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| **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 along with required documents.
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| **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.
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| 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.
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| 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]  |