

## SFERA approval procedures

### A. Agricultural Inputs Response Capacity (AIRC) Window

#### 1. Eligibility Criteria

- Funds made available by the donor under this window shall be exclusively used for the urgent distribution of agricultural inputs and other related costs (65 per cent at least in most cases) in response to a well-defined crisis (in response to United Nations Flash Appeal or Humanitarian Response Plans or any equivalent recognized document and upon specific technical support request from the affected member state(s)).
- Individual project interventions funded under the AIRC contribution are expected to enable the Organization to kick-start field activities. The proposed AIRC interventions are expected to have a catalytic effect in terms of resource mobilization and complement ongoing activities aiming to assist the agriculture, food and nutrition security related sectors.
- Besides the cost of the inputs, the AIRC window will cover the costs related to targeting of beneficiaries and input distribution. These costs shall be strictly limited to the minimum reasonably required to deliver the expected assistance successfully. Additional minimum technical and operational costs will also be eligible.
- Procurement of goods are carried out in accordance with the procurement regulations of FAO, including international competitive bidding when relevant. Local and regional suppliers of goods and services are encouraged to submit tenders.
- Project duration is maximum 12 months.

#### 2. Documentation requirements

- A written proposal formulated by the FAO Country Team in response to a United Nations Flash Appeal or Humanitarian Response Plans needs to be submitted for the approval of the Director, OER. The proposal has to follow the existing standard project template;
- The budget is prepared according to the standard FAO template in line with the new FAO Cost Recovery Guidelines.

#### 3. Approval chain

- **Step 1:** The Country Team consults with Director, OER about the availability of resources under this component and priorities for allocations and the Director, OER either makes the preliminary decision or seeks Donor approval, when appropriate.
- **Step 2:** Upon approval, Director, OER specifies the donor covering the intervention and the Country Team formulates a budgeted proposal (in line with FAO Cost Recovery Guidelines and donor requirements) in consultation with OER Emergency and Resilience Response Team.
- **Step 3:** The OER Emergency and Resilience Response Team shares the proposal with relevant OER officers (including Donor Focal Points, Response and Programming and Outreach Team Officers).
- **Step 4:** The final proposal, provided with technical, financial and operational clearance, is submitted to Director, OER for final approval.
- **Step 5:** The Director, OER or delegated officials communicates the project's endorsement to the donor government representatives in Rome.

## B. SFERA Anticipatory Action Window

### 1. Eligibility Criteria

The first essential criteria for releasing Anticipatory Action funds is evidence that a disaster is about to occur using the following criteria:

- Probability of the forecast threat to agricultural production, food security and nutrition;
- Anticipated impact on food security and nutrition including number of households exposed, their reliance on agriculture;
- Current levels of vulnerability/resilience;
- Response capacity of the government of the affected country and likelihood of need for international humanitarian assistance once the threat materializes.

The window will finance [Anticipatory Actions](#) that:

- prevent an unfolding disaster from impacting food security of vulnerable people and/or
- mitigate the impact of an anticipated event on the food security of vulnerable people.

Examples of eligible Anticipatory Actions include support to: livestock (de- and restocking, disease control, water supply, nutrition and shelter); crop production (forecast based climate advice, adapted agronomic practices, water resource management, input supply, plant protection, crop storage); fisheries and forestry (supply of fishing gear, fire risk management,); and rural income and employment (safety nets; employment generation and livelihood grants). In addition investment in information, and analysis will support anticipatory policy positions on food stocks, markets and trade.

Furthermore, approval will be based on the following criteria:

1. The Organization has an added value in the specific context in delivering time-critical Anticipatory Action interventions;
2. The proposal reflects a good understanding of the specific risk, as well as the potential impact of the risks on existing vulnerabilities;
3. The proposal reflects the risk monitoring and forecasting arrangements in place and presents a solid case as to why the Fund is being activated in that specific moment (e.g. EW trigger activated or other kind of analytical basis)
4. The Anticipatory Actions proposed are well defined, feasible, and their implementation arrangements and timing clear;
5. There is a clear and explained link between the Anticipatory Actions and the mitigation/prevention of the specific risk;
6. There is a well-articulated plan for the subsequent monitoring of their implementation, reporting to HQ and cost-benefit analysis;
7. A detailed budget in line with the EA budget guidance;
8. The proposed activities are coherent with the current FAO portfolio in the country, and;
9. The non-availability of funds from alternative sources including reallocations from on-going projects.

The non-availability of funds from alternative sources including reallocations from on-going projects. Project duration is a maximum of 6 months.

## 2. Documentation requirements

- A detailed budgeted proposal using the SFERA Anticipatory Action Proposal Template, formulated by the FAO Country Team. Projects under this window are required to commit at least 65 per cent of the allocation to budget lines for Expendable Procurement, Cash, Training and Contracts. All other costs (Staff, Travel, Support Costs, etc.) cannot exceed 35 per cent of the total budget;
- Demonstrated operational capacity to implement the proposed Anticipatory Actions on time. Eligibility criteria includes demonstrating operational capacity, such as through the completion of a FAO Emergency Response Preparedness Plan (FERPP), which covers the capacity areas needed to implement the proposed Anticipatory Actions in a timely fashion (e.g. finance, procurement, logistics, monitoring and evaluation). If the office does not have adequate existing capacity, then gaps must be clearly stated so preparations for additional support can be made (i.e. surging staff).

## 3. Approval chain

**Step 1:** The Country Team consults with the Anticipatory Actions (AA) Team on the availability of resources and the opportunity of formulating a proposal. The AA team consults with Director, OER or the Donor as required for approval of the proposed activity.

**Step 2:** A proposal is submitted to the Anticipatory Action Team of OER - ESA for technical clearance. The Anticipatory Action Team consults with relevant officers at Regional and HQ level, as needed.

**Step 3:** Once technical, financial and operational clearance is granted, the proposal is then submitted to the Director, OER for final approval.

**Step 4:** The Director, OER communicates his endorsement to the Decentralised Office.

**Step 5:** The proposal is opened in FPMIS with support from OER Finance Liaison Officers.