

Table of Contents

I.	Rationale.....	2
II.	Donor Contributions.....	2
III.	Objective of allocation.....	2
IV.	Humanitarian context in Jordan	2
V.	Note for organization submitting projects on Protection and Gender Mainstreaming:.....	2
VI.	Jordan Sectors’ priorities and alignment with the Jordan Response Plan	5
VII.	Southern Syria Sectors’ priorities and alignment with the Syria Humanitarian Response Plan	9
VIII.	Project Proposal Preparation and Budget Preparation	12
IX.	Use of the Grants Management System (GMS)	13
X.	Partners’ eligibility and capacity assessment	14
XI.	Timeline and Procedure.....	14
XII.	Contacts	15
XIII.	Complaints Mechanism	15
XIV.	Acronyms.....	15

I. Rationale

This allocation paper is issued by the Humanitarian Coordinator (HC), in consultation with the Advisory Board of the Jordan Humanitarian Fund (JHF), to set the funding priorities for this call.

This allocation paper also provides strategic direction and guidance for the allocation process for this call.

II. Donor Contributions

Based on donors' commitments, a total figure of **US \$6 million** will be allocated to this call. Out of which 4 million will be allocated for Jordan and 2 million for Southern Syria.

The ceiling for any project is a maximum of US \$400,000.

Call for proposal envelop	USD 6,000,000
Allocation for Jordan	USD 4,000,000
Allocation for Southern Syria	USD 2,000,000

III. Objective of allocation

The allocation Strategy is in line with Jordan Response Plan (JRP) and the Syria Humanitarian Plan. The priorities for the call are to respond to the inter-sectoral priorities in line with the JHF's objectives and project's prioritization criteria:

- a. Meeting critical needs in areas where NGOs have comparative advantage,
- b. Critical gap filling (firefighting) & ensure No harm approach
- c. Sudden change in context, and
- d. Impact.

IV. Humanitarian context in Jordan

From a humanitarian perspective, and in recognition of the human tragedy unfolding within Syria, the Government of Jordan has welcomed Syrians seeking refuge, protection, and safety from the conflict. Within that same humanitarian spirit, the government and the people of Jordan have extended public services, facilities, resources and hospitality in an attempt to accommodate the most pressing needs of the Syrian refugees.

Since the onset of the conflict in Syria, over a million Syrians have fled to Jordan, 655,399 of whom are registered refugees, constituting 10 per cent of the total population in Jordan. Of these, 514,060 (78.5%) live in host communities, while the remaining 141,148 (22%) live in camps, principally Za'atari and Azraq. Over five years of successive waves of increasing refugee influx have placed considerable strain on social, economic, institutional and natural resource systems throughout Jordan.

As of late July/early August, some 80,000 Syrians were stranded at Jordan's north-eastern border with Syria in the no man's land (berm) at both Rukban and Hadalat. A large proportion of the population is vulnerable with limited or no assets, and the vast majority (79 per cent) comprised women and

children. Until 21 June 2016, the Government of Jordan facilitated humanitarian access to people in need at the berm, enabling agencies to deliver life-saving services, albeit with some restrictions. Following the unprecedented VBIED attack on the Jordanian border guard at Rukban on 21 June, the Government of Jordan (GoJ) sealed its entire northern border and, as a result, humanitarian access to the population at the berm was tightened. With high-level advocacy on protection concerns, the UN was granted approval to resume operations in December 2016.

In southern Syria, civilians continue to bear the brunt of a conflict marked by unparalleled suffering, destruction and disregard for human life. A total of 13.5 million people now require humanitarian assistance and over half of the population have been forced to flee their homes. In the south of Syria alone, as of October 2016, there were over 732,000 people in need, including over 350,000 long-term Internally Displaced Populations (IDPs). Although, throughout 2016, respective “cessation of hostilities” agreements provided a temporary platform for the de-escalation of hostilities, these agreements broke after varying periods and resumed conflict generated new waves of short-term displacement. The newly displaced were often required to flee at short notice, leaving behind many of their belongings. While the majority was able to find refuge with host families, shelters were often extremely overcrowded and lacking basic amenities.

Following the adoption of UN Security Council (UNSC) Resolution 2165 (2014), the UNSC authorized UN agencies and their partners to use routes across conflict lines and the border crossings between Syria and the neighboring countries (Jordan, Turkey, and Iraq) to deliver humanitarian assistance to people in need in Syria. Under UNSC Resolution 2165, subsequently renewed through resolutions 2191 (2015), 2258 (2015) and 2332 (2016), the UN and its implementing partners have continued to deliver humanitarian aid and, increasingly, services to previously hard-to-reach areas in southern Syria with relative predictability.

V. Note for organization submitting projects on Protection and Gender Mainstreaming:

Protection imperatives will be mainstreamed across all prioritized sectors, as part of the commitment to the “do no harm principle and the “centrality of protection” in the humanitarian response. All proposals must demonstrate how protection principles, including child protection, GBV considerations and [Gender Equality](#) are incorporated and protection mainstreaming considered in project design. For example, please consider:

- How are you ensuring all people can access and use assistance/services provided under the project? Please give specific examples. For instance, what adjustments will be made to ensure elderly or disabled persons can access and use assistance/services? What specific actions will be taken to minimize risks to children’s safety and wellbeing that the project might inadvertently exacerbate?
- Activity indicators reflecting the project’s considerations of “do no harm” principles, so that protection considerations within the project can be measured.
- Besides vulnerability criteria, how the project will take the specific needs of vulnerable groups into account? For example, has the method of distribution or the type(s) of service provided been adjusted? How will you ensure that the specific vulnerabilities faced by girls and boys are taken into account when NFI distributions and shelter interventions will be implemented? How will you ensure that distribution points are accessible and safe for women and children? How will you ensure that “less visible” vulnerable groups, such as destitute older persons, people with disabilities, unaccompanied and separated children etc. will have equal access to the services provided based on needs? How will you ensure that the girls and boys of all ages and their

caregivers, especially pregnant and breastfeeding women and girls have access to safe and appropriate food?

- Specific confidential complaints and feedback mechanisms could be set up within to safely receive and respond to allegations of sexual exploitation and abuse experienced by women, girls, boys and men in receiving goods and services provided by the project. Descriptions of the mechanisms should be explained in the proposal for review by Protection sector to ensure that a risk analysis of the complaints and feedback mechanism itself is also conducted.
- Score the project proposal using the current IASC Gender Marker with clear indications how gender equality elements and measures will be monitored and reported on. This is a self-applied coding system that checks the extent to which gender equality measures have been integrated into project design. It recognises that differences between women, men, boys and girls need to be described and logically connected through three key sections of a proposal:
 - a. The need assessment (context/situation analysis)
 - b. The activities
 - c. The outcomes
- In all sectors, HF funding will prioritize projects achieving the highest gender marker code signifying that the project has made significant efforts to address gender concerns or the principal purpose of the project is to advance gender equality.
- Only projects which scores Gender 2A and 2B will be considered for the funding. Exceptions to this requirement must be defended with the intent to build awareness and capacity to ensure the project can achieve the required gender marker during the project period.

The gender marker is only one tool used to promote gender equality. The JHF encourages the use of participatory approaches, involving affected communities (male and females) in needs assessment, implementation and monitoring and evaluation, fielding gender balanced assessment and monitoring teams, developing gender indicators and ensuring programming tools (surveys, strategies, objectives) are gender sensitive.

Please also consult the following link for a specific tip sheet for each cluster. The tip sheet includes a form to assist teams in reviewing project Gender Marker codes. These and other resources are available in four languages (including Arabic) at;

<http://www.humanitarianresponse.info/themes/gender/the-iasc-gender-marker>

<https://www.humanitarianresponse.info/topics/gender/document/gender-marker-tip-sheets-arabic>

<http://www.humanitarianresponse.info/topics/gender/document/gender-marker-tip-sheets-english>

VI. Jordan Sectors' priorities and alignment with the 2017 Jordan Response Plan

Sector / Sector Priorities	JRP Sector Specific Objectives/outputs	Standard Indicators
1. SHELTER:	SSO: Provided adequate shelter and basic facilities and services for vulnerable refugee and Jordanian women, girls, boys and men in host communities	
Emergency cash for rent interventions, addressing eviction threats and referrals, in all governorates (considering the sector funding gap in 2016 and possibility of quick impacts)	REF 2.1: Short to medium term conditional cash for rent assistance in host communities.	<ul style="list-style-type: none"> # of girls, boys, women and men benefiting cash for rent assistance
<p><i>“Cash for Rent” should be targeted to extremely vulnerable households, with clear criteria on how these households are selected. Reference must be made to the revised Shelter Working Group technical guidelines (2016) on conditional cash for rent. Proposals must highlight how this assistance does not duplicate with other interventions (i.e. UNHCR cash assistance and NRC’s free rental months) and demonstrate due diligence with regards to the contract (e.g. some refugees / landlords have a high value rent contract to exploit this intervention). Reference must be made to the Shelter Working Group Guidelines on Duplications.</i></p>		
2. SOCIAL PROTECTION (PROTECTION AND BASIC NEEDS)		
<u>2.1 PROTECTION</u>	SSO: Strengthened and expanded national and sub-national protection systems that meet the international protection and social protection needs of vulnerable groups in the governorates most affected by the Syria crisis	

Sector / Sector Priorities	JRP Sector Specific Objectives/outputs	Standard Indicators
<p>1. Enhance access to case management services for children-at-risk, including children involved in or at imminent risk of child labour, particularly in underserved areas.</p> <p><i>Improve identification of children involved in child labour, and provide case management services or referral to appropriate support to address child protection concerns. Interventions should include components focused on identifying and ensuring timely response, mitigation of impact, and prevention of recurrence. Innovative means of response may be considered, including community-based and/or cash-based interventions focused on specific outcomes addressing protection concerns.</i></p>	<p>1. Improving wellbeing through safe spaces, community centers, and psychosocial support interventions.</p> <p>2. Provision of quality child protection services</p> <p>3. Responding to Specific Needs of Vulnerable Persons</p>	<ul style="list-style-type: none"> • # of WGBM accessing sustained and structured PSS services (level 2 & 3) • # of girls and boys participating in structured, sustained child protection activities • # of women, girls, men and boys sensitized on SGBV core principles and referral pathways
<p>2. Responding to Sexual and Gender-based Violence, including to individual cases of Early Marriage and other forms.</p> <p><i>Provision of case management, support services, referral to appropriate specialized services, monitoring, and/or mitigation of impact of early marriage. Interventions should focus on underserved areas or regions of the country, and should demonstrate coordination and/or collaboration to improve identification of early marriage cases and other at-risk women.</i></p>		

Sector / Sector Priorities	JRP Sector Specific Objectives/outputs	Standard Indicators
3. Emergency cash support		# of households with protection concerns receiving urgent or emergency cash assistance
<u>2.2 BASIC NEEDS</u> SSO: To provide life-saving basic needs assistance to Syrian refugee households and vulnerable families affected by the crisis inside the camps and in non-camps settings.		
1. Provision of replenishment/replacement kits (i.e. fuel, diapers and hygiene kits) in Azraq Camp	2. Lifesaving Basic Needs support to Syrian refugee households in camps and vulnerable Jordanian communities.	<ul style="list-style-type: none"> • # of individuals WGBM provided with Replenishment/ replacement kits
<u>3. HEALTH:</u> SSO: Increased equitable access, uptake and quality of secondary and tertiary healthcare for Jordanian and Syrian WGBM in impacted areas		
Secondary referral care for priority cases, such as basic emergency obstetric care (BEmOC), comprehensive emergency obstetric care (CEmOC), neonatal care and war-wounded, including supporting priority medical referrals from the borders and camps.	<ol style="list-style-type: none"> 1. Access to lifesaving, secondary and tertiary care provided through payment, logistic and other support of referrals to MoH and other facilities 2. Access to emergency obstetric, neonatal and child care provided through payment, logistic and other support of referrals to MoH and other facilities 3. Provision of comprehensive reproductive, maternal, newborn and child health services (RMNCH) services 	<ul style="list-style-type: none"> • # of WGBM referred for secondary and tertiary care. • # of WGBM provided with lifesaving, secondary and tertiary care • # of deliveries in presence of skilled Attendant • # of patients received nursing/convalescent care

Sector / Sector Priorities	JRP Sector Specific Objectives/outputs	Standard Indicators
	<p>for Jordanian and Syrian WGBM in impacted areas.</p> <p>4. Provision of convalescent care for war wounded and disabled persons</p>	
<p>4. WASH</p>	<p>SSO: Sustainable provision of safe and equitable access to water services in camps and host community as per min standards</p> <p>SSO: Provided safe and equitable access to gender appropriate sanitation services</p>	
<p>WASH services offered in informal tented settlements (ITS)</p> <p><i>Provision of WASH infrastructure (mobile toilets), water tanks and handwashing stands would greatly improve the environmental conditions in these settlements, and would have an impact upon the rates.</i></p>	<ol style="list-style-type: none"> 1. Refugees have access to safe and equitable water as per agreed minimum standards through water trucking to the communal WASH facilities. 2. Refugees have access to safe and equitable water as per agreed minimum standards through sustainable infrastructure (boreholes, piped water networks, etc.). 	<ul style="list-style-type: none"> • # of girls, boys, women and men with access to water based on minimum standards • # of girls, boys, women and men have better access to sanitation facilities

VII. Southern Syria Sectors' priorities and alignment with the Syria Humanitarian Response Plan

Sector Priorities	Related HRP Objective(s) (Sector Specific)	Related HRP Indicator(s) (Sector Specific)
1. NFI/SHELTER		
<p>Emergency shelter programming:</p> <p>The sector would encourage a mix of emergency shelter solutions (basic and extended shelter kits, SOKs and tents) to meet the varying needs of the displaced in the south.</p>	<p><u>Sector Objective 1:</u> Provide humanitarian life-saving and life-sustaining shelter and NFI support</p>	<ul style="list-style-type: none"> • # of people whose emergency shelter needs are met through rehabilitation activities • # of people whose emergency shelter needs are met through shelter provision
<p><i>Rationale: Lack of shelter has been a long standing gap in the southern Syria response and given the recent developments it is expected that there will be a persistent need in the coming months.</i></p>		
2. HEALTH:		
<p>Strengthening referral systems or emergency procurement of medicines:</p> <ul style="list-style-type: none"> • Strengthen the referral system inside Syria, through support to ambulances and referral networks and related mapping of referral pathways. • Emergency procurement of lifesaving supplies such as dialysis treatment 	<p><u>Sector Objective 1:</u> Provide life-saving and life-sustaining humanitarian health assistance with an emphasis on those most at risk and in need</p>	<ul style="list-style-type: none"> • # of treatment courses distributed; • # of medical procedures
<p><i>The health sector is seeking projects that seek to strengthen the referral system inside Syria, through support to ambulances and referral networks and related mapping of referral pathways.</i></p>		

Sector Priorities	Related HRP Objective(s) (Sector Specific)	Related HRP Indicator(s) (Sector Specific)
3. Food Security: Livelihoods		
<ul style="list-style-type: none"> Linking HRP projects which are underfunded, especially those of SNGOs, critical livelihoods needs. 	<p><u>Sector Objective 2:</u> Restore disrupted livelihoods for strengthened social protection and positive coping mechanisms of affected people and vulnerable groups.</p>	<ul style="list-style-type: none"> # of affected people benefiting from livelihoods support (loans, grants and productive assets, ...).
<p><i><u>Food Security: Livelihoods</u></i> <i><u>Rationale:</u> Given the dearth of livelihoods projects to date, the call looks for quick-impact pilot projects such as, but not limited to: rehabilitation of bakeries, milling facilities, small business, seasonal livelihoods, and projects targeting special vulnerability categories such as female headed households. The sector strongly recommends supporting vetted HRP projects submitted under Jordan hub to link these with funding mechanisms as well as provide opportunities to established partners with demonstrated capacities to carry out these activities where feasible as per security and conflict dynamics.</i></p>		
4. Education		
<p>Strengthening education response, quality of education and protection mechanisms to keep children safe while attending education activities. This could include projects of the following varieties:</p> <ol style="list-style-type: none"> Support formal and non-formal education through BTL campaigns, the establishment and rehabilitation of classrooms in tents, pre-fabs, temporary learning spaces (TLSs), 	<p><u>Sector Objective 1:</u> Increase safe and equitable access to formal and non-formal education for crisis-affected children (aged 5-17 years)</p>	<ul style="list-style-type: none"> # of children (5-17 years, g/b) enrolled in non-formal education. # of classrooms established, expanded or rehabilitated.

Sector Priorities	Related HRP Objective(s) (Sector Specific)	Related HRP Indicator(s) (Sector Specific)
rented rooms and underground safe learning spaces in line with INEE Minimum Standards.		
2. Activities improving data collection related to non-formal education; strengthening and mainstreaming rapid assessments and real-time monitoring.	<p><u>Sector Objective 3:</u></p> <p>Strengthen the capacity of the education system and communities to deliver a timely, coordinated and evidence based education response</p>	<ul style="list-style-type: none"> • # of education actors (f/m) trained on policy, planning, data collection, sector coordination and INEE MS. • # of programmes implemented to improve crisis-sensitive data collection

VIII. Project Proposal Preparation and Budget Preparation

Funding Proposal Preparation and submission:

1. All project proposals should be submitted **via Grant Management System (GMS) by April 18 2017 23:59** (Midnight – Jordan time). Any submission after this date will not be considered.
2. GMS registration is obligatory for all eligible partners prior to the project proposal submission with due diligence and capacity assessment component approved. GMS is a web-based platform that supports the management of the entire grant life cycle for the JHF. The link of GMS is: <https://cbpf.unocha.org/>
3. Once you complete your registration on the GMS, please login to CBPF GMS Support portal and read instructions on how to submit a project proposal. <http://gms.unocha.org/content/partner>
4. Project proposals should be prepared in line with the strategic objectives of the JRP & HRP and the Allocation Paper. This needs to be supported by clear log frames with outcomes, outputs, SMART indicators and detailed activities.
5. Organizations should consult with relevant sector coordinators during the project proposal preparation phase.
6. Projects submitted offline will not be considered.

Budget Preparation

1. All project proposals must have a detailed budget outlining all the project related expenditures under relevant budget lines.
2. Budget proposals must reflect the correct and fair budget breakdown of the planned costs and clearly outline units, quantities and percentages. Partners should avoid including only lump sum amounts and provide bill of quantities (BoQs) including list of items and costs per item to total the unit cost for the planned expenditures.
3. Provide a budget narrative (as an essential component of the budget) that clearly explains the object and the rationale of any budget line. For example, shared costs, large/expensive assets, and costs/equipment required to support the regular operation of the implementing partner, are clear cases where the provision of details will be necessary in the budget narrative.
4. **Project proposals that do not meet the above requirements or with missing financial and budgeting information will not make it to the strategic review stage and project proposal will be eliminated.**
5. For further guidance on budgeting (eligible and ineligible costs, direct or indirect costs) please also refer to the Operational Handbook for CBPF, Start date and eligibility of expenditure
6. The HFU will liaise with the implementing partner to determine the start date of the project. The earliest possible start date of the project is the date of signature of the grant.

Start date and eligibility of expenditure

7. The HFU will liaise with the implementing partner to determine the start date of the project. The earliest possible start date of the project is the date of signature of the grant agreement by the partner. The agreed upon start date will be included in the grant agreement. If the signature of the grant agreement occurs after the agreed upon start date, the date of the signature of the grant agreement takes precedence. The RC/HC can then sign the grant agreement.

8. Upon signature by the RC/HC the HFU notifies the partner that the project has been approved, and sends the agreement for counter signature. Once the partner has countersigned, the agreement will be sent to OCHA FCS Finance Unit in New York for the final signature. Eligibility of expenditures will be determined by the date of implementing partner's signature of the grant agreement

IX. Use of the Grants Management System (GMS)

The use of the Grant Management System (GMS) is a pre-requisite to applying for JHF funding. The GMS supports the full implementation of standard procedures and due diligence processes. It provides support throughout the entire project cycle management. It is the repository of necessary supporting project documents and it ensures timely and effective implementation of control mechanisms to manage and mitigate risks associated to the fund management.

Before submitting projects, implementing partners will go through a due diligence process. During the process, partners will request the registration on the GMS and shall provide a set of information and documentation as per the annex.

Interested partners must contact the Humanitarian Financing Unit (HFU) to express their interest in applying for funding. Details and guidance on the registration and application processes will be provided by the HFU to each partner individually.

The review and approval of project proposals is made in accordance with the programmatic framework described above and on the basis of the following criteria:

- a) Projects that meet critical needs in areas where NGOs have comparative advantage.
- b) Critical gap filling (firefighting) projects, or projects that address a sudden change in context are considered the highest priority.
- c) Proposed interventions must ensure impact of the Fund in the priorities' areas.
- d) Projects must demonstrate a clear linkage/alignment with the strategic objectives of the relevant Response Plan and the sectoral priorities.
- e) Only projects targeting prioritized locations that can be completed within six (6) months will be considered for funding.
- f) Projects must demonstrate a high degree of cost effectiveness (i.e.: maximum outcome and beneficiary reach for every dollar invested) relative to the project budget as well as to the type of activity.
- g) Direct implementation of JHF-funded projects by the recipient agency, rather than through a partner/sub-contracted organization, is encouraged. If the recipient agency proposes to work with/through an implementing partner organization, meaningful guidance, coordination, capacity building, technical advice, monitoring and evaluation capacities, or any other function of additional value need to be well articulated in the project proposal.
- h) Risk management: assumptions and risks are comprehensively and clearly spelled out, along with risk management and mitigation strategies.
- i) Monitoring: A realistic monitoring and reporting strategy is developed in the proposal.
- j) The maximum allowable budget for JHF projects is US\$400,000. Only eligible organizations cleared and recommended by OCHA's Humanitarian Financing Unit (HFU) following the completion of the Due Diligence/Capacity Assessment process can apply for funding under this allocation;
- k) Before submitting an application, applicants are encouraged to seek guidance and support from OCHA HFU, allowing as much time before submission as possible.

X. Partners' eligibility and capacity assessment

- Only partners that have passed the OCHA JHF Capacity Assessment and “Due Diligence” requirements and are active members of the sectors are eligible to submit proposals for funding
- Eligible Partners may only submit a maximum total of 2 Project Proposals across all sectors.
- Partnerships between new and existing JHF partners are strongly encouraged in line with the JHF’s capacity development objectives.
- Partners can submit integrated multi-sector projects between no more than two interlinked sectors such as Shelter and Protection. Please consult relevant cluster coordinators in case of joint submissions.
- Partner ceilings are determined by the risk level

JHF aspires to provide equitable opportunity to all humanitarian actors, and promote partnerships with humanitarian organizations to respond quickly and effectively to emergencies.

- a) UN agencies, IOM, international and national non-governmental organizations, and organizations of the Red Cross/Red Crescent movement, can apply for and receive funding from the Fund.
- b) NGOs that did not apply for the capacity assessment exercise are not illegible to apply for funding under this call for proposals.

XI. Timeline and Procedure

Timeline and Procedure

Task description	Responsible	Key Date
Launch the call and set the allocation parameters in the Grants Management System (GMS)	Humanitarian Financing Unit	26 March
Partners' applications' submission	Implementing Partners Humanitarian Financing Unit	26 March-18 April
Send application to the Sectors Technical review and recommendations	Humanitarian Financing Unit Sectors' review committees	20 April
Technical Review received from the sector leads	Sector leads	4 May
Inform the AB with the results of the sector committees meetings and share with them list of recommended projects for final recommendation.	JHF Advisory Board, OCHA, HC	7 May
AB meeting to review recommended projects by the sector committees	AB meeting	11 May
Request the HC's final endorsement	Humanitarian Coordinator	14 May

XII. Contacts

JHF Manager: Ms. Amani Salah, salah1@un.org , +962 (0) 79 535 4227.

JHF Programme Analyst: Mr. Hanna Abubarham, abubarhamh@un.org +962 (0) 79 869 0448

Humanitarian Finance Officer: Mr. Mohammad Al Masri al-masri@un.org +962 798674615

Head of OCHA Jordan Office: Ms Sarah Muscroft, muscroft@un.org , +962 (0) 79 897 4078.

XIII. Complaints Mechanism

The following email address, OCHA-JHFU@un.org , is available to receive feedback from stakeholders who believe they have been treated incorrectly or unfairly during any of the Fund's processes. OCHA will compile, review, address and (if necessary) raise the issues to the HC, who will then take a decision on appropriate follow-up action.

XIV. Acronyms

AB	Advisory Board
JHF	Jordan Humanitarian Fund
CBPF	Country-based Pooled Fund
GMS	Grants Management System
HC	Humanitarian Coordinator
HFU	Humanitarian Financing Unit
JRP	Jordan Response Plan
OCHA	Office for the Coordination of Humanitarian Affairs