Global Food Security Cluster (gFSC)
StandardOperating Procedures. V January 7

<u>SOP 3:</u> Management Common Humanitarian Funds (CHFs)

## Standard Operating Procedures

SOPs are put together to provide greater clarity and guidance to those assigned to lead and manage a Food Security Cluster (FSC) in countries with humanitarian crises.

SOPs are a quick guidance on what to do and achieve once the cluster is activated and should be seen as complementary to other existing tools like the Food Security Coordination Handbook, where more detailed guidance is given.

This SOP describes concisely the main deliverables, key actions and tasks that Cluster Coordinators (CC), Partners and the Grant Review Committee (GRC) should develop as part of their core functions in their role of leadership, management and coordination of Food Security Cluster (FSC) during the crisis in a country.

The aim is to contribute strategically to the fulfilment of the six core functions and deliverables of a country level cluster, as illustrated in the schema to the right. (Please also refer to the: IASC Coordination Reference Modules).
Please consult page 21 of the Food Security Cluster Coordination Handbook Draft 3 June 2012 for an overview of the indicative actions of the FSC in response to a crisis: http://fscluster.org/document/fsc-handbook-draft-3-final-web
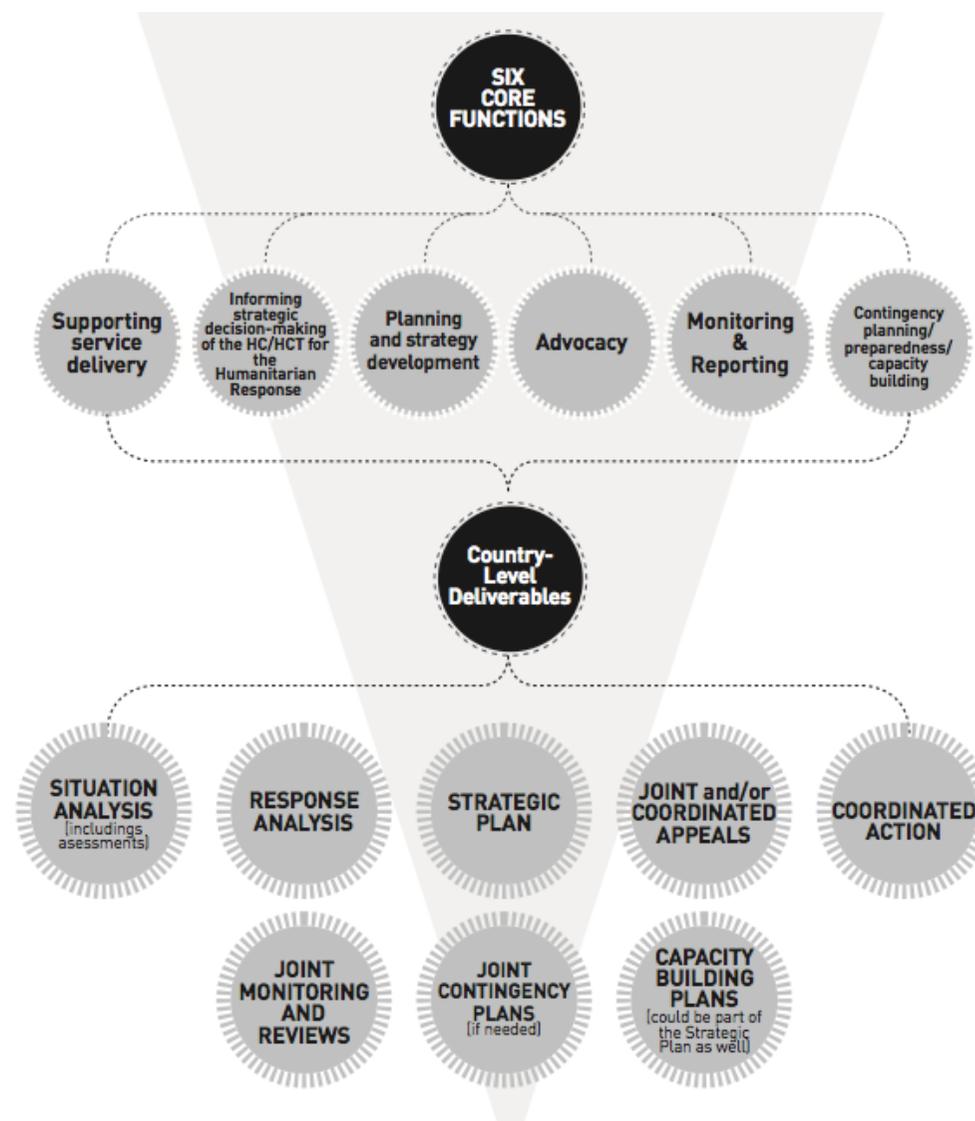
Purpose

This procedure seeks to show how the FSC coordinates the process of applying for pooled funds (i.e. Common Humanitarian Funds - CHF), including roles of the Grant Review Committee (GRC) and Cluster Coordinator (CC). Partners can submit proposals for a variety of different funds. The main aim of pooled funds is to provide donors with an opportunity to pool their un-earmarked contributions to a specific country to enable timely and reliable humanitarian assistance in response to emergencies. Common humanitarian funds (CHFs) provide strategic funding to in-country actors in support of the consolidated appeals process (CAP), to address humanitarian needs identified in a country's common humanitarian action plan (CHAP).

Main Deliverable(s)

- Relevant and pertinent rapid response projects submitted by partners and approved by GRC

Deliverable (s)	What (Main Tasks)	GRC	CC	Partners	When (Deadline)
Relevant and pertinent rapid response projects submitted by partners and approved by GRC	Establish a Committee for the Fund Review		X		
	Provide guidance and training on how to submit a proposal		X		
	Invite partners to submit rapid response projects		X		Immediately after Trigger Event
	Advise partners during the submission process (needs, priorities, procedures, criteria, etc.)		X		On demand
	Hold a meeting, establishing the criteria for selection		X		
	Submission of proposals (content and dates)	X			
	Selection of proposals for funding	X			
	Review of the submitted project (s) Ensure linkages and engagement with the on-going Flash Appeal, CERF and Consolidated Appeal Process	X			Within 48 hours of submission Once projects are approved
	Request additional information and changes to the submitted proposal when further clarity is required.		X		Immediately after feedback to partner(s)
	Ensure review process is done according to the CHF scoring guidelines/matrix	X	X		During review process
	Follow up on process of approval and contract sign-off		X		Immediately after Proposals recommendation
		GRC	**CC**	Partners	**When (Deadline)**

	Feedback on the submitted proposals (from GRC)	X	X		Within 48 working hours, upon receipt
	Advocate for the funding of the proposal.		X	X	As soon as proposal is identified and reviewed
	Proposal(s)/project(s) recommended to OCHA/HC		X		Immediately after Review