



# RAPID RESPONSE FUND

## Ethiopia

### 2021-2022 RRF-E Guidelines

## INTRODUCTION

The Guidelines for the Rapid Response Fund – Ethiopia (RRF-E) were developed by the International Organization for Migration. Its purpose is to describe the RRF-E’s objectives to respond to complex emergencies throughout Ethiopia; programmatic focus; requirements per Sector and Sub-Sector for response; types of activities that can be funded; indicators and monitoring; selection processes; and the roles and responsibilities of different stakeholders involved.

## SCOPE

The Guidelines describe the types of emergency response activities that can be supported through the RRF-E to ensure consistent, transparent processes in line with the standards herein.

## OBJECTIVES OF THE RAPID RESPONSE FUND

The RRF-E is a fast, flexible mechanism to support Implementing Partners to respond to the needs of populations throughout Ethiopia displaced due to conflict or natural disaster, through three-month emergency response projects in the Shelter and Settlements Sector for Shelter and S&S NFIs sub-sectors and seven-month emergency responses for Settlements sub-sector (CCCM response).

The RRF-E will receive and or request proposals from agencies and organizations that are working in emergency-affected areas of Ethiopia and have the capacity to swiftly implement specific emergency interventions that meet immediate needs of people affected by new displacements caused by conflict or natural disaster.

Selected organizations, in close coordination with RRF-E and local communities, will serve beneficiaries that are identified as the most vulnerable individuals in the affected communities to receive direct life-saving assistance and will work to achieve the following sub-sector specific objectives:

Sector	Objective:
Shelter and Settlements	<p>To provide material support for <b>shelter</b> to address immediate needs of victims of conflicts, displaced persons, vulnerable IDPs returning to their place of origin or chosen place of return, and /or other acute emergency affected populations.</p> <p>To provide material support (<b>Non-Food Items (NFIs)</b>) to address the immediate needs of victims of conflicts, displaced persons and other affected populations (including large influxes of IDPs to their place of origin or chosen place of return)</p> <p>To provide support to populations displaced in collective centers, camps and camp like settings through Camp Coordination and Camp Manager support (<b>Settlements</b>).</p>

Please note that the following activities are **not** supported through the RRF-E: Ongoing development programming, Government salaries, Education, Food, HIV/AIDS programming, and large-scale or wholly new permanent construction activities and office start up costs.

## Sector Specific Triggers

	No response	Response
<b>All Proposals</b>		
<b>Time displaced</b>	>16 weeks; unless non-response is based on access issues; areas not prioritized by S/NFI Cluster	<16 weeks displaced, preference for proposals addressing displacement occurring in the last 6-8 weeks; newly accessible IDPs who have been displaced for >16 weeks; newly returned households to areas where humanitarian needs remain high; S/NFI Cluster prioritized neglected displacement areas
<b>Shelter and Settlements</b>		
<b>Number of newly displaced households</b>	<100 affected HH in areas proposed	>100 affected HH per location; preference for reaching at least 500 affected households total in proposal

Percentage of affected households reported sleeping in the open	<50% of affected HH	>50% of newly displaced/returned households reported sleeping in the open
Percentage of affected households without shelter	<50% of affected HH	>50% of newly displaced/returned households require emergency shelter or shelter repair kits
Percentage of affected households without NFIs	<50% of affected HH	>50% of newly displaced households require NFI support; specific populations such as new IDPs in existing camps; persons with special needs requiring additional NFI support, such as persons with disabilities, elder persons, households fostering unaccompanied, separated minor children; neglected displacement areas identified as high priority by S/NFI Cluster
Number of households sheltering in a site needing CCCM support	<1,000 displaced households in a location	RRF-E will give priority to Site Management / CCCM responses in sites with at least 1,000 displaced households in one location

### Proposal Requirements:

#### Eligibility, Assessments and Qualification

Where there are known and trusted implementing partners and in the event that there is only one agency that can feasibly implement a desired intervention, the RRF-E team will directly approach the organization to request a grant proposal submission for a rapid response to the emergency. This may also occur if an assessment identifies the need for an emergency response in a specific location and sector. To ensure that this is done in an equitable manner, the RRF-E team will always first consult the Cluster Coordinators to receive recommendations on an appropriate agency who could successfully implement the intervention required. IOM, as the prime grant recipient, will apply to implement specified activities after consultation with USAID/BHA. For sub-grantees to be a recipient of funds from the RRF-E, they must meet the following basic conditions:

- a) Registered locally or internationally as a humanitarian organization or non-profit organization; registration with the CSO Agency is a requirement to be able to operate legally in the country and is mandatory;
- b) Established sectoral competence in the area of potential intervention to be supported by the sub-grant;
- c) Established geographical presence in area of operation, or established capacity to mobilize in a short period of time;
- d) Able to meet standards of financial probity acceptable to IOM/UN, with IOM able to provide additional support as needed within the context of Ethiopia;
- e) Capacity to meet monitoring, evaluation and reporting requirements established by RRF-E;
- f) Registered in DUNS or willingness, with RRF-E support, to complete the registration process;<sup>1</sup>
- g) Recipients will have a Code of Conduct (CoC) conforming to international standards<sup>2</sup> or agree to adapt the RRF-E CoC based on IOM's policies and practices;<sup>3</sup>
- h) The sub-grantee will be provided with the online link to the most up-to-date USAID/BHA Guidelines for Proposals (<https://www.usaid.gov/humanitarian-assistance/partner-with-us/bha-emergency->

<sup>1</sup> RRF-E team will support NGOs who have not registered or need to renew their online registration with DUNS.

<sup>2</sup> CoCs must clearly define the behavior expected of staff, adhere to the IASC Task Force on Protection from Sexual Exploitation and Abuse (PSEA) recommendations from the *Plan of Action and Core Principles of Codes of Conduct on PSEA in Humanitarian Crisis* (Former IOM Director General William Swing as IASC Champion for the Minimum Operating Standards for PSEA led the process to develop the *Plan*, created by humanitarian agencies and endorsed by the PSEA Senior Focal Points and the IASC Task Force on PSEA). During Organizational Assessment, the following information will be collected: CoC implementation method, staff training, reporting and follow-up mechanisms; CoC Focal Point information, and methods of notifying beneficiaries of the CoC. Existing information will be updated if an organization is selected for funding.

<sup>3</sup> The adaptable RRF-E CoC template will include language from the IOM Policy and Procedures for Preventing and Responding to SEA, IN/234 from which a PSEA section is integrated into every IOM legal agreement per MOS-PSEA above; IOM Data Protection Principles IN/138 (which are provided to all potential applicants); and the IOM Standards of Conduct IN/15 Rev. 1.

guidelines)<sup>4</sup> as part of the RRF Guidelines, and be required to formally confirm agreement to the conditions as laid out before disbursement of the grant is made. IOM will direct all sub-grantees to the sectorial guidance (particularly information on protection mainstreaming, needs assessment, and technical design). The sub-grantee will be directed towards the “Ineligible and Restricted Goods, Services and Countries” (as provided in the *Guidelines*). Recipients will be required to agree to restrictions and conditions as set out in the Guidelines and relevant accompanying Annexes (i.e. to affirm non-engagement with named goods, services and countries before disbursement is made).

In general, RRF-E subawards cannot be issued to existing BHA partners for the purpose of meeting needs that fall under the scope and objectives of the partner’s existing BHA award. If there is an applicant that has another BHA award for a specific, separate operational area then RRF will consult with BHA as to whether the partner can apply for a different, clear and urgent need in another specific operating area.

### **Selection of Grants and Approvals**

The IOM RRF-E Team will collect and evaluate proposals and select sub-grantees based on the sector-specific requirements set forth above and according to the following principles:

- Funding is granted based on proposals (including adherence to Sector and Sub-sector requirements) from organizations with the capacity to respond;
- Proposals respond to acute or Cluster identified priority humanitarian needs and identify the specific trigger or shock at play;
- Proposals should establish clear connections between identified acute needs and proposed activities, and reference those specific needs assessments and data sources (i.e. DTM data, seasonal assessments, Shelter/NFI data and prioritization, etc.);
- Proposals do not duplicate existing activities able to meet the current needs implemented by the same applicant or other organizations. The RRF-E team will consult with the Cluster to ensure activities fit within the sector strategy for the particular emergency response;
- Proposed activities assure the maximum coverage of regions and population, as well as different target beneficiaries (including vulnerable populations, such as older persons, female headed households);
- Cost-effectiveness;
- Articulation of synergies with existing community resources.

The RRF-E proposes to prioritize humanitarian response activities lasting up to three months in the Shelter and Settlements Sector for Shelter and S&S NFIs sub-sectors and seven-month emergency responses for Settlements sub-sector for CCCM response.

The RRF-E team will ensure that sub-grantees abide by Shelter/NFI Cluster standards on mitigating any potential conflict between recipients and non-recipients, particularly Host Communities. The RRF-E will include mandatory guidance on beneficiary identification and distribution principles; for example to conduct distributions jointly with local authorities, representatives from both the IDP and Host Community, with a clearly delineated and communicated set of criteria for identification of most vulnerable, displaced households in a site. All parties to the process (IDPs, Host Communities, Local Authorities, etc.) must clearly understand why and how beneficiaries were selected, and the RRF-E team will support sub-grantees in ensuring this principle.

### **Cross-cutting Issues**

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<sup>4</sup> USAID/BHA updates its Guidelines and related requirements periodically; using the link rather than the static document will allow for these periodic updates to be integrated into the RRF Guidelines.

The 2015 IOM Principles for Humanitarian Action (PHA) underpin partnerships IOM forms for humanitarian response, and articulate IOM's responsibilities vis-à-vis its partners. The following issues impact all sectors, partners and activities and are considered at all phases of grant discussions, from inception to project close-out. All Applicants must address the cross cutting issues within proposals without exception.

The beneficiaries of project activities are the main stakeholder in all anticipated responses. Individuals, families and communities are recognized as agents in their own development and in proactively finding solutions. RRF-E use evidence-based programming and encourages community engagement at all phases of the program cycle: assessment, registrations, interventions and during M&E. Project inception should include discussions with communities explaining project goals and objectives, and how target beneficiaries will be identified. RRF-E encourages Sub-grantees to include vulnerable members of the host community to mitigate potential conflict among beneficiary populations. Women, youth and vulnerable groups are actively sought out and encouraged to participate, including through coordinating with relevant national and local-level groups (including traditional leadership structures, religious and business leaders, and women and youth groups).

### **Protection Mainstreaming<sup>5</sup>**

Overarching protection mainstreaming principles include:

1. Prioritizing safety and dignity and avoid causing harm: delivering services and assistance in ways that preserve the physical integrity of individuals and communities, are culturally appropriate and avoid any unintended negative consequences, for example scheduling interventions at times that do not clash with daily economic activities and don't expose beneficiaries to risks of external attacks or threats;
2. Securing meaningful access according to needs and not on the basis of age, sex, gender, nationality, race, ethnic allegiance. Services and assistance are provided in an adequate scale, within safe and easy reach, are known by the affected individuals and accessible by all groups;
3. AAP: enabling affected individuals and communities to play an active role in the measurement of the quality of interventions, and through transparency in project design and implementation, encouraging feedback through Inter-agency feedback and complaints mechanisms, and ensuring strong M&E processes; and
4. Ensuring inclusive participation and empowerment for decision making processes, building on affected capacities and assisting people to claim their rights. Sub-grantees are encouraged to jointly identify solutions through open dialogue.

To maximize the efficacy of humanitarian responses, Applicants will be required to abide by principles of humanitarian protection, in particular through specifically targeting and delivering services to populations with identified vulnerabilities. This may differ according to the sector/sub-sector and will be based on needs assessments and local community engagement (i.e. pregnant or lactating women, female headed households, children, the elderly, sick or disabled). Distributions or services provided should not negatively impact the health and safety of the beneficiaries or community relations. RRF-E field monitoring teams conduct focus group discussions, meet with local actors and hold beneficiary meetings to assure protection concerns are noted, and addressed during implementation.

### **Gender Integration**

Globally, IOM is committed to ensuring that the particular needs of all women and men, are identified, taken into consideration and addressed, led by the IOM Gender Mainstreaming Policy 1995. The IOM PHA refer to special consideration given regarding how gender and age affect an individual's social vulnerabilities,

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<sup>5</sup> IOM's Principles for Humanitarian Action (2015) in line with the IASC Policy on Protection in Humanitarian Action, October 2016 aims to mainstream protection throughout its programming, therefore each target Sector includes information about protection mainstreaming.

opportunities and ability to make independent and informed choices. Tolerance, understanding and respect for all, without distinction as to race, gender, religion, color, national origin, marital status, sexual orientation, age, physical disability or political conviction are embedded within all projects and programs.

IOM integrates a gender perspective in project design, implementation and M&E. It is particularly relevant in conflict contexts, where women often constitute a large portion of humanitarian beneficiaries and face significant gender based discrimination and violence. Female-headed IDP households face increased responsibilities and workloads, including caring responsibilities. Male and female returnees experience displacement and re-integration differently, particularly as each gender's experiences during conflict has been different. This aspect is particularly relevant in settings in which a person's gender may have dictated their experiences – e.g. as a combatant or as someone affected by sexual violence. RRF-E activities engage under “do no harm” principles, with the role of each gender carefully monitored to analyze impacts on reducing existing inequalities and improving equitable access to basic rights, services, and resources. Programs are tailored according to the specific needs of different gender groups and their perspectives actively sought by the IP including to corroborate information provided. The 2018 Site Planning: Guidance to Reduce the Risk of Gender-Based Violence booklet provides practical guidance for measures that can be taken to reduce risks to affected populations around camps and sites (<http://www.sheltercluster.org/gbv>).

Specifically, Applicants must consider gender balance, assure that all data on beneficiaries is disaggregated by sex and age, where possible, and analyzed and reported on accordingly. Applicants are encouraged to form representative IDP distribution committees including gender balance of numbers and leadership roles, depending on context. Applicants should state methods to engage different groups (understanding childcare responsibilities, routes to project locations) and discuss how to mitigate those, or amend pathways to the overall outcomes.

### **Inclusion of Persons with Disabilities and Older Persons**

Many families report having to abandon the aged and infirmed as they flee through difficult terrain. Other vulnerable groups include unaccompanied and separated children, disabled children and adolescents, vulnerable heads of household (children, single/persons with disabilities, elderly caregivers). The experience and skills of older people should be called upon during program design. Project activities aim for sustainability, ensuring that skills will be able to be handed down between generations. Applicants should take steps to include older people and people with disabilities by making assistance accessible and inclusive; and provide targeted assistance to meet the unique needs of older people and people with disabilities where necessary. This may mean triangulating information to ensure elderly/persons with disabilities are not ‘hidden’, or redoing assessments to ensure people are counted. Applicants must include information about how to respond to the needs of persons with disabilities and older persons in their proposals, and abide by Grant agreement clauses such as the UN Convention on the Rights of Persons with Disabilities.

### **Conflict Sensitivity**

To support peace and stability in a continually fragile environment, conflict sensitivity should be interwoven into activities as possible. Care will also be taken to ensure the provision of shelter, NFIs or other services do not add to tension or increase resentment in communities. Actions should be informed by conflict analysis and the interaction programs will have on this context. To support impartial and conflict sensitive interventions, proposals and project implementation should be informed by continuous contextual analysis.

### **Data Protection**

Any personal data gathered during activities should follow strict data protection protocols in compliance with IOM's global Data Protection Guidelines (see Annex IV).

## Monitoring and reporting

Grant recipients will be required to provide interim and final reports (narrative and financial) based on the indicators in these Guidelines to ensure reporting on:

*Impact*, the immediate and long-term consequences of an intervention on the place in which it is implemented, and on the lives of those who are assisted or who benefit from the program.

*Effectiveness*, the extent to which a program has been successful in achieving its key objectives.

*Efficiency*, how well a given intervention transformed inputs into results and outputs.

Sub-grantees will be required to submit Interim and Final narratives and financial reports to RRF-E at [rrfethiopia@iom.int](mailto:rrfethiopia@iom.int). The final narrative and financial report will be submitted according to indications in any signed agreement.

Following the sub-grant selection, the RRF-E team will monitor and evaluate the implementation of the project. Field visits will be conducted to monitor project activities against stated targets within the framework of the sub-grantees Project Proposal.

Sub-grantees must ensure that a complaints mechanism is established in each project and that beneficiaries are consulted throughout project implementation.

Applicants will mainstream protection in all M&E activities and components. This will include the adherence to “do no harm” principles in the design and implementation of all activities under this project. All sensitive information, including beneficiary names and contact details will be stored in a secure database and will not be publicly released. Any M&E conducted by the Sub-grantee will apply conflict sensitivity in collecting quantitative and qualitative data by understanding the conflict dynamics in the context in which they operate, particularly with respect to inter-group relations, and act upon these understandings in order to minimize unintended negative impacts and maximize positive impacts. Sub-grantees will ensure that staff members are aware of the Code of Conduct consistent with professional conduct including accountability, humanitarian principles and PSEA.

## Guidelines for Shelter and Settlements

In Ethiopia, populations impacted by natural disasters tend to be displaced within or very close to their place of origin. Households with the ability to shelter with family members or who can afford to rent shelter often do so, leaving only the most vulnerable households sheltering in the open or within communal structures (such as schools and administrative buildings). In the context of drought, impacted populations shelter in areas with access to water and/or services which may or may not be near to their place of origin. In case of conflict, impacted populations tend to shelter in areas with similar ethnic groups, family members, and/or in more populated areas. As with households impacted by natural disasters, decisions of where to shelter are influenced by vulnerabilities, including economic and social, with more vulnerable households sheltering in the open or within communal structures.

Given the large number of displaced households in Ethiopia, the RRF-E will respond to specific cases of need. For all proposals, priority will be given to those households displaced in the last 6-8 weeks reporting acute emergency needs due to displacement by natural or man-made disasters; unmet needs occurring due to inaccessibility of populations which are prioritized by SNFI and CCCM Clusters and prioritized locations with great need identified by the Clusters. For emergency responses, RRF-E will prioritize proposals which can reach at least 500 households where displacement sites have more than 100 households each. This threshold was agreed in discussion with the SNFI Cluster, ensuring that sub-grantees are supporting a minimum number of households within the project duration. The proposed sites should be identified as having more than 50% of

the newly displaced population in need of emergency NFIs as per DTM reports, ETT reports, SNFI Cluster reports or other assessments in the area.

Technical Design: Sub-grantees will be prioritized according to their strategic geographical locations, vulnerability of beneficiaries, and on the basis of having access to ensure rapid deployment. Sub-grantees will be requested to conduct the following activities: beneficiary identification and prioritization; coordination with IOM and other partners regarding distributing emergency shelter (ES), considering priority needs and community approaches and avoiding duplications; distributing ES materials and conduct Post-Distribution Monitoring (PDM). For Settlements, sub-grantees will be anticipated to coordinate humanitarian actors in the sites, advocate for coverage through Clusters, set up IDP committees and train them to work with other IDPs, set up complaint and feedback mechanism in the camp to relay concerns to respective humanitarian actors and Clusters or local authorities as required.

During the identification and prioritization of beneficiary households, sub-grantees will identify the most vulnerable households as per SNFI Cluster standards: persons with special needs (disabled, elderly, child-headed households). IOM proposes to support sub-grantees to construct demonstration shelters with the IDP community to assure that methods to create SPHERE standard shelters are understood; these demonstration shelters will then serve the needs of the most vulnerable households who otherwise would not be able to construct a shelter themselves.

Sub-grantees will be required to be guided by principles of humanitarian protection, in particular through targeting of vulnerable populations (i.e. women, female-headed households (FHHs), children, the elderly, sick or disabled) and ensuring that distributions or services provided do not negatively impact the health and safety of the beneficiaries or community relations.

Coordination: RRF-E staff will consult with the SNFI Cluster 4W information and Leads (IOM, NDRMC), other emergency funding mechanisms (ECHO ERM and OCHA / EHF partners) to avoid duplication and will notify the Cluster of selected sub-grants.

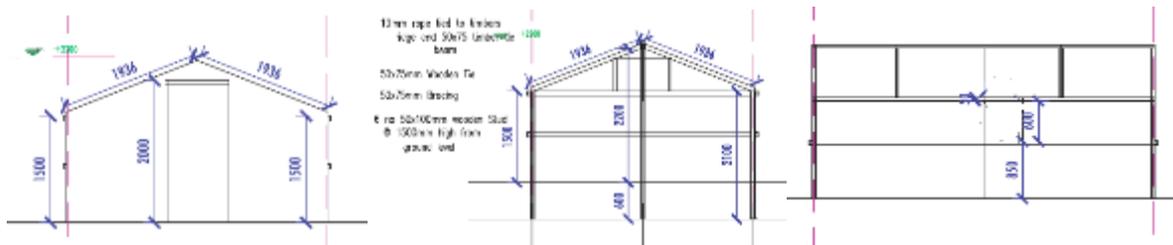
Addressing Crosscutting Issues:<sup>6</sup> IOM will ensure that different needs based on Gender Analysis, Persons with Special Needs (including older persons and persons with disabilities), and mainstreaming protection, are addressed throughout programming. Measures include: Offer labor to households unable to construct their own shelter; Provide separate rooms for women and children; Provide shelter materials that offer greater privacy and dignity, especially in cultures where men's and women's are markedly separate or the privacy of the family is very important; Confirm equitable access to commodities by all targeted individuals; Target most vulnerable groups and individuals according to need; Provide timely information in a way that can be understood by illiterate and literate people on distributions especially about what commodities will be distributed; Manage potential conflicts between recipients and non-recipients; Encourage beneficiaries not to send children to receive items at time of distribution; Provide staff/volunteers to assist those with special needs to carry distributed items and take measures to reduce risk of them being robbed; Ensure orderly distributions that do not place vulnerable people at risk of physical injury; Include measures to be put in place to prevent sexual exploitation and abuse of people seeking services.

USAID/BHA tarp installation best practices, to maximize the efficacy and longevity of ES materials, are available in this video (<https://www.youtube.com/watch?v=mQ4RxSzsGZY>).

Sample emergency shelter design:

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<sup>6</sup> Crosscutting issues to be addressed: different needs based on Gender Analysis, of Persons with Special Needs (including older persons and persons with disabilities), and mainstreaming protection.



As S/NFI Cluster lead, IOM ensures that ES kits purchased or disbursed under this sector are in line with internationally-agreed Cluster standards and specifications. In line with IFRC/IOM specifications, the dimensions of the plastic sheeting will be 4 meters x 6 meters, with reinforcement bands to prevent ripping and tearing<sup>7</sup>.

Framing material can be purchased by the sub-grantee organization who will then instruct beneficiaries on correct usage to create Sphere-compliant covered living spaces. Demonstration structures will be made to show how to create Sphere standard dwellings; these structures will be for the most vulnerable households who cannot build structures themselves (such as persons with disabilities, unaccompanied elder persons).

The overall location and setting for shelter will be in line with international standards. Sub-grantees should take into account the location of latrines, access to services, environmental factors such as potential flooding or standing water, to assure that shelter is sited in a location that is dignified and allows for displaced populations to have a safe shelter setting. If factors, such as lack of sufficient land, services not being available prior to the emergency, prevent meeting international standards then this should be described within the proposal.

As part of the overall monitoring plan for the RRF-E, IOM staff will visit each sub-grant at least twice during implementation to provide supportive supervision as well as monitor the progress. During the monitoring visits, IOM staff will evaluate the construction of a sample of shelters to assess if beneficiaries are able to create covered living spaces providing 3.5 m<sup>2</sup> per person. If shelters are found not to meet such standards, discussions will be undertaken with sub-grantees for possible solutions as well as with beneficiaries to understand the reasons behind any discrepancies.

Emergency Shelter Kits consist of<sup>8</sup>:

Item	Specification	Unit	Quantity	Unit Price USD	Total Price USD
Plastic sheeting/tarpaulin	Material for the reinforced attachment points sheets) Six bands of 7.5cm width made of woven black HDPE fibers fabric and coated with grey LDPE on the outside. 6mx4m Pre-punched 8mm holes on the two sidebands at 0.1m +/-10% intervals, positioned in the center of the band . (Weight 190g/m <sup>2</sup> ± 20g)*Refer to ICRC/IFRC Plastic sheeting and Tarpaulins specification for more	Pcs	2	In Kind from IOM	In Kind from IOM
Rope	Min 20 meters, 6-14 mm. (tensile strength: >200 kg)	Pcs	1	In Kind from IOM	In Kind from IOM

<sup>7</sup> Manufacturers provide that plastic sheeting meeting these specifications have a useful life of up to two years without extensive sun and/or high temperatures both of which are commonly found in the targeted districts of Ethiopia.

<sup>8</sup> Kit definitions for Emergency Shelter and Non-Food Items Assistance, Ethiopia Shelter / NFI Cluster 2020.

Wooden poles	6 cm diameter thick pole - 6 meter long	Pieces	6	4	24
Roof Nails		kg	2	2	4
Wire nails	2kg 8cm, 2kg 12cm	kg	2	2	4
washers	approx. 3.8 cm/1.5" in diameter, made of stiff plastic or, for example, locally available materials such as recycled bike or vehicle tires	lump	1	3	3
Bonda	Metal Strap for bracing	Kg	2	2	4
IEC BCC materials	Containing information on appropriate fixing guides of emergency shelter kit provided	A3 sized paper	2	1	2
		Items Cost			41 USD

#### Indicators for sub-awards:

Number of targeted households with access to shelter

Amount and percent of the activity budget spent on goods and services produced/procured in country

Number of households occupying shelter that is provided pursuant to relevant guidance appearing in the Sphere Project Handbook

#### **Sub sector: Shelter and Settlements Non-Food Items (S&S NFIs)**

Provision of vital household items can help improve living and hygiene conditions for disaster-affected populations, providing necessary utensils for families to cook and wash, while promoting self-reliance. Sub-grantees will be expected to include support for transport of materials from IOM warehouse to the response locations within their application. To ensure rapid deployment, sub-grantees will be prioritized on the basis of having experience delivering S/NFI materials or, if applicable, prior experience implementing cash for NFI distribution systems.

Sub-grantees will be requested to conduct the following activities: IDP distribution committee formation, beneficiary identification and verification, partner coordination for distributions taking into consideration priority needs and community approaches, and avoiding duplications; distribution of commodities, and Post-Distribution Monitoring (PDMs). In areas with markets or traders able to quickly scale up to meet the specific needs of beneficiaries, sub-grantees can propose to support cash in line with the Shelter-NFI Cluster and Cash Working Group piloting of similar initiatives in Ethiopia as well as globally.

Sub-grantees must include information about the anticipated duration of the assessed population's need for NFIs. Proposed interventions should correlate to the duration of displacement and corresponding needs.

Sub-grantees will follow internationally recognized guidelines and standards applicable to NFIs such as Sphere, and provide notification in the RRF-E sub-grant proposal when compliance is not possible, explaining reasons for non-compliance.

For vulnerable households are identified during the verification process as being unable to participate in distributions, sub-grantees must plan for direct distribution to those households at their sheltering location.

The NFIs will be distributed to households affected by the acute emergencies, and might contain clothing, bedding and household items, personal hygiene items, dignity kits, cooking and eating utensils, etc. As an indication, the kit will contain a combination of the following:

## Example General NFI Items:<sup>9</sup>

NFI Kit					
Item	Specification	Unit	Quantity	Unit Price USD	Total Price
Blankets	Make woven, dry raised both sides Content ISO1833 on dry weight 50% wool fibers +/- 5%, 50 % other textile fibers, recycled fibers accepted. 1.6m x 2.2m; (1 to 2kg weight) min 250g/m2, TOG (Thermal Resistance of Garment): min: 2.0	Pcs	2	8	16
Bed mat	Material: waterproof, assorted colors, edges secured 2 x 2.5m	Pcs	2	8	16
Kettle	Aluminum 2lt (estimating around 20% preference for jugs)	Pcs	1	9	9
Kitchen Set	2 Plates 24cm Thickness: > 1.00 mm for aluminum, > 0.50 mm for steel; 4 Cups Aluminum or stainless steel with handle, (300ml holding capacity) (min 0.5mm for stainless steel); 1 Cooking pot Aluminum 7lt Thickness: > 1.7 mm aluminum, > 0.8 mm steel;	set	1	28	28
Ladle	1 Cooking Ladle Min 100ml Stainless steel, length: 30cm minimum. Thickness: Min. 1mm in the center of the scoop		1	3	3
Flashlight (torch)	Solar-rechargeable, if available	pcs	1	15	15
Women's clothing items	women's underwear, sheety/drya cloth, etc., if available	set	1	10	10
Multipurpose soap	250 gm multipurpose soap	Pcs	10	.5	5
Washing basin	Diameter: 60cm Stainless Steel	Pcs	1	8	8
Jerrycan	20lt Rigid plastic (Min 45mm opening), Food grade plastic, "Should resist 5 drop tests from 2m high, full with water"	Pcs	1	5	5
Jug and basin set	Plastic	Pcs	1	4	4
Kit based on average household size 5 person					

### Use of Cash:

#### Specific information for cash programming for S&S NFIs

As a member of the Cash Working Group, IOM has developed tools for market assessment which are used by S/NFI Cluster members prior to any cash intervention. The tool requires input from targeted men and women and is an important step in the decision making process to identify the most appropriate modality (e.g. value or commodity voucher).

In Ethiopia, S/NFI Cluster partners are using service providers to distribute cash, including the potential to use mobile money operators. Vouchers or direct cash distributions may be used in areas where access to markets and services are available and cost effective. IOM anticipates 50% of grants for NFI distribution will be made using cash modalities.

Implementing partners will be expected to communicate clearly to communities about the use of the cash / vouchers, including emphasizing that the assistance is for NFIs and should not be used to purchase food or pharmaceuticals. Communications with targeted households should include information about how to access food assistance (if available) and health facilities.

Applicants proposing to implement cash projects must provide a market analysis with the following information:

**Market assessment:** Using tools created by IOM, ECWG and the S/NFI Cluster, partners will use these tools appropriately to gather information.

<sup>9</sup> Kit contents based on *Emergency Shelter and NFI Kits* revised information from the ES/NFI Cluster from April 2020; the advice and list is updated and revised based on specific conditions and responses within the country.

Analysis: Market analysis data informs key program-related decisions and contributes to the selection of appropriate modalities to achieve program objectives whilst doing no harm.

Data collection: Collection of data is undertaken by competent and knowledgeable teams. Data collection systems, procedures and information sources utilized in the market assessment are appropriate and of sufficient quality to allow for the capturing of the dynamic nature of markets.

Monitoring and ensuring data validity: Monitoring activities provide a check against initial assessment findings and enable decision-making for potential adaptation of interventions.

The cash / voucher process should follow the following steps:

Coordinate with other actors; Hold Community Meeting; Establish Beneficiary Feedback/Complaint Mechanism, including reporting of fraud; Identify and Register program participants based on criteria; Conduct participants' verification (if necessary); Communication campaign continues during registration.

If partners are organizing **market fairs** or contracting vendors to come to the area:

Selecting and Contracting Vendors: Conduct baseline market price survey; Set vendor selection criteria, allow communities to input on vendor selection criteria; Call for vendors to apply for tendering process, include Code of Conduct in the tender package; judge proposals against criteria including ability to deliver (visit to vendor offices for evaluation of capacity); Negotiate prices with vendors; Contract vendors. Provide training for selected vendors on the process and procedures for the market.

In accordance with IOM Procurement Manual (IN/168 rev (2)), vendors will need to sign a Code of Conduct for Supplies (organizations that do not have such a Code of Conduct for Suppliers will be given a template with all required clauses for use, organizations that do have a Code of Conduct for Suppliers will be asked to submit to assure that it meets the minimum criteria).

Special Considerations: In areas where a majority of beneficiaries do not have national ID cards, cash beneficiary identification will include anti-fraud measures such as unique serial numbers (based, for example, on beneficiary household number, location information, and commodity or value marker), color coding, receipt for organization.

If utilizing vouchers, Voucher distribution: Create vouchers; Distribute vouchers; Monitor the distribution; Destroy damaged or excess vouchers, if applicable; Monitor redemptions; Conduct quality assurance of redemption; Conduct PDM with voucher recipients and vendors; Continue market price monitoring after the cash distribution.

If utilizing vendors, Vendor Reimbursement: Vendors will be responsible for keeping vouchers to return to sub-grantee for payment; Finance and project staff verify voucher validity and total payment request; Pay vendor; Mark redeemed vouchers as void.

Post-distribution Monitoring: Focus Group Discussions with beneficiaries, note lessons learned; focus group discussions with vendors, note lessons learned. This will be required from sub-grantees who will be requested to use S/NFI Cluster templates as well as submit the reports to the Cluster.

In order to ensure that cash/voucher assistance can be delivered within the typical grant period (3 months), sub-grantees will be supported to draw upon market information, latest and on-going market assessments with linkages to the regular Shelter/NFI Cluster Cash Working Group and the broader Cash Working Group (CWG). The growing body of evidence and guidance in these fora will allow sub-grantees to quickly pursue

cash/voucher assistance, and IOM will support with periodic field monitoring and/or direct guidance throughout the process; particularly during the community consultation and vendor identification processes. The information from monitoring will feed into the future advice to partners to improve overall sub-grant performance. IOM as part of the Cash Working Group (CWG) will also provide additional support and advice to partners based on agreed procedures as well as providing feedback of lessons learned to the CWG based on partner implementation.

The RRF-E team will ensure that all sub-grantee cash/voucher assistance is undertaken in line with USAID's cash and voucher guidance, including the e-waiver requirements, for example:

- a) An analysis of whether markets for the goods in question are functioning and accessible, including consideration of any associated risks, such as inflation or shortages;
- b) Evidence of coordination with other cash-based programs, including CFW, that are being implemented in the immediate geographic vicinity;
- c) Strong beneficiary targeting information, as cash may be attractive to everyone; and
- d) A detailed plan on how cash will be delivered in a manner that is convenient and secure for beneficiaries, secure for staff, allows for good accountability, and respects cost-efficiency concerns.

Indicators for sub-awards:

Number and per item cost of NFIs distributed

Number and percent of individuals reporting satisfaction with the quality of the NFIs received

Total USD value of cash transferred to beneficiaries [for Cash for NFI sub-awards only]

**Sub sector: Settlements**

RRF-E includes sub-grants for **Camp Coordination and Camp Management (CCCM)** through implementing partners. Partners in this sub-sector will support site-level coordination through the organization of regular inter-agency meetings with other humanitarian actors and Government officials at Site and/or Area (e.g. Sub-City/Woreda) levels and active follow-up of gaps across all sectors.

Partners will support displacement-affected beneficiaries' involvement in decision-making, e.g. through support of community self-governance structures (Site/Kebele Management/Coordination Committees, Women's Committees, Youth Committees, etc.) through training of committee members, community mobilization events, consultations, and liaison between beneficiaries and stakeholders. Partners will be expected to provide information for beneficiaries about upcoming distributions, as well as mobilize a Community Feedback Mechanism (CFM) as an AAP channel for displaced households residing in the site. Through a help desk or other appropriate initiative, site/camp management staff will receive, refer, follow-up and, where possible, close complaint and feedback cases. Partners will also compile CFM data to identify overall trends which will be used to inform advocacy with appropriate partners and Clusters at sub-national.

RRF-E will work with the CCCM Cluster which has newly been activated to identify partners, particularly national NGOs for training and implementation of site/camp management activities. It is anticipated that two sub-grants for eight months each will be awarded through the RRF-E.

Indicators for sub-awards:

Number of individuals in the settlement receiving support from settlements interventions

Number of total IDP residents in targeted in settlements

Number of sites with functional community-led committees with inclusive participation and representation

Number of sites with functional complaints and feedback mechanisms

Number of complaints received from IDPs

Number of complaints resolved through CFM  
Number of sites with functional site support teams  
Number of CCCM staff and authorities trained in site management