

Flash Appeal: A Quick Guide (1/2)

WHEN?

A Flash Appeal is triggered for sudden onset disasters, when the crisis surpasses the ability of the government and any one agency to respond adequately. A Flash Appeal is also issued when an L3-crisis is declared. According to **GA Resolution 46/182**, a FA should **be issued within the shortest possible time and in any event not longer than one week** after the crisis.

According to General Assembly Resolution 46/182, government permission is not required.

- It is good practice to seek government approval through all possible means, or if appropriate, encourage government participation.

WHAT TO CONSIDER IF...

... **a contingency plan is already in place**: if an updated Contingency Plan (CP) already exists, it can be used as the basis for the FA, and will help the team issue the appeal shortly after the crisis. Many elements of a CP structure, as laid out in the IASC Emergency Response Preparedness (ERP) guidance, can quickly be translated into a FA. If no CP exists, the HC and HCT may require support from the Regional Office and/or HQ for data collection and analysis, information management, and to facilitate the planning process, including drafting the FA.

... **an HRP is already in place**: ideally there should only be one planning framework in country. The response and funding requirements should hence be subsumed into the existing HRP. This can be done through an emergency revision of the existing HRP after the disaster, or through a separate Flash Appeal to support resource mobilization, which is then later folded into the HRP. If a separate FA is issued, the document should clearly state the relationship between the two documents and ensure that there are no overlaps (financial asks included in both plans). This will help to merge both plans at a later stage.

... **an HRP is in place but the sudden onset disaster affects a different geographical area or different population groups**, the FA may remain outside of the existing HRP. Please consult with PSB for more detailed advice.

... **a sudden onset disaster is imminent**: in some cases, there is high certainty that a disaster/shock with a large humanitarian impact will materialize. While FA should not be used as a fundraising tool for preparedness activities, certain situations may demand an early publication of a FA to ensure partners are ready and funding is available when the shock materializes. This should only be considered in exceptional circumstances and should be thoroughly discussed with HQ (CRD and PSB) before a decision is taken.

WHO CAN SUPPORT?

- **PSB (GVA)** will be available to support you in the following ways: applicability of FA, situation analysis, drafting of strategy, costing and financial tracking. **ROs** and **CRD** may also be in a position to support.
- **PRMB (GVA)** will support with the Guide to Giving, resource mobilization efforts and Member States Briefings as applicable.

Flash Appeal: A Quick Guide (2/2)

THE FA AND FUNDING APPLICATION TO CERF ARE DEVELOPED SIMULTANEOUSLY AS PARTS OF THE SAME PROCESS

- A CERF joint application (a funding instrument), does not replace a FA (a planning tool).
- More guidance: CERF: how to apply [unocha.org/cerf/resources/how-apply/cerf-loans](https://www.unocha.org/cerf/resources/how-apply/cerf-loans)
- CERF provides funding in line with the objectives outlined in the FA.
- Explore other pooled funding mechanisms in country

IF REQUIRED, A HUMANITARIAN RESPONSE PLAN SHOULD BE PRODUCED WITHIN 30 DAYS OF THE FLASH APPEAL

FA activities are planned for up to 3 months. **If there is no existing planning framework in country, and the situation demands a response that goes beyond 90 days, the FA should be rolled over into an HNO followed by an HRP.** PSB is ready to support this process

THE FA SHOULD BE USED TO MOBILISE RESOURCES AND GUIDE FUNDRAISING ACTIVITIES

HCTs should decide whether to provide cost estimates per cluster/sector, and/or by agencies or NGOs. **Requirements by Agency/NGO give better visibility, make financial tracking easier, and give donors more actionable information.** Estimates per cluster/sector can be easier to determine. In both cases, the FA should give clear indication of the partners that are part of the response and provide contact details to facilitate the dialogue between partners and potential donors.

WHEN TO REVISE A FLASH APPEAL?

Analysis shows that the revision of a FA does usually not generate higher funding levels. Therefore, **a revision of the FA should only be considered in the following cases:**

- Improved needs analysis indicates a need to review and update the response considerations and activities (i.e. planning figures, access, priorities)
- The initial FA was issued for a period that was shorter than 90 days, and the HCT decides to extend the duration to 90 days for operational reasons
- If the initial plan was issued with cluster/sector requirements only, the HCT may decide to replace these sector requirements with actual projects via OPS after the launch of the FA, to give more visibility to participating partners and to support the coordination of the plan. If the content of the FA did not change, the FA may simply include a short note indicating the update of projects with a link to the project catalogue. There is no need to revise the plan.

2017

FLASH APPEAL

The Flash Appeal (FA) should be issued three to five days (latest) after a large-scale sudden onset crisis. Its purpose is to present an initial planning framework that sets the direction for emergency response operations and outlines initial funding requirements.

The document reflects the collective understanding of priority needs, what must be done to meet them, priority actions, who is implementing the response, and approximately how much funding is required. The activities of the Flash Appeal are typically planned for 90 days and can be rolled over to an Humanitarian Needs Overview (HNO) followed by an Humanitarian Response Plan (HRP), if appropriate.

This template serves as a guide for how to structure the document, but not all sections may be required for every crisis, and others may be added if deemed absolutely necessary. The HC and HCT should exercise judgment in determining what information needs to be included based on the context.

MONTH

Edit the document's month of issue

Edit country/crisis name. Resize box if needed.

COUNTRY

Edit photo credits with the following format:
Photo: Agency/Photographer

Photo: Agency/Photographer

Financial Requirements (US\$)

\$000.0M

People in Need

000,000

People Targeted

000,000

Insert country or regional map with legend.
Financial requirements, People in Need and
People Targeted should be filled above.
Do not include country/crisis title.

This document is produced by the **United Nations Office for the Coordination of Humanitarian Affairs (OCHA)** in collaboration with humanitarian partners in support of the national government. It covers the period from [DD to DD Mmm YYYY] and is issued on [DD Mmm YYYY].

Edit FA coverage period.

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The designations employed in this report do not imply the opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

Edit country/crisis name. Resize box if needed.

COUNTRY

CRISIS OVERVIEW

The purpose of this section should provide an evidence-based explanation of the magnitude and severity of the crisis and the priority needs of the affected population.

Based on available pre- and in-crisis information (secondary data) develop an initial analysis looking at which areas have been affected, who are the most vulnerable people and what are their most pressing humanitarian needs:

Most affected areas: Provide geographic explanation and illustration (map) of the most affected areas. Provide also an estimate of number of people affected by the crisis and explain how the figures was calculated.

Most vulnerable groups: Provide a description of the most vulnerable and most affected groups. Include an estimate of number of people who need humanitarian assistance to overcome the impact of the crisis (note this figure needs to be smaller than the number of people affected). Explain how this figures was calculated.

Mention specific factors of risk, hazards and challenges faced by different profiles of vulnerable population, and suggested actions to mitigate these risks; avoid assigning "fixed" vulnerable status to big segments of the population without providing mitigation actions and/or actions to strengthen their resilience. When possible, present disaggregated data by sex, age and disability.

Describe the most urgent humanitarian problems in terms of survival and dignity, basic services and livelihoods. Avoid simply listing sectors and response activities and try to describe the problems from the perspective of the most vulnerable groups. (e.g. massive loss of shelter instead of need to provide tarpaulins...)

Illustrate the findings with the help of maps and tables.

Be transparent about knowledge limitations, ongoing assessments and remaining data gaps.

Acknowledge support already received and delivered by partners inside or outside the appeal (e.g. national actors, UNDAC teams, bilateral (logistic) support, initial financial contributions, IFRC/ICRC and the private sector)

Acknowledge response efforts of the host government and preparedness measures as relevant

The Flash Appeal should be short and concise. This section should not be much longer than 2-3 pages.

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Area B	000,000	00%
Area C	000,000	00%
Total	000,000	00%

Source: www.website.com/en/figures

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COUNTRY

MAIN HUMANITARIAN NEEDS

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List main humanitarian needs based on the situation analysis. To avoid an appeal that appears supply driven there should be a clear link to the situation analysis on the previous page.

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Main H

In addition, these needs should be inter-sectoral. This section is not meant to provide a sectoral unpacking. The narrative should explain the various problems for people's lives and livelihoods (current or forecasted) comprehensively rather than as a simple succession of separate issues, with an emphasis on how they inter-relate: for example, eating poorly and getting malnourished are associated to lack of income itself linked to the inability to purchase sufficient food and to pay for health treatment; children are missing out school because of security threats along the way to school; etc.

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The needs of all population groups affected by the crisis, including refugees, should be described. Reflect in the analysis the needs per population groups, linking the profile of population at risk with the hazards they may face, in addition to foreseen consequences. Make efforts to highlight needs of populations recurrently facing certain risks in contexts of crisis (e.g. women and girls and GBV), in addition to populations recurrently facing discrimination and barriers to access humanitarian aid (e.g. older persons, persons with disabilities, ethnic groups).

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(Example): Access to medical care

More than 2,900 people have been injured and 760 people killed to date. The injuries, which in many cases are life-threatening, require urgent medical attention. The high number bodies of the deceased make their proper treatment very challenging. In addition medicines and life-saving equipment are running low as is fuel required to run the health facility services. Water shortages in health facilities are also a major concern.

COUNTRY

STRATEGIC OBJECTIVES

1 Strategic objective

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The Flash Appeal should contain no more than three to five strategic objectives (indicators not required).

These should be formulated as higher-level, medium-term result or changes that the humanitarian community needs to achieve over a certain period to move closer to its goal.

A well-formulated objective summarizes the planned result of the humanitarian community's actions and the beneficiary population that will benefit from the result. In other words, it focuses on an improvement in the conditions of the people in need.

This should not be longer than 0,5 pages

2 Strategic objective

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3 Strategic objective

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(Example): Provide timely life-saving assistance to people affected by the cyclone

- Provide immediate life-saving and life-sustaining safe drinking water, food assistance, nutrition support and health care to the people most affected by Tropical Cyclone Pam.
- Provide emergency shelter and non-food items for people whose houses have been partially or fully damaged or destroyed.

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COUNTRY

RESPONSE STRATEGY

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As much as possible, this section should reflect agreed inter-sector (joint) response priorities, ideally over specific timeframes

On 0,5 pages, this section should give an overview of the planned response and underlying considerations

Explain any issues that will affect the humanitarian community's ability to meet needs effectively, and how these are being taken into account. Themes can include: capacity, security, administrative obstacles (visas), access, capacity of the government, underlying vulnerabilities, role of other actors, etc depending on the country context. Any constraints should be explained along with ways the HCT will/are mitigating them.

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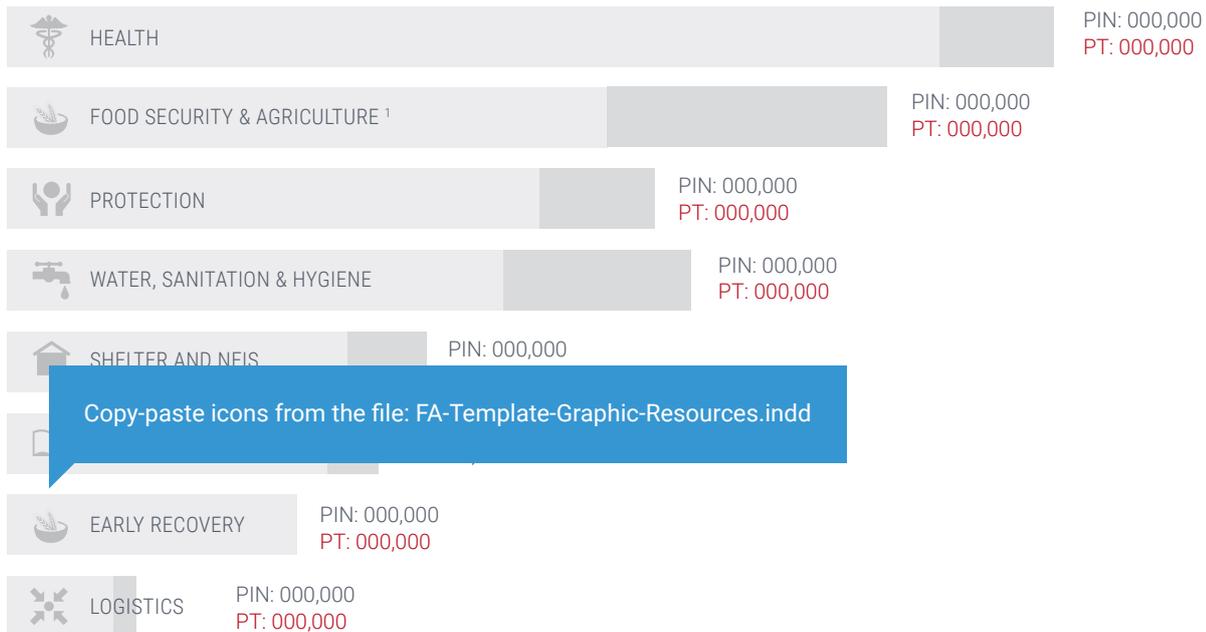
PEOPLE IN NEED AND PEOPLE TARGETED

Total people in need (PIN)

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Total people targeted (PT)

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The Flash Appeal includes initial, estimated funding requirements to provide a “price tag” for international response efforts. There are currently 2 agreed methods used for this:

1. Basic coordinated ‘project’ planning (i.e. cluster, agency, project title, objectives, people targeted and requirements only)

2. Rough calculation of funding requirements per cluster/sector based on planning figures,

The funding requirements should reflect all of the needs to be address through the plan presented in the Flash Appeal. Although a Flash Appeal may also list the specific project/programme funding requirements of individual humanitarian organisations, this list should not include the funding requirements of affected governments. Government ministries cannot appeal for funds directly in a Flash Appeal, but can be implementers in UN or NGO projects.

Regardless of the method chosen, the total funding requirements must be realistic, taking into account the absorption and implementation capacity of responders and the crisis itself (access, security, etc).

If projects exist, add link to FTS page of requirements.

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COUNTRY

OPTIONAL

SECTOR PLANS



Sector	<p>Please list the 3 priority activities for each sector. As far as possible, stated activities should indicate targets.</p> <p>Summarise key needs and response strategy. When refugees form part of the affected population, please ensure that their needs are included in the appeal under a separate chapter. The requirements, however, should be presented as part of the cluster response plans.</p> <p>A list of sector partners is essential if no projects are provided in Annex II to guide funding decisions.</p> <p>Please list all humanitarian partners that form part of the sector response, including their contact details if appropriate.</p> <p>Cluster plans should not be longer than 0,5 pages each.</p>
People targeted	
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Contact information	
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Response strategy

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Sector	
People targeted	Financial requirements (US\$)
\$000.0M	000,000
Contact information	<p>This narrative section is an opportunity to summarize the overall direction of the cluster plan and how the activities selected correspond to the strategic objectives. The activities should be kept to a manageable list of key, core areas of work. The total amount required to carry out the cluster's work should be estimated and included in the box to the right.</p>
Priority activities	

Response strategy

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Sector

People targeted

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Financial requirements (USD)

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Contact information:

Contact Person, AGENCY (email@agency.org)

Priority activities

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Response strategy

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Sector

People targeted

\$000.0M

Financial requirements (US\$)

000,000

Contact information:

Contact Person, AGENCY (email@agency.org)

Priority activities

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Response strategy

Ene voluptas mod quiaest, suntius voluptaturi ommoludem sed qui dellabores eictas molendae distibus aut et as imusam earum sa expellitatur as id molorporiae rem quam re pratatati cones sam, soluptis si quasime volut miniam, volor arum dolo berionsendi ipicae excest.

COUNTRY

Or Budget breakdown if no projects

PROJECT LIST

Sector

Optional

Agency

Project

Objective

People

Requirements

If coordinated project planning has been undertaken, partners should then prepare summaries of their projects using the boxes on the left. The projects should correspond to the strategic objectives listed earlier in the document. The project box is deliberately restricted, in keeping with the need for a short, concise document.

OCHA PSB can assist in entering this information in OPS/FTS.

Contact details are important to facilitate funding decisions and dialogue with donors

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Contact

Contact Person: email@agency.org, +00 00 000 0000

Agency

WFP

Project title

Title for a project

Objective

Porem harum rese non eum es consed moloribuscia que erumquis et aut que vellenihit.

People targeted 000,000

Requirements \$000,000

Contact

Contact Person: email@agency.org, +00 00 000 0000

Agency

UNDAP

Project title

Title for a project

Objective

Porem harum rese non eum es consed moloribuscia que erumquis et aut que vellenihit.

People targeted 000,000

Requirements \$000,000

Contact

Contact Person: email@agency.org, +00 00 000 0000

Agency	ITU
Project title	Title for a project
Objective	Porem harum rese non eum es consed moloribuscia que erumquis et aut que vellenihit.
People targeted	000,000
Requirements	\$000,000
Contact	Contact Person: email@agency.org, +00 00 000 0000

Sector

Agency	UNICEF
Project title	Title for a project
Objective	Porem harum rese non eum es consed moloribuscia que erumquis et aut que vellenihit.
People targeted	000,000
Requirements	\$000,000
Contact	Contact Person: email@agency.org, +00 00 000 0000

Agency	WFP
Project title	Title for a project
Objective	Porem harum rese non eum es consed moloribuscia que erumquis et aut que vellenihit.
People targeted	000,000
Requirements	\$000,000
Contact	Contact Person: email@agency.org, +00 00 000 0000

COUNTRY

FOUR WAYS TO SUPPORT THE FLASH APPEAL

BY MAKING A FINANCIAL CONTRIBUTION TOWARDS THE FLASH APPEAL

Financial contributions to reputable aid agencies are one of the most valuable and effective forms of response in humanitarian emergencies. This page indicates several ways to contribute towards the response to XXX. Public and private sector donors are invited to contribute cash directly through the Flash Appeal. To do so, please refer to cluster and organizational contact details as given in Annex I: Cluster Plans and the project list published by the Financial Tracking Service (FTS).

Humanitarian Pooled Fund

The x Humanitarian Pooled Fund is a country-based pooled fund (CBFP). CBPFs are multi-donor humanitarian financing instruments that receive unearmarked funds for allocation in response to humanitarian needs prioritized in the field through joint planning and an inclusive decision-making process. The HPF promotes coordinated humanitarian response and supports the implementation of the x Humanitarian Response Plan.

For more information on CBPFs please visit: www.unocha.org/our-work/humanitarian-financing/country-based-pooled-funds-cbpf

Central Emergency Response Fund

The Central Emergency Response Fund (CERF) is a fast and effective way to support rapid humanitarian response. During the World Humanitarian Summit, the Secretary-General called for total annual CERF contributions of one billion dollars as of 2018. CERF provides immediate funding for life-saving humanitarian action at the onset of emergencies and for crises that have not attracted sufficient funding. Contributions are welcome year-round, whether from governments or private sector donors.

The CERF needs regular replenishment. Please see this link on how to become a CERF donor: www.unocha.org/cerf/donate

BY DONATING IN-KIND RESOURCES AND SERVICES

The UN Secretary-General encourages the private sector to align response efforts with the United Nations in order to ensure coherent priorities and to minimize gaps and duplication.

To make an in-kind donation of goods or services visit www.business.un.org. Contributions must comply with the *Guidelines on Cooperation between the UN and the Business Sector*.

The United Nations enters into pro-bono agreements with companies planning to provide direct assets or services during emergencies. Contact pss@un.org to discuss the ways in which your company might partner with the UN.

BY ENGAGING IN PUBLIC SUPPORT, JOINT ADVOCACY AND INNOVATIVE SOLUTIONS

Support employees, families and communities affected by disasters and conflict.

Partner with the United Nations to undertake joint advocacy and work alongside humanitarian responders to identify and share innovative solutions.

Prepare for and respond to disasters and conflict.

Contact pss@un.org or visit www.unocha.org/themes/partnerships-private-sector for further information.

BY REPORTING YOUR CONTRIBUTIONS TO FTS

Reporting contributions through FTS enhances transparency and accountability, and gives us the opportunity to recognize generous contributions. It helps us to identify crucial funding gaps. Please report contributions to fts@un.org or by completing the online form at fts.unocha.org.

When recording in-kind contributions on FTS, please provide a brief description of the goods or services and the estimated value in US\$ or the original currency if possible.

