

## Interactions between FSAC and partners on YHF projects

### 1. Purpose

This Standard Operating Procedure (SoP) is based on consultations held at national and sub-national level through monthly meetings. The document seeks to streamline communication between the FSAC and partners in respect of requests to the Cluster by partners for guidance or endorsement of changes for approved YHF projects.

### 2. Preamble

The Yemen Humanitarian Fund (YHF) is a Country-Based Pooled Fund (CBPF) that makes funding directly available to humanitarian partners operating in Yemen so they can deliver timely and effective life-saving assistance to those who need it most. Donor contributions are unearmarked and are allocated to eligible partners through an inclusive and transparent process in support of priorities set out in the Yemen Humanitarian Response Plan (YHRP).

There are two types of YHF allocations: standard allocations and reserve allocations. The Fund holds a standard allocation once or twice a year through a call for proposals for collectively identified strategic needs in the YHRP. Reserve allocations are launched in response to sudden onset humanitarian needs and specific crises. Cluster Coordinators drive the prioritization exercise, while the Humanitarian Coordinator, in consultation with an Advisory Board, determines the amount available for each allocation. This approach ensures that funding is prioritized at the local level by those closest to people in need, which empowers the leadership of the humanitarian operation and fosters collaboration and collective ownership of the emergency response. To ensure fairness, project proposals are assessed by an inclusive strategic and technical review committee (Cluster Coordinators contribute to) based on a pre-defined scorecard. Funding levels and assurance mechanisms applicable to each successful project are guided by the partner's risk level, which is determined by a capacity assessment and past performance.

By the end of 2021, the YHF was one of the largest CBPFs in the world, with 25 donors contributing a total of \$96 million to the Fund. The YHF allocated over \$109 million to 106 humanitarian projects implemented by 51 partners through two Standard Allocations and four Reserve Allocations between June and December 2021. This included 78 per cent (\$85 million) to NGOs and Red Crescent Society partners, of which 24 per cent (\$26.7 million) was allocated directly to national and local NGOs.

The YHF represents a relevant donor for FSAC partners, through which both food assistance and livelihood activities are carried out. Given the volatile environment, FSAC partners use to seek technical guidance from the FSAC and they are sometimes forced to review the project documents (notably: narrative and work-plan), to readjust activities and according to the evolution of the crisis and the context.

### 3. Application/SCOPE

This guideline pertains to interaction of the FSAC and partners in respect of approved/funded YHF projects. As such, this SoP does not apply in instances when proposals submitted for possible YHF funding are still under review (i.e., not yet approved by the Humanitarian Coordinator for funding).

The SoP does not pertain to interaction of partners and the Humanitarian Funding Unit of OCHA. Partners should fully comply with guidelines issued by Humanitarian funding unit of OCHA.

### 4. Process

The process is made by 5 main phases:

Phase	Description
1	Soon after the signature of YHF contracts, FSAC (through both the National Coordination Team and the Sub-National Cluster Coordinators) can assist partners in interacting with Authorities, aiming at getting the sub-agreements signed.
2	Once the proposal is approved but before the sub-agreement is signed or once the sub-agreement is signed, partner can face difficulties and being compelled to revise some technical aspects. In these cases, the partner will contact the FSAC, asking for technical support and / or endorsement of the review itself.
3	<p>Partner provides the concerned Sub-National Cluster Coordinator with key information and explanations via email (whose title clearly indicates the support needed. Example: YEM-19/xxx/SA2/FSAC/NGO/xxx: request for revision) and by attaching the update matrix properly filled in. Sub-National Cluster Coordinator can further interact with partner, to collect additional inputs.</p> <ul style="list-style-type: none"> <li>➤ In case of a request for technical support: within 2 working days of the receipt of the template from partner, the concerned Sub-National Cluster Coordinator provides partner with a technical guidance. Upon receipt of the written guidance from the Sub-National Cluster Coordinator, the partner has the discretion to request a meeting with the concerned Sub-National Cluster Coordinator for any additional clarifications/guidance.</li> <li>➤ In case of a request for revision: within 2 working days of the receipt of the template from partner, the concerned Sub-National Cluster Coordinator informs the National Coordination Team (for further info: see the phase 4).</li> </ul>
4	In case of a request for revision: within 1 day of the receipt of the email from the concerned Sub-National Cluster Coordinator, and by further interacting with him / her, the National Coordination Team makes a decision, by endorsing (or not) the request for review.
5	<p>In case of a request for revision: within 3 days of the receipt of the update matrix, partner is notified - via email - about the decision made by the FSAC.</p> <ul style="list-style-type: none"> <li>➤ If the proposed change (s) is endorsed, partner will be requested to submit to OCHA keeping both the National Coordination Team and the Sub-National Cluster Coordinator in cc.</li> <li>➤ If one or all proposed changes are not endorsed, the partner can request a meeting with the FSAC (National Coordination Team and the concerned Sub-National Cluster Coordinator), to have a better understanding of the decision made and be further advised on how to deal with experienced challenges without revising the project.</li> </ul>