

Isle of Man Government International Development - Small Grant Funding Application Form

1. **Read the [Guidance Document](#) carefully.** This will tell you more about this funding stream, eligibility criteria and what we need from you. There is also a template of this application form available for review at Appendix 1.
2. **Prepare any documents you wish to upload (*please keep file sizes to a minimum, max size 15MB, PDF/Word/Excel format only).** Unless otherwise stated, all boxes are limited to 300 words. You may upload supporting documents but you will specifically be asked to attach the following documents to your application (template available by following the Blue links below):
 - o [Project Delivery Plan \(Word\)](#) – breakdown of how you will deliver the project
 - o [Project Budget \(Excel\)](#) – detailed breakdown of costs (**Excel format required**)
 - o [Risk assessment \(Word\)](#) – project specific risks identified and mitigations
 - o [Safeguarding plan \(Word\)](#) – project specific safeguarding measures linked to organisational safeguarding policies
 - o [Communications plan \(Word\)](#) – how/where will you raise awareness of this project
 - o **Your Organisation** – summary of the structure, governance and administrative framework and a copy of your current governing instrument.
3. **You MUST complete this application form in one session** – You will not be able to save your progress and return at a later date. If your screen remains idle for too long the page will timeout and you will have to start again from the beginning.
4. **The closing date for this funding round is Friday 2 July at midnight.** Submissions received after this date will not be eligible.

Shortlisted applicants may be invited to present details of their project to a Panel convened by the Executive Director, Crown and External Relations, and answer questions if necessary. This may be done in person or via video link if necessary.

Final funding decisions will be made by the Cabinet Office in August and applicants will be notified shortly afterwards.

We are unable to answer telephone queries at this time however if you have any queries regarding this application, we are available to answer questions and it may be possible to schedule a call. To contact us please email: internationaldevelopment@gov.im

Eligibility to apply

What is your email address?*

Please confirm email address*

Are you applying on behalf of an Isle of Man Registered Charity? * Yes

Section 1 – Introduce us to your project

Name of Project:*

Improving WASH services and facilities for vulnerable host communities and out-of-camp South Sudanese Refugees in Al Jabalian locality, White Nile State, Sudan

Which country will the project be delivered in:*

Yes

Is this country ranked as low development on the UN Human Development Index? *

Summary of project (max. 100 words):*

This 24-month project will improve WASH services and facilities for vulnerable host communities and out-of-camp refugees and contributing to SDG targets 6.1 and 6.2. This will be achieved through providing lifesaving safe and sustainable Water, Sanitation, and Hygiene (WASH) services for 25,000 people in 8 villages in El Jabalian locality, White Nile State, Sudan. The project outcomes are: 1) At least 16,000 people have improved access to safe, sufficient, and sustainable water in 4 villages in Al Jabalian locality; 2) Improved hygiene, sanitation, and waste management for 25,000 people in 8 villages in Al Jabalian locality.

Anticipated start date:*

01 Sep 2021

Anticipated completion date:*

31 Aug 2023

Which of the UN's 17 Sustainable Development Goals (SDGs) are being targeted by the project?*

- ☐ SDG1 No poverty
- ☐ SDG2 Zero hunger
- ☐ SDG3 Good health and well-being
- ☐ SDG4 Quality education
- ☐ SDG5 Gender equality
- ☒ SDG6 Clean water and sanitation
- ☐ SDG7 Affordable and clean energy
- ☐ SDG8 Decent work and economic growth
- ☐ SDG9 Industry, innovation and infrastructure
- ☐ SDG10 Reduced inequalities
- ☐ SDG11 Sustainable cities and communities
- ☐ SDG12 Responsible consumption and production
- ☐ SDG13 Climate action
- ☐ SDG14 Life below water
- ☐ SDG15 Life on land
- ☐ SDG16 Peace, justice and strong institutions
- ☐ SDG17 Partnerships for the goals

Please summarise how the project objectives are linked to the SDGs (max. 300 words):*

The project will support vulnerable refugee and host communities living in 4 villages in Al Jabalian locality to access clean and safe water. The project addresses the sustainability and ownership of rehabilitated infrastructure by engaging community members in Water User Committees that will be trained and equipped with tools to maintain it. By establishing these committees, the project will ensure infrastructure is maintained beyond the project length. The project will work with 50% women that will be part of Water User Committees. By empowering women in Water User Committees, the project aims to increase their participation in community decision processes that directly affect them. The project will work with local authorities and particularly with the Water, Environment and Sanitation Project led by the authorities to ensure water is being tested at the source.

Linked to SDG 6, the project will also work to improve hygiene and sanitation in 8 highly vulnerable and at-risk villages in the area (4 supported directly with water access and 4 in their proximities). The COVID-19 pandemic has shown the critical importance of hygiene, sanitation, and adequate access to clean water for preventing and containing diseases. It has also demonstrated how hygiene and sanitation practices save lives since they prevent the spread of pathogens and infections, including the virus. Basic water access and changes in knowledge, attitudes and practices are critical to prevent the spread of multiple water-borne diseases. To achieve this the project will work with Hygiene Promoters and Community Mobilisers to run campaigns both on hygiene and sanitation, and on waste management. This is expected to have an impact on knowledge, attitudes, and practices in these villages by reducing the risk of contamination of water sources and transmission of preventable water-borne diseases due to the unsafe disposal of liquid and solid waste.

Section 2 – Tell us more about your Project

Project Manager Name:*

Please give details of Project Manager's previous experience/professional credibility for the role:*

██████████ is an experienced Programme Manager based in CAFOD Sudan with extensive experience managing CAFOD's team and building strong and capacity-oriented partner relationships. Most recently, ██████████ has overseen and managed UNICEF and UNHCR projects in camp settings and settlements. In CAFOD Sudan, the Programme Manager oversees partner relationships, acts as the lead for project monitoring and support across the delivery team. In this case, he will manage CAFOD WASH Programme Officer who will be the person with partner support responsibilities for this project. ██████████ has worked closely with key Sudanese and international stakeholders which will enable smooth implementation of the project. He has previously managed and overseen WASH, food security, nutrition, and protection programmes funded by multilateral and bilateral agencies both for humanitarian and development programmes and with a real understanding of the fluidity of the context. As such, ██████████ understands programme quality expectations to meet impact goals and requirements of multiple donors and stakeholders. He is well networked amongst donors, I/NGO's, civil society, and implementing agencies in Sudan and will ensure synergies and coordination with key stakeholders. As an experienced facilitator, he will support CAFOD's WASH Programme Officer and CAFOD's WASH Programme Accompanier to support GAH's team to draw together learning from the programme, and support adaptive practice towards partner's capacity strengthening, accountability, and necessary day-to-day operational ability by ensuring systems and staff are in place. As a key representative of CAFOD Sudan, he will facilitate key meetings and relationship management for the project. This role reports to CAFOD's Country Representative.

A) A stand alone project

Is this project (select 1 option):*

Does your project include the use of sustainably sourced materials?*

No

Does your project include the use of locally sourced materials? *

Yes

Please indicate the approximate number of direct beneficiaries:*

The project will directly support 25,000 vulnerable host community members and refugees (5,000 households, 5 people in each household) in 8 villages in Al Jabalian, White Nile State, Sudan. These direct beneficiaries are from Alagaya, Alganaa, Almagabi, Alaoudha, Almusalameia Kaja, Kilikees, Shandi Foog, Um Alguara villages.

Please indicate the approximate number of indirect beneficiaries:*

The project will indirectly support an estimated 100,000 people that will benefit indirectly from the messages and changes in knowledge, attitudes, and practices related to hygiene, sanitation, and waste management in the directly targeted population. Overall, the project will have an indirect impact on these people by reducing faecal and environmental contamination of water sources in the locality of Al Jabalian.

Please summarise what benefits are anticipated to direct and indirect beneficiaries separately:*

The project will directly benefit displaced and host community populations by providing access to safe drinking water (20L/day/person) in 4 key underserved villages. The project will also tackle contamination of water sources and the spread of disease due to unsafe disposal of faeces and waste in these 4 villages and 4 additional ones in Al Jabalian. The project will directly benefit women, men, and children under five (vulnerable to water-borne diseases), people with disabilities, community management structures and local leaders in the target areas of the project.

The project will have a wider impact in surrounding communities. By training Water User Committees, Hygiene Promoters and Community Mobilisers, the project is investing in local capacity which will have positive

returns for the locality. Indirect beneficiaries will comprise of community members from villages within the locality who will benefit from skills and knowledge gained by the population in the 8 targeted villages, replicating good hygiene and sanitation practices. They will also be reached through public gatherings and messages in public campaigns. The project expects to have a multiplying effect by mobilising targeted communities. During and after the project, Hygiene Promotors will continue being reference points of knowledge and will have an established recognised role within the communities in relation to hygiene, sanitation, and waste management to reduce the environmental impact. Overall, the project expects to reduce morbidity and mortality risks related to lack of water access, open defecation and inappropriate waste disposal which increase the vulnerability of at-risk populations to vector-related diseases such as malaria, dengue fever and cholera. The project will also encourage peaceful coexistence between displaced populations and host communities where use of resources, and particularly scarce water access, motivates disputes. Ultimately the project will also have an impact on the health and wellbeing of the wider community.

It is essential that the project is sustainable after funding has been utilised. Please describe the planned continuity of the project in the beneficiary country once funding ceases, including details of any continued operation and maintenance of project facilities:*

The key sustainability strategy used by the project is strong community-led ownership. The project builds the capacity of local members to be able to manage and maintain rehabilitated pipeline systems and water infrastructure. Building local resilience is at the core of the project's sustainability strategy. The project will build the capacity of 4 Water User Committees (20 members each, 50% women and 50% men), establishing these committees as a key structure to identify and address WASH needs of the community. In addition to being trained and equipped with technical skills and repairing tools, these Committees are key in relation to joint management of water resources between refugees and host communities and support community-led solutions that take into account the different needs of diverse groups, particularly the most vulnerable. Water User Committees are key to ensuring the long-term sustainability of the project as members will acquire knowledge and skills that will remain in the area. The project will also work to link up with relevant authorities and particularly the Water, Environment and Sanitation (WES) project, led by the authorities, to advocate for frequent monitoring of water quality through regular testing and overall governance of water infrastructure. Key representatives from WES will be invited to participate in training.

The project will also work with 80 Hygiene Promotors and 8 Community Mobilisers. It is expected that Hygiene Promotors will play a key role in ensuring the sustainability of the project beyond the project's life. The project will work to establish these roles as a key reference in communities. Selected Hygiene Promotors will be identified with this role and remain available for consultation by community members and local authorities beyond the length of the project.

It is important that you are able to demonstrate you have sufficient technical expertise to carry out project activities effectively. Please provide details of qualified project staff being used:*

Since 2015, CAFOD and GAH have delivered WASH services in White Nile State, both in Al Jabalian and El Salam localities in partnership with UN agencies. CAFOD's WASH Programme Officer in Sudan will lead on technical and project management. He is a qualified and experienced practitioner, holding a Master's degree in Public Health from the University of Khartoum with over 15 years' experience in the management and implementation of water, sanitation and hygiene programming in several states in Sudan. The Programme Officer will oversee implementation of this project, and support GAH's capacity in WASH by providing guidance on overall scope and design, engagement of

communities, government institutions and other WASH sector players. Day-to-day technical guidance will be provided by this role to ensure implementation follows the highest quality standards. CAFOD's Programme Accompanier for WASH is a qualified WASH specialist with more than 7 years' experience designing and installing similar schemes, technologies and supporting local partners and community development initiatives. This role will support processes such as training Water User Committee members, Hygiene Promoters and Community Mobilisers, supervision of contractors and monitoring project implementation against Procurement and Project Delivery plans. CAFOD's Programme Finance Accountant will provide support and oversight of procurement planning and procedures, and overall financial monitoring and reporting. Programme monitoring to track effectiveness, efficiency and achievement of results will be done by GAH's Project Officer and GAH's Assistant Officer, with support from CAFOD's qualified monitoring team. GAH's Finance and Logistics Officer will record day-to-day funding management and transactions to ensure appropriate procurement, due diligence and financial controls are in place with the support of CAFOD's Programme Finance accountant.

Tell us about the Country and Region of the Project. Please summarise why this geographic region was selected for your project including why the location requires International Development work and the importance of the work for the region?*

Sudan is positioned at 170/189 on the United Nations Human Development Index which puts the country in the low human development category. Conflict, slow and sudden disasters, displacement, and political and economic instability contribute to Sudan's complex crisis. As of June 2021, White Nile State hosts more than 58% of South Sudanese Refugees (SSRs) in Sudan and approximately 77% of them live alongside host communities. High prices of basic commodities, cash flow challenges, the increase in COVID-19 cases and its socio-economic ramifications have negatively impacted access to already overstretched services for both the displaced population and host communities in overcrowded locations. The prevailing economic situation and unresolved conflict in neighbouring countries point out that needs will continue escalating beyond 2021. According to UNOCHA, 74% of the population in White Nile State lack basic WASH services and are at high-risk of water-borne diseases due to broken infrastructure, poor practices, and lack of community governance, all aspects that the project will tackle. The 8 targeted villages were selected due to the high influx of displaced population and high levels of vulnerability to droughts and flooding. Discussions with UN partners revealed that 67% of displaced population in Al Jabalian access less than 16L/per person/day against the 20L of water recommended, and open defecation and unsafe waste disposal is an issue for more than 70% of the population. CAFOD's community consultations confirmed that repairing broken pipeline infrastructure in 4 villages and promoting hygiene, sanitation, and waste management in 8 villages in the area is key to address critical WASH gaps. A key aspect of this project is the intention to bridge the gap between the humanitarian and development nexus by addressing immediate needs of both displaced population and host communities, and through investment in community-led structures towards a sustainable management of WASH services.

Does this project address areas of need identified by any specific research or surveys? *

No

Can you confirm that successful completion of this project will not contravene any local laws or regulations in the target country/region?*

Yes

Can you confirm that you have the legal authority to operate in the selected country? *

Yes

Is there an established connection between the beneficiary country and the Isle of Man? *

No

Is there an established connection between this project and the Isle of Man? *

Yes

Please provide a brief summary: *

The project design was shared and positively received by the Churches Committee on the Island and Churches Alive, a group of Catholic and non-Catholic Churches on the Island. Also, our volunteers on the Island have been engaged and consulted during the proposal development process and provided input in relation to our Communication project activities on the Island.

Please tick the boxes to confirm your Project Delivery Plan is detailed and includes all the following information: *

- ☒ Project objectives linked to key outcomes
- ☒ Planned activities to ensure the objectives are met
- ☒ Details of how project activities will be monitored
- ☒ Timelines for the above objectives and activities
- ☒ If partner agencies are involved, clear definition regarding who will be responsible for ensuring objectives are met

Please upload your Project Delivery Plan: *

B CAFOD 2021-project-delivery-plan-Sudan.pdf

Section 3 – Tell us who is making this application

Full name of main contact we will be communicating with: *

[REDACTED]

Position in organisation: *

International Programme Funding Officer

Contact telephone number: *

[REDACTED]

Email address: *

[REDACTED]

Please confirm email address: *

Name of Charity: *

Catholic Agency for Overseas Development (CAFOD)
1217

IOM Registered Charity Number: *

Registered Charity address: *

[REDACTED]

Charity's Main Contact Name: *

[REDACTED]

Charity's Main Contact Telephone Number: *

Are you registered as a Specified Non-Profit Organisation (SNPO) with the Isle of Man Financial Services Authority? *

No

If no, please provide evidence that you are exempt from this requirement: *

CAFOD has recently contacted the FSA and has received confirmation that no registration is required for CAFOD based on the current circumstances.

As the Isle of Man Financial Services Authority indicated on June 1st, 2021:

"It appears that CAFOD International does not meet the definition of SNPO due to the fact that the decision regarding where to remit the funds is not made in the Isle of Man. Therefore the CAFOD does not need to register as a Designated Business."

Also previous to this, CAFOD had consulted FSA on previous grant applications and the conclusion of FSA had been that "CAFOD does not currently meet the definition of a Specified NonProfit Organisation as set out in Schedule 4 of the Proceeds of Crime Act. This appears to be the case because it is unlikely that CAFOD will remit 30% or more of funds raised on the Isle of Man to 'higher risk jurisdictions'. This advice was given following a series of questions from the FSA to the Isle of Man about CAFOD's

management, control and use of funds, as well as the relationship between CAFOD, as registered on the Isle of Man, and CAFOD, as registered with the England and Wales Charity Commission. An email chain is attached that includes the detailed questions asked by the FSA originally, CAFOD's responses, the FSA's advice that CAFOD should deregister and confirmation that CAFOD does not need to register as an SNPO in the context of the current application as of July 2021.

Please tick to indicate your agreement with the following:*

Has your organisation completed projects on this scale previously:*

What was the total project budget:*

Was the final outcome: *

In which country was the project delivered?*

What was the timeframe of the project?*

Please describe the projects objectives (300 words max):*

Please describe main project activities:*

Related correspondence with the FSA is attached to this application.

- ☒ We understand the requirements of us under the IOM Charities Registration Act 2019
- ☒ We are up to date with our filings with the Attorney General's Chamber in accordance with IOM Charities Registration Act 2019
- ☒ We understand the requirements of SNPO registration
- ☒ Our Charity's Vision and Mission Statement align with with the objectives of this project
- ☒ If we become aware of any issues with our Charities Registration or SNPO registration throughout the course of this grant period we will advise the Cabinet Office and contact the necessary regulatory body immediately.

Yes

£675059.54

On budget

Sudan

01/01/2020-31/12/2020 (1 year)

"Responding to South Sudanese Refugees' sanitation and hygiene needs in White Nile" was a 12-month project, funded by UNHCR in 2020, which intended to address sanitation and hygiene gaps and needs of about 166,017 South Sudanese refugees in 9 established official camps located in El Salam and El Jabalian localities in White Nile State. The project intended to tackle lack of knowledge/skills in personal, household, and environmental hygiene and sanitation practices in camp settings. The project achieved this through the construction, operation and maintenance of shared family, communal and household latrines; provisions of personal, household and community services on hygiene and sanitation; and capacity strengthening of WASH structures in schools and established official camps. The project delivered 2 main outcomes: one focused on the construction of sanitary facilities and latrines in camps and schools, and awareness-raising through home visits, school-based hygiene clubs, IEC materials distribution and work with Hygiene Promoters and Community Mobilisers in camps. The second outcome focused on new family latrines construction, rehabilitation of existing latrines and support towards their maintenance. The positive results with awareness-raising and the effectiveness of the model through the engagement of Hygiene Promoters and Community Mobilisers have contributed to the design of this proposed project. An initial Behaviour Change Communication assessment was conducted. Under the first outcome, the project conducted 18 bi-annual drama sessions with refugee community members in the camps that involved plays, songs and poems with hygiene and sanitation content. The project carried out home visits to reinforce hygiene and sanitation messages with the total target population (166,017 people) in the camps. The project also focused on school hygiene and sanitation activities with 16 school-based hygiene and sanitation clubs and through the distribution of IEC materials in Arabic both in household visits as well as in activities in schools and campaigns. The project trained 135 Hygiene Promoters and worked with 9 Community Mobilisers (1 per camp). An important activity of the project was the inter-agency KAP survey conducted in camps which have informed on project results and future interventions. The project also established 18 handwashing points (2 per camp) and conducted awareness raising campaigns on hygiene, sanitation, and waste management in 9 camps. Under the second outcome, the project constructed 650 family shared latrines, and rehabilitated 1000 additional latrines in target camp locations.

Please describe monitoring activities undertaken and outcomes:*

To monitor activities the project adopted a highly participatory multistakeholder monitoring and evaluation framework to ensure that the project remains adaptive and responsive to the needs of people and communities in the local context. The project followed UNHCR monitoring requirements. According to CAFOD's procedures, an Accounting framework was established to link all accounting transactions of the project and partner transfers based on projections. CAFOD staff was engaged in project monitoring and implementation through field visits, partner support, coordination, procurement, and activity checks, and in feedback handling, which contributed to a successful implementation of the project. Through a logframe with a timeline, and a monitoring matrix with performance indicators, the project provided frequent updates to UNHCR focal point staff based on monthly field visits and implementation progress. The monitoring matrix required status updates every quarter on progress achieved per activity which included a narrative description on progress and a numeric value against established performance indicators and targets (i.e. # drama sessions conducted to date in specific sites and progress against performance target). The agreement also required submitting official mid-term and annual reports which included Project Performance Reports, Financial Reports, Goods and Property Reports and Personnel Reports.

Did the project achieve all planned objectives? *

Yes

Connections

Is there an established connection between the charity and the Isle of Man Government?*

Yes

Please provide brief summary:*

CAFOD's headquarters are on the UK mainland. CAFOD is registered in both England and Wales as well as on the Isle of Man, and it is supported by the Catholic community on the Island. In addition to having an established relationship with the International Development Committee, CAFOD carries out substantial fundraising, awareness-raising, and development education activities. Activities are coordinated by CAFOD Isle of Man's Secretary, [REDACTED] and supported by CAFOD's volunteers.

Regular visits, activities on the Island and communication through newsletters, social media and through our Catholic networks are coordinated during the year by CAFOD's dedicated Community Engagement Team. CAFOD engages in development and humanitarian awareness-raising through dedicated "times of reflection" in the liturgical calendar (i.e., Easter, Advent or Lent), and informing supporters on milestones in projects funded by the Isle of Man Government. Through visits, newsletters, and social media, CAFOD raises awareness of development and humanitarian issues and exposes the work of CAFOD and its partners to alleviate poverty. For example, under the last project funded by Isle of Man in Ethiopia, CAFOD circulated a video and a newsletter communicating the success of the project in addressing critical water access needs of pastoralist communities in Afar, Ethiopia. The project video and information were featured in the Catholic Pic and presented in liturgical reflective activities. CAFOD's Community Participation Coordinator, [REDACTED] provides regular updates to the clergy and volunteers living on the island and visits the island to meet with congregations, speak at Mass and conduct activities in schools. In the past, our Community Participation Coordinators have been invited to Manx FM to speak about CAFOD's project funded by Isle of Mann Government as well as on wider international development and humanitarian issues. Our secretary frequently speaks in the Churches Committee about development issues and fundraising for CAFOD's work.

Have you received Isle of Man Government funding for any previous International Development project? *

Please provide brief summary including dates:*

Yes

- "Increasing access to water for pastoralist and their livestock in Afar, Ethiopia", 01/07/2019 – 31/12/2020. Isle of Man Government: £99,000; CAFOD co-funding: £11,000. The project contributed to SDGs 6 and 7 by improving access to WASH services and green energy. The project increased access to water for 7,387 pastoralists (3766 women) and their livestock in the drought-prone region of Afar in Aba'ala district through the installation of 2 solar water pumping systems including the construction of a water reservoir and a 2-km pipeline extension. The project established WASH Committees in both locations and trained its members and government district experts on the maintenance of infrastructure.

- "Chimanimani WASH for Sustainable Development, Zimbabwe", 01/10/2017–31/09/2019. Isle of Man Government: £100,000, CAFOD co-funding: £12,000. The project contributed to SDGs 6 and 7 by improving access to water and sanitation facilities, and improving hygiene practices at two rural primary schools in Chimanimani district in Zimbabwe, and providing green energy to one of those schools. Project activities involved the installation of 2 solarpowered piped water schemes; training 2 WASH Committees; installation of 20 squathole flush toilets with menstrual hygiene facilities; the establishment of a green energy supply to one of the target schools; training sessions on health and nutrition to Health Technicians, Health Workers, and School Committees.

- "Kalonge Water Programme in Kalonge, North Kivu, DRC", 01/03/2016 –28/02/2017. Isle of Man Government: £61,000. This project provided access to safe drinking water for 567 people through a gravity piped system alongside sanitation facilities in a school and hygiene awareness-raising activities.

- "Addressing disaster risk through sustainable environmental management in Sierra Leone", 01/07/2015 – 01/07/2018. Isle of Man Government: £168,836. This 3-year project reduced the vulnerability of communities and particularly women, to drought, bush fires and windstorms through sustainable environmental management in 2 districts in Sierra Leone.

CAFOD Organisational structure, financial controls and administrative framework.pdf
CAFOD Memorandum and Articles of Association.pdf
CAFOD Trustees Report and Financial Statements 2019-20.pdf

Please provide us with an outline of your organisational structure, governance and administrative framework. In the interests of accountability the names of the Chairman, Board of Directors and Trustees must be provided. Please also include a brief description of how your organisation is run. A copy of your Annual Report & Audited/Examined Accounts for your most recently completed financial year must be submitted, and a copy of your current Governing Instrument. *

Is this a joint application made on behalf more than one Charity?*

No

Section 4 – Tell us about your partners

Will a partner organisation be involved with delivery of this project?*

Yes

Please provide the names of all partner organisations used in the beneficiary country:*

Global Aid Hand (GAH) - <http://www.globalaidhand.org/>

Please provide the names of all other partner organisations involved with this project:*

The only partner for this project is Global Aid Hand (GAH)

Please explain why each partner organisation was selected to engage with this project, e.g. local knowledge, technical expertise, language barriers etc:*

CAFOD has been working with GAH since 2016 in White Nile and South Kordofan States. GAH is the preferred partner due to GAH's vast experience in Food Security & Livelihoods, Protection, Education and WASH working with vulnerable communities with both refugees and host communities in Al Jabalian locality which are key priorities in the area. CAFOD has worked with GAH for 5 five years on different projects that have been funded by various

donors such as Sudan Humanitarian Fund (SHF), UN funds and country-based pooled fund and other sister agencies including Secours Catholique. GAH has an established presence in White Nile State, which is essential for the implementation of the project since humanitarian and development agencies still face numerous limitations and security constraints. GAH has a good understanding of the local context and the area, as well as key relationships with local government representatives and other agencies. CAFOD has supported the organisation with internal funds and accompanied project implementation for the last 5 years. GAH's experience managing UN and pooled funds have shown the partner has the necessary experience to successfully implement this project. Also, these previous experiences particularly with UN agencies delivering WASH services in camp settings have provided GAH with a solid understanding of technical principles that will be very important for the intervention.

Yes

Do you have any partnership agreements in place with any of the partner organisations or any other organisation which might be relevant to this project?*

Please state start date of agreement:*

Please state end date of agreement:*

Please summarise terms of agreement:*

01 Sep 2016

30 Sep 2021

GAH is an active partner in our portfolio. This means that if the project is approved, CAFOD will issue a new Project Funding Agreement (PFAs). CAFOD's PFAs are project-specific and responsive to the level of financial risk in the programme location and specific to the provisions and requirements of each donor. The PFAs establishes the total grant amount and length of the agreement, and specifies the use of funding towards project outputs and outcomes agreed in the budget. Payment and reporting conditions are also stated. Partner commitments are specified in relation to use of checked bank accounts, maintaining accurate and evidenced-based accounting. The PFA also establishes principles in relation to compliance with local legislation and compliance with national reporting bodies including up to date registrations. The PFA also establishes the need for the partner to have exhaustive Fraud and Loss policies to prevent Aid Diversion, Money Laundering, Bribery and Corruption. The partner must conduct checks and inform promptly of any delay, obstruction, events, concerns or suspicion of loss, bribery, misappropriation, fraud or terrorist activity related to grant funds. The partner also commits to follow CAFOD's Supply Chain Manual allowing CAFOD to conduct necessary checks, monitoring in support that is related to the grant. Partners that receive more than £50,000 per financial year are requested and commit to conduct an independent financial audit of the project or organisational wide audits for each financial year. The PFA also describes commitments to uphold minimum Code of Conduct, safeguarding and due diligence standards; to ensure complaints and feedback mechanisms are established in communities and responsive, and partner's responsibilities in relation to security, health, and safety of representatives. Additional contractual obligations as per specific institutional donor requirements are set. All partners undergo assessments every 3 years to ensure they meet minimum standards.

Please confirm detail of due diligence checks your organisation has carried out on the partner organisation (s) by tick box indication that you have considered the following areas and summarise the outcomes in the text box below:*

- ☒ Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT)
- ☒ Financial stability or any irregularities, including review of Annual Reports
- ☒ Adverse information - available on the internet or via other media
- ☒ Sanctions - If your partner organisation operates in any jurisdiction subject to sanctions or if they are linked to any sanctioned individuals
- ☒ Safeguarding checks

Outcomes:*

In 2019 CAFOD conducted a Mango Health Check of all key financial and assurance areas of GAH. The partner revealed GAH is a low-risk partner with a score of 311 points out of 340. GAH has good planning and budgeting practices, excellent practices in relation to the use of basic accounting systems (i.e., payments are recorded appropriately and evidence, bank reconciliations are conducted every month). GAH also has good practices in place in relation to budget monitoring and controls which help the organisation take decisions. In the assessment, the partner showed great practice in relation to grant management (i.e., separation of duties, compliance with terms and conditions), staffing levels are appropriate and procurement practices meet minimum standards.

The same year, CAFOD conducted a safeguarding assessment and has elaborated a safeguarding profile of GAH. The partner went through Safeguarding, Accessible, Dignity-based and Inclusive Programming training last month (June 2021). The safeguarding assessment in 2019 revealed that GAH has a COC which is signed by staff and representatives, safe recruitment processes are in place, GAH has a clear complaints mechanism with guidance on handling complaints and grievances which is communicated to representatives and monitors concerns and complaints. A designated safeguarding focal point is available in the organisation.

Section 5 – Tell us about your budget

What is the total project budget? *

£108792.00

What is the requested donation from the Isle of Man Government (up to 90% of total project budget maximum)?*

£96,986.00

Will this project be Co-Funded by someone other than your charity and the Isle of Man Government?*

No

Please outline how you aim to raise the remainder of the project budget (minimum 10%) providing details of any donors, partners or fundraising activities that will be involved or have already taken place:*

CAFOD Project co-financing of £11,806 (11% project budget) will be allocated from CAFOD's core general funds, which are raised through supporters across England, Wales and the Isle of Man through monthly donations, legacies, and major gifts. Each country programme is allocated an annual budget from these funds, determined by the needs and available resources as detailed in the Country Strategy Papers. CAFOD has an Anti-Money Laundering policy and a Counter Terrorism policy that explain how donations and funds raised are scrutinised and checked. CAFOD also has a specific Policy on donations if these are incompatible with CAFOD's Vision, Mission and Values, and if the pose particular risks. The policy recognises the need for screening donors and scrutinise every donation on a case-by-case basis

Please describe below the method used to transfer the funds from the charity's bank account to the beneficiary country or any partner organisation(s), including the following information:

- Method of transfer
- All recipients of IOM Government funds at various stages throughout the project
- When transfers will take place (process not dates)
- How these will be safeguarded from loss
- If joint application, how the project budget will be administered between the organisations

Method used to transfer the funds:*

1) CAFOD is committed to sound financial management. As such, CAFOD has developed a robust process, followed by both CAFOD and all partners to ensure transparency and accountability in transfer and usage of funds. An Institutional Contract Database contains information on funds received, spent, and expected from a given donor which holds information pertaining to the compliance and reporting requirements and the payment

schedule. CAFOD Finance staff uses SUN Accounting System which captures all CAFOD's income and disbursements. There is a clear set of delegated levels of authority and separation of roles for grant approvals, expenditure and funds disbursement through WebPromise. 2) CAFOD and GAH are the sole recipients of funding for this project. CAFOD HQ in London will receive the funds from the Isle of Mann. CAFOD UK and our office in Sudan use a verified account. 3) CAFOD uses a Project Funding Agreement to ensure all requirements are known to the partner. Funds are held in London and transferred to GAH upon reception of financial reports and narrative reports. CAFOD Financial Guidelines require that grants to partners are made on the basis of timely financial reports with transaction listings. 4) CAFOD takes a holistic approach to prevent fraud, loss, and misappropriation through appropriate processes and procedures based on our Project Cycle Management Manual, our Partnership Funding Manual, Supply Chain Manual (for procurement). CAFOD's Integrity Policies help reduce the risk of loss and mitigate harm to our programme activity due to fraud, corruption, or aid diversion. These include CAFOD's, Counter Terrorism Policy, Anti Bribery Policy, Fraud and Loss Policy, and Anti Money Laundering Policy. CAFOD has a Fraud and Loss Policy, Whistleblowing Policy, and a Complaints Policy. Expenditure that is not satisfactorily accounted for is considered ineligible and any suspicions of fraud triggers CAFOD's Fraud and Loss investigative procedures.

Please confirm how much you would wish to receive as Year 1/Year 2 payment and the month/year you would wish to receive this payment:

Year 1 payment amount:*	£48493.00
Year 1 date (month/year):*	September 2021
Year 2 payment amount:*	£48493.00
Year 2 date (month/year):*	September 2022
The answer to this question will not affect your application which will still receive full consideration. In some instances projects may only be funded with part of the requested donation. Would you be interested in being considered for part funding if full funding is not available for your project?*	Yes

By ticking this box I indicate that I am aware if part funding is offered to this project that I may be required to produce further evidence that the project can still be undertaken if only part funding is made available. *



Please upload your project budget document in Excel format. The project budget should be detailed and broken down into clearly itemised costings linked to project activities and objectives. *

C CAFOD 2021 - Budget Sudan.xlsx

Section 6 – Tell us about your Safeguarding plans

Safeguarding Officer:*

Safeguarding officer contact information:*

Please upload your Safeguarding plan. This plan should be project specific rather than a generic corporate policy but you should include/reference to corporate safeguarding policies as they relate to your organisation's staff. Your safeguarding plan should include the following:

- Measures to cover all relevant vulnerable groups
- Reporting guidance to be followed in the case of an incident or concerns being raised
- Detail on training and updates of all representatives to be involved with the project
- Confirmation of any pre-employment checks (such as Data Barring Service (DBS)) carried out on project staff
- Confirmation that your organisational culture prioritises safeguarding.
- How you will ensure that there is absolute clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities and to funding partners such as Isle of Man Government.
- Clear guidance on who is responsible for ensuring each aspect of the plan is followed

Please upload your Safeguarding plan:*

E CAFOD 2021-safeguarding plan Sudan.pdf

Section 7 – Tell us about your risk management

Please upload your project risk assessment document. The Risk Assessment should be project specific and clearly identify the risk owner in each entry. The Risk Assessment document should be broken down into various headings of your choosing but should include the following:

- Risks associated with the target region
- Operational Risks
- Financial Risks
- External Risks
- Compliance with laws and regulations in the Isle of Man AND in beneficiary country and region
- Safeguarding risks (if appropriate)

Please upload your Risk Assessment document:*

D CAFOD 2021-risk-assessment-Sudan.pdf

Section 8 – Tell us about your Communications Plan

Does your project plan or communications plan include any direct involvement with Isle of Man Government personnel?*

No

Agreement in principal should be obtained from the person/department before including this type of activity in your communications plan.

Please tick all the regions you intend to target through your communications plan:*

- ☒ Isle of Man
- ☒ United Kingdom
- ☒ Region targeted by project
- ☐ Other

Please indicate which formats you propose to use:*

- ☒ Printed material
- ☒ Personal appearances/speaking events/tours
- ☐ Video production
- ☐ Organisational membership
- ☐ Promotional material
- ☒ Other

If other formats, please describe:*

The project will use newsletters, social media groups, and specific community forums and networks used by churches on the Island. The project will also work with local media in the Island, building on relationships with radio stations and where possible sharing information briefs used by the project with online media. The project will also use banners and signals in project locations.

If you intend to utilise social media, please tick all the channels you plan to use:*

- ☒ Facebook
- ☐ Twitter
- ☐ Instagram
- ☐ YouTube
- ☐ TikTok
- ☐ Reddit
- ☐ Other

Please upload your Communications plan document:*

F CAFOD 2021- communications-plan-Sudan.pdf

Section 9 – Is there anything else you want to share with us?

If there is anything important you would like to tell us in Please find attached the Confirmation from the FSA that

support of your application that has not been covered in the sections before, please use the text box provided or upload additional supporting documents below:

If you wish to upload any supporting documents please ensure they are smaller than 15MB and in PDF or Word format:

CAFOD does not need to be registered as an SNPO - email exchanges from 2019 and July 2021

Confirmation FSA that CAFOD does not need to be registered as a SNPO 2019 and 2021.pdf

Section 10 – Declarations

I declare that the information provided in this application is, to the best of my knowledge and belief, the most accurate and up-to-date information available.

I agree with the above statement. *



I confirm that this organisation has a legal authority to operate in the country concerned and understand that proof of this may be requested. *



I declare that the administration costs will be contained within reasonable limits at no more than 10% of the total funding and as much of the requested funding as possible will go directly to meeting the project objectives. *



I understand that the charity is required to produce a 12 month report before release of Year 2 funding and that a final report MUST be submitted no later than 24 months after the agreed project start date. *



I understand that the Isle of Man Government may request financial information or an interim report at any stage of the project. *



I understand that, if successful, this application and supporting documents will be published on the Isle of Man Government website. I understand that I may request the redaction of personal data. *



Data Protection

Your data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018.

The [International Development Privacy Notice](#) can be viewed online.

For data queries, please contact the CO Data Protection Officer: DPO-CabOff@gov.im Tel: +44 1624 686779



INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING Budget Template

Project Title	Improving WASH services and facilities for vulnerable host communities and out-of-camp South Sudanese Refugees in Al Jabalian locality, White Nile State, Sudan					
Applicant Organisation(s)	Catholic Agency for Overseas Development (CAFOD)					
1 GBP \$1.42						
Description	Unit Cost (GBP)	Quantity	Total Cost (GBP)	Direct / Indirect cost	IOM Contribution in GBP	CAFOD Contribution in GBP
<i>Provide a description of each item in the budget, giving detail of the purpose and specifications of each item</i>						
<i>Please break down cost areas into categories under headings (e.g. transport, construction, training)</i>						
PROJECT ACTIVITIES						
Programme Direct Costs						
Outcome 1.						
At least 16,000 people have improved access to safe, sufficient and sustainable water in 4 villages (Alagaya, Alganaa, Almagabi, Alaoudha) in El Jabalian locality.						
Output 1.1						
4 Water pipeline systems rehabilitated in 4 villages						
1.1.1 Rehabilitate 4 water pipeline systems in Alagaya, Alganaa, Almagabi, Alaoudha villages:						
Activity Description and costing: Rehabilitation work will include upgrading of water distribution points (tap stand distribution point platforms with GI 3/4"); connection of pipes and fittings; fencing the distribution platforms; setting up valves of size GI 3/4"; setting up of 4" gate valve with manhole; setting up of 4" flow meters with manhole; laying, welding, backfilling and connecting 2" and 4" HDPE pipes; Water quality testing will be included in the process (no costed) since it will be achieved through the engagement of the Water, Environment and Sanitation Project led by the local authorities. CAFOD and GAH will seek that testing is conducted at source point	2,817	4	11,268	Direct programme cost	4,168	7,100
Output 1.2						
Community-led water systems maintenance established through a Water User Committed (WUC) trained and equipped.						
1.2.1 Select Water User Committee members and conduct 4 three-day trainings/refresher trainings for 4 Water User Committees (80 people) in Alagaya, Alganaa, Almagabi, Alaoudha villages.						
Activity description and costing: 20 participants per village will be selected to be part of Water User Committees (50% women, 50% men). 4 trainings will be given for basic maintenance and rehabilitation, ecological management of water resources, roles of users and WUC. One Training cost will be Meals (USD 15 x 20 people x 3 days); Transport refund (USD 15 x 20 people x 3 days); Venue hire (USD 50 x 3 days); Facilitators' fees (USD 100 x 2 people x 3 days); and Stationery USD 100. Therefore total unit cost for each of the 3-day training is USD 2,650 / £1,866	1,866	4	7,465	Direct programme cost	7,465	
1.2.2 Provide operation and maintenance tools to the 4 Water User Committees (WUC)						
Activity description and costing: Providing tools to support operation and maintenance of the rehabilitated water pipeline systems. Each of the WUC will be provided with a tools box and common spare items worth USD 1,000	704	4	2,817	Direct programme cost	2,817	
Outcome 2. At least 25,000 people in 8 villages (Alagaya, Alganaa, Almagabi, Alaoudha, Almusalameia Kaja, Kilikees, Shandi Foog, Um Alguara, Kanbo) in El Jabalian locality have improved capacities (knowledge and skills) on safe personal, household and environmental sanitation and hygiene practices						
Output 2.1						
80 Hygiene Promoters and 8 Community Mobilisers are engaged, trained and equipped on PHAST and solid waste management						
2.1.1. Select and conduct 4 three-day trainings for 80 Hygiene Promoters and 8 Community Mobilizers on PHAST.						
Activity description and costing: 80 Hygiene promoters will be selected, 10 per village to conduct campaigns. Also, 8 Community Mobilisers - 1 per village will support mobilisation of communities during campaigns. One Training cost will be Meals (USD 15 x 22 people x 3 days); Transport refund (USD 15 x 22 people x 3 days); Venue hire (USD 50 x 3 days); Facilitators' fees (USD 100 x 2 people x 3 days); Stationery USD 100 Total unit cost for each of the 3-day training is USD 2,830/ £1,993	1,993	4	7,972	Direct programme cost	7,972	
2.1.2 Expenses covered for transport/meals of 80 Hygiene Promoters and cost of engaging 8 community mobilizers:						
Activity description and costing: 1 community mobiliser to be based in each of the 8 targeted villages, will be hired to help facilitate community mobilization, sensitisation and orientation processes. The community mobilizers will be responsible for follow-ups on the implementation of the project activities on daily basis with the community leaders and the beneficiaries in the villages, and will supervise the Hygiene Promoters. The Community Mobilisers will be provided with a monthly stipend of US\$25 per month for six months; while Hygiene Promoters will receive US\$20 per month for six months which will cover transport and meals for activities. CM cost \$25*8 \$200 per month and Hygiene Promoters cost \$20*80 \$1,600, therefore a total is estimated in \$1,800/ £1,268	1,268	6	7,606	Direct programme cost	2,900	4,706
2.1.3 Purchase and distribute 8 megaphones to each Community Mobiliser						
Activity description and costing: Megaphones will be used for mobilization during cleaning campaign activities. Estimated unit cost, as per current market rates, is US\$ 120/ £85	85	8	676	Direct programme cost	676	
Output 2.2						
Improved household waste management, hygiene and sanitation practice.						
2.2.1 Provide sanitary materials: Heavy duty gloves; sanitary masks; cleaning tools to the HPs						

<i>Activity description and costing:</i> This activity will require the purchase and distribution of heavy duty gloves, sanitary masks and sets of cleaning tools. Please see broken down costings for each item						
a) Purchase and provision of 176 pairs of heavy duty gloves for 80 Hygiene Promotors and 8 Community Mobilisers - 2 pairs of gloves will be provided once. Therefore 2 pairs * 88 people - 176 units. Estimated cost, as per current market rate, is US\$ 15/ £11 for a pair of gloves.	11	176	1,859	Direct programme cost	1,859	
b) Purchase and provision of 352 sanitary masks per month - 80 Hygiene Promotors (10 in each of the 8 targeted villages) and 8 Community Mobilisers will be provided with sanitary masks - 4 pieces per person per month, for ten months. Estimated cost, as per current market rate, is US\$ 0.5 for a piece of sanitary mask	0	3520	1,239	Direct programme cost	1,239	
c) Provision of 8 sets of cleaning tools (1 set per village) - 8 sets of cleaning tools (each set will contain 20 brooms, 10 rakes, 5 wheelbarrows, 100 empty sacks) will be provided (once) to the 8 targeted villages to support in solid waste collection campaigns. Estimated cost, as per current market rate, is US\$ 100 per set of the cleaning tools.	70	8	563	Direct programme cost	563	
2.2.2 Conduct 80 solid and liquid waste collection and management campaigns in 8 villages, organised monthly. (1 campaign per month for the 8 villages during 10 months)						
<i>Activity description and costing:</i> To conduct campaigns on waste collection and management a truck will be hired. The truck will therefore be hired once a month during 10 months. This is the cost for transportation of garbage from collection points to the final disposal area on a monthly basis. Estimated cost of hiring truck, as per current market rates, hiring the truck will cost \$640 /£451 per month	451	10	4,507	Direct programme cost	4,507	
2.2.3 Conduct 160 awareness campaigns on safe personal, household, and environmental sanitation and hygiene practices in 8 villages						
<i>Activity description and costing:</i> Breakdown of 160 campaigns - 2 campaigns per village per month for ten months. Budget allocation caters for vehicle hire, communication and beverages for HPs and CMs. Unit cost is estimated at \$60/ £42 (Soap supplies and IEC materials used during these campaigns will have no cost since CAFOD and GAH will coordinate with UNICEF to obtain this items for the project.)	42	160	6,761	Direct programme cost	6,761	
TOTAL ACTIVITY COSTS			52,732		40,926	11,806
Project Management, Monitoring & Evaluation and cross-cutting activities			-			
A) Kick off meeting and safeguarding refresher: The project kick off meeting will support establishing the principles of safeguarding, policy and reporting mechanisms refreshers as well as a review of the risk management plan for all project staff. The Kick off meeting will be essential for the project to establish a Procurement Plan and the M&E Plan that will be followed by CAFOD and GAH's project teams. The budget will cater for meals, transport refund for field staff, venue hire, and stationeries. Breakdown - 1 day x {(meals - 30 people x USD 15) + (venue - 1 x USD 50 x) + (transport refund - 30 people x USD 15)) + USD 100 for stationary Total unit cost for each of the 1-day meeting will be USD 1050/ £739	739	1	739	Direct programme cost	739	
B) Monthly field visits: Cost elements include vehicle hire (2 vehicles @ \$ 75) and lunch allowance for 5 staff (\$15 x 5) for 5 days per month. An initial meeting will be held in the communities to inform on reporting mechanisms and safeguarding and inform on necessary adaptations according to particular needs of different groups. Monthly field visits will be used by CAFOD to conduct programmatic and safeguarding spot checks and ensure quality programming. The total of each visit is estimated in \$225/ £158	158	24	3,803	Direct programme cost	3,803	
C) Rapid baseline survey: CAFOD will conduct a 5-day rapid baseline survey to establish numbers of target groups, position/location of water sources and on-going initiatives in the target villages. Cost elements Data collectors (10 people x \$ 20 x 3 days); Data entry, analysis and reporting (2 persons x 2 days x \$150); stationery - \$ 100 (lumpsum); communication - \$ 50 (lumpsum); hire of vehicles (3 days x 2 vehicles x \$100) Total unit cost for the 5-day rapid baseline survey will be USD 1950/ £1,373	1,373	1	1,373	Direct programme cost	1,373	
D) Conduct 7 quarterly meetings: 7 one-day quarterly project sharing and learning meetings for maximum 30 staff from GAH, CAFOD and key strategic partners. The budget will cater for meals, transport refund for field staff, venue hire, and stationeries. Breakdown - 1 day x {(meals - 30 people x USD 15) + (venue - 1 x USD 50 x) + (transport refund - 30 people x USD 15)) + USD 100 for stationary Total unit cost for each of the 1-day meeting will be USD 1050/ £739	739	7	5,176	Direct programme cost	5,176	
E) Communications tour for CAFOD in the Isle of Mann: Transportation and expenses for a 5-day tour to the Isle of Mann. This will cover basic expenses from Community Participation lead and materials £700	700	1	700	Direct programme cost	700	
F) Visibility cost in Sudan: This includes the cost of banners, billboards, signage, etc in 8 villages	1,000	1	1,000	Direct programme cost	1,000	
TOTAL PROJECT MANAGEMENT, M&E AND CROSS-CUTTING ACTIVITIES			12,792		12,792	-
Direct Staff costs GAH						
•GAH - Project Officer: The project officer will be based in GAH's field office in Kosti with their primary responsibility of planning, implementation, monitoring and reporting of the project activities. 100% of his time is dedicated to this project.	■	■	■	Direct programme cost	■	
•GAH - Assistance Project Officer The Assistant Project Officer, based in GAH's field office in Kosti, will support the Project Officer in implementation of project activities, follow-ups with Community Mobilizers and the Hygiene Promotors on activities involving community mobilization, conducting og hygiene campaigns, conducting of household visits and preparation of reports on activities. 100% of the staff's time is dedicated to this project.	■	■	■	Direct programme cost	■	
•GAH - Finance and Logistics Officer Finance Officer will be based in GAH's field office in Kosti and will be responsible for all the day-to day financial management, transactions and reporting . The staff will dedicate 100% of time to the project.	■	■	■	Programme Support Cost	■	
Direct Staff costs CAFOD						
•CAFOD WASH Programme Officer - This is a Sudan-based position in our field office in Kosti that supports WASH implementation in White Nile State and reports to the Programme Manager. The position will support in the technical planning, implementation and monitoring of project activities; support the downstream partner in the delivery of project activities, reporting and capacity strengthening. The position will dedicate 15% of time to project, and will work directly with Programme Accompanier, CAFOD staff based in Kosti. Amount is a contribution to monthly salary	■	■	■	Direct programme cost	■	

*CAFOD -WASH Programme Accompanier - This is a Sudan-based position in our field office in Kosti that supports WASH implementation in White Nile State and reports to CAFOD Programme Officer (WASH). The position will provide direct daily support to GAH on planning, implementation, monitoring, communication, representation, reporting and coordination of project activities. Position will dedicate 20% of time in this project and the monthly salary contribution covers medical, life and social welfare costs						
				Direct programme cost		
TOTAL DIRECT STAFF COSTS						
TOTAL DIRECT PROGRAMME COST			93,607	81,801	11,806	
Programme Support Cost/ Administration						
*CAFOD - Programme Finance Accountant in Sudan: This is a national position based in Khartoum and reports to the Finance Manager. In this project the position will provide financial capacity support to the partner on financial aspects such as record keeping, payments, and financial systems. The position will dedicate 10 % to the project and contribution is for monthly salary				Programme Support Cost		
*GAH - Contribution to Office supplies Office supplies include stationery, tea, sugar, coffee, water. Unit cost estimated on actual cost of office supplies. Project contribution will be 25%	35	24	845	Programme Support Cost	845	
*GAH - Contribution to Office security Unit cost is estimated on actual cost of office security of GAH office in Kosti. Project contribution will be 25%	62	24	1,479	Programme Support Cost	1,479	
GAH - Contribution to Office utilities and communication Office utilities include water, waste collection and electricity bills; communication include telephone and internet. Unit cost estimated on actual costs of utilities and communication. Project contribution will be 25%	53	24	1,268	Programme Support Cost	1,268	
*CAFOD Sudan- Contribution to Kosti Office rent Unit cost is estimated on actual cost of rent of CAFOD office in Kosti. Project contribution will be 10% for five months	14	24	338	Programme Support Cost	338	
*CAFOD Sudan- Contribution to Kosti office security Unit cost is estimated on actual monthly cost of security of CAFOD office in Kosti. Project contribution will be 10%	41	24	975	Programme Support Cost	975	
*CAFOD Sudan- Contribution to Kosti office utilities (water, electricity, internet) Unit cost is estimated on actual monthly cost of office utilities of CAFOD office in Kosti. Project contribution will be 10%	39	24	930	Programme Support Cost	930	
TOTAL SUPPORT COSTS						
TOTAL - DIRECT PROGRAMME COST + SUPPORT COST/ADMINISTRATION			102,446.76	90,640.76	11,806	
NPAC/Indirect cost - 7%			6,344.85		6,344.85	
SUBTOTALS					96,986	11,806
GRAND TOTAL			108,791.61			

SUMMARY					
	Overall total	CAFOD	IOM	IOM Percentage	Overall percentage
Direct project cost	£ 93,607.32	£ 11,806.00	£ 81,801.32	84.3%	86.0%
Support cost/admin	£ 8,839.44	£ -	£ 8,839.44	9.1%	8.1%
NPAC/Indirect cost	£ 6,344.85		£ 6,344.85	7.0%	7.0%
Total project budget	£ 108,791.61	£ 11,806.00	£ 96,985.61	100%	100%

CAFOD co-financing	Isle of Man funding request
11%	89%

INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Project Delivery Plan Template

Project title	Improving WASH services and facilities for vulnerable host communities and out-of-camp South Sudanese Refugees in Al Jabalian locality, White Nile State, Sudan			
Applicant organisation(s)	Catholic Agency for Overseas Development (CAFOD)			
Project Objective	Description of activities to achieve objective	Timeframe for activities	Monitoring mechanisms	Person/Area Responsible(s)
Outcome 1. At least 16,000 people have improved access to safe, sufficient, and sustainable water in 4 villages (Alagaya, Alganaa, Almagabi, Alaoudha) in Al Jabalian locality.	<p><i>(Specific Objectives as outputs)</i></p> <p>Output 1.1 4 Water pipeline systems rehabilitated in 4 villages. <i>Activities:</i> 1.1.1 Rehabilitate 4 water pipeline systems in Lagaya, Alganaa, Almagabi, Alaoudha villages. <i>Water quality testing – CAFOD and GAH will engage the Water, Environment and Sanitation Project led by local authorities to test the water source.</i></p> <p>Output 1.2 Community-led water systems maintenance established through a Water</p>	<p><u>For Output 1.1:</u> -Water pipeline systems will be rehabilitated between months 1 – 6 (Sept 2021- Feb 2022) of the project period and according to the Procurement plan</p> <p><u>For Output 1.2:</u> • The WUC will be trained after completion of the rehabilitation</p>	<p><u>For Output 1.1:</u> • Monthly tracking according to M&E plan • Monthly narrative reports and quarterly financial reports • Procurement plan • Training monitoring and evaluation • Field visits reports and technical reports from WASH advisor. • Quarterly project review meetings in coordination with WASH cluster in the area.</p> <p><u>For Output 1.2:</u> • Monthly tracking according to M&E plan</p>	<p>CAFOD ✓ CAFOD WASH Programme Officer in Sudan responsible for overall coordination, strategic guidance, monitoring and implementation. This role ensures appropriate project management in relation to project commitments and reporting, and supports the setup of an M&E plan as well as a Procurement Plan <i>(Reports to CAFOD Sudan Programme Manager)</i></p> <p>✓ CAFOD WASH Programme Accompanier in Sudan for partner oversight, technical accompaniment on day-to-day implementation.</p>

	<p>User Committed (WUC) trained and equipped.</p> <p><i>Activities:</i></p> <p>1.2.1 Select and conduct 4 three-day trainings/refresher trainings for 4 Water User Committees (80 people) in Alagaya, Alganaa, Almagabi, Alaoudha villages</p> <p>1.2.2 Provide operation and maintenance tools to the 4 Water User Committees on the rehabilitated water pipeline systems.</p>	<p>work; thus the trainings will be from months 7 – 9 (March –May 2022) of project period</p> <ul style="list-style-type: none"> • Tools will be provided after completion of rehabilitation works; thus provision of the O&M works will be in the months of 7 – 9 (March – May 2022) of project period 	<ul style="list-style-type: none"> • Monthly narrative reports and quarterly financial reports • Pre and post training test • Field visits reports and technical reports from WASH advisor. • Quarterly project review meetings in coordination with WASH cluster in the area. 	<p>✓CAFOD Programme Finance Accountant for overall financial controls, procurement and due diligence procedures are followed and reporting</p> <p>GAH</p> <p>✓ GAH Project Officer responsible for technical supervision, implementation and reporting of field activities and day-to-day staff coordination and activities. GHA Project Manager will follow and coordinate on agreed Procurement Plans, responsible for reporting, and ensuring feedback and safeguarding mechanisms are functional in communities, coordinates with GAH safeguarding focal point and reports to CAFOD.</p> <p>✓ GAH Assistant Project officer responsible for technical supervision, oversight, and support with procurement processes. Supports coordination and accompaniment of communities for field activities particularly in liaison with key</p>
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				<p>players, local authorities, Hygiene Promoters and Community Mobilisers.</p> <p>✓ GAH Finance and Logistics Officer will record day-to-day funding management and financial processes.</p>
<p>Outcome 2. Improved hygiene, sanitation, and waste management for 25,000 people in 8 villages (Alagaya, Alganaa, Almagabi, Alaoudha, Almusalameia Kaja, Kilikees, Shandi Foog, Um Alguara) in Al Jabalian locality.</p>	<p>Output 2.1 80 Hygiene Promoters and 8 Community Mobilisers are engaged, trained and equipped on PHAST and solid waste management. <i>Activities:</i> 2.1.1 Engage and conduct 4 three-day trainings for 80 Hygiene Promoters (HPs) and 8 Community Mobilisers (CMs) on PHAST. 2.1.2 Provide stipends for HP and CMs: Expenses will be covered for mobilisers and promoters to establish the role. 2.1.3 Provide Community Mobilisers with 8 megaphones for monthly solid waste collection campaigns.</p> <p>Output 2.2 Improved household waste</p>	<p><u>For Output 2.1</u></p> <ul style="list-style-type: none"> • 8 Megaphones and sanitary materials are to be purchased in the 2- 3 month (Oct-Nov 2021) of project period and distributed among Community Mobilisers (1 per community) on month 4 (Dec 2021) • Hygiene Promoters and Community Mobilisers will be trained on the sixth month (Feb 2022) and will be engaged during 10 months on PHAST (from Feb to Nov 2022). <p><u>For Output 2.2</u></p>	<p><u>For Output 2.1:</u></p> <ul style="list-style-type: none"> • Monthly tracking according to M&E plan • Monthly narrative reports and quarterly financial reports • Hygiene promoters/community mobilisers - Pre and post training test • Field visits reports and technical reports from WASH advisor. • Quarterly project review meetings in coordination with WASH cluster in the area. • Procurement lists <p><u>For Output 2.2:</u></p> <ul style="list-style-type: none"> • Monthly tracking according to M&E plan 	<p>CAFOD</p> <p>✓ CAFOD WASH Programme Officer in Sudan responsible for overall coordination, strategic guidance, monitoring and implementation. This role ensures appropriate project management in relation to project commitments and reporting, and supports the setup of an M&E plan as well as a Procurement Plan (<i>Reports to CAFOD Sudan Programme Manager</i>)</p> <p>✓ CAFOD WASH Programme Accompanier in Sudan for partner oversight, technical accompaniment on day-to-day implementation.</p> <p>✓ CAFOD Programme Finance Accountant for overall financial controls, procurement and due</p>

	<p>management, hygiene and sanitation practice. <i>Activities:</i></p> <p>2.2.1 Provide sanitary materials: Heavy duty gloves; sanitary masks; cleaning tools to the HPs</p> <p>2.2.2 Conduct 80 solid and liquid waste collection and management campaigns in 8 villages, organised monthly. <i>(1 campaign per month for the 8 villages during 10 months)</i></p> <p>2.2.3 Conduct 160 awareness campaigns on safe personal, household, and environmental sanitation and hygiene practices in 8 villages: <i>(2 campaigns per month for the 8 villages during 10 months)</i></p>	<ul style="list-style-type: none"> • Items (i.e. heavy duty gloves, sanitary masks) are to be purchased in the 2- 3 month (Oct-Nov 2021) of the project period and distributed on a monthly basis during campaigns that Hygiene Promoters and trained • From Month 6 (Feb 2022) 1 campaign a month for waste management will be run during 10 months (this is from Feb 2022 to Nov 2022). • From Month 6 (Feb 2022) 2 campaigns a month for household and personal Hygiene and sanitation as well as environmental conservation practices will be run for 10 months (this is from Feb 2022 to Nov 2022). <i>Please note that soap and IEC materials for sanitation and hygiene campaigns will be obtained at no cost from UNICEF.</i> 	<ul style="list-style-type: none"> • Monthly narrative reports and quarterly financial reports • Monthly Financial reports • Hygiene promoters/community mobilisers - Pre and post training test • Field visits reports and technical reports from WASH advisor. • Quarterly project review meetings in coordination with WASH cluster in the area. • Procurement lists • Materials request to UNICEF 	<p>diligence procedures are followed and reporting</p> <p>GAH</p> <p>✓ GAH Project Officer responsible for technical supervision, implementation and reporting of field activities and day-to-day staff coordination and activities. GHA Project Manager will follow and coordinate on agreed Procurement Plans, responsible for reporting, and ensuring feedback and safeguarding mechanisms are functional in communities, coordinates with GAH safeguarding focal point and reports to CAFOD.</p> <p>✓ GAH Assistant Project officer responsible for technical supervision, oversight, and support with procurement processes. Supports coordination and accompaniment of communities for field activities particularly in liaison with key players, local authorities, Hygiene Promoters and Community Mobilisers.</p>
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				✓ GAH Finance and Logistics Officer will record day-to-day funding management and financial processes.
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INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Risk Assessment Template

Project title	Improving WASH services and facilities for vulnerable host communities and out-of-camp South Sudanese Refugees in Al Jabalian locality, White Nile State, Sudan
Applicant organisation(s)	Catholic Agency for Overseas Development (CAFOD)

Identified Risks	Potential impact on project	Severity	Probability	Steps Taken	Risk Owner (Name and Role)
<u>Risks associated with the target region</u>					
Insecurity due to instability: Tensions between host communities and refugees competing for scarce resources continue to increase and population movements increase due to instability in neighbouring countries.	Tensions and widespread conflict pose a threat to project activities, including restriction of access to project areas; any security risks would severely hamper project logistics, in terms of procurement of items, and movement of key CAFOD and partner staff particularly CAFOD's WASH Programme Officer and CAFOD WASH Accompanier, and GAH Project Officer and Assistant Project Officer. Any outbreaks of conflict are also likely to result in greater population movements particularly from refugees who seek safety in the project area. The White Nile State has received a constant influx of refugees from	High	Medium	CAFOD and GAH will closely collaborate with agencies working in nearby camps, government officials, host communities and the refugees in ensuring that <i>Do No Harm</i> principles are considered when undertaking project planning and during implementation. A robust feedback and accountability mechanism will be set up to ensure all concerns of the communities are addressed appropriately, openly, and effectively. CAFOD will closely monitor the monthly data shared by UNHCR, and in cases where influxes exceed expectations, assess the Project Delivery Plan, M&E plan and communicate, if necessary, with IOM. Working with local partners especially church-based organisations	GAH Project Officer with the support of CAFOD WASH Programme Officer in Sudan. Oversight will be also offered by CAFOD Sudan Programme Manager. CAFOD has governance structures in place and specific roles such as the CAFOD Sudan Programme Manager and Country Representative as well as CAFOD management and advisors support is available to manage appropriately this risk.

	its neighbouring country South Sudan. Failure to fully implement the 2018 peace agreement in South Sudan could lead to significant population movements into Sudan.			such as GAH means the project benefits from their local contextual knowledge, has good relations with local authorities and other agencies means they are well received by community members and authorities which helps access and can detect changes in the environment. Local partner staff are part of the local community, and this often means that programming can continue if there are any access challenges and international staff cannot access the project area.	
Climatic changes such as drought and flooding: On one hand, this semi-arid area has suffered cyclical periods of drought. In other occasions, the rainy season (<i>July to September</i>) might affect access to the target villages and disrupt activities related to rehabilitation of water pipelines.	If this risk is not managed appropriately, particularly floods could have an impact on the accessibility of the project area for GAH and CAFOD staff as well as suppliers involved in procurement processes.	High	Medium	Through planning and putting in place contingency measures such as early procurement processes in a Procurement Plan that defines the scope and processes, CAFOD and GAH will ensure activities that might adversely be affected by the rains are undertaken early on to avoid disruptions. Contractors will be engaged early as per Project Delivery Plan to ensure construction work are completed before onset of the rains.	GAH Project Officer with the support of CAFOD WASH Programme Officer in Sudan. Oversight will be also offered by CAFOD Sudan Programme Manager.
<u>Operational Risks</u>					
Partner capacity	Limited number of experience staff in supply chain, finance, and	High	Low	Appropriate staffing levels have been put in place (and costed) to ensure	GAH Project Officer and GAH Finance and Logistic

	<p>project management, could result in delays in procurement or significant losses in project inputs, over-expenditure, and disallowable expenditure. Reputation damage and distrust among local communities.</p>			<p>direct partner accompaniment during project implementation is in place particularly in relation to WASH. CAFOD will lead in procurement of project inputs and support in the development and use of the Procurement Plan. CAFOD will continue supporting partners based on the institutional capacity assessment and our partner specific capacity development plan. As a regular practice CAFOD will request partner monthly narrative and quarterly financial reports, and will verify through field monitoring visits that activities are carried out to CAFOD's quality standards as per specified in Project Financial Agreement and project documents.</p>	<p>Officer with support from CAFOD Programme Finance Accountant, CAFOD WASH Project Officer.</p> <p>As a governance measure, CAFOD Sudan Programme Manager has oversight responsibilities in all key matters in relation to project and partner's accompaniment ensuring CAFOD's protocols and procedures are followed. As a regular practice, CAFOD will use capacity assessment plans to ensure best practice and protocols and procedures are being followed in this project. Transfer of funds will be done subject to satisfactory partner reports and field verifications as per Project Financial Agreements and project documents.</p> <p>CAFOD has governance structures in place and specific roles such as the</p>
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					CAFOD Sudan Programme Manager and Country Representative as well as CAFOD management and advisors support is available to manage appropriately this risk.
Delays/quality in procurement: Despite following transparent processes with agreed timelines under Delivery Plan and the Procurement Plan (to be developed at project start up), the selected supplier does not deliver within the agreed timeframe.	Delays in delivery of services particularly related to infrastructure could have an impact on the established timeline of the project.	Medium	Medium	Project Delivery Plan has been established to avoid impact dependencies on key outcomes. CAFOD will support not only tendering processes, but also contractual processes with suppliers to ensure timely implementation in agreement with contractual established obligations. CAFOD will request references and checks (particularly for work done with UN and other agencies) is provided by selected suppliers to guarantee quality and timeliness.	CAFOD WASH Project Officer with support from CAFOD Programme Finance Accountant in Sudan will lead on Procurement processes related to infrastructure rehabilitation and monitor closely the Procurement Plan is developed, put in place, and followed by GAH Project Officer and Finance and Logistics officer.
Market shortages of essential supplies.	Shortages of supplies could cause delays in the implementation of activities.	Medium	Low	CAFOD will be pro-active in procurement planning, contingency planning, and regular monitoring of market conditions in White Nile where small items (masks, gloves, tools, etc.) will be supplied. Early planning will be coordinated by CAFOD Project Officer and with GAH project management and financial staff to ensure action is taken promptly and in agreement with	CAFOD WASH Programme Officer with support from CAFOD Programme Finance Accountant will lead and ensure Procurement Plan is put in place, and followed. They will be responsible for monitoring price changes,

				the discussed and approved Procurement Plan.	and rate exchanges to inform on actions to be taken by GAH on a timely manner. CAFOD staff will also support GAH to ensure budget monitoring is appropriate and prevent potential over expenditure.
<u>Financial Risks</u>					
High inflation rates and shortage of liquid cash. Sudan's Central Bank has sharply devalued the Sudanese pound since 21st February 2021. The economy has continued fluctuating because of these changes.	High inflation rates or shortage of liquid cash could make the project partially unaffordable.	High	Medium	CAFOD will monitor closely inflation and price increases to take informed decisions on procurement. The project team will also gather information and hold discussions with UNCHR, UNICEF and other key agencies currently working in the area to understand best practice and come up with possible contingency scenarios of ensuring project is not adversely disrupted/affected. CAFOD HQ and particularly the Programme Accountant and Head of Region will also be kept informed for possible additional support if required. CAFOD will monitor the situation and will discuss the impact of currency fluctuations in the coming months, notifying the IOM on possible effects on the project and	GAFOD and GAH are risk holders, but CAFOD will take the lead on monitoring rates and cash availability to inform on actions taken on a timely manner. CAFOD has governance structures in place and specific roles such as the CAFOD Sudan Programme Manager and Country Representative as well as CAFOD management and advisors support is available to manage appropriately this risk.

				proposing budget revisions, as necessary.	
Financial partner risks (i.e., fraudulent activity, bribery or losses)	Reputational damage to local organisations in communities leading to reduced trust and interest in proposed project and future potential projects.	Medium	High	CAFOD will ensure that any potential financial risk is monitored closely by verification of organisational GAH audits as established in PFAs, which is a requisite for the organisation to keep their registration in country. CAFOD will request the partner to submit quarterly financial reports to be able to verify funding management is appropriate. Spot checks will be conducted on a six-month basis.	CAFOD is the risk holder. CAFOD Sudan Programme Manager will verify all documentation and organisational audits are provided in alignment with CAFOD's standard procedures and partner agreements. CAFOD will be leading on report reviews on financial and narrative information, and on spot checks conducted on a six-monthly basis. CAFOD has governance structures in place and specific roles such as the CAFOD Sudan Programme Manager and Country Representative as well as CAFOD management and advisors support is available to manage appropriately this risk.
<u>External Risks</u>					
Outbreak of cholera during rainy season. Given the hygiene and sanitation conditions	Widespread of the disease among the target population. The consequences can have an impact on water systems the project will	High	Medium	Cholera prevention and control activities such as awareness raising to the community will be incorporated in hygiene campaigns; in case of any	CAFOD WASH Project Officer will support GAH Project Officer in engagement with Ministry

in villages targeted by the project and the great influx of refugees in the area, there are potential risks of outbreaks, particularly of water borne diseases like cholera.	work with, increasing the risk of cholera transmission, should the bacteria be present or introduced in rehabilitated infrastructure.			disease outbreaks, coordination with Ministry of Health and WHO will be undertaken for affected people to access treatment. Water quality testing has been introduced for pipeline systems that the project will rehabilitate to ensure this risk is monitored.	of Health and WHO to monitor this area. CAFOD Programme Manager has well-established networking relationships that will support this. CAFOD will ensure water quality testing of water sources (that feed into project rehabilitated infrastructure) is undertaken in coordination with WES. CAFOD has governance structures in place and specific roles such as the CAFOD Sudan Programme Manager and Country Representative as well as CAFOD management and advisors support is available to manage appropriately this risk.
COVID-19 and outbreak of other infectious diseases.	COVID-19 widespread among the target population may lead to lockdown of the state and cessation of inter-locality movement, limiting movement of people and goods to target locality in White Nile; reach of target communities may be limited, thus	Medium	Medium	CAFOD working in collaboration with other partner UN agencies will lobby state authorities to permit safe movement of essential project staff to support in delivery of essential services. CAFOD will also monitor guidance provided by WHO and Ministry of Health on safe project	CAFOD WASH Project Officer and GAH Project Officer will support engagement with Ministry of Health and WHO to monitor COVID-19 risks. These roles will support GAH Project Officer to

	<p>project not being able to reach the most affected.</p> <p>The widespread of the disease could also affect communication activities planned in the Isle of Mann.</p>			<p>implementation and guidelines to be followed. The essential staff will be provided with PPEs and properly oriented on safety procedures from infection while conducting activities in the villages. Bi-monthly hygiene and waste management campaigns in the 8 villages will incorporate COVID-19 prevention messages.</p> <p>CAFOD HQ will also monitor the COVID-19 situation and restrictions put in place for Isle of Mann communication activities.</p>	<p>ensure COVID-19 prevention measures are put in place and applied by all project staff, particularly GAH field staff and engaged Hygiene Promoters and Community Mobilisers following advice from WHO and Ministry of Health on safe project implementation.</p> <p>CAFOD International Programme Funding Officer will coordinate liaison with our Community Participation team and our volunteer team in Isle of Mann. If due to restrictions changes need to be made to project activities, permission will be requested in advance.</p> <p>CAFOD has governance structures in place and specific roles such as the CAFOD Sudan Programme Manager and Country Representative</p>
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					as well as CAFOD management and advisors support is available to manage appropriately this risk.
<u>Compliance with laws and regulations</u>					
Sanctions: Arms embargo, travel ban, and assets freeze on designated individuals and organisations in Sudan. UN Resolutions as well as sanctions from US and EU have had an impact on entities in Darfur.	This risk is not applicable to the location of the project therefore no impact is expected.	N/A	N/A	Project location is not affected by these sanctions.	
Interference of local authorities/community leaders with project activities and the risk of deregistration of local NGOs by Government authorities.	Interference could lead to delays in project implementation. If partner deregistration takes place could affect completion of activities.	High	Low	CAFOD and GAH have strong relationships with the local authorities in the areas and with present UN agencies. Relationships with key stakeholders will continue being managed during the length of the project to ensure project implementation is not affected and mitigating the risk of deregistration. CAFOD also provides funds on a monthly basis only to address this risk.	CAFOD WASH Project Officer and GAH Project Officer will engage on a day-to-day basis with key stakeholders. CAFOD has governance structures in place and specific roles such as the CAFOD Sudan Programme Manager and Country Representative

					as well as CAFOD management and advisors support is available to manage appropriately this risk.
<u>Safeguarding risks (if appropriate)</u>					
<p>Safeguarding risks of target communities and participants, particularly vulnerable groups which include displaced population, vulnerable women and children, people with disabilities and the elderly</p>	<p>Reputational damage to local organisations in communities leading to reduced trust and interest in proposed project and future potential projects.</p>	High	Low	<p>Project Funding Agreement between CAFOD and GAH states the safeguarding compliance requirements. As per safeguarding policies CAFOD and GAH project staff go through vetting processes. CAFOD's Sudan team went to SADI refresher training last month which is CAFOD's framework to ensure Safe, Accessible, Dignity-based, and Inclusive Programming.</p> <p>CAFOD Sudan Programme Manager has been working with GAH to strengthen its policies and procedures and worked with GAH's assigned Focal Point.</p> <p>CAFOD will continue offering safeguarding accompaniment and monitoring specific safeguarding risks and building the capacity of the partner in line with the Partner Safeguarding Profile through tailored action plans to strengthen GAH's safeguarding policies and procedures. CAFOD and GAH go through Feedback mechanisms are designed to enable communities to</p>	<p>CAFOD WASH Officer and the WASH Accompanier will support GAH to identify and mitigate specific safeguarding risks as per Safeguarding Plan. In addition to supporting screening of Hygiene Promoters and Community Mobilisers, CAFOD will conduct safeguarding spot checks during visits to ensure feedback and complaint mechanisms are functional, and verify that action is taken on specific safeguarding risks identified.</p> <p>In addition, CAFOD Global Safeguarding Advisor will continue supporting partner's safeguarding capacity and providing advice to GAH and CAFOD country</p>

				raise concerns quickly, and procedures for dealing with feedback and complaints is clear.	teams when and where required. CAFOD has governance structures in place and specific roles such as the CAFOD Sudan Programme Manager and Country Representative as well as CAFOD management and advisors support is available to manage appropriately this risk.
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INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Communications Plan Template

Project title	Improving WASH services and facilities for vulnerable host communities and out-of-camp South Sudanese Refugees in Al Jabalain locality, White Nile State, Sudan
Applicant organisation(s)	Catholic Agency for Overseas Development (CAFOD)

Communications Activity	Reach	Objective	Timeframe
Communications activities in the Isle of Man			
Announcement in Diocesan e-newsletter for CAFOD Manx volunteers, to be shared at their local Mass (3x features: at project initiation to thank the Manx population; at the end of year 1 as an update; at project completion to show impact of project). We will also seek to publish these updates in the Liverpool Archdiocese publication – the Catholic Pic.	<p>Five Catholic Churches on the Isle of Man:</p> <ul style="list-style-type: none"> - St Mary's of the Isle, Douglas; - St Anthony's, Onchan; - Our Lady Star of the Sea and St Maughold, Ramsey; - St Patrick, Peel; - St Columba, Port Erin. <p>Total reach: approx. 2,000 people.</p>	<p>The communication will seek to raise awareness that the Isle of Man is supporting invaluable work with communities in Sudan, and to thank the Manx people for their support.</p> <p>The e-newsletter will publish three announcements at various points throughout the project cycle, with specific communication messages:</p> <ol style="list-style-type: none"> 1. At project initiation: to inform the congregations of the generosity of the Manx government, thank them for their support, and introduce the project and the need. 2. At the end of Y1: to give an update on the project activities and the work still to be done. The communication message will be centered on reflecting on the project's impact in the community, and the importance of this work. 3. At end of project (end of Y2): to thank the people of Isle of Man for their support, to provide an update on the project and its impact, and to send photos of the change that they have contributed to. <p>In addition, the e-newsletter will feature a 'call for volunteers' to capitalise on interest in CAFOD's work to raise more awareness in the community on the Island.</p>	The announcement will be made via three newsletters, one at project start in September 2021 (month 1) to introduce the project, one in August 2022 (month 12) and one at the end of the project in August 2023 (month 24) to share the impact of the project.

		<p>We will also place these updates in the Liverpool Archdiocese publication – the Catholic Pic – with whom we have a good relationship and who do regular pieces for us. This is distributed amongst the Catholic community across the Archdiocese, of which IoM is a part.</p>	
<p>CAFOD Community Participation Coordinator will undertake a tour of the Island, speaking at Churches and engaging in community events (for example talking at Schools; speaking at an evening event).</p>	<p>Five Catholic Churches on the Isle of Man:</p> <ul style="list-style-type: none"> - St Mary's of the Isle, Douglas; - St Anthony's, Onchan; - Our Lady Star of the Sea and St Maughold, Ramsey; - St Patrick, Peel; - St Columba, Port Erin. <p>- Methodist and Anglican Churches on the Isle of Man</p> <p>Local Catholic Primary School (St Mary's Catholic Primary School, Douglas)</p> <p>Local High School</p> <p>Total reach: approx. 3,000 people.</p>	<p>The purpose of the tour would be to raise awareness throughout the Island of CAFOD's work, specifically through showcasing the project funded by the Isle of Man (and previous projects also funded by the Isle of Man).</p> <p>This tour is a good opportunity to talk to a large Catholic community on the island. Combined with regular updates in the e-newsletter, over the lifetime of the project, we would like to continue to build our engagement with all parishes on the island and with students of St Mary's.</p> <p>The communication message would center on encouraging people on the Island to become volunteers – to engage with the Manx population, for example interacting with local schools (including talks and educational materials); speaking at Mass; and arranging local fundraising and communications activities. The purpose of these activities would be to encourage a sense of global partnership with other communities – particularly the communities we are working with in Sudan – and to raise awareness of the impact such projects can make.</p> <p>CAFOD volunteers in the Island have an extensive network of churches and connections in local schools and local high schools, for this reason, during the tour of our Community Participation Coordinator, activities will be planned in local primary and high schools. Sessions will be offered to the network to provide an opportunity for students, teachers and the wider community to learn about the realities in Sudan and CAFOD-IoM Government' work.</p> <p>A similar activity conducted during the Isle of Man funded Chimanamani WASH project in September 2018, proved highly successful, and following interest from participants expanded CAFOD's volunteer base on the Isle of Man.</p>	<p>Exact dates to be confirmed (Spring 2023) and during Year 2 implementation.</p>

<p>CAFOD's Community Participation Coordinator will seek opportunities to publicise the project through local media while on the Isle of Man. This is likely to include conducting an interview on Manx Radio and potentially BBC Isle of Man, and press releases to Isle of Man Newspapers (print + online), and working with other Max Charities including the One World Centre IOM to raise awareness of international development.</p>	<p>People on the Isle of Man</p>	<p>The objective of this activity would be to showcase the project and underline the importance of the Isle of Man's international development funding amongst the non-Catholic community on the Isle of Man. CAFOD's Community Participation Coordinator held a radio interview with Manx Radio for the Isle of Man funded Chimanimani WASH project in 2018, in which he showcased the project and addressed wider international development and humanitarian issues. We will seek to replicate this for our project in Sudan.</p> <p>Through our CAFOD Regional News Officer, we will also seek to engage print/online media (for example Manx Radio, BBC Isle of Man, Isle of Man Newspapers). CAFOD will coordinate with One World Center to provide updates and information about project implementation that will be able to be shared with the wider community. Project communications materials, including case studies and photographs, will be generated by CAFOD staff. The coverage generated would allow us to further engage the people of the Island, both in the project and in international development more generally. Travel will of course be dependent on COVID-19 restrictions.</p>	<p>From halfway point of year 1 of the project to allow for sufficient activities to have taken place.</p>
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Communications activities in the project region			
Meetings with the WASH cluster in the area and other UN agencies to show the impact of the project on White Nile State.	Local/International partners, UN agencies, government offices	Sharing lessons learnt, provide visibility to the project, share the impact and potential scalability in other areas of Sudan.	During the project, frequency will depend on WASH lead agency.
Install billboards and banners in 4 villages at rehabilitated infrastructure locations and key information points in 8 villages where campaigns are running.	Population in targeted villages, local authorities, visitors and local/international partners	Highly visible materials translated into local languages and easily interpreted by those who're illiterate means far more people than target households will be reached. Isle of Mann logo will be clearly visible in banners, visibility points, etc. in the targeted villages of the project.	Throughout the project.

INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Safeguarding Template

Project title	Improving WASH services and facilities for vulnerable host communities and out-of-camp South Sudanese Refugees in Al Jabalian locality, White Nile State, Sudan
Applicant organisation(s)	Catholic Agency for Overseas Development (CAFOD)

Identified Persons at Risks	Steps Taken	Risk Owner	Procedure for Reporting/ Dealing with Misconduct
Displaced population in targeted host communities	<p>The project recognises that displaced population are particularly at risk when they settle in host communities due to potential disputes with host community members and higher vulnerability to potential perpetrators. CAFOD and GAH will conduct a mapping to identify and map particularly unsafe areas in target communities.</p> <p>CAFOD and GAH will work with community leaders to identify particularly conflictive areas in relation to the use and management of resources, and will support approaches that lead to peaceful coexistence between displaced population and host community members. For example, Water Use Committees will be established training representatives from host communities and from displaced communities. When establishing WUCs, the project will support jointly led decisions in relation to the use and maintenance of water rehabilitated facilities and will support the establishment of jointly accepted mechanisms to deal with local disputes.</p> <p>The project will work specifically with community leaders and support the development a</p>	<p>GAH Project Officer and CAFOD WASH Officer will ensure established WUCs support community-led solutions to manage local resources and training WUC to support conflict resolution approaches.</p> <p>CAFOD and GAH Project Officers will own this risk and through field monitoring will ensure mechanisms for conflict resolution are operating and will also monitor feedback and complaints mechanisms are functioning properly and responded to. GAH has a Safeguarding Focal point who is responsible for monitoring and handling appropriately complaints and feedback. CAFOD also has a Complaints Manager in Sudan and together with the CAFOD Programme Manager will support to handle this risk. CAFOD Safeguarding and Protection Unit will support risk monitoring.</p>	<p>The project will establish feedback and complaints mechanisms such as complaint boxes and feedback sessions in field visits in agreement with CAFOD's SADI (safe, accessible, dignity-based, inclusive) programming framework to ensure specific risks for displaced population are monitored.</p> <p>In addition, at project kick-off activities and during project visits GAH field staff and CAFOD staff will communicate to targeted groups about the existence and use of feedback reporting mechanisms. This will be done through a flowchart that will establish the flow of communication for complaints and concerns to be raised. CAFOD will monitor complaints/concerns raised are handled appropriately. CAFOD will conduct safeguarding spot checks during visits to the communities to ensure GAH's feedback mechanisms are working, and concerns/complaint handling is appropriate. To this effect, CAFOD will conduct safeguarding spot checks during visits to the communities.</p>

	complaints and feedback mechanisms (including complaints boxes, face to face consultations and training) and raise awareness of potential risks for displaced population to promote a culture of transparency and to avoid impunity.		<p>If sensitive complaints are raised, they will be handled by CAFOD Complaints management team with support from CAFOD Global safeguarding advisor. On a general basis, sensitive concerns/reports are handled confidentially and seriously, responded to as soon as possible within 7 days and with a survivor-centred approach. In addition, CAFOD has in place an EthicsPoint to report any concerns/complaints accessible to all internal and external audiences: Our EthicsPoint - concerns and complaints.</p> <p>In all cases, misconduct from both CAFOD and GAH's representatives will be taken seriously and any action taken will be proportionate in line with our policies and national legislation: CAFOD's Complaints Policy</p>
Vulnerable children (under 18s)	<p>CAFOD will work with GAH to ensure vetting/safe recruitment procedures are in place, requesting references for both project employees and volunteers that will work with vulnerable children and other vulnerable adults. CAFOD has a comprehensive Safeguarding policy and a Safe Recruitment Policy. CAFOD requests DBS checks for UK staff directly in contact with children and vulnerable adults. For overseas staff we work with a company called Sterling if we are unable to get an appropriate or reliable police check. Globally, CAFOD is also following the developments of the Aid Worker passport scheme and has joined the Interagency Misconduct Disclosure Scheme which seeks to address perpetrators moving between agencies.</p> <p>CAFOD has a comprehensive safeguarding policy that covers children and vulnerable adults. All staff are trained in CAFOD's Code of Conduct that</p>	<p>CAFOD WASH Project Officer and GAH Project Officer will be responsible for managing this risk and ensuring systems are in place, are communicated and respond adequately to the feedback given by children and community members. CAFOD and GAH HR staff will be engaged to conduct checks on project involved representatives as per recruitment policies and Code of Conduct signed by all representatives.</p> <p>CAFOD will also own this risk and through field monitoring will ensure mechanisms for conflict resolution are operating and will also monitor feedback and complaints mechanisms are functioning properly</p>	<p>The project will work with child-friendly complaints boxes and child-friendly posters in key locations in communities and face-to-face consultation with project staff.</p> <p>In addition, CAFOD has a dedicated reporting system, EthicsPoint which allows for reporting online or via a dedicated telephone line directly to CAFOD. CAFOD and GAH will raise awareness on the existence of safeguarding policies, making clear to communities (and particularly children, parents, and carers) that a reporting mechanism is available to report any concerns or complaints.</p> <p>Any allegation relating to child exploitation or abuse reported through this system is received by CAFOD's Global Safeguarding Advisor. CAFOD will conduct safeguarding spot checks during visits to the communities to ensure GAH's complaint/concern handling is appropriate.</p>

	<p>describes appropriate and inappropriate behaviour, Safeguarding Policy and on key reporting mechanisms (Ethics Point). Therefore, CAFOD will train GAH staff and volunteers on our policies and standards for the project. GAH has a Safeguarding Policy, a Recruitment Policy.</p> <p>Refresher training will be conducted during the kick-off meeting of the project and implementation will be handled during the implementation of the project.</p> <p>Specific child-friendly complaints and feedback mechanisms will be put in place for the project.</p> <p>Information will be shared with communities on acceptable standards of behaviour from project staff through context-appropriate visibility material and community meetings to minimise the risk of child sexual exploitation and abuse.</p> <p>Informed consent from a parent/guardian will be obtained from all participants before interviews, photographs and videos are taken. All images and stories of children and vulnerable persons will be anonymised.</p> <p>No activities will be planned at night to avoid travelling to/from activity locations after dark. As a rule, the project will seek to prevent activities where an adult and a child are unsupervised, encouraging the use of public spaces and activities that are supervised by more than 1 adult.</p>	<p>and responded to. CAFOD has a Complaints Manager in Sudan, and any complaints received linked to this project (including, but not limited to, allegations of fraud, sexual abuse, and child abuse) or about CAFOD, its staff or volunteers will be managed and responded to. In CAFOD's Project Funding Agreement, partners are to <i>'Immediately inform CAFOD of all safeguarding concerns or complaints related to funded projects or programmes'</i>. CAFOD Safeguarding and Protection Unit will support risk monitoring and complaint handling when required.</p>	<p>If sensitive complaints are raised, they will be handled by CAFOD Complaints management team with support from CAFOD Global safeguarding advisor.</p> <p>In all cases, misconduct from both CAFOD and GAH's representatives will be taken seriously and any action taken will be proportionate in line with our policies and national legislation: CAFOD's Complaints Policy</p>
Vulnerable women (widows, women-led households, other	CAFOD and GAH Safeguarding policies, Safe Recruitment policies and Code of Conduct pay particular attention to potential risks for women.	CAFOD WASH Project Officer and GAH Project Officer will be responsible for managing this risk	The project will establish feedback and complaints mechanisms such as complaint boxes and feedback sessions in field visits in agreement with CAFOD's

<p>groups of women that due to their circumstances or background may be at particular risk).</p>	<p>Both CAFOD and GAH staff and volunteers will participate in refreshers on safeguarding policy and Do No Harm Principles including on prevention of Exploitation and different forms abuse that affects vulnerable women. During kick-off activities, staff and volunteers will be sensitised about the risks for women and girls.</p> <p>The project will ensure gender-sensitive processes are followed, including women in decision-making processes and participation in Water User Committees and Hygiene Promoters training. The project team will consult women on the most appropriate time and locations to meet for project activities, also ensuring the project does not disrupt with women's schedules or puts women and girls at further risk.</p>	<p>and ensuring systems are in place, are communicated and respond adequately to the feedback given by children and community members. CAFOD and GAH HR staff will be engaged to conduct checks on project involved representatives as per recruitment policies and Code of Conduct signed by all representatives.</p> <p>CAFOD has a Complaints Manager in Sudan, and any complaints received linked to this project (including, but not limited to, allegations of fraud, sexual abuse, and child abuse) or about CAFOD, its staff or volunteers will be managed and responded to. In CAFOD's Project Funding Agreement, partners are to <i>'Immediately inform CAFOD of all safeguarding concerns or complaints related to funded projects or programmes'</i>. CAFOD Safeguarding and Protection Unit will support risk monitoring and complaint handling when required.</p>	<p>SADI framework to ensure specific risks for women and girls are monitored.</p> <p>In addition, at project kick-off activities and during project visits GAH field staff and CAFOD staff will communicate to women and girls about the existence and use of feedback reporting mechanisms. This will be done through a flowchart that will establish the flow of communication for complaints and concerns to be raised. CAFOD will monitor complaints/concerns raised are handled appropriately. CAFOD will conduct safeguarding spot checks during visits to the communities to ensure GAH's complaint/concern handling is appropriate. CAFOD will conduct safeguarding spot checks during visits to the communities to ensure GAH's complaint/concern handling is appropriate.</p> <p>If sensitive complaints are raised, they will be handled by CAFOD Complaints management team with support from CAFOD Global safeguarding advisor. On a general basis, sensitive concerns/reports are handled confidentially and seriously, responded to as soon as possible within 7 days and with a survivor-centred approach. In addition, CAFOD has in place an EthicsPoint to report any concerns/complaints accessible to all internal and external audiences: Our EthicsPoint - concerns and complaints.</p> <p>In all cases, misconduct from both CAFOD and GAH's representatives will be taken seriously and any action taken will be proportionate in line with our policies and national legislation: CAFOD's Complaints Policy</p>
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<p>Elderly groups and people with reduced mobility</p>	<p>CAFOD and GAH Safeguarding policies, Safe Recruitment policies and Code of Conduct pay particular attention to potential risks for vulnerable adults.</p> <p>CAFOD and GAH will work to ensure that elderly groups and people with reduced mobility are consulted and represented in project activities. Particularly, the project will map and identify through community consultations who are those groups that require additional support to access activities. Project locations will be decided after consultation seeking to ensure that venues/locations selected are safe and accessible.</p> <p>GAH field staff will identify which households require home visits (at least 2 volunteers present) to support hygiene and sanitation messages in campaigns.</p> <p>Informed consent will be attained from all participants before interviews, photographs and videos are taken. All images and stories of children and vulnerable persons will be anonymised.</p>	<p>Both CAFOD and GAH are risk owners. CAFOD Project Officer and GAH Project Officer will be responsible for managing this risk and ensuring systems are in place, are communicated and respond adequately to the feedback given by children and community members.</p> <p>GAH Safeguarding Focal point will be engaged in the identification of needs of these groups to make reporting mechanisms accessible and in handling complaints were necessary.</p> <p>CAFOD will also own this risk and through field monitoring will ensure programming adaptations are in place and feedback mechanisms are operating properly. CAFOD Safeguarding and Protection Unit will support risk monitoring.</p>	<p>CAFOD and GAH will consult these groups on the most effective mechanism for providing feedback and complaints at the outset of the project and adapt the complaints handling mechanisms as appropriate. These are likely to include ensuring that caregivers can make complaints on behalf of older people or persons with disabilities.</p> <p>CAFOD will ensure that accessibility issues are address and that all adapted feedback/mechanisms used are functioning properly.</p> <p>GAH staff supported by their safeguarding focal point is responsible for ensuring appropriate feedback and complaint mechanisms that are sensitive to the needs of groups. If complaints/concerns arise, CAFOD will be informed immediately. If sensitive complaints are raised, they will be handled by CAFOD Complaints management team with support from CAFOD Global safeguarding advisor. Policies and procedures will be followed in handling complaints in agreement with Safeguarding policy and CAFOD's Complaints Policy</p>
<p>People with disabilities, terminal ailments, and other minority groups</p>	<p>CAFOD and GAH Safeguarding policies, Safe Recruitment policies and Code of Conduct pay particular attention to potential risks for vulnerable adults.</p> <p>In refresher safeguarding training at the beginning of the project, CAFOD will ensure that GAH staff is supported to understand the needs and specific safeguarding risks for people with disabilities. Training will focus on how to promote the wellbeing of this group, without discrimination, ensuring sensitive and empowering approaches are</p>	<p>Both CAFOD and GAH are risk owners. CAFOD Programme Manager and GAH Project Officer will be responsible for managing this risk and ensuring systems are in place, are communicated and respond adequately to the feedback given by children and community members.</p> <p>GAH Project Officer will be responsible for ensuring necessary coordination with field staff, volunteers, and WASH advisor.</p>	<p>Adapting complaints handling mechanisms to ensure their appropriateness for this group. These are likely to include using large fonts and simple language, visual representations for advertising the complaints handling mechanisms and ensuring that caregivers can make complaints on behalf of persons with disabilities.</p> <p>If sensitive complaints are raised, they will be handled by CAFOD Complaints management team with support from CAFOD Global safeguarding advisor. Policies and procedures will be followed in</p>

	<p>considered to prevent discrimination and stigmatisation on the basis of disability.</p> <p>Informed consent will be attained from all participants before interviews, photographs and videos are taken. All images and stories of children and vulnerable persons will be anonymised.</p>	<p>CAFOD will also own this risk and through field monitoring will ensure programming adaptations are in place and feedback mechanisms are operating properly. CAFOD Safeguarding and Protection Unit will support risk monitoring.</p>	<p>handling complaints in agreement with Safeguarding policy and CAFOD's Complaints Policy</p>
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