

## South Sudan CHF 2013 Second Round Allocation Timeline (Revised as of 17 July 2013)

Date/ Deadline	Responsible	Action
25- 26 Jun	Advisory Board (AB); ISWG; CHF TS	<b>Begin consultations on drafting of CHF allocation policy paper</b> <ul style="list-style-type: none"> <li>• Consultations with AB – 25 June</li> <li>• Consultations at the ISWG – 26 June</li> </ul>
3 Jul	Coordinators; Co-Coordination; Cluster partners	<b>Based on the Advisory Board's strategic focus, clusters provide a list of priority activities by geographic location to CHF Technical Secretariat (<a href="mailto:chfsouthsudan@un.org">chfsouthsudan@un.org</a>).</b> CHF TS begin preparation of draft zero of the allocation policy paper
5 -11 Jul	AB; CHF TS; HCT, ISWG	<b>Consultation with CHF Advisory Board and HCT on zero draft CHF allocation policy paper.</b> Policy paper is distributed electronically to AB, ISWG and HCT with deadline for comments 11 July.
12 Jul	HC; CHF TS	<b>Release of the CHF allocation policy paper</b> HC/OCHA briefs stakeholders (potential CHF applicants) and Cluster Coordinators/Co-Coordination to explain the CHF allocation process  CHF TS circulates to Cluster Coordinators/Co-Coordination the CHF allocation policy paper, timeline and the following templates/forms: Proposal, Budget, Allocation Report (i.e. minutes form), Projects Ranking form (Annex 1), CHF defense presentation.
15 – 18 Jul	Coordinators; Co-Coordination; Cluster partners	<b>Establish cluster priorities</b> <ul style="list-style-type: none"> <li>• Cluster initiate consultations with partners on CHF allocation priorities and refine activities within prioritized locations</li> <li>• Update list of standard output indicators and send feedback to CHF TS</li> <li>• Constitute Peer Review Teams (PRTs)</li> <li>• Partners agree on cluster specific timelines, and projects prioritization criteria</li> <li>• <i>Cluster Coordinators and Co-Coordination compile minutes of discussions from this stage until end of the allocation process</i></li> </ul>
19 – 30 Jul	Cluster partners	<b>Draft project proposals</b> Partners draft and submit their proposals and budgets to cluster coordinators and co-coordination
2 - 7 Aug	Coordinators; Co-Coordination; Peer Review Teams (PRT)	<b>Selection of draft project proposals</b> <ul style="list-style-type: none"> <li>• PRTs undertake a preliminary "light" review of the proposals to ensure projects are appropriate, cost effective and in line with cluster priorities</li> <li>• PRTs prioritize and recommend project proposals and corresponding funding</li> <li>• PRTs agree on criteria for a possible funding reduction following AB decision</li> <li>• <i>Cluster Coordinators/Co-Coordination need to copy the CHF TS (<a href="mailto:chfsouthsudan@un.org">chfsouthsudan@un.org</a>) in emails communications with the PRT</i></li> </ul>
12 Aug	Coordinators; Co-Coordination	<b>Submit Annex 1 to CHF TS</b> Cluster Coordinators/Co-Coordination submit compiled Annex 1 to the CHF TS
12 – 14 Aug	Coordinators; Co-Coordination; CHF TS	<b>Preparations for the Advisory Board cluster defenses</b> <ul style="list-style-type: none"> <li>• Cluster Coordinators/Co-Coordination prepare defense presentations and submit to CHF TS</li> <li>• CHF TS compile documentation and circulate to the AB</li> </ul>
15 – 16 Aug	HC; Advisory Board; Coordinators; Co-Coordination; CHF TS	<b>Cluster defenses to the CHF Advisory Board</b> <ul style="list-style-type: none"> <li>• Cluster Coordinators/Co-Coordination present and defend their funding proposal portfolios</li> <li>• The AB meets in a separate session to deliberate and make funding recommendations to clusters</li> <li>• Cluster Coordinators/Co-Coordination debriefed on the outcome of the AB by the HC</li> </ul>
19– 26 Aug	Coordinators; Co-Coordination; PRTs; Cluster Partners; CHF TS	<b>Implementation of AB recommendations</b> <ul style="list-style-type: none"> <li>• CHF TS ensures that issues raised by AB are adequately addressed and inform the HC accordingly</li> <li>• Cluster Coordinators/Co-Coordination allocate funds according to HC's feedback and PRTs' pre-defined criteria if cluster requested funding is not fully granted</li> <li>• Partners incorporate funding recommendations and submit electronically revised project proposals (including part III) to cluster coordinators with copy to <a href="mailto:chfsouthsudan@un.org">chfsouthsudan@un.org</a></li> </ul>
22 – 30 Aug	Coordinators; Co-Coordination; PRTs; Cluster Partners; CHF TS	<b>Technical Review and Finalize project proposals</b> <ul style="list-style-type: none"> <li>• Cluster Coordinators/Co-Coordination, PRTs member, M&amp;R Specialists and CHF TS <u>jointly review revised proposals</u> and budgets to ensure they meet technical cluster and CHF requirements and feedback to partners</li> <li>• Partners submit electronically final project documents to their respective Coordinators/ Co-Coordination</li> </ul>
30 Aug	Coordinators; Co-Coordination.	<b>Submission of final allocation documents</b> <ul style="list-style-type: none"> <li>• Cluster Coordinators/Co-Coordination compile final CHF allocation documents (proposals, budgets, minutes, list of final allocations per project, and any other documents that may be required) and submit them to the CHF TS</li> </ul>
31 Aug – 4 Sep	HC; CHF TS	<b>Final approval by HC</b> <ul style="list-style-type: none"> <li>• CHF TS review and compile final CHF allocation documents and prepares allocation letters for HC's signature</li> <li>• HC signs allocation letters to authorize disbursement or request for additional information</li> </ul>
5 Sep onwards	CHF TS; Recipients	<b>Contracting and Disbursement of Funds begin</b>