

VERSION 2, 2019

DERF FUNDING GUIDELINES



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INTRODUCTION TO THE DANISH EMERGENCY RELIEF FUND (DERF)

Denmark's Development and Humanitarian Strategy (World 2030) emphasizes the important role of Danish civil society organisations (CSOs) in translating a broad based popular engagement in humanitarian efforts into meaningful results. It underscores that Danish CSOs contribute towards furthering the humanitarian principle of "Leaving No One Behind" through their rights-based approaches, their partnerships with local CSOs and their strong access particularly to vulnerable and marginalized groups.

The Danish Emergency Relief Fund (DERF) seeks to contribute towards realization of the policy objectives of the Denmark's 2017 Development and Humanitarian Strategy, and the realisation of commitments made in the Grand Bargain including on the localisation of humanitarian action.

The DERF is a humanitarian funding mechanism. It funds humanitarian action undertaken by Danish CSOs and their local partners in crisis-affected countries. Danish CSOs, who have no separate humanitarian funding agreement with the Danish Ministry of Foreign Affairs (DMFA), can apply for support.

The DERF is managed within a strategic partnership between Save the Children Denmark (SCD), Start Network, and Civil Society in Development (CISU), with CISU as the lead organisation managing the fund. This strategic partnership promotes complementary humanitarian and civil society experience, capacities and expertise in the development and implementation of the DERF. The DERF is further strengthened through the participation of rep-

resentatives from Danish research organisations and experienced humanitarian organisations with a strategic partnership agreement with DMFA in the DERF decision making on which humanitarian interventions to fund.

The DERF operates in accordance with the DMFA's Guidelines for Pooled/Delegated Funding through Danish civil society organisations and updated Annex 2: Flexible funds (lot HUM) for the humanitarian strategic partners with the DMFA.

The DERF is financed by the DMFA for a four years period (2017-2020) with an annual amount appropriated on a yearly basis in the National Finance Act (Finansloven). The current Funding Guidelines for the DERF have been drawn up by the partnership (SCD, Start Network and CISU) on the basis of learning from the first two years of implementation of DERF, in response to recommendations made by the DMFA led external review of the DERF in autumn 2018 and with input from the DERF user organisations and the DERF Grant Committee. The Funding Guidelines are approved by the DMFA.

The Grand Bargain A Shared Commitment to Better Serve People in Need

The Grand Bargain is an agreement between more than 30 of the biggest donors and aid providers. The aim is to make aid more effective and efficient. One important commitment is to work closer together with local and national organisations, which is called localisation.

1.1. Objective of the DERF

The objective of the DERF is: **provision of flexible and rapid humanitarian funding enabling Danish civil society organisations who do not have a Humanitarian Partnership Agreement with the Danish Ministry of Foreign Affairs [Danish non-Hum SPA CSO] within three months of the onset of an acute humanitarian crisis to initiate provision of emergency relief to affected populations to meet urgent needs and prevent further loss of life or escalation of suffering.**

The DERF objective is to be achieved through supporting the humanitarian interventions of Danish CSOs who have relevant access, capacities and expertise, either through local or national partner CSOs and/or within their own organisation enabling them to respond to the humanitarian needs of people affected by crisis. DERF funding is to augment humanitarian responses in all DAC countries without pre-determined sectoral limitations. In the following the term "Danish CSO" will denote Danish non-Hum SPA CSOs.

The DERF supports life-saving interventions through localised humanitarian response and assists particularly vulnerable groups of people among populations at-risk of, and/or, affected by humanitarian crisis. This is reflected in the two humanitarian funding modalities of the DERF; i) Early Action to mitigate impact of anticipated food security crisis on particularly vulnerable people; and, ii) Rapid Response to address humanitarian needs among particularly vulnerable people in a situation of humanitarian crisis.

Localised humanitarian response

A response is considered localised when a local humanitarian responder is involved in the entire process: needs assessments, planning, implementation and evaluation.

1.2. Understanding the concepts used in the DERF

In the following sections key concepts used in the DERF are explained to ensure a shared understanding of their use in the DERF.

The DERF Funding Modalities

DERF can only support humanitarian interventions aiming to assist either particularly vulnerable people either at-risk of food security crisis following established procedures for DERF Early Action funding or particularly vulnerable people who are affected by the humanitarian crises situations which have been assessed as eligible for DERF funding and for which the DERF has been activated.

IN ANTICIPATION OF CRISIS

EARLY ACTION

to mitigate impact of anticipated food crisis on particularly vulnerable populations

CRISIS

IN RESPONSE TO CRISIS

to mitigate impact of anticipated food crisis on particularly vulnerable populations

RAPID RESPONSE

to address humanitarian needs amongst particularly vulnerable populations during humanitarian crisis

1.2.1. Principled humanitarian action: Core Humanitarian Standards (CHS)

The Core Humanitarian Standards (CHS) on Quality and Accountability is centred on the four humanitarian principles; Humanity, Impartiality, Independence and Neutrality. The CHS provides the strategic foundation for funding of humanitarian interventions by the DERF.

The CHS with its nine commitments place communities and people affected by crises at the centre of humanitarian interventions and promotes respect for fundamental human rights. To promote better quality and greater accountability the CHS are integrated throughout the DERF funding cycle, from the overall aim of the DERF, through the organisational criteria for eligibility for support from the DERF, to the monitoring, evaluation accountability and learning system of the DERF.



Figure 1: The Core Humanitarian Standards on Quality and Accountability (CHS)

1.2.2. The Grand Bargain and localisation of humanitarian action

The DERF contributes to realisation of the localisation commitments made as part of the Grand Bargain through the following:

- The DERF is activated for funding of humanitarian action (both early action as well as rapid response) on the basis of crisis alerts which are founded on local realities of either an anticipated or an occurring humanitarian crisis;
- The DERF requires that the applying Danish CSO has localised presence, capacity and expertise in the crisis-affected area preferably through a local partner CSO. In exceptional cases, the DERF can fund interventions to be implemented by the Danish CSO without a local partner CSO. This is further explained in the section “Self-implementation by the Danish CSO”.
- The DERF requires that the local or national partner CSO has the responsibility for daily implementation of the intervention furthering localised humanitarian response.
- Funding: The DERF prioritizes that the highest possible percentage of the allocated funds directly benefit the crisis-affected population, e.g. through direct implementation / activity costs. Furthermore, the DERF requires that the highest possible percentage of the allocated funds is spent by the local or national partner CSO operating in the crisis locality. Please refer to the DERF Budget Guide.

Localised presence

This means that the Danish CSO has one or more local or national partners working in the crisis area. In exceptional cases presence of the Danish CSO itself within the crisis locality in the form of a country office, local branch or similar is excepted instead of working through localised presence.

Who can be a local partner?

Local and national organisations operating in the crisis area, which are not affiliated to an international NGO. If a local organisation maintains independent fundraising and governance systems, it is not considered to be affiliated to an international NGO merely because it is part of a network, confederation or alliance.

1.2.3. Prioritize assistance to particularly vulnerable people

The DERF funds humanitarian interventions which focus on assistance to particularly vulnerable people among crisis-affected populations. This means to ensure that interventions are gender-sensitive and contribute towards addressing the specific and differentiated emergency needs and/or protection challenges experienced by the persons to be assisted.

Who are the most vulnerable?

Each intervention must build on a good understanding of vulnerability. If one does not already exist, it can be relevant to undertake a vulnerability assessment to make sure that the most vulnerable people are prioritized for assistance. Vulnerable groups could be women, especially pregnant and lactating mothers, children, elderly people, people with disabilities and illnesses, minorities and people living in hard-to-reach areas.

1.2.4. Early Action: in anticipation of a humanitarian crisis

Early Action is defined as actions taken in response to a trigger or threshold [an alert of heightened risks] and before an emergency fully materializes, with the intention to mitigate the impact of the crisis. This means measures taken in advance of a crisis aimed at decreasing or eliminating its impact on society and environment. Many early actions follows a no regrets approach, which means that the activities will be beneficial to the target group, whether or not the anticipated crisis occur. The DERF can fund Early Action to mitigate the impact of food insecurity crisis on particularly vulnerable people.

1.2.5. Rapid Response: in response to a humanitarian crisis

Rapid Response is defined as actions taken in response to acute emergency and/or protection needs of crisis-affected populations in a humanitarian crisis. The DERF can fund rapid response actions to save lives and prevent further escalation of suffering of particularly vulnerable people during the initial stages of the following types of humanitarian crisis;

• A slow onset humanitarian crisis

Examples are droughts as was experienced in Afghanistan in 2018, and violent conflict and food insecurity in Mali and Somaliland in 2018, as well as during recurrent food and water crisis in Eastern and Horn of Africa 2017-2019;

• A rapid onset humanitarian crisis

Examples are the flooding and mudslides in 2017 in Freetown, Sierra Leone, the Myanmar Refugee Monsoon Crisis in 2018, and the Floods and tropical cyclone Sagar in East Africa in 2018. Another example is the South Sudanese Refugee Crisis in 2017, where the refugees fled to neighbouring countries.

• A spike in a protracted humanitarian crisis

Examples are in 2018 with new and larger numbers of Congolese refugees arriving in Uganda following flare-up of violence in the Democratic Republic of Congo, and the spike in the Syrian Refugee Crisis in both 2017 and 2018.

1.2.6. Rapid, timely, flexible and relevant humanitarian action

The DERF provides rapid humanitarian funding to enable Danish CSOs and their partner CSOs to implement humanitarian interventions in anticipation of, or in response to, crisis with timeliness and effectiveness as per the second commitment of the CHS. To further support the ability for timely, effective and relevant humanitarian action, the DERF provides flexible humanitarian funding to make it possible for applicants to seek funding at an early point of time when not all details of a crisis and its impact has been established. The DERF also enables grant-holders to adjust an approved intervention during implementation to reflect contextual changes in the needs of crisis-affected population.

1.2.7. Managing risks and safeguarding

The DERF places emphasis on and seeks to support the efforts of the Danish CSO and the partner CSO(s) to manage risks associated with humanitarian action. This includes safeguarding the persons involved in the interventions and the crisis-affected populations from misconduct such as sexual exploitation, abuse and harassment. The CISU Code of Conduct, which can be found on CISU's website, provides a framework on safeguarding requirements and obligations of organisations seeking funding from any of the CISU managed pool of funds, including the DERF. Requirements and obligations to prevent and respond to risks of misconduct are further specified in the The DERF grant management guide.

2. - 2.5

WHO IS ELIGIBLE TO APPLY FOR DERF FUNDING?

2.1. Overall eligibility requirements

All Danish CSOs, who do not have a humanitarian partnership agreement with the DMFA are in principle eligible for DERF funding. Danish CSOs must demonstrate that they have relevant access, capacity and expertise to assist people affected by crisis, preferably through partnership with local or national CSOs (in this document hereafter termed "partner CSO") or in certain instances through their own organisation (self-implementing).

The proposed intervention, as well as the Danish CSO and the partner CSO, must follow these guidelines and supporting guides and must demonstrate considerations with the CHS as well as efforts contributing to realising the localisation ambitions set out in the Grand Bargain.

2.2. Requirements for the Danish CSO

The DERF accepts applications from popular organisations with roots in Denmark (civil society organisations).

This means that the following minimum requirements (laid down by the Danish Ministry of Foreign Affairs) must be met:

- The organisation needs to be private, and it must have legal and organisational domicile as well as some activities in Denmark.
- The chairperson or most members of its governing body must be Danish citizens or foreigners with permanent residence permit and home address in Denmark.
- The organisation must have existed for at least one year.
- The organisation must have a minimum of 50 paying members or contributors in Denmark
- The organisation must have a set of statutes and accounts subjected to an audit.

The applicant organisation's governing body must be able to take on full responsibility for the application and for any subsequent grant.

2.3. Requirements for the local or national partner CSO

Partner CSOs must follow the DERF definition of local and national partners which is in line with global definition of a local actor within the Grand Bargain.

The Danish organisation must ensure that partners and others that receive part of the granted funds are not included on the UN's or EU's sanctions lists.

WHAT PARTNERS EITHER MUST OR CAN BE

Partner CSOs from the crisis-affected area must form part of civil society in the crisis area concerned, i.e. local non-governmental organisations (NGOs), community-based organisations (CBOs), citizens' groups, trade unions, networks or the like.

WHAT PARTNERS CANNOT BE

Local and national organisations operating in the crisis area, which are organized under an international NGO. A local organisation is not considered to be organized under an INGO merely because it is part of a network, confederation or alliance wherein it maintains independent fundraising and governance systems.

2.4. Requirements for the partnership

The humanitarian intervention must be carried out in cooperation between one or several CSOs from Denmark and one or several partner CSOs from the crisis affected area, except in cases where self-implementation by Danish CSO has been approved.

New partnerships can not qualify for DERF funding. The Danish CSO applying to be a DERF grant-holder must have experience of collaborating with the proposed partner CSO(s) in implementing either a development or humanitarian intervention with external funding prior to seeking funding from the DERF. Additional partner CSO(s) without DERF budget responsibilities can be new within a partnership.

The funds are disbursed to the Danish CSO, but the partner CSO must be in charge of day-to-day implementation. It is important that the partnership between Danish CSOs and partner CSO(s) can support the achievement of the objective of the DERF. It is therefore expected that the Danish CSO, who is contracted as the grant-holder, ensures that this is reflected in the partnership. As the grant-holder, the Danish CSO has overall responsibility of ensuring that the grant is implemented and reported on according to the contract with CISU.

2.5. Self-implementation by the Danish CSO

In certain instances, Danish CSOs can be eligible for self-implementation. To apply for that, the Danish CSO must live up to the following criteria:

- must have an established access to crisis-affected populations through own localised presence in the area, where the intervention is to take place. This can be a country office, local branch or similar.
- must make it probable that it is the best placed implementer. of the particular intervention.
- must describe how involvement of local actors will be enhanced. Please note that the DERF does not fund capacity building activities.

The DERF can fund self-implementation by a Danish CSO up to two times in the same country if these criteria are assessed to have been met. This is to provide the Danish CSO with reasonable opportunity to establish partnerships and increase the participation of local or national actors to promote localised humanitarian response and capacities.

3. - 3.2

PREQUALIFICATION AND ORGANISATIONAL CAPACITY ASSESSMENT

3.1. Purpose and content

Prequalification is based on an organisational capacity assessment (OCA), where it is assessed whether the Danish CSO has the level of capacity, experience and expertise required to manage humanitarian funding from the DERF and undertake its role as a DERF grant-holder. It is therefore only the Danish CSO who seeks prequalification. The organisational capacities of a partner organisation are assessed as part of the assessment of the application for a specific humanitarian intervention, either Early Action or Rapid Response.

When an OCA is approved, the Danish CSO is prequalified. The prequalification covers the geographic scope and the financial scope.

1. Geographic scope:

The organisation is able to seek DERF funding for humanitarian interventions in any country which is eligible for DERF funding and where the applicant has localised presence, capacity and expertise. Note that the extent to which the Danish CSO has relevant localised presence, capacity and expertise is assessed as part of the subsequent intervention applications (Early Action or Rapid Response applications); and,

2. Financial scope:

The organisation is able to seek DERF funding up to an identified financial ceiling as per the CISU financial standards on each humanitarian intervention application, and in regard to the organisational maximum DERF funding per year. These ceilings are;

- under 200.000 DKK per intervention and no more than 1 million DKK per year;
- above 200.000 DKK per intervention and no more than 3 million DKK per year; and,
- above 1 million DKK per intervention and no more than 5 million DKK per year.

Minimum Requirements: The minimum requirements for each level are detailed below. The higher the funding ceiling is, the stricter the requirements are. This is in line with the DERF guiding principles of assessment.

The minimum requirements for qualification to seek DERF funding under 200.000 DKK per intervention, and no more than 1 million DKK per year are as follows;

1. The Danish CSO must have documented experience with implementing at least one development or humanitarian intervention
2. The Danish CSO must fulfil CISU's financial minimum standards required for funding below 200.000 DKK
3. The Danish CSO must have a track record of having managed funds for interventions, no minimum amount.

The minimum requirements for qualification to seek DERF funding above 200.000 DKK per intervention and no more than 3 million DKK per year are as follows;

1. The Danish CSO must have documented experience with implementing more than one development or humanitarian intervention
2. The Danish CSO must fulfil CISU's financial minimum standards required for funding above 200.000 DKK
3. The Danish CSO must have a track record of managing funds above 200.000 DKK for interventions within the last financial year.

The minimum requirements for qualification to seek DERF funding above 1 million DKK per intervention and no more than 5 million DKK per year are as follows;

1. The Danish CSO must have documented experience with implementing humanitarian interventions
2. The Danish CSO must fulfil CISU's financial minimum standards required for funding above 1 million DKK
3. The Danish CSO must have a track record of managing external funds (donor funds) above 1 million DKK within the last financial year

It is important to understand that fulfilment of minimum requirements does not in itself result in a qualification for the level of funding applied for. Qualification is a result of an overall assessment of whether the applicant organisation meets the three assessment criteria for OCA.

3.2. Assessment criteria

The capacity of Danish CSOs will be assessed based on the following criteria:

1. The extent to which the applicant demonstrates experience and expertise with development or humanitarian interventions and describes its capacities within these including in regards to management of external funding;
2. The extent to which the applicant demonstrates that policies and systems for monitoring, evaluation, learning, and accountability are in place and applied; and,
3. The extent to which the applicant demonstrates systems, experience and expertise required to ensure risk management as well as security and safety (including safeguarding) at the organisational level (staff/volunteers involved) and at the level of the target group (crisis-affected people and communities).

Organisations applying for OCA must use the format for pre-qualification applications (OCA).

Danish CSOs, who have attained CHS certification or verification, automatically prequalify but must apply for and demonstrate capacity for specific financial limits of the prequalification.

The Danish CSO must have an approved OCA application/be prequalified before the DERF can assess an application for DERF funding of humanitarian interventions (Early Action or Rapid Response)

The OCA application can be submitted before submission of an intervention application or at the same time. It is important to note that Danish CSOs who are prequalified at the time of submitting an intervention application have their applications processed quicker by the DERF than non-prequalified applicants. See more in section 6 on Application, Assessment and Selection.

4. - 4.3

DERF FUNDING MODALITY: EARLY ACTION

4.1. Purpose and content

The Early Action modality focuses on food security for two main reasons: Firstly, hunger remains a critical humanitarian need facing unprecedented numbers of people globally across different types of humanitarian crisis. Secondly, experiences have shown that food security was a main concern in the different crises the DERF was activated to respond to and also prominent in the DERF funded humanitarian responses.

The key trigger of the Early Action modality is an anticipated food security crisis, which by all likelihood will result in critical food security and/or protection needs among particularly vulnerable groups, and, has a time frame, which makes it possible to follow the DERF requirement of timely interventions. The DERF identifies an anticipated food security crisis through the quarterly Early Warning Early Action (EWEA) report on food security and agriculture produced by the Food and Agriculture Organisation of the United Nations (FAO).

The DERF will on a quarterly basis publish calls for applications on the DERF website www.cisu.dk/derf and direct e-mails to potential applicant. The calls will include financial ceilings for the quarterly funding, a list of high-risk countries where intervention can take place, prioritized actions and application deadline. The DERF can during a calendar year allocate up to 20 percent of its pool of funds to fund Early Action interventions.

Early Action activities which can be supported are quick impact short-term emergency response activities which can be initiated before, and have the potentials of reducing, the anticipated humanitarian impact of food crisis. Examples can be distribution of food and water and cash-based programming. Each call will specify prioritised actions.

Appropriate Early Action interventions in anticipation of a food security crisis would focus on protecting livelihoods and increasing protection of particularly vulnerable persons related to the anticipated crisis.

4.2. Assessment criteria

The following five assessment criteria for DERF funding of an Early Action application are aligned with the Core Humanitarian Standards (CHS) on quality and accountability in humanitarian action with a focus on the following CHS commitments.

EARLY ACTION MODALITY

Aim to mitigate impact of anticipated food crisis

0-6 months interventions

Up to 0.5m DKK

- Early action to prevent and mitigate a food crisis
- Focus on life-saving and protection risks of particularly vulnerable people
- Best placed and localised humanitarian response

1. The humanitarian intervention

Is the intervention appropriate and relevant (CHS 1) considering the recommended Early Actions in the FAO report, effective and timely (CHS 2) and are the resources managed and used in an effective, efficient and ethical manner (CHS 9)?

This includes answering how the anticipated food insecurity is mitigated and/or how potential protection risks of particularly vulnerable people will be reduced; and ensuring that the target group have access to the assistance they need when they need it; as well as ensuring that resources are managed and used responsibly for their intended purpose.

2. The implementing organisation

What is the capacity, experience and expertise of the proposed partner organisation(s) (CHS 8)?

This includes substantiating that the Early Action can be delivered up to standard and to the needs of particularly vulnerable persons. It must also be explained how the implementing organisation's experience and expertise within the work-areas of the proposed intervention matches the requirements of the proposed intervention; how the implementing organisation's organisational and financial capacities matches the level of funding applied for; and, how the organisation's access to the people at-risk, and its experiences of meeting the needs of particularly vulnerable people, substantiates that the organisation will be able to deliver the proposed humanitarian intervention.

If the Danish CSO is proposing to self-implement, the following three additional criteria will be applied: whether the Danish CSO is best placed for this specific intervention in this context; whether participation of local actors is enhanced through implementation; and, whether the Danish CSO has access to target group.

3. Local strengthening

Does the intervention strengthen local capacities and avoid negative effects (CHS 3) and is a no regret approach applied to ensure that the intervention will be beneficial for the target group in the unexpected event that the anticipated crisis does not arise? Are the local actors including the target group informed and involved (CHS 4)?

4. M&E, learning and accountability

How do the implementing partners apply monitoring, feedback and accountability systems (CHS 5), and risk management systems in the appropriate context; how will learning and reflection be applied in terms of improving humanitarian action (CHS 7)?

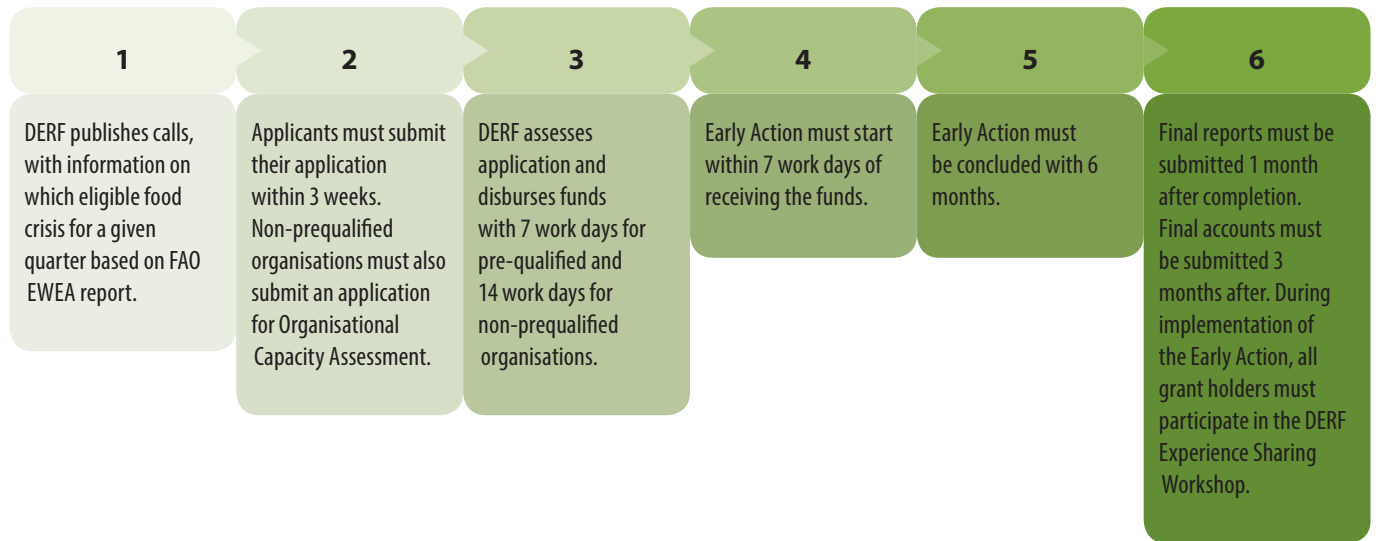
5. Coordination

Does the intervention contribute towards coordination and complementarity of humanitarian assistance (CHS 6)? This includes cooperation and coordination with relevant stakeholders and coordination mechanisms to ensure that particularly vulnerable people at-risk of being affected by the anticipated food security crisis do not experience avoidable gaps and overlaps in the humanitarian assistance.

The UN FAO Early Warning Early Action (EWEA) report

The EWEA provides a quarterly forward-looking early warning analysis of major disaster risks to food security and agriculture complemented with early action recommendations which could be taken to mitigate or prevent anticipated impact. Risks are divided into "high risk" and "on watch", depending on the level of likelihood and potential impact. In "high risk" countries it is urged that the UN and partners start implementing early actions on a no-regrets basis.

4.3.
DERF Early Action process



5. - 5.3
DERF FUNDING
MODALITY: RAPID
RESPONSE
(RAPID RESPONSE)

RAPID RESPONSE MODALITY

Address acute humanitarian
needs during crisis

0-6 months interventions

2m DKK

- Rapid response to mitigate the impact of rapid onset, slow onset and spikes in protracted humanitarian crisis
- Focus on life-saving and protection risks of particularly vulnerable people
- Best placed and localised humanitarian response

5.1. Purpose and content

The Rapid Response (Rapid Response) modality is relevant in funding humanitarian interventions responding to the impact of a humanitarian crisis. The overall aim of the Rapid Response modality is to save lives based on localised humanitarian response and focused on support to particularly vulnerable groups.

The key trigger of the Rapid Response modality is the occurrence of either of the following three types of humanitarian crisis; a slow onset crisis, a spike in a protracted crisis or a rapid onset crisis. The Rapid Response modality is triggered in response to one of the following:

- an international or national appeal from UN, governments or similar.
- an alert raised by a Danish CSO and their partner(s). This must be done by using the alert system on www.cisu.dk/derf.

The following five criteria are used to assess whether the appeal or alert will activate the DERF to issue a Call for applications;

1. Critical unmet emergency and/or protection needs exist;
2. Particularly vulnerable persons exist among the crisis affected populations;
3. Timeliness of potential DERF funded interventions;
4. Significant funding gaps exist
5. DERF funds availability. See examples of Rapid Response activities in the annex "Guidance note on lifesaving activities".

5.2. Assessment criteria

The following five assessment criteria for DERF funding of a Rapid Response application are aligned with the Core Humanitarian Standards (CHS) on quality and accountability in humanitarian action with a focus on the following CHS commitments.

1. The humanitarian intervention

Is the intervention appropriate and relevant (CHS 1) effective and timely (CHS 2) and are the resources managed and used in an effective, efficient and ethical manner (CHS 9)?

This includes responding to the identified emergency and/or protection needs of particularly vulnerable persons among the crisis-affected populations; ensuring they have access to the assistance they need when they need it; and ensuring that resources are managed and used responsibly for their intended purpose.

2. The implementing organisation

What is the capacity, experience and expertise of the proposed partner organisation(s) (CHS 8)?

This includes substantiating that the humanitarian response can be delivered up to standard and to the needs of particularly vulnerable persons. It must also be explained how the implementing organisation's experience and expertise within the work-areas of the proposed intervention matches the requirements of the proposed intervention; how the implementing organisation's organisational and financial capacities matches the level of funding applied for; and, how the organisation's access to the people affected by the humanitarian crisis, and its experiences of meeting the needs of particularly vulnerable people, substantiates that the organisation will be able to deliver the proposed humanitarian intervention.

If the Danish CSO is proposing to self-implement, the following three additional criteria will be applied: whether the Danish CSO is best placed for this specific intervention in this context; whether participation of local actors is enhanced through implementation; and, whether the Danish CSO has access to target group;

3. Local strengthening

Does the intervention strengthen local capacities and avoid negative effects (CHS 3) including building on existing local resources and are local actors including the target group involved and informed (CHS 4)?

4. M&E, learning and accountability

How do the implementing partners apply monitoring, feedback and accountability systems (CHS 5), and risk management systems in the appropriate context; how will learning and reflection be applied in terms of improving humanitarian action (CHS 7).

5. Coordination

Does the intervention contribute towards coordination and complementarity of humanitarian assistance (CHS 6)? This includes cooperation and coordination with relevant stakeholders and coordination mechanisms to ensure that particularly vulnerable people affected by the crisis do not experience avoidable gaps and overlaps in the humanitarian assistance.

5.3.
DERF Rapid Response Process



6. - 6.7

APPLICATION, ASSESSMENT AND SELECTION OF DERF APPLICATIONS

6.1. How to apply?

All applications are submitted through the online application system accessed via CISU's website www.cisu.dk. Guidance on how to submit an application can be found on www.cisu.dk/derf as well as provided by staff at the CISU secretariat.

6.2. Application deadlines and processing time

DERF processing time for applications covers all elements of the process from submission of a complete application by the Danish CSO until notification of the applicant of the outcome of the assessment in the case of OCA applications, or until the disbursement of funds from the DERF to a successful applicant in the case of humanitarian intervention applications.

Prequalification (Organisation Capacity Assessment / OCA) applications can be submitted at any point of time, either separately or together with an intervention application when DERF funding is available. When an OCA application is submitted separately the processing time is 21 work days. When an OCA is submitted as an application to update an existing approved prequalification processing time is 14 work days. When an OCA is submitted together with an intervention application when DERF funding is available processing time is 14 work days.

Early Action applications can be submitted within 3 weeks after the DERF has issued a call for applications. For non-prequalified applicants, DERF processing time is 14 work days and for prequalified applicants it is 7 work days.

Rapid Response applications can be submitted within 3 weeks after the DERF has issued a Call for applications. For non-prequalified applicants, DERF processing time is 14 work days and for pre-qualified applicants it is 7 work days.

6.3. Assessment of applications for DERF support

There are three main sets of assessment criteria: one for assessing the Danish CSO's organisational capacity, one for assessing Early Action applications and one for Rapid Response applications.

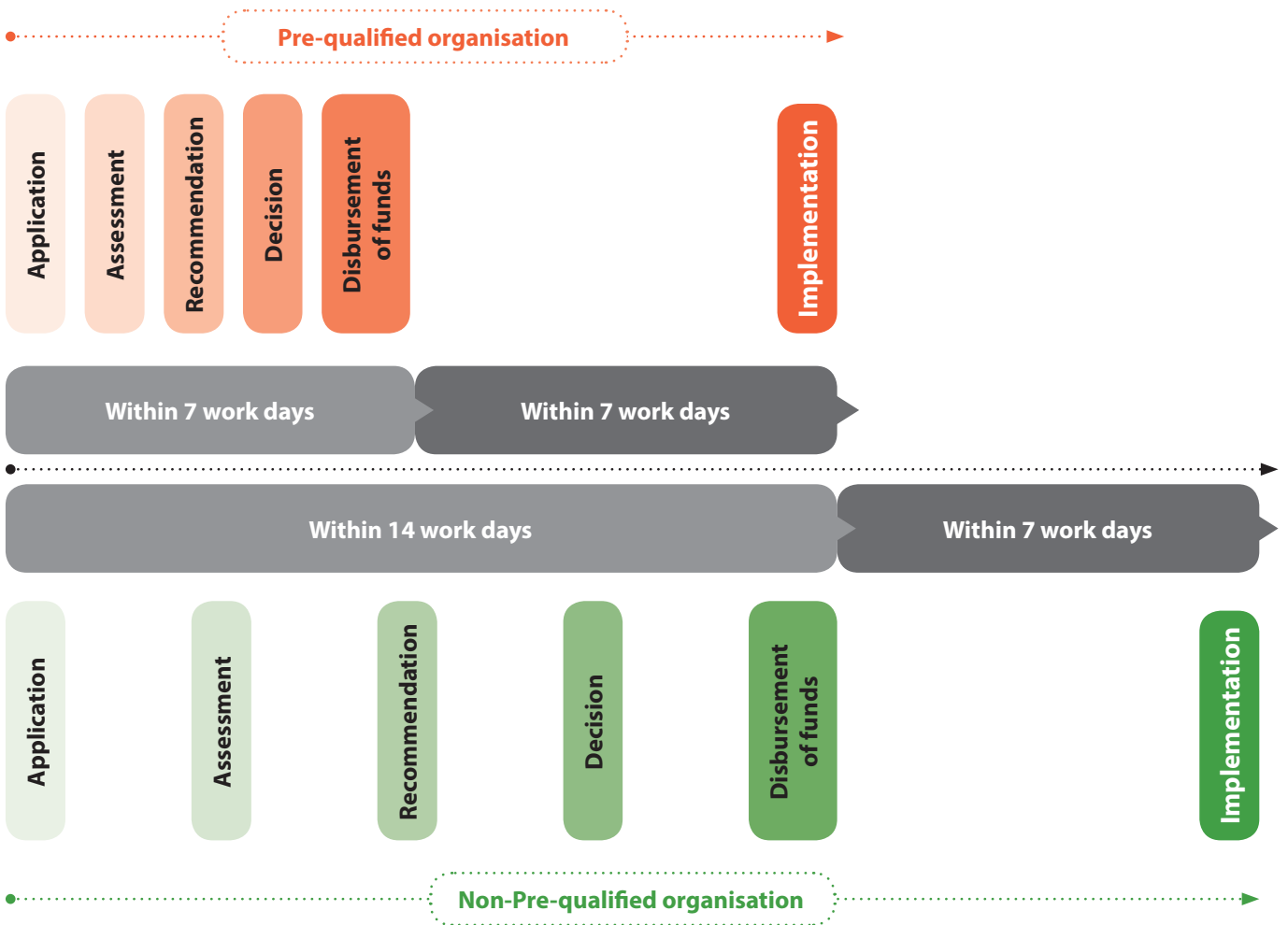


Figure: Time-line: DERF humanitarian intervention (Early Action or Rapid Response) applications processing time

6.3.1. Guiding principles for the assessment:

- The assessment of the application for funding of a humanitarian intervention whether Early Action or Rapid Response as well as the assessment of applicant organisational capacity is assessed as a whole.

The assessment made by the DERF Grant Committee bases its decision on judgements considering the totality of aspects addressed in the applications. Strengths in some areas may compensate for weaknesses in others, and the relevance of each criterion may vary depending on the nature of the intervention.

- Adaptable requirements: The larger the budget, the stricter the requirements regarding the objectives and the capacity of participant organisations. Likewise, more will be demanded of organisations that have longer experience and have administered more grants from CISU and/or the Danish Ministry of Foreign Affairs compared to those that have less experience and have received fewer grants.

When the Grant has been approved

6.4. Implementation

The The DERF grant management guide describes rules for contact with the DERF management, adjustments of intervention and budget re-allocations, cooperation agreements, payments, bank account and other administrative as well as managerial issues – like reporting and audits.

The manual must be read and understood prior to submission of an application to the DERF.

6.5. Responsibility of the Danish grant holder

When a Danish CSO is awarded a grant from the DERF, the organisation commits to comply with a series of conditions and requirements for management of the funds, as described in the The DERF grant management guide. The way the organisation has managed, administered and reported on previous interventions, funded by the DERF and other CISU Pool of Funds, will form part of the future organisational track record and is part of the organisational capacity assessment criteria.

The Danish organisation's board carries full responsibility for the DERF's grant being managed in accordance with the rules and the basis for approval. The board must guard against corruption, irregularities and safeguard the people involved. Financial procedures should inspire confidence in this, including proper internal controls as well as bookkeeping and accounting in keeping with sound practices in this field. This means, for instance, that both the project and the organisation need to undergo external auditing. For further details, please refer to the The DERF grant management guide.

6.6. CISU/DERF's supervision and monitoring

CISU has the duty to supervise management of the DERF funds granted. This is undertaken primarily through review of reports, accounts and administrative as well as managerial practices of grant holders. However, CISU is also obliged to involve itself more deeply in the control by means of monitoring visits to the partner CSO(s) and to the Danish CSO, as well as through evaluations of the work performed.

6.7. Grant holders' learning and evaluation

For all interventions, sufficient resources for monitoring, learning and evaluation must be included in the application and budget for the intervention when applying for DERF funding.

For all DERF grants, an end-of intervention report and final accounts must be submitted and must include reflections on lessons learned and how such could be used to improve on future humanitarian interventions. The formats of these reports can be found on the DERF website.

Experience sharing workshops are organised between grant holders to review and capture lessons learned, at both fund as well as grant level. Participation in these is mandatory for each Danish grant holder.

ANNEX

TO FUNDING GUIDELINES VERSION II SUMMER 2019 THE DANISH EMERGENCY RELIEF FUND (DERF)

'Guidance Note on examples on Life-saving activities'

Guidance Note on Life-saving activities (non-exhaustive) which can be relevant in DERF interventions as adapted to the specific context within which the intervention is to take place. The list is adopted from the UN CERF (Central Emergency Response Fund) 26 January 2010 Life-Saving Criteria & Activities per sector. Ensuring DERF relevance based on DERF mandate, users & lessons.

HUMANITARIAN SECTOR	LIFE-SAVING ACTIVITIES	WHEN THESE CONDITIONS ARE PRESENT
Agriculture in Emergencies	Provision of inputs such as seeds, fertilizers and tools in emergency contexts to restore food security and production capacity	Agricultural activities which have a direct and immediate impact on restoring and protecting food availability and the livelihoods of particularly vulnerable people at-risk of, or affected by, the emergency.
	Survival of productive animals in emergency situations. Examples include emergency vaccination, initial re-stocking, de-stocking, and water and supplementary feeding for animals	Applicable when animal husbandry is a primary source of livelihood and essential for nutrition, transport, and ploughing for particularly vulnerable people at-risk of, or affected by, the emergency.
	Flood and drought related response. Examples include emergency embankments, spot repair of agricultural infrastructure and other emergency inputs.	Time-critical interventions to protect or ensure food security of particularly vulnerable people at-risk of, or affected by, the emergency.
Camp Co-ordination and Camp Management In the case of rapid onset emergencies or where displacement leads to camps/sites, (or any communal settings such as planned camps, collective centers, spontaneous settlements, transit centers) immediate set up of Camp Coordination and Camp Management functions to support a response	Establishment of camps/communal settlements to support the stabilization of affected populations	All communal setting resulting from a disaster or complex emergency. Should be coordinated with the relevant cluster/sector
	Initial profiling/registration of populations in communal settings including camps, collective centers and other sites	Context of specific emergency response. Should be coordinated with the relevant cluster/sector
	Advocate for humanitarian access to allow life-saving activities to be conducted in communal settings.	Should be coordinated with the protection cluster/sector
Education in Emergencies Interventions aiming at restoring and providing safe educational and recreational activities for children and adolescents during an emergency	Provision of school tents, education and recreation materials to establish safe spaces/learning environments for children from different age groups	No recurrent costs funded
	Emergency repair of education facilities including the provision of adequate sanitation facilities and quantities of safe drinking water and water for personal hygiene at the learning site.	No recurrent costs funded
	Teacher's training in emergencies	Support establishment of initial teaching capacity only. No recurrent costs for training.
	Essential life-saving skills and support such as SGBV information, Mine/UXO risk education, HIV/AIDS, psychosocial, nutrition, health and hygiene	
Emergency Shelter including NFI Immediate provision of temporary/semi-temporary shelter and basic utensils for victims of disaster including complex emergencies	Provision and distribution of shelter materials	Only for temporary emergency shelter and based on the context
	Construction/repair of temporary emergency shelter	Tents or only basic building materials for immediate repair of buildings serving as temporary shelter
	Basic provision of Non-Food items for affected populations and hosting families	According to cultural and climatic context
	Basic infrastructure / shelter repair (including rubble removal, environmental clean-up, emergency rehabilitation of community infrastructure)	Context of specific emergency response
	Construction / reconstruction and repair of temporary or transitional structures that provide immediate shelter and repair of permanent structures when appropriate	Context of specific emergency response

<p>Food Provision of minimum food requirements to people affected by emergencies</p>	<p>General food distribution and targeted distribution for most vulnerable groups (complement gaps)</p>	<p>Context of specific emergency response</p>
<p>Health in Emergencies Activities that have an immediate impact on the health of population affected by an emergency</p>	<p>Collection, processing analysis and dissemination of critical health information including access to and availability of life saving health services</p>	<p>Context of specific emergency response</p>
	<p>Ensuring equitable and timely access to Emergency Primary Health Care</p>	<p>Context of specific emergency response</p>
	<p>Provision, distribution and replenishment of quick turnover emergency stockpiles which have been used in an emergency context</p>	<p>Context of specific emergency response</p>
	<p>Addressing life-threatening conditions related to communicable diseases (immunizations, outbreak control). Activities may include: establishment of emergency early warning and response systems for the early detection of and response to selected outbreaks of communicable diseases; training of health staff; supply of drugs and material; social mobilization and targeted health education; Reactive mass vaccination campaign; preparation of specific ad-hoc treatment units (e.g. cholera treatment center)</p>	<p>Context of specific emergency response</p>
	<p>Priority reproductive health emergency interventions: Activities may include supply of drugs and material</p>	<p>Context of specific emergency response</p>
	<p>Medical (including psychological) support to survivors of sexual violence. Activities may include updating health staff on clinical management of sexual violence protocols; supply of drugs and material (including through interagency RH kits)</p>	<p>Context of specific emergency response</p>
	<p>Addressing life-threatening conditions related to chronic diseases which have been interrupted in an emergency context</p>	<p>Context of specific emergency response</p>
	<p>Priority responses to HIV/AIDS. Activities include HIV/AIDS awareness information dissemination, provision of condoms, PMTCT, PEP, and standard precautions in emergency health care settings; emergency awareness and response interventions for high risk groups; care and treatment for people with HIC whose treatment has been interrupted.</p>	<p>Context of specific emergency response</p>
	<p>Support the provision of Psychological First Aid – protect and care for people with severe mental disorders in communities and institutions</p>	<p>Context of specific emergency response</p>
<p>Logistics Activities that provide immediate logistical support for the delivery of priority sectoral interventions in emergency response</p>	<p>Logistics activities devised to overcome logistics bottlenecks affecting the supply chain of multiple humanitarian organizations in a common humanitarian operation. E.g. emergency bridge or road repairs</p>	<p>Context of specific emergency response</p>
<p>Nutrition</p>	<p>Nutrition screenings and surveillance to provide time critical information for identification of areas of urgent needs, or deterioration in the nutritional situation, and for identification of cases of acute malnutrition for referral for lifesaving treatment</p>	<p>Context of specific emergency response</p>

	Provision of life saving emergency food rations (e.g. BPs) to the general population, or as blanket to particularly vulnerable groups	Only when general food ration quality is inadequate for the needs of the population or where distribution is not yet sufficiently addressed during an emergency and as a temporary measure to prevent further deterioration of the nutrition situation and loss of life. DERF funding targets particularly vulnerable groups.
	Management of severe and moderate acute malnutrition. Activities include support treatment for severe acute malnutrition as well as community mobilization /outreach to ensure communities can identify cases and access the services (i.e. community-based management of severe acute malnutrition); targeted and blanket supplementary feeding for children, pregnant and lactating women and other vulnerable groups	Support for treatment of severe acute malnutrition should be provided wherever cases exist. Supplementary feeding should be considered where levels of acute malnutrition reach emergency thresholds. DERF only funds targeted supplementary feeding approaches to particularly vulnerable groups.
Protection and Human Rights	Profiling, registration and documentation of affected populations	Context of specific emergency response
	Identification and strengthening / set up of community-based protection mechanisms	Context of specific emergency response
	Provision of life saving psychosocial support to person with special needs in particular for older persons	In close coordination with the health cluster / sector
	Provision of life saving information to the affected population	Context of specific emergency response
	Support measures to ensure access to justice with a special focus on IDPs, women and children.(e.g. assessments of justice and security needs; support to legal advice and paralegal services in conflict affected areas)	Context of specific emergency response
Gender-Based Violence	Strengthen and/or deploy GBV personnel to guide implementation of an inter-agency multi-sectoral GBV programme response including ensuring provision of accessible confidential, survivor-centered services to address GBV and to ensuring it is appropriately addressed across all sectors	In an emergency context and as a first priority, support health service providers with relevant supplies and ensure a range of appropriate psychosocial interventions are in place and accessible.
	Identify high-risk areas and factors driving GBV in the emergency and (working with others) strengthen / set up prevention strategies including safe access to fuel resources (per IASC Task force SAFE guidelines)	Context of specific emergency response
	Improve access of survivors of gender based violence to secure and appropriate reporting, follow up and protection, including to police (particularly women police) or other security personnel when available	Context of specific emergency response
Child Protection	Identification, registration, family tracing and reunification or interim care arrangements for separated children, orphans and children leaving armed groups / forces.	Context of specific emergency response
	Ensure proper referrals to other services such as health, food, education and shelter	Context of specific emergency response
	Identification, registration, referral and follow-up for other extremely vulnerable children, including survivors of GBV and other forms of violence, children with no access to basic service and those requiring special protection measures	Context of specific emergency response

	Activities (including advocacy, awareness-raising, life-skills training, and livelihoods)	Context of specific emergency response
	Provision of psychosocial support to children affected by the emergency, e.g. through provision of child friendly spaces or other community-based interventions, return to school or emergency education, mental health referrals where expertise exists.	Context of specific emergency response
	Identification and strengthening, or establishment of community-based child protection mechanisms to assess, monitor and address child protection issues.	Context of specific emergency response
Support Services	Provision of common emergency telecommunications in support of the humanitarian community in an emergency	Context of specific emergency response
Water and Sanitation Provision of minimum requirements of water, sanitation and hygiene standards in emergency situations.	Provision of water for drinking, cooking and personal hygiene (bathing/washing). Activities include extraction, transport, treatment, storage, distribution and monitoring; repair, construction and maintenance; bulk and HH levels	Context of specific emergency response
	Sanitation systems in emergency situations or situations with a foreseen emergency. Excreta disposal – shared, segregated household facilities. Solid Waste, Drainage	Where there are public health risks or risks to other resources and facilities.
	Hygiene and sanitation supplies (including for women and girls) and awareness raising. Active participation of and accountability to affected populations in the prevention and mitigation of WASH related diseases: information /communication; optimize effective use of facilities; mobilization and participation; essential WASH related non-food items	
Coordination	Provision of assistance to coordination efforts in humanitarian response	The DERF can fund participation of DERF implementing CSO in relevant cluster/sector coordination groups to enable contribution towards ensuring that crisis-affected people receive coordinated and complementary assistance. It must be part of and relevant to a DERF humanitarian intervention
Multi-Agency Assessments	Multi-agency needs assessments in new emergencies	The DERF can fund participation of DERF implementing CSOs in multi-actor needs assessments where documented need exist for new or updated data on humanitarian needs.

