

SOUTH SUDAN HUMANITARIAN FUND (SSHF)

2018 FIRST STANDARD ALLOCATION TIMELINE

Step	Date / Deadline	Responsible	Action	Output
PREPARATION	11 – 22 Jan	SSHF TS; HC; AB; ICWG;	1. Allocation consultations <ul style="list-style-type: none"> SSHF TS triggers discussion on feasibility and planning of allocation with the Humanitarian Coordinator (HC) and SSHF Advisory Board (AB) Consultations with HC, AB, Inter-cluster Working Group (ICWG) on the scope and overarching parameters of the allocation SSHF TS prepares draft and final versions of scoping paper and timeline 	<ul style="list-style-type: none"> Allocation scoping paper and timeline
	23 Jan	SSHF TS	2. Release of allocation scoping paper and timeline <ul style="list-style-type: none"> SSHF TS circulates to Cluster Coordinators / Co-Coordinators the final version of the allocation scoping paper and timeline, as well as the cluster prioritisation template and reference materials 	<ul style="list-style-type: none"> Initiation of cluster prioritisation process
	23 – 29 Jan	Cluster Coordinators / Co-Coordinators; Cluster partners; SSHF TS	3. Cluster prioritisation <ul style="list-style-type: none"> Cluster Coordinators / Co-Coordinators define priority needs, responses and financial requirements - in consultation with cluster partners – and submit to SSHF TS no later than 29 Jan As per SOPs, Cluster Coordinators / Co-Coordinators confirm details of the composition of Strategic Review Committees to SSHF TS no later than 29 Jan 	<ul style="list-style-type: none"> Cluster priorities and requirements
	30 Jan – 4 Feb	ICWG; SSHF TS	4. Inter-Cluster prioritisation <ul style="list-style-type: none"> SSHF TS compiles priorities, requirements and other information submitted by clusters SSHF TS convenes ICWG meeting on 1 Feb to agree on collective priorities and proposed envelopes SSHF TS prepares inter-cluster proposition for AB defence Selected cluster representatives prepare defence presentation 	<ul style="list-style-type: none"> Collective inter-cluster priorities and envelopes for AB defence
	5 – 6 Feb	HC; AB; Cluster Coordinators / Co-Coordinators; SSHF TS	5. Review/endorsement of cluster priorities and envelopes by AB <ul style="list-style-type: none"> Inter-cluster proposal is defended before the AB on 5 or 6 Feb. <i>Exact meeting time to be confirmed</i> AB endorses the inter-cluster proposition, including any required adjustments to proposed priorities and envelopes 	<ul style="list-style-type: none"> Endorsement of cluster priorities and envelopes
	7 – 11 Feb	HC; AB; SSHF TS; OCHA FCS; Coordinators / Co-Coordinators	6. Preparation of Allocation Strategy Paper <ul style="list-style-type: none"> Cluster Coordinators / Co-Coordinators adjust priorities as necessary in line with AB endorsement Cluster Coordinators / Co-Coordinators and SSHF TS finalise Standard Output Indicators in the GMS Cluster Coordinators / Co-coordinators finalise scoring criteria for prioritisation of concept notes (in line with standard scorecard) SSHF TS drafts Allocation Strategy Paper and annexes for review and endorsement by HC/AB 	<ul style="list-style-type: none"> Endorsed Allocation Strategy Paper Standard Output Indicators Scoring criteria for use in project selection
LAUNCH; CALL FOR PROPOSALS	12 – 16 Feb	SSHF TS; Cluster Coordinators / Co-Coordinators; Cluster partners	7. Allocation launch and call for proposals <ul style="list-style-type: none"> Allocation Strategy Paper is issued, formally launching the allocation. This also marks the call for concept notes Cluster Coordinators / Co-coordinators share with HRP partners the Allocation Strategy Paper, annexes, other relevant cluster-specific information, and provide briefings to partners as required Partners submit concept notes online through the Grant Management System (GMS) <p><i>NB: Mandatory deadline for submission of concept notes is 16 Feb, 23:59 hours, after which the GMS will not accept submissions. Start date for UN Agency projects is 13 March 2018, for NGO projects 20 March 2018</i></p>	<ul style="list-style-type: none"> Publication of Allocation Strategy Paper Concept notes submitted through the GMS

PROPOSAL DEVELOPMENT AND REVIEW	17 – 18 Feb	SSHF TS	<p>8. Pre-screening of concept notes in advance of Strategic Review</p> <ul style="list-style-type: none"> • SSHF TS pre-screens submitted concept notes for basic eligibility • SSHF TS consolidates and shares eligible concept notes with Cluster Coordinators / Co –Coordinators for Strategic Reviews. <p>NB: <i>Strategic Reviews will consider only the concept notes cleared by SSHF TS in the pre-screening</i></p>	<ul style="list-style-type: none"> • Portfolio of eligible concept notes, for consideration in Strategic Reviews
	19 – 23 Feb	Cluster Coordinators / Co-Coordinators; SRC	<p>9. Strategic review: selection of project concept notes</p> <ul style="list-style-type: none"> • Strategic Review Committees (SRCs) review concept notes that meet basic eligibility requirements • SRCs review and prioritise concept notes, and recommend selected concept notes for funding, with corresponding budget amounts • <i>Cluster Coordinators / Co-Coordinators submit to SSHF TS summary of concept notes recommended with corresponding budget amounts using offline template to be provided, by 23 Feb</i> • <i>Cluster Coordinators / Co-Coordinators enter scores and comments in the GMS for each concept note reviewed by 25 Feb</i> • <i>Cluster Coordinators / Co-coordinators submit minutes of the SR proceedings to SSHF TS by 26 Feb</i> 	<ul style="list-style-type: none"> • Portfolio of concept notes recommended for funding
	24 – 27 Feb	SSHF TS; HC	<p>10. Validation and HC endorsement of recommended project concept notes</p> <ul style="list-style-type: none"> • SSHF TS compiles portfolio of recommended concept notes for HC review and endorsement 	<ul style="list-style-type: none"> • HC endorsement of recommended concept notes
	28 Feb – 9 Mar	Cluster Partners; Cluster Coordinators / Co-Coordinators; SSHF TS	<p>11. Technical Review and finalisation of project proposals</p> <ul style="list-style-type: none"> • For each recommended concept note, partner submits fully-fledged proposal through the GMS, taking into account relevant comments and feedback from the Strategic Review and / or HC • Cluster Coordinators / Co-coordinators and SSHF TS work with partners to review and finalise projects to an acceptable quality 	<ul style="list-style-type: none"> • Project proposals for final approval
	10 – 12 Mar	SSHF TS; MPTF	<p>12. Preparation of Allocation Letters and Funds Transfer Requests</p> <ul style="list-style-type: none"> • In consultation with the Multi-Partner Trust Fund (MPTF) Office, SSHF TS compiles final allocation documents, including Allocation Letters and Fund Transfer Requests (FTR) 	<ul style="list-style-type: none"> • Allocation Letters and FTRs for HC’s signature.
APPROVAL	13 Mar onwards	HC; SSHF TS; Agency Heads	<p>13. Final project approval by HC and fund transfer requests</p> <ul style="list-style-type: none"> • HC signs allocation letters and FTRs to approve projects and authorise fund disbursement • Heads of UN agencies counter-sign allocation letters to acknowledge project approvals 	<ul style="list-style-type: none"> • List of approved projects • HC signed allocation letters • HC signed FTRs
CONTRACTING; DISBURSEMENT	13 March onwards	MPTF; UNDP South Sudan / Managing Agent	<p>14. Contracting and Disbursement of funds begins</p> <ul style="list-style-type: none"> • MPTF disburses funds to UN agencies, including to UNDP South Sudan as the Managing Agent (MA) for NGO projects • UNDP/MA issues project agreements for NGOs • NGOs countersign project agreements and submit payment requests for disbursement of funds to UNDP/MA • UNDP/MA disburses funds to NGOs <p>NB: <i>NGOs recommended to receive funding from the SSHF for the first time will normally be subject to a capacity assessment before the project agreement can be concluded and funds disbursed</i></p>	<ul style="list-style-type: none"> • Disbursements to UN Agencies • Contracts concluded and disbursements to NGOs