

The Scottish Government Humanitarian Emergency Fund Panel Membership 2020

Background Information and Criteria

Overview

Scotland has a longstanding history of contributing to international development. In 2008, the Scottish Government (SG) expanded its international development portfolio to include one-off emergency funds to Scottish organisations responding to humanitarian crises.

Following the Scottish Parliament election in May 2016, there was a commitment in the Scottish Government's Programme for Government 2016/17 for a £1 million humanitarian emergency fund and it was agreed that this should be disbursed through a transparent and predictable sole funding mechanism. This led to the establishment of the Humanitarian Emergency Fund (HEF) from spring 2017, to contribute to public UK-wide Disaster Emergency Committee (DEC) appeals, as well as to lesser known, often protracted, emergencies with less public profiles. The HEF has an overarching aim and three additional objectives:

Aim of the Fund

The Humanitarian Emergency Fund should provide effective assistance to reduce the threat to life and wellbeing for a large number of a population faced with a humanitarian emergency.

In addition, the Fund should:

- Build public awareness in Scotland of humanitarian crises and raise additional funding;
- Demonstrate the SG's role as a responsible global citizen in responding to global humanitarian challenges; and,
- Bring enhanced transparency and predictability to the SG's emergency funding.

The HEF is administered by the SG's International Development Team. Secretariat support is provided by the Disaster Emergency Committee (DEC), funded from the SG's HEF, and the fund is advised upon, and project spend implemented by, HEF Panel members. The first HEF Panel members were appointed from 2017 for three years which concludes in March 2020.

The HEF Panel is made up of representatives from leading aid organisations in Scotland with expertise in and the ability to respond to humanitarian emergencies around the world. Panel members roles are to make recommendations to the SG on the most appropriate activations for the fund; and, propose relief projects that meet the above

objectives. Successful panel members then implement their proposed projects in an effective and timely manner.

The Fund is split equally into two funding streams (Fig 1):

- Emergencies which lead to a public UK wide DEC Appeal (Stream 1); and
- Lower profile emergencies that do not lead to a DEC Appeal (Stream 2).

Any funds not used via Stream 1 are transferred to Stream 2 for allocation at particular points within the year.

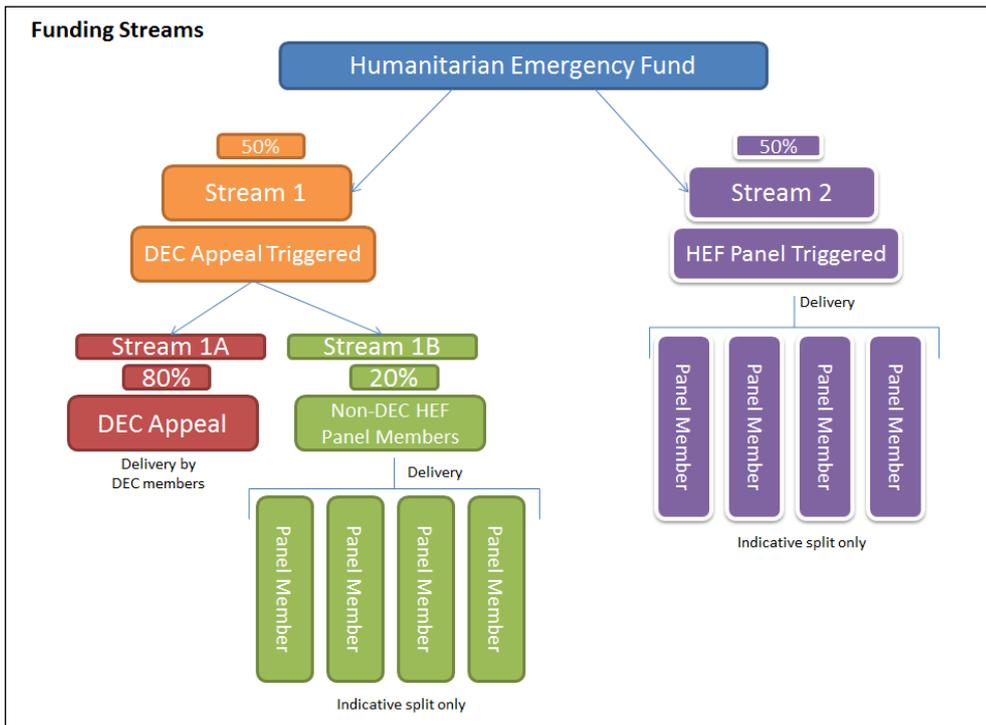


Figure 1. Funding Streams

With the first HEF Panel members appointments (2017-20) coming to an end, and following the recent independent review of the HEF carried out for Scottish Government, we are now entering the second phase of the HEF. This new phase maintains the overarching aim of the HEF - to support a population facing a humanitarian emergency - but increases its focus and Scottish expertise towards the other objectives, especially; public awareness; raising additional funds; and improved transparency.

Applications are now invited from potential panel members for the period 2020-23 to support and contribute to this exciting new phase of the fund. Applicants must provide evidence that they meet the criteria detailed in this document. The panel applications will be assessed against the eligibility criteria detailed below, in addition to undergoing a full ‘due diligence’ check. This assessment process will be carried out, on the SG’s behalf, by the Corra Foundation, an organisation independent to the DEC.

Panel Member’s Role

Each Panel member nominates one representative from their organisation (and a deputy) to sit on the panel. Nominated individuals must be able to commit to attending all scheduled panel meetings and must have the relevant authority level and knowledge, skills

or the ability to access such skills (for activations, project implementation, communications and additional fund raising), to make decisions on behalf of their organisations in the short timescales required. Panel members requirements:

- Meeting twice a year to discuss crisis alerts and attend any additional emergency meetings as necessary;
- Recommend when SG should trigger the HEF for emergencies which do not lead to the launch of a DEC Appeal (Stream 2); and the level of funding it should commit;
- Soliciting and reviewing proposals from panel members for Stream 1B and Stream 2 funding; and recommend to the SG which to fund, and at what level;
- Undertake communications to raise awareness in Scotland of the activated emergency;
- Be in a position to administer additional funds raised as part of the wider awareness raising campaign.
- Submitting single combined reports to the Scottish Government for Stream 1B and Stream 2 projects and communications/additional funds/resources raised;
- Ensuring MEL of responses funded from Stream 1B and Stream 2 are undertaken and disseminated; and
- Support bi-annual public events to raise awareness in Scotland of humanitarian crises.

The HEF Secretariat and an independent Chair have been appointed to support the panel.

Timetable

Closing date for submission of membership applications	Assessment of application forms completed	Announcement of members.
Applications must be received by the Corra Foundation no later than 10 am - 5th March 2020	20 th March 2020	31 March 2020

Eligibility Criteria

A panel application should only be submitted if you clearly meet all aspects of the eligibility criteria:

- Applicants must be an **established charity**, registered with OSCR for at least **5 years**.
- Applicant organisations must **constitute a “legal person”**, meaning it is legally constituted and can enter into a contract. Applicants will most usually be Scottish Charitable Incorporated Organisations (“SCIOs”) or companies that have charitable status. Unincorporated organisations, even with charitable status, are not eligible to apply.

- Applicants must be able to evidence a **presence in Scotland**, including that they occupy premises in Scotland from where any HEF funds will be managed, and that the nominated individual is based in Scotland.
- The organisation's charitable objectives must include **responding to global humanitarian emergencies**.

Assessment Criteria

Panel applications must be completed on the relevant template and need to demonstrate the following:

- Evidence of best practice in governance.
- Robust financial management systems including experience of managing substantial levels of grant funding.
- Be a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.
- Membership of the Core Humanitarian Standard (CHS) Alliance and evidence of progressing with self-assessment against the CHS.
- A track record of responding at scale to global humanitarian emergencies in an effective and timely fashion in multiple locations.
- Effective risk assessment and management systems in place, particularly in relation to safeguarding; fraud, corruption, money laundering and terrorism-related risks.
- Robust methods for monitoring and evaluation.
- Willingness to undertake communication, additional fund raising in relation to activated emergencies and to share learning.
- Willingness to undertaken monitoring on the climate impact of interventions.

Applicants need to provide full audited accounts for their most recently completed financial year to enable standard due diligence checks to be completed as part of the assessment process.

Sources of Help

The panel membership application process is being administered by Corra Foundation on behalf of the Scottish Government. **If you have any queries about applying for membership that are not addressed in this document, then you may submit questions by emailing international@corra.scot, giving a contact email address and telephone no.**

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(The) Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). (The) Corra Foundation was previously called Lloyds TSB Foundation for Scotland.

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