



free from violence and exploitation

**ChildFund Alliance
Humanitarian Situation Report Template
Adapted from ChildFund International
23 March 2020**

**Humanitarian Situation Report [#]
COVID-19 – [Name of Country]
[Date Prepared]
[Point of Contact – Name, role and contact info]
[Date Range Covered by Report]**

FOR UPDATES, PLEASE HIGHLIGHT UPDATED SECTIONS IN RED

Part 1: The Overall Situation

COUNTRY

Total Number of COVID-19 Cases Reported	Number of Deaths	Number of Cases Recuperated

SOURCE:
<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

ChildFund-supported areas (Provide only if you have reliable data on this. You can report on a consolidated basis or by program state/region/province/etc. if you have this detail.)

Geographical area (country or state/region/province)	Total Number of COVID19 Cases Reported	Number of Deaths	Number of Cases Recuperated

SOURCE: National Ministry of Health or other reliable source

-

- Any relevant background information about areas affected.

- Host government posture: Have they declared a state of emergency and/or requested outside assistance? Which nationwide measures has the government taken, e.g., limitation on meetings, internal travel, school closures etc.
- What responses has the government put into place to address the health crisis and/or the economic impact?
- What travel restrictions has the government put in place for travelers entering the country?

Part 2: The Situation in Areas Where ChildFund Works

Partner Organization (Use Salesforce identifying code/name.)	# of Enrolled and Sponsored Children		COVID19 Cases Reported in ChildFund Communities (Y/N/Unknown) Provide number if available.	Number of Enrolled Children Reported with COVID19 (If available.)	Number of enrolled children diseased as result of COVID19
	Sponsored	Enrolled			
Partner 1					
Partner 2					
Partner 3					
etc.					

Child deaths: List any sponsored child (with Partner organization and child ID from salesforce) diseased as a result of COVID19. (Note: These need to be reported immediately following the regular sponsorship protocols.)

Partner Organization (Use Salesforce identifying code/name.)	What is the status of the program/sponsorship processes (operational/suspended)?					
	Program Implementation	CVS	M&E Level 2	Enrollment /Disaffiliation	Sponsorship Communication	DFC
Partner 1						
Partner 2						
Partner 3						
etc.						

Note: As a global measure, all sponsor visits have been suspended.

- What issues are children in these areas facing (food shortages, safety concerns, schools closure, etc.)?
- Child protection risks caused or exacerbated by crisis situation.

Part 3: ChildFund's Response

- Who is or will be leading/managing the response?
- Planned, desired or ongoing response – inside or outside current operational areas.
- Who are we partnering or collaborating with to provide our response?
- What kind of response activities or interventions are being provided? What support items are needed or have been collected/distributed? How is ChildFund linked with humanitarian coordination structures, i.e., in which clusters or working groups do we participate? The most recent/next meeting and who is representing ChildFund? Donor meetings we have attended, or missions that we are aware of related to the response?
- Next steps.
- For sitreps submitted after ChildFund response has been initiated, what is the current progress of implementation vs. the established response plan?

Below Sections for Internal Use Only

Part 4: Office and Staff Status

Office Status (Open/Closed)	Number of Staff:				
	Diagnosed with COVID19	Diseased from COVID19	Working from Office	Working from Home	On Special Leave

Notes:

- Any cases of staff diseased need to be reported immediately to RD and GHR.
- Special leave as per [COVID19 Administrative Guidelines](#).

Number of staff/partner organization staff completed WHO COVID online training
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training>.

Part 5 Human Resources

- Which visitors are there in the country ? Please include names, functions, contact information and arrival/departure dates for both IO and RO staff (note: due to the travel ban, this will apply only once the ban has been lifted)
- Any gaps in staffing/need for deployment from other COs or Global Teams?
- Are there any other major HR issues?

Part 6 Safety & Security

- Are police and other services functioning in the normal manner?
- Are the courts still operating?
- Are there reports of looting or increased criminality?
- Have military personal being deployed to patrol towns or cities?
- Confirm the safety of staff and their families in the affected area.
- Have Safety and security risks/mitigation plans been updated to current environment?
- Recommendations around any upcoming travel planned for staff or donors (note: Only once global travel ban has been lifted)

Part 7 Grants

List all active grants:

Grant Job Code	Grant Name	Donor	Status of Implementation (Normal/Reduced/Suspended)	Any specific guidance received from donor? (Yes/No)

Provide any additional narrative on how the COVID19 crisis affects implementation of your major grants.

Part 8 Funding

Provide information about potential sources of funding, including grant donors, subsidy, Emergency Action Fund, Alliance members, GIK, etc., for these emergency response efforts using the chart below:

Donor	Program	Amount (USD)	Requested? (Y/N)	Confirmed? (Y/N)

- Budget
 - o Outline how we will use this funding with a rough topline budget.

Part 9 Media/Communications

- o List of media who will be or have been contacted with press releases.
 - o List of emergency CO spokespeople, including name, location, contact information, and languages spoken.
 - o Plans for collecting photos/videos/stories, e.g., should an outside photographer be hired?
 - o Key points for messaging and visibility, particularly any host-government sensibilities that must be considered.
- Support needed or requested from IO, GSS or Global Teams – whether onsite or remote.