1276 506 1417">Submission of narrative and financial reporting on “start-up” funds</td> <td data-bbox="506 1276 1263 1417">Partner submits narrative report and FACE report form (accompanied by Statement of Expenditure) to account for results achieved and funds utilized during the initial period.</td> </tr> <tr> <td data-bbox="224 1417 506 1596">Development of Simplified Programme Document</td> <td data-bbox="506 1417 1263 1596">UNICEF adds an amendment to SPD-H and sends it to partner to co-develop a full-fledged SPD-H to support ongoing collaboration beyond the initial three-month period. Add additional funds to existing FR/BAP once SPD-H amendment is signed.</td> </tr> <tr> <td data-bbox="224 1596 506 1843">Completion of Risk assessment</td> <td data-bbox="506 1596 1263 1843">If the “High Risk Assumed Emergency” rating was earlier selected, then a PSEA assessment must be conducted as soon as possible to not exceed the three-month grace period (at which point Vision will block further payments to the partner). Office has an option to undertake micro assessment (if not available) to update financial risk rating and better calculate required assurance activities.</td> </tr> </tbody> </table>	If further collaboration is envisioned		Submission of narrative and financial reporting on “start-up” funds	Partner submits narrative report and FACE report form (accompanied by Statement of Expenditure) to account for results achieved and funds utilized during the initial period.	Development of Simplified Programme Document	UNICEF adds an amendment to SPD-H and sends it to partner to co-develop a full-fledged SPD-H to support ongoing collaboration beyond the initial three-month period. Add additional funds to existing FR/BAP once SPD-H amendment is signed.	Completion of Risk assessment	If the “High Risk Assumed Emergency” rating was earlier selected, then a PSEA assessment must be conducted as soon as possible to not exceed the three-month grace period (at which point Vision will block further payments to the partner). Office has an option to undertake micro assessment (if not available) to update financial risk rating and better calculate required assurance activities.	(During the 3 months of initial programme implementation)
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