

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