

NEW ZEALAND DISASTER RESPONSE PARTNERSHIP (NZDRP) PRE-POSITIONED RELIEF SUPPLIES (PPRS) GUIDELINES

Purpose

To support New Zealand non-governmental organisations (NGOs) to deliver fast and effective relief through pre-positioned non-perishable relief supplies (**Supplies**) to help meet the immediate needs of disaster affected people in the Pacific region.

Outcome

The PPRS will contribute to the New Zealand Aid Programme's strategic outcome "to provide effective needs based response to, and recovery from, emergencies," which is from the *New Zealand Aid Programme Policy and Strategies for Humanitarian Assistance and Disaster Risk Reduction*.

Eligibility

NGOs accredited to the NZDRP are eligible to apply for PPRS funding on a contestable basis.

Geographic focus

In line with the New Zealand Aid Programme's strategic focus, preference will be given to proposals that focus on the south-west and central Pacific.

Funding and Grant Funding Arrangements

Individual NGOs may seek up to NZ\$250,000 for the initial establishment of MFAT funded Supplies. Consortiums can apply for up to NZ\$250,000 per NGO. Payment will be made following a signed grant funding arrangement and submission of a tax invoice. MFAT reserves the right to select the best applications and to allocate funding accordingly. This may, from time to time, involve amending the indicated financial threshold.

Successful applicants will be contracted by MFAT to pre-position Supplies for a three year period. Approved supplies should be available for distribution within three months of a signed grant funding arrangement.

Application

MFAT will call for applications. Applications must be submitted to NZDRP@mfat.govt.nz using the PPRS proposal and budget templates and within stipulated timeframes.

Criteria

Applications will be appraised against overarching criteria from the NZDRP guidelines, criteria specific to the prepositioning of relief supplies, and criteria under the New Zealand Aid Programme's Activity Quality Policy.

NZDRP Overarching Criteria

1. Demonstrate **value for money**. The overall cost of the activity should represent a good investment for the results (outputs and outcomes) that will be achieved through the activity;
2. Clearly articulate **outputs and outcomes** and how they will be achieved, including the number of vulnerable people (men, women and children) provided with essential assistance following natural disasters;
3. Demonstrate New Zealand NGO expertise and **comparative advantage** that includes strong and effective partnerships with in-country implementing partners and how the New Zealand NGO supports, advocates for and influences the delivery of quality and accountable humanitarian activities with their partners; and
4. Demonstrate how the **cross cutting issues** of environment, gender and human rights have informed activity design and implementation¹.

PPRS-Specific Criteria

5. Demonstrate a clear **rationale** for the Supplies including:
 - a. Identify the *need* the proposal is addressing, how that need has been identified (including the consultative process) and why it is important (including identified vulnerable groups),
 - b. How the proposal will *address* this need,
 - c. Analysis that shows the supplies are necessary and suitable to the specific *social and environmental context*,
 - d. How the proposal will *complement* existing in-country relief supplies,
 - e. Reference to international *principles and standards* of good humanitarian practice.
6. Demonstrate commitment to, and capability in, **coordinating** the provision and distribution of relief supplies in alignment with national government and other key stakeholders (such as the Red Cross, donors and the cluster system);
7. Demonstrate a strong and effective **distribution mechanism**; and
8. Demonstrate capability to effectively **procure, store, manage, monitor, evaluate and report** on how the supplies have been used and the effective use of New Zealand public finances.

Activity Quality Policy

Applications will be appraised against the criteria of Relevance, Effectiveness, Efficiency, Impact, and Sustainability.

In considering applications, preference will be given to those NGO's with existing structures in place for the provision and the distribution of Supplies.

Release and Replenishment

In response to an identified need and in consultation with local authorities, MFAT may request that the NGO distributes Supplies, or the NGO may request MFAT's agreement to distribute Supplies.

Requests from NGOs should include:

- A brief needs assessment,
- Details of how the Supplies will meet identified needs and complement other relief supply distribution plans,
- What consultation has taken place with the government/National Disaster Management Office and other in-country response coordination mechanisms,
- Plans for distribution (including intended location, number of beneficiaries and coordination, where appropriate, with other providers),
- A budget for distribution and replenishment.

MFAT’s decision will also take into consideration:

- Whether the affected government has declared a state of emergency,
- Whether the affected government has requested and is accepting offers of international assistance,
- Ministerial approval to release (and replenish) the Supplies.

If an NGO requests MFAT’s agreement to distribute the Supplies, MFAT will make a decision as early as possible following acceptance by the affected government of the offer of Supplies. If MFAT declines a request, MFAT will provide feedback to the NGO as to the reasons for this decision.

The distribution of the Supplies will occur as soon as possible, but no later than 24 hours from receiving MFAT’s approval.

Approval for release and replenishment of Supplies will typically happen concurrently. Payment for replenishment will follow the receipt of an approved distribution report and replenishment budget / tax invoice for actual costs. NGOs should aim to replenish Supplies within two months after the conclusion of the distribution process.

Reporting

Reports need to be submitted to NZDRP@mfat.govt.nz using the PPRS reporting and budget templates including:

- Distribution report, no later than 6 weeks after the distribution of disaster relief supplies.
- Completion report, within 3 months of the end of pre-positioning contracts.

Table 1: Budget Guidelines

ESTABLISHMENT		
Item	% of total MFAT funds	Note
Direct Costs		

Output specific costs: Relief supplies	No less than 60%	The procurement of relief supplies should be included in the establishment budget as output specific costs. This should include the total per unit cost of purchasing the Supplies and getting them to the respective country (i.e. unit cost plus taxes, international transport etc).
Direct activity support costs: In-country transportation of supplies to the warehouse and storage	No more than 20%	Storage costs for relief supplies should cover the full three year contract period and be included in the establishment budget as direct activity support costs. Costs could include in-country transport, storage, insurance, security, utilities, monitoring and management.
Indirect Costs		
In-country support costs	No more than 10%	Associated costs of monitoring and managing the supplies. These costs should cover the full three year contract period.
NZ based support costs	No more than 10%, and 50% NGO match	NZ based NGOs must contribute a minimum of 50% of the NZ based support costs. These costs should cover the full three year contract period. Costs could include overheads, management and administration costs).

REPLENISHMENT

Item	% of total MFAT funds	Note
Direct Costs		
Output specific costs: Relief supplies	No less than 70%	The procurement of relief supplies should be included in the replenishment budget as output specific costs. This should include the total per unit cost of purchasing the Supplies and getting them to the respective country (i.e. unit cost plus taxes, international transport etc).
Direct activity support costs: Logistics, monitoring, evaluation, and transportation.	No more than 30%	Costs could include costs associated with relief supply distribution, monitoring and evaluation, and the transportation of replenishment supplies to the warehouse. For any non-consumable relief supplies (e.g. desalination unit), replenishment will cover the cost of returning supplies to the warehouse.