|  |  |
| --- | --- |
| **A. GUIDELINES**  The SRF makes a distinction between essential changes, which require approval from both parties, and non-essential changes, which do not require formal approval but necessitate a notification from the partner to the FMU.  The following changes are classified as essential and require prior approval from the **SRF**:   * **Modification of Co-Partner(s)**: Addition or removal of co-partners. * **Financial Modifications**: Any financial modification exceeding **10%** on any budget chapter heading. * **Implementation Period**: Changes to the duration of the project. * **Report and Payment Conditions**: Alterations to the conditions and deadlines for the submission of reports and payment requests. * **Objectives, Results, and Indicators**: Modifications related to the project's objectives, expected results, and performance indicators. * **Beneficiary Changes**:   + Prior approval is **not required** when the partner anticipates an increase in the number of beneficiaries, provided this increase does not affect other conditions or elements of the contract with the signing authority.   + Conversely, prior approval is **required** when the partner expects that the number of beneficiaries will not be met. * **Country and/or Region of Implementation**: Changes to the geographical area of project execution. * **Cash and Voucher Modalities**: Adjustments to the modalities of cash and voucher assistance.   For further information on **Modification Requests**, please refer to the **SRF Operations Manual**, which outlines the operational and contractual requirements of the SRF and the procedures to be followed by all parties involved in the implementation of SRF-funded projects.  **B. PROCESS**   * The partner must complete this form and submit additional documents to justify the modification request (Updated Proposal, Work Plan, Performance Tracking Matrix, Budget, etc…). * Requests should be submitted as soon as possible and no later than 45 days prior to the project end date. * These changes will be discussed between the FMU and the partner, as per the conditions described in the Operation Manual, and shall be settled within maximum of fifteen (15) days. * No new modification request can be submitted before the previous one is resolved. * the Grantee will complete the Modification Request Template and submit it to [reporting@sahelregionalfund.org](mailto:reporting@sahelregionalfund.org) along with required documents. | |
| **SRF Project Information** | |
| Requester’s Name & Job Title: |  |
| Requester’s Email: |  |
| Title of the Project/Identifier Code: |  |
| Date of Revision Request: |  |
| Country (ies) : |  |
| Location(s) and Admin level(s) concerned: |  |
| Project Budget (GBP): |  |
| Estimated Expenditure to date (in month and GBP): |  |
| Original Project End Date: |  |
| Requested Project End Date (NCE only): |  |
| **Revision Request Type (check all that apply and fill out the rest of the form accordingly)** | |
| No-Cost Extension (NCE) request | |
| Program Modification request | |
| Budget Modification request | |
| Contingency Budget | |
| Please provide a justification for the requested revision with a focus on possible impact on initial targets and performance (500 words). | |
| **I. No-Cost Extension** | |
| * **Eligibility Criteria**: No-Cost Extensions will only be granted under circumstances where the reasons for the inability to implement all SRF project activities are thoroughly documented. * **Maximum Extension Period**: The maximum allowable extension period is three months. * **Funds Management**: If the request for a No-Cost Extension is not approved, all unspent funds must be returned in accordance with the terms outlined in the original Grant Agreement. * **Implementation Plan**: Please provide a detailed explanation of the specific SRF project activities that will be implemented during the requested extension period. | |
| Please provide a detailed explanation of the specific SRF project activities that will be implemented during the requested extension period, along with the rationale for these activities. | |
| [Insert text here] | |
| **II. Program Modification (Submit the proposal in track changes, logframe, work plan, Programme Tracking Matrix, etc..)** | |
| **Program Modification** is permissible only when accompanied by a clear justification and is required for significant changes in the project scope.   * **Significant Changes to the Project Scope** include, but are not limited to:   + An increase in the number of targeted individuals exceeding 15% of the original target.   + Changes in the project sector(s).   + Major alterations in activities or modalities (e.g., transitioning from Cash and Voucher Assistance (CVA) to in-kind assistance).   + Changes in project locations at the ‘admin1’ level. * **Minor Changes to the Project Scope** (such as changes involving less than 15% in the number of targeted individuals or alterations in project locations at the ‘admin2‘ level) do not require a formal revision request. * All modified activities must be completed prior to the Project End Date, unless a No-Cost Extension has been requested and approved. | |
| Please describe how the original SRF project activities would be adjusted should the program modification be approved. | |
| [Insert text here] | |
| **III. Budget Modification (Submit the new budget and other relevant documents)** | |
| **Submission Requirements:** Any proposed budget modification must include the new revised budget along with all relevant documentation.   * **Criteria for Budget Modification:**   + Budget modifications are permissible under well-justified circumstances.   + Important changes to the project budget must be necessary to ensure the successful implementation of the SRF project. * **Authorization for Budget Variations:**   + SRF partners are authorized to make budget changes not exceeding 10% of the approved budget for any chapter without prior notification.   + Any variations exceeding 10% for a single budget chapter will require prior approval from the Fund Management Unit (FMU). * **Creation of Additional Budget Lines:**   Additional budget lines may be established during the implementation phase, provided that such changes have been communicated to and approved by the FMU.   * **Modifications may include, but are not limited to:**   + New activities   + Adjustments in budget allocations for specific geographical areas or sectors   + Changes to staff or equipment allocations * **Expenditure of Modified Funds:**   All modified funds must be expended prior to the Project End Date, unless a No-Cost Extension is requested and approved at the same time. | |
| Please share details on the Budget Modification below. | |
| [Insert text here] | |
| **IV. Contingency Budget (Submit the new budget and other relevant documents)** | |
| **Submission Requirements**: All submissions must include the following documentation:   * **Scenario Description**:   Provide a concise description of the scenario, including:   * + **Locations** affected   + **Number of individuals** impacted   + **Triggers** for the intervention * **Intervention Strategy and Response Plan**:   Summarize the proposed intervention strategy and response plan, detailing the overall approach to addressing the situation.   * **Operational Constraints**:   Identify and outline key operational constraints that may impact the response efforts.   * **Revised budget template - Breakdown of Anticipated Costs**:   Provide an estimate of the anticipated costs associated with the contingency plan. Please ensure to attach a revised budget template depicting planned spending of the contingency budget, including any relevant Bid of Quantities (BoQs) and supporting calculations.   * **Priority Preparedness Actions**:   List the priority preparedness actions to be undertaken in anticipation of the situation.   * **Humanitarian Consequences**:   Describe the main humanitarian consequences, addressing:   * + **Vulnerabilities** and anticipated impacts on affected populations, including the provision of basic services   + **Coping mechanisms** employed by the population * **Overall Objectives**:   Define the overall objectives to be achieved during the response and outline the strategy for accomplishing these objectives.   * **Collaboration Among Agencies/Organizations**:   Detail how agencies and organizations will collaborate to ensure a coordinated and effective response to the situation. | |
| Please provide below the details on Contingency Budget intended utilization. | |
| [Insert text here] | |