**THE DANISH EMERGENCY RELIEF FUND**

**anticipatory ACTION – INTERVENTION application form**

**Guidance note**

Before applying for an intervention please read the DERF Funding Guidelines carefully. For a practical guide on how to navigate in the online application module please see: <https://www.cisu.dk/vorescisu>

The intervention application must be submitted to CISU through the *Vores CISU* platform, which can be accessed [here](http://medlemsunivers.cisu.dk/Bruger/LogOn). In *Vores CISU*, you are asked to fill in some basic information related to the proposed intervention such as title, dates, area of intervention, mode(s) of assistance etc.

Information about the applicant (the Danish CSO) and the implementing partner must also be entered directly at the *Vores CISU* platform. **Please ensure that the entered organisational data of the Danish CSO and the local partner(s) is up to date and the latest annual report and audited annual report are uploaded.** For more information about how to register an implementing partner(s) please see: <https://www.cisu.dk/vorescisu>

When applying, you are requested to upload the following documents:

* **A signed cover page** using the format available at [www.cisu.dk/derf](http://www.cisu.dk/derf)
* **The intervention application form** (one Word document of **max. 10 pages**) see format below
* **The partner(s)’ context analysis** (one Word document of **max. 2 pages**, signed by the implementing partner)
* **The intervention budget** using the budget format available at [www.cisu.dk/derf](http://www.cisu.dk/derf). Please also see the Budget Guide available at [www.cisu.dk/derf](http://www.cisu.dk/derf)
* **Partnership policy,** this is only requested if your CSO has an existing partnership policy

**Note**: In the application below (section 3.3) you will find that an **environment marker** has been introduced by the DERF. This is to allow partners identify and consider the environmental impact of their proposed and actual intervention activities. As part of the principle of ‘do no harm’ humanitarian interventions should identify adverse environmental effects to avoid, reduce and mitigate their potential impacts. Both DERF modalities are based on the premise that all interventions per default carry with them some degree of environmental impact.

CISU views the environment marker as a reflection exercise meant for monitoring purposes and the marker does not form part of the DERF application assessment criteria. The DERF intervention feedback on final reports will, however, include comments related to the markers, as relevant. CISU strives to promote environmental sustainability across its principles, strategies, networks, partnerships, pools, and practices.

**anticipatory ACTION - INTERVENTION application form**

*Please delete the guiding comments marked in red italics before submitting the application but maintain the headlines and questions.*

**Applying organisation**:

**Title of the intervention**:

## The humanitarian intervention (describe within max. 5 pages)

**1.1 The context:**

a) Considering the description of the context by the implementing partner(s), kindly elaborate in detail on identified forecasting sources, hazard predictability and tracking as well as relevant early warning systems? *This includes describing:*

* *Which forecasting sources and/or entities are your intervention based on. Kindly describe the links between global, regional, and local sources utilised?*

b) Describe how the intervention is appropriate, relevant (CHS 1), effective, and timely (CHS 2)?

*This includes describing:*

* *How will you address the preidentified emergency and/or protection needs of particularly vulnerable persons amongst the crisis-affected population?*
* *How do you ensure that the affected population have access to the assistance they need when they need it?*
  1. **Content of the intervention:**

a) Describe the intervention’s activities, the results these will have and what the outcome of these will be. *We recommend you describe these through a result frame. Find inspiration about this on the CISU website under the page ‘værktøjer’.*

b) Describe in a few sentences the change your intervention will bring to the people affected by the crisis. What do you expect the short-term impact to be after completion of your intervention?

c) How will you measure the achievement of results and outcomes?

*We recommend you formulate a number of indicators for measuring outcomes. Find inspiration about this on the CISU website under the page ‘værktøjer’.*

d) Considering the mode(s) of assistance your intervention includes (Cash Based Assistance, Voucher Based Assistance, Goods, Services), please justify the choices made. Why are you choosing one mode instead of another, or why do you combine the modes as you do? *We recommend you justify your choices carefully.*

e) How do you ensure that resources are managed and used in an effective, efficient and ethical manner (CHS 9)?

* 1. **The target group:**

a) Describe the **direct target group** of the planned intervention, including their characteristics and needs. Justify how you have selected this particular target group among those likely to be affected by the crisis (i.e. which inclusion criteria did you use?). Specify also how many people will benefit from each of your main activities?

1. Quantify your planned target group by gender and age group in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **PLANNED TARGET POPULATION (INDIVIDUALS)** | | | |
| **Age Group** | **Male** | **Female** | **Total** |
| Number of persons | Number of persons | Number of persons |
| < 5 |  |  |  |
| 6-14 |  |  |  |
| 15-24 |  |  |  |
| 25-49 |  |  |  |
| 50-64 |  |  |  |
| > 65 |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

c) Describe who and how many of your direct target group are **particularly vulnerable people**. How have these vulnerable groups been identified and selected (inclusion criteria), and how does the intervention address their particular needs? Also describe how the intervention addresses protection needs of particularly vulnerable groups, as relevant.

*Please note that you can include budget provisions for additional vulnerability assessments as relevant in the application to DERF. Please explain, as applicable.*

## The implementing partner (describe within max. 1,5 pages)

* 1. **Capacity, experience and expertise:**

a) What is the capacity, experience, and expertise of the implementing partner(s) (CHS 8)? Describe also the organisational and financial capacities.

*This includes describing:*

* *How the implementing partner’s experience and expertise within the work areas of the proposed intervention match the requirements of the proposed intervention?*
* *How the implementing partner’s organisational and financial capacities match the level of funding applied for?*

b) How does the organisational set-up ensure access to the people at-risk, including particularly vulnerable people?

*This includes describing:*

* *How is the partner’s access to the people affected by the humanitarian crisis, and its experiences of meeting the needs of particularly vulnerable people, substantiating that the partner will be able to deliver the proposed humanitarian intervention?*

c) If the Danish CSO is self-implementing describe a) how you are best placed for this specific intervention in this context; b) how participation of local actors is enhanced through implementation; and c) how you have access to the target group and particular vulnerable groups?

*If the Danish CSO is proposing to* ***self-implement,*** *the three subjects to describe are additional criteria which have to be fulfilled.*

* *Whether the Danish CSO is best placed for this specific intervention in this context?*
* *Whether participation of local actors is enhanced through implementation?*
* *Whether the Danish CSO has access to the target group?*

*If you are not self-implementing, you can delete question 2.1c.*

**2.2 The partnership:**

a) Kindly explain whether you have entered into partnership agreement(s) the main features of such agreement(s) and whether the agreement(s) was developed with the local partner.

b) Describe the contributions, roles and areas of responsibilities of all partners (including the Danish CSO) within this intervention.

## Local strengthening (describe within max. 1 page)

* 1. **How does the intervention strengthen local capacities and avoid negative effects (CHS 3)?**

*Include a description of how you will avoid doing harm? In the case of conflicts, describe your approaches to tackling conflict sensitivity issues.*

**3.2 Describe strategies for informing and involving local actors and affected people in the intervention (CHS 4), also in the unexpected event that the anticipated crisis does not arise.**

*Include a description of how actors participate in planning, implementation, and monitoring of the intervention.*

*Remember also to describe how the communities affected are taking part in decision-making processes (local governance) concerning this intervention. Which structures are in place to support local participation in decision making? If local structures are involved in the decision-making about some of your activities and this is included in your budget, please describe how this will strengthen local governance.*

**3.3 Environment marker (only for monitoring purposes)**

a) Choose which of the following three descriptions best characterises your intervention (tick only one box)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MARK |  | DESCRIPTION |  | EXPLANATION |
|  | → | **The intervention includes environmentally harmful components without incorporating mitigation measures to reduce anticipated impact** | → | The intervention duly identifies and considers the environmental impact of its collective activities as harmful without being able to apply substantiated remedial action (e.g., sourcing, procurement, supply chains, logistics, transport, waste and service delivery). |
|  | → | **The intervention includes environmentally harmful components and incorporates some mitigation measures to reduce anticipated impact** | → | The intervention duly identifies and considers the environmental impact of its collective activities as harmful and applies some substantiated remedial action (e.g., sourcing, procurement, supply chains, logistics, transport, waste and service delivery). |
|  | → | **The intervention includes environmentally harmful components and incorporates significant mitigation and environmental enhancement measures to reduce anticipated impact** | → | The intervention duly identifies and considers the environmental impact of its collective activities as harmful and includes significant substantiated remedial action as well as environmental enhancement components (e.g. sourcing, procurement, supply chains, logistics, transport, waste and service delivery). |

b) Briefly explain your answer.

*Include in your description how your intervention avoids and/or reduces negative environments effects, and - if relevant - mitigates their potential impacts? NB. See also application format cover page for an explanation of the intentions of introducing the ‘environment marker’.*

## Risk management & MEAL (describe within max. 1,5 pages)

**4.1 Describe the intervention’s risk management approach and which systems and mitigation measures are applied**.

*Describe how the chosen risk management approaches are appropriate in the specific context.*

*Include here a description of how you address issues related to safeguarding (prevention and Protection against Sexual Harassment, Exploitation and Abuse – PSHEA).*

**4.2 Describe the implementing partner(s) approach to monitoring, feedback and accountability systems (CHS 5), including the contextual complaint mechanisms.**

*Include here a description of how you monitor results, how you report back to the affected persons (feedback) and describe how you will receive, handle, and address complaints.*

**4.3 Describe how learning and reflection will be applied in terms of improving future humanitarian interventions (CHS 7)?**

## 5. Coordination (describe within max. 1 page)

**5.1 Describe the humanitarian and/or development efforts of other actors in the affected area, and how your intervention complements these (CHS 6)**

**5.2 Describe how the implementing partner(s) participate in relevant coordination mechanisms (CHS 6)** *How do implementing partner(s) ensure that the particularly vulnerable groups do not experience gaps and overlaps in the humanitarian assistance provided to them?*

*We recommend you substantiate your answers carefully, using as much detail as possible.*