CBM Quick Process Reference Guide (QPRG)
for acute humanitarian crisis projects (Inclusive Humanitarian Action)

Process contact: IHA/ Oliver Wiegers

Process description

1. Purpose of process

Clarify roles and responsibilities of involved stakeholders in CBM for decision-making and implementation of a humanitarian response project from CBM own (emergency/ urgency) funds[1] in the event of an acute/sudden onset humanitarian crisis.

The process is managed in ProMIS, in the **Project Workflow (Sudden Onset)**, and **Funding Workflow** simultaneously.

2. Introduction and scope

This QPRG applies to any humanitarian response in the event of (sudden onset) humanitarian crisis (conflict, displacement, earthquake, cyclone, flooding, drought, epidemics etc.) from the identification of a potential humanitarian crisis event to the set-up of one or more related own-standing response projects. It does not refer to additional small-scale funding to ongoing development projects to support an unforeseen crisis event that can be addressed through redesignation or use of contingency funding (e.g., Crisis Modifier).

The process is not applicable for institutional funding (LCDF) that might be provided for a humanitarian crisis (even if it is a sudden onset crisis). In those cases, the templates provided by the donor and processes as defined for LCDF projects[2] will be applied.

3. Key stakeholders in the process

Depending on the country, the nature of the crisis and the source of funding might slightly differ who is to be involved for each crisis. Therefore, the key stakeholders are identified by CBMs Inclusive Humanitarian Action Initiative at the onset of the process and are in regular contact with each other to observe how the event is unfolding and gather primary and secondary information.

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[1] Including allocations from CBM Italy or other third party funding that is not considered as LCDF.
[2] See QPRG for LCDF projects

Stakeholder	Responsibility
Country Office (CO)	• leading the project development in line with 3-way model of collaboration and project approval. Work-share arrangement at CO level is to be agreed upon for different process steps if applicable. • assess any humanitarian incident in their local context (also regarding safety and security), • keep close relation with the partner organization(s) and local / national humanitarian networks, humanitarian clusters, or steering groups (governmental or non-governmental, e.g., UN) • support the partner organization in any requirements deriving from internal CBM or any external rules and regulations, i.e., donor regulations. • Analyze the availability of existing funds from ongoing long-term projects that can be reallocated ("crisis modifier"), • Where applicable: Have Emergency Preparedness Plans in Place that can be triggered
Inclusive Humanitarian Action Initiative (IHA)	• within IHA, a lead person is defined for each humanitarian crisis at the onset, to be included in all process steps (at least in cc). By default, this is the IHA Regional Coordinator for the respective region. • coordinate the process in alignment with the affected CO and implementing partners. • technically and administratively support the CBM Country Office, partners and concrete response activities. • align to int. / national standards of (inclusive) humanitarian action such as the Core Humanitarian Standard (CHS). • keeps track of funding for response activities.
Fundraising (FR)	• assess the fundraising potential, launch fundraising appeals, or approach specific donors, private or public, for potential funding.

CBM Italy	• assess fundraising potential, launch fundraising appeals, or approach specific donors, private or public, for potential funding. • provide programmatic support to project development on ad-hoc basis.
Community Based Inclusive Development Initiative (CBID)/ Inclusive Health Initiative (IHI)	• To be informed and to support potential re-allocation of funds from CBID/ IHI projects to the humanitarian response (Crisis Modifier) that might complete the additional IHA funds
Transaction Management	• support in set-up of projects in CBM administrative system if necessary • facilitates financial implementation, e. g. transfer of funds.
Financial Operations – Legal	• support in development and review of contracts (legal)
Portfolio & Partner Services Management (PPSM) programmatic.approval@cbm.org	• support approval for projects through compliance check

4. Key process principles and considerations

Humanitarian crises require fast reaction and a flexible response. Planning and taking decisions are subject to volatile contexts, and therefore will be constantly assessed and adapted during the process. Decisions and adaptations of plans are documented.

It is expected that every action point is conducted as fast and pragmatically as the situation allows and with highest priority – adhering to necessary compliance and accountability standards. Steps and sub-processes are not to be seen as a strict sequence of activities, but **ideally go on in parallel**.

ProMIS allows for a quick and timely approval process and a large flexibility **regarding sequence of steps/workflows.**

Relevant technical tool and programmatic guidance on IHA can be found at the IHA Ressource Page in ProMIS.

Key reference documents:
- Situation Report Template
- PPA Template
- PPA Addendum Own Funds Implementation

- [CBM Humanitarian Design Form](#)[3]
- [IHA Indicators M&E Plan](#)
- [CBM Cost Plan Template (incl. Request of funds)](#)
- [Partnership QPRG](#)
- [IHA Narrative Reporting Template](#)[4]
- [Pre-payment request](#)
- [Picture Consent Form](#)

5. Specific situations

n/a

6. Minimum requirements

n/a

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[3] Also available in [Spanish](#)
[4] Also available in [Spanish](#)

7. Detailed process step and responsibilities

Key process/Phase	Detailed process steps	Who	Participant stakeholders	Tools/Reference
Needs Assessment, Identification, Verification	Ongoing screening and identification of (potential) humanitarian crisis and communication to IHA	All stakeholders		IHA organisation chart
	Communication of situation to further major stakeholders in CBM	IHA	CBM Italy, FR	
	Depending on the fundraising requirements identify options for collecting initial photos and quotes	CO	CBM Italy, FR	Picture Consent Form
	Check if a humanitarian intervention through crisis modifier in existing projects is possible and if technical areas of other initiatives are relevant for the response	CO & IHA	CBID and IHI	
	Development of an intial Sitrep (Situation Report)[5]. The SitRep will be **constantly updated** (in the same document) and informs decisions. It focuses on: • Nature and impact of the crisis	CO		Situation Report Template

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[5] In some cases, there is also flash reports from the clusters and/or Sitreps from the local coordinating authorities which can be used as a basis of information for the CBM response.

	- Anticipated/ known need of persons with disabilities and their communities - Effect of the crisis on partner organizations and availability of potential partner response - Security situation and risks			
	Initial assessment of fundraising potential	FR CBM Italy		
	Initial Go / No-go decision through email. Based upon: - Humanitarian needs and humanitarian access (also considering constraints due to volatile safety and security situations) - Strategic fit - Availability of partner(s) with the necessary capacity to respond - Availability of funds	CO/ IHA		
	Develop a timeline for the various steps of the planning process	CO/ IHA		
Planning of response	Starting of a new project idea in ProMIS **Select workflow type "Sudden Onset"**	CO	IHA	

	Project set up * Sudden onset **Select "Urgency & Emergency" as Funding Source:** **Funding source** * Urgency & Emergency **Select F10064 as Funding Page:** Funding(s) F10064 Humanitarian/ Emergency × Please note: By default, every project under the sudden onset workflow in ProMIS should be tagged 100% IHA.			
	Partner is provided with and uses guidelines, standards, Humanitarian Project Design Form and CBM Cost Plan from the resource library in ProMIS. All relevant colleagues at CO, RH and IHA Initiative which are involved in the planning	CO		[CBM Humanitarian Design Form](#) [CBM Cost Plan](#)

	process should be added as members of the project idea in ProMIS from the onset.	CO/IHA		IHA Ressource Page in ProMIS
	If applicable: Discuss and clarify pre-financing needs of selected partner(s) for needs assessment or other activities with IHA.	CO	IHA	
	Planning based upon updated Situation Report, humanitarian guidelines and standards, and in line with 3-way collaboration model.

Filling and finalization of CBM Humanitarian Project Design Form including the selection of the relevant Humanitarian Standard Indicators (depending on the sector of intervention, some standard indicators from CBID or IHI could be also relevant).

Feedback and advise on project plan. For this, the review function in the Project Page in ProMIS can be used.

Agree on reporting schedule, requirements and reporting formats. | CO

CO

IHA

CO & IHA | | CBM Humanitarian Design Form

Standard Indicator Site

IHA Standard Indicators M&E Plan |
| | Administrative check for partner assessment.

In case partner assessment not available or outdated: Review or check for minimum | CO | IHA | Partnership QPRG |

	criteria according to Partner Assessment QPRG.		PPSM / For all new partners ("prospective partners"): To be approved also through the CBM Management	
	Initial funding frame in **Planning/ Disbursement Currency (by default both should be EUR)[6]** is communicated to CO and relevant authorities for (pre)-approval	IHA		
Pre-Approval/ Project Idea Approval *Note: pre-approval and final approval can be done in one step if applicable. For this, the Project Idea in ProMIS is skipped and a Project Page directly started*	As soon as relevant information is available: Programmatic pre-approval based on ProMIS project idea page is given electronically in the system according to authority structure Decision is based upon: • Feasibility • Capacities of partner and CO • High level risks	CO	IHA (support)	Authority Matrix

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[6] Based on experience, it is recommended to have EUR as planning currency (and not local currency).

	If applicable: In case (additional) funds are needed at CO Level for the humanitarian response (Non-Partner Budget), communicate to and discuss budget need with RH and IHA	CO	IHA, RH	[PPA Addendum Own Funds Implementation](#)
	Communicate decision to Partner (CO) and Major Stakeholders (IHA)	CO & IHA		
	If applicable: In case (additional) funds are needed at CO Level for the humanitarian response (Non-Partner Budget), communicate and discuss budget need to IHA, RH, Finance.	CO		[PPA Addendum Own Funds Implementation](#)
Project Set-Up	Manual entry of - Logframe (with Standard Indicators) - Summary budget - Risks Register In the ProMIS Project Page.	CO	IHA	[IHA Standard Indicators M&E Plan](#) [Standard Indicator Site](#) [Standard Indicator Step-by-Step Guidance](#) [Complete Logframe Task Quick Guide](#)

Final Approval	As soon as relevant information is available: Filling PPA Programmatic final approval based on PPA done in ProMIS according to authority structure. Decision is based upon: • Quality of the planning • Logic of the intervention • Assessment of risks The following documents are required: PPA, Cost Plan, Partner Assessment, Humanitarian Project Design Form (incl. Logframe and Activity Schedule)	CO	IHA	PPA Authority Matrix CBM Cost Plan CBM Humanitarian Design Form

Pre-payment procedure applies for fast transfer of funds before ProMIS set-up finalised / updated.
 	
RoF procedure: applies for transfer when ProMIS set-up is done and contract is signed
	Transfer of Funds is possible through two modalities:
	
	A) Pre-payment procedure
	
	• Facilitate filling and signing of pre-payment request by partner and ensure:
	
	    ○ consistency with vendor data in ProMIS Partner Page (if applicable)
	
	    ○ currency bank account recipient is correct.
		CO	IHA	Pre-payment request
				
				Request of Funds (RoF) template

	B) Request of Funds (RoF) procedure
	
	• Facilitate process of RoF and ensure:
	   o consistency with vendor data in ProMIS Partner Page per project number
	   o currency bank account recipient is correct
				QPRG for Request of Funds

	Upload filled and signed: A) Pre-payment request or B) RoF in the ProMIS Project Page.	Transaction Management		Pre-payment request Request of Funds (RoF) template QPRG for Request of Funds
	Initiate payment based on: A) Pre-payment Request B) RoF and inform CO and IHA when transfer issued based on payment confirmation.	A&T		Pre-payment request Request of Funds (RoF) template
	Populate / update project page in ProMIS (Vendor, Partner, etc.)	CO		
	Project Contract	CO	PPSM	QPRG Contract

	CO: initiate issuing project contract based on "humanitarian standard contract" template • PPSM: compliance check and initiate feedback-loop with CO via review function in task "Sign contract" in project page in ProMIS • CO: upload of contract in ProMIS Project Page library			
	Allocation of funds through the respective funding page (usually this is F10064)	IHA		
	Formal booking of payment: • *In case of pre-payment procedure only*: send partner-signed RoF to finance@cbm.org, consistent with pre-payment amount and CostPlan.	CO		
	Ensure funds are transferred without booking of payment.	A&T		
Narrative Reporting	For Narrative Reporting it is recommended: • Projects with a duration up to 9 months: bi-monthly narrative report[7]. • Projects with a duration above 9 months: quarterly narrative reporting.	CO	IHA	IHA Narrative Reporting Template[8]

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[7] COs may agree with the partner(s) to have monthly narrative reports, if they think that this is required in a specific situation.
[8] Also available in Spanish

	• Final Project Narrative report to be submitted not later than two months after project completion for all projects Upload of all reports on the respective ProMIS Project Page.			
Financial Reporting	For Financial Reporting it is recommended: • Projects with a duration up to 9 months: bi-monthly financial report. • Projects with a duration above 9 months: quarterly financial reporting[9]. • Final Project Financial report to be submitted not later than two months after project completion. Upload of all reports on the respective ProMIS Project Page. By the end of the project, ensure that the final endorsed total expenditures are (manually) entered in the ProMIS Expenditure tab under the Project page Finance tab.	CO	IHA	[Financial Report Template](#)
Financial Audit	Requirements as outlined in the project contract to be applied for financial audit.	CO		
Monitoring project progress along the	By default, each project irrespective of its start and end date to deliver the data through the CBM Data Collection Tool (DCT) that are	CO/ IHA		

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[9] COs may agree with the partner(s) to have monthly financial reports, if they think that this is required in a specific situation.

CBM Standard Indicators	available at the two half-yearly reporting deadlines:			
	• Jan to June • July to Dec However, in some case it might be too much to ask for two (or more) reports e.g., for a project with a very short project duration. For projects that have a project duration of less than 12 months, it should be discussed at the beginning of the project which requirements to be applied for the CBM Standard Indicator monitoring. For 6 months or less of project duration only end-of-project reporting will be done. Ensure, data transfer from partner's data report into the Project page Indicator Tracker sub-tab under the Logframe Tab in ProMIS			
Project Status Review and Financial Forecast	This step is necessary for all projects with a duration of more than six months. Manually enter the project status review rating in the Project Status box on the Project page Overview tab in ProMIS. For projects that cover more than one budget year (e.g., a project goes from September 2024 until April 2025), additionally enter the annual budget Financial Forecast figure in the			

	Project page Forecast sub-tab under the Finance tab in ProMIS		
Real-Time Review / (external) ex-post Evaluation	External project (ex-post) evaluations are **not** recommended for short-term projects with a duration of less than 12 months. If an ex-post evaluation is planned, the QPRG for Evaluations to be applied. An (internal) Real-Time Review as outlined in the respective IHA RTR guidance note can be considered as an alternative option to an external (ex-post) evaluation.	CO/ IHA	[RTR Guidance Note](#) [QPRG for Evaluations](#)
Lessons learned workshop	Each project should be completed by a (virtual or on-site) lessons learned workshop that includes at least the involved partner(s), CO and IHA.	CO/ IHA	

Approved by: Director FaOD -Thorsten Schmidt; Endorsed by SteerCo Infrastructure Projects

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