

**Australian Humanitarian Partnership (AHP)  
Standard Operating Procedures  
AHP – SOP 2016/00**

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## **(i) Content Specific Definitions**

**Activation** – time and date of DFAT’s email to partners outlining funding parameters for a response.

**Activity End Date** - as stipulated in the Consolidated Implementation Plan

**Australian NGOs (ANGOs)** – in this document refers to the pre-selected HRG member NGOs

**Humanitarian Reference Group (HRG)** - provides a mechanism for Australian agencies working in emergency relief and humanitarian assistance to share information, strengthen coordination, and engage in policy dialogue and advocacy to strengthen humanitarian response. The HRG is made up of representatives from 15 ACFID members.

**Inception Phase** – first six (6) months after ratification of agreements between ANGOs and the Support Unit.

**Partners** - includes DFAT and all Humanitarian Reference Group members.

**Parties** – includes DFAT and the [x] pre-selected ANGOs listed at (iv) below.

**Response Committee** - comprises of one representative of each ANGO, the AHP Director, an HRG representative and an independent technical expert, as requested by DFAT. The AHP Director will not vote on proposals received. All other nominated committee members will be able to vote.

**Technical Assessment Panel** - comprised of 2-3 members as nominated by DFAT. All nominated panel members will be able to vote. The composition of a TAP may include a DFAT representative, an ANGO representative and/or independent humanitarian expert(s).

**Standard Operating Procedures (SOP)** - refers to this document, as amended from time to time, which will guide the operations of the Australian Humanitarian Partnership.

## **(ii) Authority**

The Australian Humanitarian Partnership – Standard Operating Procedures (SOP) is prepared and maintained by the AHP Support Unit as endorsed in writing by the Department of Foreign Affairs and Trade (DFAT).

The SOP outlines functions, roles and responsibilities of Parties to the Australian Humanitarian Partnership for the provision of DFAT approved humanitarian action.

### **(iii) Amendments**

Recommendations for amendments or suggestions for improvement may be forwarded in writing at any time to:

AHP Director

AHP Support Unit

Address: [insert address]

Address: [insert address]

Email: [email address]

### **(iv) Parties**

DFAT has a contractual arrangement with [insert organisation name: AHP Support Unit] to provide day to day management services for Parties to the Australian Humanitarian Partnership which include:

- DFAT
- Australian Non – Government Organisations (ANGO):  
[list in alphabetical order]
  - [insert name of organisation]
  - [insert name of organisation]
  - [insert name of organisation]
  - [insert name of organisation]
  - [insert name of organisation]
  - [insert name of organisation]

### **(v) Version Detail**

On written DFAT endorsement, this version of the SOP 2016/00 was issued on **11 May 2016**. All previous versions are superseded by this version.

## **SECTION 1 – INTRODUCTION**

### **Scope**

This SOP applies to DFAT funding activated in response to rapid and protracted or slow on-set disasters, core funding provided to ANGO partners listed as Parties above, communication and monitoring, evaluation and learning activities and responsibilities for the AHP.

The SOP does not apply to all the services expected of the AHP Support Unit which are detailed in an arrangement with DFAT, Agreement Number **XXXXX**.

## Guiding Principles

Parties agree to the following principles for engagement and funding under the Partnership:

- **Emergency capacity:** Rapid mobilisation of Australian assistance and effective coordination of responses to crises when it is needed to augment local efforts.
- **Early recovery:** Response efforts include support for early recovery and the transition from humanitarian relief to longer-term recovery and development.
- **Resilience and risk reduction in the Pacific:** communities are supported to anticipate disasters and crises and take practical steps to protect their own lives, livelihoods and economies.
- **Protection and inclusion:** those in situations of vulnerability, including women, children and people with disabilities, are supported to live safer and more dignified lives and protection mechanisms strengthened, particularly from sexual and gender based violence.
- **Leadership by women and people with disabilities:** the role of women and people with disability in decision making is elevated. The partnership will support full participation, and recognise women and people with disabilities capacity as leaders and participants.
- **Innovation and learning:** innovation in response and community resilience initiatives is supported; the private sector is engaged appropriately and sector-wide learning to improve program design and delivery is ensured.
- **Public awareness:** each other's networks to effectively communicate the impact of Australia's response to the Australian public and other key stakeholders are leveraged.
- **Relationships:** investing in relationships with local communities, humanitarian agencies and national governments.

## SECTION 2 – RAPID RESPONSE FUNDING ACTIVATION

### Outcome

Target populations receive timely and high quality humanitarian assistance appropriate to the context; and are well supported in early recovery.

### Activation Process

Section 2 outlines the procedures and responsibilities for activating the AHP in rapid onset humanitarian emergencies requiring urgent life-saving assistance.

Section 2 assumes that a decision to use the AHP as part of DFAT's humanitarian emergency response options has been approved by the Minister for Foreign Affairs.

On Ministerial approval, DFAT will email ANGO partners (cc AHP Support Unit Director) any funding parameters (such as funding amount, priority sectors,

geographic areas and preferred number of partners, reporting regularity on beneficiary data requirements), assessment criteria, composition of the response committee, decision-making timeframes and the time/date for an activation teleconference. DFAT will invite ANGO partners, in the same email, to submit a **Consolidated Response Proposal (Attachment 1)**.

Detailed emergency response proposals by each ANGO are not required by DFAT and will not be requested.

The Support Unit will convene the Response Committee within 72 hours of the activation.

Chaired by the Support Unit, the Response Committee will agree to the allocation of funds between ANGOs best placed to respond. Allocation decisions will be made with reference to individual proposals against assessment criteria, the pre-agreed **capability map (Section 4)** and MEL documentation from previous activations. The Support Unit will submit, within 96 hours of the activation, a summary of proposals received, considerations of the Response Committee in confirming best placed ANGOs and the Consolidated Response Proposal to DFAT,

DFAT will respond to the Support Unit with any questions or approval within 48 hours of receipt of the Consolidated Response Proposal. In the event DFAT requires a revision and/or clarification of the Consolidated Response Proposal, ANGOs will have 24 hours to respond.

DFAT will provide written approve of the Consolidated Response Proposal within 8 days, or 10 days where additional information is required, of the activation and the relevant DFAT contact point for on-going implementation monitoring.

Standard practice involves a hand over to the relevant DFAT country program for ongoing oversight of agreed response and early recovery activities through to completion.

## **Implementation**

The Support Unit will collate funded ANGOs' Implementation Plans and submit a **Consolidated Response Implementation Plan (Attachment 2) and Results Profile (Attachment 5)** to DFAT, 8 weeks after activation.

Adjustments to activities are permitted up to this point in response to the changing operational context, with written justification for changes to be included in the Consolidated Response Implementation Plan

DFAT will seek any additional information and or provide written approve of the Consolidated Response Implementation Plan within two weeks of its receipt.

Where the activity period, as stipulated in the consolidation implementation plan is longer than 6 months, the Support Unit will collate **Consolidated Response Progress Reports (Attachment 3)** for submission to DFAT every 6 months. (i.e. 6 months and then 12 months after activation)

DFAT will seek any additional information and or provide written approve of the Consolidated Implementation Plan within two weeks of its receipt.

The Support Unit will collate and submit a **Consolidated Response Final Report**, including acquittal (**Attachment 4**), to DFAT, within three months of the *activity end date* as stipulated in the Consolidated Implementation Plan, which will include a updated **Results Profile** for reporting and communication purposes.

DFAT will seek any additional information and or provide written approve of the Consolidated Response Final Report and Results Profile within two weeks of its receipt.

The Support Unit, in collaboration with ACFID and HRG Chairs, will facilitate a lesson learning event open to all HRG members within three (3) months of activation.

A summary report of key findings and actions as relevant will be distributed to all HRG members and shared with local implementing partners by the Support Unit within 2 weeks of the lesson learning event.

## **Funding**

DFAT will request an invoice from the Support Unit at the same time as the activation.

On receipt of a valid invoice, DFAT will provide agreed funds to the Support Unit for payment to agreed ANGOS subject to written DFAT approval of the Consolidated Proposal.

## **SECTION 3 – PROTRACTED AND SLOW ON-SET RESPONSE FUNDING ACTIVATION**

### **Outcome**

Target populations receive timely and high quality humanitarian assistance appropriate to the context; and are well supported in early recovery.

### **Activation Process**

Section 3 outlines the procedures and responsibilities for activating the AHP for protracted and slow on-set crises which require urgent humanitarian assistance.

Section 3 assumes that a decision to use the AHP as part of DFAT's humanitarian emergency response options has been approved by the Minister for Foreign Affairs.

On Ministerial approval, DFAT will email ANGO partners (cc AHP Support Unit Director) the funding parameters (such as funding amount, priority sectors, geographic areas and preferred number of partners, reporting regularity on beneficiary data requirements), assessment criteria, composition of the

Technical Assessment Committee, decision-making timeframes and time/date for activation teleconference. DFAT will invite ANGO partners, in the same email, to submit a **Consolidated Response Proposal (Attachment 1)**.

Detailed response proposals by each ANGO are not required by DFAT and will not be requested.

The Support Unit will convene the Technical Assessment Panel within 14 days of activation.

Chaired by the Support Unit, the Technical Assessment Panel will agree to the allocation of funds between ANGOs best placed to respond. Allocation decisions will be made with reference to individual proposals against assessment criteria, the **capability map (Section 4)** and MEL documentation from previous activations. The Support Unit will submit, within 2 days of the Technical Assessment Panel, a summary of proposals received, considerations of the Technical Assessment Committee in confirming best placed ANGOS and the Consolidated Response Proposal to DFAT, for approval.

DFAT will respond to the Support Unit with any further questions or approval within 2 days of Consolidated Response Proposal receipt. In the event DFAT requires a revision and/or clarification of the Consolidated Response Proposal, ANGOS will have up to 2 days to respond.

DFAT will provide written approval of the Consolidated Response Proposal and the relevant DFAT contact point for on-going implementation monitoring.

Standard practice involves a hand over to the relevant DFAT country program for ongoing oversight of agreed response and early recovery activities through to completion.

## **Implementation**

The Support Unit will collate funded ANGOS' Implementation Plans and submit a **Consolidated Response Implementation Plan (Attachment 2) and Results Profile (Attachment 5)** to DFAT, 8 weeks after activation.

Adjustments to activities are permitted up to this point in response to changing operational context, with written justification for changes to be included in the Consolidated Response Implementation Plan.

DFAT will seek any additional information and or provide written approval of the Consolidated Implementation Plan within two weeks receipt.

Where the activity period, as stipulated in the Consolidation Response Implementation Plan is longer than 6 months, the Support Unit will collate Consolidated Progress Reports for submission to DFAT every 6 months. (i.e. 6 months and then 12 months after activation)

DFAT will seek any additional information and or provide written approval of the Consolidated Response Implementation Plan within two weeks receipt.

The Support Unit will collate and submit a **Consolidated Response Final Report**, including acquittal (**Attachment 4**), to DFAT, within three months of the *activity end date* as stipulated in the Consolidated Implementation Plan, which will include a updated **Results Profile** for reporting and communication purposes.

DFAT will seek any additional information and or provide written approve of the Consolidated Final Report within two weeks of its receipt.

The Support Unit, in collaboration with ACFID and HRG Chairs, facilitates a lesson learning event open to all HRG members within 3 months of activity end date.

A summary report of key findings and actions as relevant will be distributed to all HRG members and shared with local implementing partners by the Support Unit within 2 weeks of the lesson learning event.

### **Funding**

DFAT will request an invoice from the Support Unit at the same time as the activation.

On receipt of a valid invoice, DFAT will provide agreed funds to the Support Unit for payment to agreed ANGOS subject to written DFAT approval of the Consolidated Proposal.

## **SECTION 4 – CAPABILITY MAP**

### **Outcome**

A comprehensive ANGO humanitarian capability map which outlines by country the organisational strength, extent of partner government approval to operate, sectoral focus and geographic presence of each ANGO.

### **Actions**

Based on the proposals submitted by ANGOS, the Support Unit will maintain an up to date, verified picture of NGOs presence and capability in country which will inform decision making by the Response Committees, Technical Assessment Panels and DFAT. At a minimum, the Support Unit will review the capability map every 12 months or update as requested by ANGOS on the basis of any substantiated changes.

The Support Unit will work with DFAT during the inception phase to assess the viability of adapting the Smartygrants IT system to capture, present and update



capacity mapping information in a way that is useful, timely and relevant to the partnership.

## **SECTION 5 – BUILDING LOCAL HUMANITARIAN CAPABILITY AND STRENGTHENING DISASTER RESILIENCE OF COMMUNITIES IN THE PACIFIC**

### **Outcome**

Local humanitarian capability in the Pacific is strengthened to anticipate, prepare for, respond to and reduce risks from natural hazards, and Pacific communities are more resilient to the impacts of natural hazards.

### **Design for Pacific focused work stream**

**Section 4** assumes a indicative funding envelope of approx. **AUD45million**, subject to the Australian Governments annual budget appropriation.

The Support Unit will facilitate a design process to confirm the end of partnership outcome (above), theory of change and monitoring and evaluation framework and plan presented in the investment design document, a **Consolidated Annual Work Plan** and funding arrangements within the inception phase. During this inception phase, partners will work with DFAT to determine the priorities, partnerships and program initiatives to be pursued with an emphasis on collaboration in-country. The inception phase will include systematic mapping, gap analysis and coordination with local actors to ensure this investment reaches its proposed outcomes, and strengthens (rather than undermines) local capacity. The split of funding between different activities and countries will be determined during this phase. DFAT staff at Post will be engaged as part of this process.

Partners will ensure that proposed activities under this outcome align and coordinate with initiatives under the ANCP funded programs; with other selected ANGO partners and Australian investments (including with the Australian Red Cross); and with local communities and authorities.

Partners activities will also contribute to stronger working partnerships in-country and allow for testing of innovative approaches.

The Support Unit will submit the first Consolidated Annual Work Plan and budget within the first 6 months of the Partnership for DFAT approval. The first Annual Plan will cover the period from submission to 30 June 2018. Subsequent Consolidated Annual Work Plans and budget will be due on 1 May each year and cover the succeeding financial year.

### **Implementation**

Using information and data generated in accordance with the MELF, the Support Unit will collate a **Consolidated 6 month Progress Report** for submission to DFAT by 20 December and 30 June each year. A template for the consolidated 6 month Progress Report will be developed and agreed between Parties in the inception phase.

The Consolidated Six Month Progress Report due by 20 December each year will include cumulative data on progress towards meeting end of partnership outcomes.

DFAT will seek any additional information and or provide written approve of the Consolidated Six Month Progress Report within two weeks receipt.

The Support Unit will collate and submit a **Consolidated Final Report**, including acquittal to DFAT by [insert date – 3 months prior to end of activity end date of Support Unit agreement]. A template will be developed by Parties for consideration and agreement by DFAT.

DFAT will seek any additional information and or provide written approval of the Consolidated Final Report within two weeks of its receipt.

### **Funding**

DFAT will request an invoice from the Support Unit on approval of a Consolidated Annual Work Plan and budget in 2016/17. Subsequent invoices will be requested on DFAT approval of the consolidated 6 month progress report due annually on 20 December and consolidated annual work plans due 1 May each year.

On receipt of a valid invoice, DFAT will provide agreed funds to the Support Unit for payment to agreed ANGOS. Indicative annual funds outlined in the table below are subject to annual budget appropriations.

| 2016 - 17 | 2017 - 18 | 2018 - 19 | 2019 - 2020 | 2020 - 2021 |
|-----------|-----------|-----------|-------------|-------------|
| \$5mill   | \$9mill   | \$11mill  | \$11mill    | \$9mill     |

## **SECTION 6 – PARTNERSHIP**

### **Outcome**

HRG member NGOs, their local partners and DFAT work together more effectively.

### **Implementation**

The Support Unit will organise a DFAT-HRG partnership brokering discussion within the first two months of operations to help partners to confirm expectations of all Partners and their roles and responsibilities, identify partnership outcomes and measures of success.

### **Funding**

The Support Unit will cover the costs of independent consultants to assist with the brokering discussion as it relates to this Outcome.

## **SECTION 7 - MONITORING, EVALUATION AND LEARNING FRAMEWORK**

The Support Unit is responsible for collecting, storing and disseminating data on the outcomes and impact (goal and purpose) of the AHP.

A draft Monitoring, Evaluation and Learning Framework (MELF) has been developed for the AHP, to assess and improve the performance of the Partnership and its components. (refer Investment Design Document dated 6 May 2016)

The Support Unit will work with Parties to facilitate a conversation with partners to review the program logic and success criteria in order to refine the MELF during the inception phase.

Using a range of quantitative and qualitative data, the Support Unit will provide ongoing analysis of the effectiveness, efficiency, relevance and sustainability of all AHP activities. Data will be provided on a disaggregated basis by gender, disability, age and indigenous person.

The MELF will be reviewed annually by the Support Unit in consultation with Parties, including the program logic, indicators, sources and definitions.

Key roles for parties to ensure the MELF remains relevant are as follows:

The Support Unit will:

- Facilitate a DFAT-HRG partnership brokering discussion during the inception phase to help partners identify partnership outcomes and measures of success
- Use the draft Theory of Change and Theory of Action as a basis to revise and develop a MEL framework with partners
- Support selected partners (outcome area 2) to develop MEL frameworks in line with this revised MEL framework.
- Aggregate response and early recovery, and DRR and resilience partner reports
- Coordinate and manage joint response evaluations
- Commission meta and strategic reviews to deepen analysis and assessments of key aspects of the partnership.
- Help facilitate the mid-term and final review of the partnership (assessing all outcome areas)
- Facilitate 'light touch' annual DFAT-HRG partnership health checks
- Action and monitor take up of recommendations resulting from evaluations and reviews
- Support appropriate sharing of information to in-country and Australian stakeholders.
- Review and revise the partnerships' MEL framework.

Funded NGO partners will:

- Participate in revising the MEL framework with partners, using the draft Theory of Change and Theory of Action as a starting point

- Undertake monitoring and evaluation of their own initiatives
- Contribute to the development of terms of reference for joint evaluations
- Participate in joint evaluations (as agreed)
- Share internal learnings and feed these into collective learning processes
- Support partner MEL by building partner MEL capacity, ensuring collective Australian learning is fed back to partners, and supporting partners to attend learning events (virtually or in-person) in-country and Australia.
- Participate in DFAT-HRG partnership health checks (all HRG member NGOs)
- Implement agreed recommendation findings

DFAT will:

- Participate in revising the MEL framework with partners, using the draft Theory of Change and Theory of Action as a starting point
- Review monitoring reports and individual evaluations and provide feedback to NGOs on performance
- Input into the terms of reference for all evaluations
- Participate in joint evaluations
- Participate in DFAT-HRG partnership health checks
- Manage the mid-term and final review of the partnership
- Provide management responses to joint evaluations, the MTR and final evaluation
- Review and respond to recommendations.

## **SECTION 8 – COMMUNICATIONS**

### **Outcome**

To improve the public's awareness of Australia's collective response to humanitarian crises in a manner that is timely, accurate and engaging.

### **Implementation**

The Support Unit will work with parties to develop a Communications Plan for the Australian Humanitarian Partnership within the first four months of operations. The Plan will detail a targeted, multi-level communication approach that maximises exposure to the Australian public and builds brand awareness and reputation across countries in which activities are undertaken. The Strategy will include, among other things:

- communication protocols, to guide communication activities in the lead up to, during and after a humanitarian response which involves AHP members; and
- templates for joint press releases and other media products.

During a response, the Support Unit will gather information from funded NGO partners as responses are assembled and provide comprehensive media materials to DFAT to enable informed reporting.

The Support Unit will maintain a productive relationship with DFAT's communications officer (within the Humanitarian Division) and ANGOs' media teams to source text/graphics, photos to:

- ensure collective stories are available for social media distribution such as tweets, media releases, talking points, blogs etc.
- create content to share with Partners;
- prepare written, photo and graphic content for social media distribution; and
- leverage the media and communication channels of all Partners.

## **SECTION 9 – MEETINGS**

### **Outcome**

Parties are informed of progress towards end of program outcomes, opportunities and constraints to ensure informed decision making.

The Support Unit will organise the following meetings:

- annual humanitarian policy discussions between the Partner CEOs and DFAT's First Assistant Secretary responsible for humanitarian affairs
- quarterly humanitarian partnership dialogue meetings which coincide with HRG meetings with interested Partners (Director level);
- quarterly collaboration meetings of Parties to discuss progress on outcome 2: building local humanitarian capacity and disaster resilience of communities in the Pacific which will also provide the forum for practical coordination, collaboration, information exchange and lesson learning;
- activation review teleconference to reflect on effectiveness of responses to inform any updates to the SOP, templates and approaches in the field; and
- issue-specific teleconferences may be convened, as required, with participation determined on a case-by-case basis.

## **SECTION 10 – RISK MANAGEMENT**

### **Outcome**

To effectively manage risks.

### **Implementation**

The Support Unit will maintain a Risk Register, as provided in the design document, for the partnership.

The Support Unit will review the Risk Register on a 6 monthly basis at the quarterly collaboration meeting with Parties.

### **Section 11 - AHP Review**

DFAT will undertake a review of the AHP as of June 2020 to confirm the relevance of AHP and performance of Parties. This review will inform DFAT's decision to either approach the market or extend the existing AHP arrangement in accordance with the 5 year option to extend.

### **Section 12 – Associated Documents**

SOPS should be read in conjunction with the following documents:

- AHP investment design document dated 10 May 2016

In the event of any discrepancy between the AHP design and this SOP, the SOP takes precedence.

### **Section 13 – Attachments**

## Attachment 1 - Consolidated Response Proposal

**AHP Consolidated Response Proposal:** *[user note: include nature and name of event e.g. Cyclone Pam]*

|   |
|---|
| <b>DFAT ACTIVATION DETAILS</b> <i>[Information provided by DFAT]</i>  |
| <b>Date of activation:</b>  |
| <b>Name of crisis:</b> <i>[user note: include nature and name of event e.g. Cyclone Pam]</i>  |
| <b>AHP funding:</b> <i>[user note: proposed amount, based on DFAT approval]</i>   |
| <b>Geographic location/s:</b><br><i>[user note: based on DFAT approval, include regions, country/ies and/or regions within a country]</i>   |
| <b>Priorities:</b><br><i>[user note: based on partner government request or needs assessments, if known. Otherwise - as identified by partners on the ground]</i>   |
| <b>Logistical Support:</b><br><i>[user note: indicate whether ADF logistical support available and whether distribution support is required for DFAT stores]</i>  |
| <b>Timeframe:</b> <i>[user note: include implementation timeframe]</i>  |
| <b>Due Date for AHP Consolidated Proposal:</b> <i>[user note: generally within 48 hours of formal activation email. Email would attach this form]</i>   |
| <b>Visibility:</b><br>Partners and DFAT agree to share relevant and timely <b>communications materials</b> related to this crisis response, between communications/media officers of both agencies. Such stories might include beneficiary or aid worker stories that show action being taken and the impact achieved. Partners and DFAT respectively will be credited for stories and photographs provided. Communication materials provided by Partners might relate to work carried out based on this funding or supported elsewhere by DFAT under the Australian Humanitarian Partnership.  |
| <b>Consolidated Implementation Plan:</b><br>Partners will provide a detailed implementation plan eight weeks after the DFAT agrees to the Consolidated Proposal. This will outline the package of interventions: inputs, outputs and beneficiary numbers by sector and activity. The package of interventions will be based upon information forthcoming from the assessment and initial response phase of operations. This will include a monitoring and evaluation plan which will ensure data is disaggregated by age, disability and gender and progress reporting will report on this data. In the event Partners are gifted with DFAT pre-positioned supplies, the M&E plan will cover the distribution of agreed supplies. |

|  |
|--|
| <b>AHP CONSOLIDATED PROPOSAL</b> <i>[Information provided by AHP members, as coordinated by Support Unit]</i>  |
| <b>Date:</b>   |
| <b>Map of location(s):</b> <i>[user note: country map and identification of proposed areas of activities]</i><br><br>The map shows the location of activities described in this Consolidated Proposal – please note that this may change as the operating environment becomes more determined  |
| <b>Description of crisis and context :</b><br><i>[user note: AHP member capacity on ground, how supporting partner government, initial assessment of needs, comments on Partner Government capacity, constraints, if any, in delivering immediate relief, status of critical infrastructure, AHP member partners responding]</i>   |
| <b>Budget:</b> <i>[user note: include breakdown of funding between partners as agreed by the Response Committee]</i>   |
| <b>Coordination:</b> <i>[user note: description of coordination efforts with national and local response plans, NDMO, clusters and other agencies]</i>   |
| <b>Security:</b> <i>[user note: assessment of security situation and ongoing partner monitoring arrangements]</i>  |
| <b>Overall Objective:</b> <i>[user note: broad statement on what funding will achieve e.g. Funding will support the immediate needs of XXX families (XXXX people) affected by disaster X through provision of shelter and non-food relief supplies. It will also include the distribution of safe water and mobilization of communities to undertake environmental sanitation activities.]</i> |



*[user note: to be filled in for each partner receiving funds]*

|  |  |
|--|--|
| <b>COMPONENT OBJECTIVE</b>   |  |
| <b>SECTOR</b>  |  |
| <b>IMPLEMENTING AGENCY</b>   | <i>[user note: include ANGO and in-country partners]</i>                           |
| <b>Geographic Location</b>   |  |
| <b>Estimated number of people affected</b>                               |  |
| <b>Estimated number of beneficiaries</b>                                 |  |
| <b>Why have they/how will the beneficiaries be selected?</b>             |  |
| <b>If part of a bigger response, how many beneficiaries overall?</b>     |  |
| <b>What change in status will be brought about by this intervention?</b> |  |
| <b>Indicator 1</b>   |  |
| <b>Indicator 2</b>   |  |
| <b>Indicator 3</b>   |  |
| <b>OUTPUTS</b>   | <i>[user note: including quantity, qualitative description and standards used]</i> |
| <b>Indicator 1</b>   |  |
| <b>Indicator 2</b>   |  |
| <b>Indicator 3</b>   |  |
| <b>ACTIVITIES</b>  |  |
| <b>Details of how outputs will be delivered</b>                          |  |
| <b>Who will undertake the activities?</b>                                |  |
| <b>INPUTS</b>  | <i>[information provided only where inputs are critical]</i>                       |
| <b>What inputs are required</b>  |  |
| <b>Where will the inputs come from?</b>                                  |  |
| <b>What is the cost of the inputs?</b>                                   |  |
| <b>How will supply and availability risks be managed?</b>                |  |

## Attachment 2 – Consolidated Response Implementation Plan

### AHP Consolidated Response Implementation Plan *[user note: include nature and name of event e.g. Cyclone Pam]*

|   |
|---|
| <b>Date:</b>  |
| <b>Sector(s):</b>   |
| <b>Estimated number of people affected:</b>   |
| <b>Estimated number of beneficiaries:</b>   |
| <b>Budget:</b> <i>[user note: include breakdown of funding between partners as agreed by the Response Committee]</i>                                      |
| <b>Coordination:</b> <i>[user note: description of coordination efforts with national and local response plans, NDMO, clusters and other agencies]</i>    |
| <b>Security:</b> <i>[user note: assessment of security situation and ongoing partner monitoring arrangements]</i>   |
| <b>Overall Objective:</b> <i>[user note: detail how individual, group or general vulnerability issues have been addressed during project assessment.]</i> |

*[user note: taken from the Consolidated Proposal and updated as required]*

|  |  |
|--|--|
| <b>COMPONENT OBJECTIVE</b>   | <i>[user note: what change in status is intended by this intervention? Eg. Prevention of disease outbreaks in communities affected by Cyclone Winston through the provision of WASH interventions.]</i>  |
| <b>SECTOR</b>  |  |
| <b>IMPLEMENTING AGENCY</b>   | <i>[user note: include ANGO and in-country partners]</i>   |
| <b>Geographic Location</b>   |  |
| <b>Estimated number of beneficiaries</b>                             |  |
| <b>Why have they/how will the beneficiaries be selected?</b>         |  |
| <b>If part of a bigger response, how many beneficiaries overall?</b> |  |
| <b>PROGRESS MONITORING</b>   | <i>[user note: Indicators/Targets to include quantity, qualitative description and standards used. Data against end of investment to be disaggregated by gender, age, disability, indigenous person]</i> |
| <b>Outcome 1/End of investment target</b>                            | <i>[user note: Eg. Beneficiaries will have improved access to clean and safe water and be implementing safe hygiene practices]</i>   |
| <b>Progress against Target</b>                                       |  |
| <b>Outcome 2/ End of investment target</b>                           |  |
| <b>Progress against Target</b>                                       |  |
| <b>Indicator 3/ End of investment target</b>                         |  |
| <b>Progress against Target</b>                                       |  |
| <b>OUTPUTS</b>   |  |
| <b>Indicator 1</b>   |  |
| <b>Indicator 2</b>   |  |
| <b>Indicator 3</b>   |  |
| <b>ACTIVITIES</b>  |  |
| <b>Details of how outputs will be delivered</b>                      |  |
| <b>Who will undertake the activities?</b>                            |  |
| <b>INPUTS</b>  | <i>[information provided only where inputs are critical]</i>   |
| <b>What inputs are required</b>                                      |  |
| <b>Where will the inputs come from?</b>                              |  |
| <b>What is the cost of the inputs?</b>                               |  |
| <b>How will supply and availability risks be managed?</b>            |  |

### Attachment 3 – Consolidated Response Progress Report

#### AHP Consolidated Response Progress Report *[user note: include nature and name of event e.g. Cyclone Pam]*

|   |
|---|
| <b>Date:</b>  |
| <b>Sector(s):</b>   |
| <b>Estimated number of people affected:</b>   |
| <b>Estimated number of beneficiaries:</b>   |
| <b>Expenditure:</b> <i>[user note: include breakdown of expenditure against agreed budget]</i>                              |
| <b>Update on security:</b> <i>[user note: assessment of security situation and ongoing partner monitoring arrangements]</i> |

|  |   |
|--|---|
| <b>COMPONENT OBJECTIVE</b>                   | <i>[user note: what change in status is intended by this intervention? Eg. Prevention of disease outbreaks in communities affected by Cyclone Winston through the provision of WASH interventions.]</i>               |
| <b>SECTOR</b>                                |   |
| <b>IMPLEMENTING AGENCY</b>                   | <i>[user note: include ANGO and in-country partners]</i>  |
| <b>Geographic Location</b>                   |   |
| <b>PROGRESS MONITORING</b>                   | <i>[user note: Indicators/Targets to include quantity, qualitative description and standards used. Data against end of investment to be disaggregated by gender, age, disability, indigenous person]</i>              |
| <b>Outcome 1/End of investment target</b>    | <i>[user note: Eg. Beneficiaries will have improved access to clean and safe water and be implementing safe hygiene practices]</i>  |
| <b>Progress against Target</b>               | <i>[user note: include disaggregated data and short narrative. Whether progress meets expectations, why there may be delays or whether progress towards meeting end of investment outcomes are ahead of schedule]</i> |
| <b>Outcome 2/ End of investment target</b>   |   |
| <b>Progress against Target</b>               |   |
| <b>Indicator 3/ End of investment target</b> |   |
| <b>Progress against Target</b>               |   |
| <b>OUTPUTS</b>                               |   |
| <b>Indicator 1</b>                           |   |
| <b>Progress against Indicator</b>            | <i>[user note: include disaggregated data and short narrative. Whether progress meets expectations, why there may be delays or whether outputs are ahead of schedule]</i>   |

|                                   |  |
|-----------------------------------|--|
| <b>Indicator 2</b>                |  |
| <b>Progress against Indicator</b> |  |
| <b>Indicator 3</b>                |  |
| <b>Progress against Indicator</b> |  |
|                                   |  |
| <b>CROSS CUTTING ISSUES</b>       |  |
| <b>Gender</b>                     | <i>[user note: is the investment effectively implementing strategies to promote gender equality and womens empowerment]</i>            |
| <b>Innovation</b>                 | <i>[user notes: is the investment applying innovative programming, partnerships, collaboration and/or processes]</i>                   |
| <b>Private Sector</b>             | <i>[user notes: is the investment exploring ways to promote private sector, engage the private sector in development outcomes etc]</i> |
| <b>Sustainability</b>             | <i>[user notes: evidence that benefits of the investment will continue after funding completes]</i>                                    |

## Attachment 4 – Consolidated Response Final Report

### AHP Consolidated Response Final Report

*Please provide a consolidated analysis and evidence to support the joint outcomes of AHP activities.*

|  |
|--|
| <b>Key Response Outcomes</b><br><i>Provide examples of behaviour changed and outcomes reached as a result of activities. Discuss outcomes as a result of cumulative input of AHP partners. Draw on information from MERL and progress reports. Incorporate evidence of activities which focus on DFAT's policy priorities such as disability inclusiveness, gender equality, private sector engagement, innovation, localisation, etc.</i> |
|  |
| <b>Relevance and Effectiveness</b><br><i>Provide examples of activities where there is strong alignment with partner government priorities, beneficiary satisfaction (established through recognised accountability mechanisms), inclusiveness (including of those with a disability, the elderly and the most vulnerable).</i>  |
|  |
| <b>Lessons Learned</b><br><i>Did activities contribute to the achievement of intended outcomes in the timeframe specified? If not, why not (broadly)? Section to focus on collective learning which is influencing activities (i.e. how are lessons learned contributing to better programming by all AHP partners?). It should include a list of all lessons learned activities/events run by AHP partners.</i>                           |
|  |
| <b>Emerging Issues at Program Level</b><br><i>Are there any examples of innovative practices to respond to emerging issues? Partnerships that have been created among AHP partners and more broadly (including with the private sector) to make activities more efficient or effective? May incorporate adjustments due to new global priorities which have shifted/affirmed activities.</i>   |
|  |
| <b>Sustainability</b><br><i>Are partners confident in the sustainability of programs? Provide examples of other sources of funding that are supplementing, replacing AHP funding (i.e. from partner governments), where activities align with partner systems and where activities have encouraged increased local ownership and accountability.</i>   |
|  |
| <b>Risk and Fraud</b><br><i>How effective were risk management and fraud processes and examples of when risk/fraud was effectively managed?</i>  |
|  |

## Attachment 5 – Consolidated Final Acquittal

**Partner:**

**Project Name:**

**DFAT Agreement Number:**

**Project Period:**

**Acquittal Period:**

|                     |   |                         | <DATE> TO<br><DATE>    | <DATE> TO<br><DATE>    | TOTAL SPEND            |   |
|---------------------|---|-------------------------|------------------------|------------------------|------------------------|---|
| Item No.            | Description                                   | Budget AUD              | Expenditure<br>AUD     | Expenditure<br>AUD     | Expenditure AUD        | <i>Other contribution (if applicable)</i>       |
| <i>e.g. 2016/01</i> | <i>protection activities in Raki<br/>Raki</i> | <i>\$<br/>10,000.00</i> | <i>\$<br/>3,500.00</i> | <i>\$<br/>4,300.00</i> | <i>\$<br/>7,800.00</i> | <i>\$5000 from Fiji Appeal ; \$2000 from NZ</i> |
|                     |   |                         |                        |                        |                        |   |
|                     |   |                         |                        |                        |                        |   |
|                     | <b>TOTAL</b>                                  |                         |                        |                        |                        |   |

I declare:

The acquittal attached is a correct record of income and expenditure for this Project;

Interest earned on DFAT funds has been calculated accurately and applied to the Project or refunded to DFAT;

Interest accrued on DFAT funds is calculated on the basis of no interest earned on funds transferred to Country Office and average monthly balance of project funds on hand in Australia;

The expenditure detailed in the acquittal has been extracted from Care Australia's financial accounting records;

A detailed record of income and expenditure at an individual item level is available;

The funds allocated to the Project were used in accordance with Agreement xxxxx/x and the Project Proposal, including any variations to the proposal approved by DFAT in writing.

Signature: \_\_\_\_\_

Name:

Position:

Date:



## **Attachment 6 – Results Profile**

**AHP Results Profile:** *[user note: include nature and name of event e.g. Cyclone Pam]*

*A one (1) page infographic illustrating number of beneficiaries reached, where, nature of support (e.g. humanitarian relief supplies or child friendly spaces etc) for external communication use.*

*A one (1) page data sheet disaggregating beneficiary data by gender, age, disability, location, and nature of support received.*