

Annex 1- Alliance Collaboration Agreement: Operating Model for Emergency Response

Modality I - Procedure for Response in Single-Member Presence Countries

Background and Scope

This Procedure describes how a ChildFund Alliance Member leads and coordinates an emergency response in a country where it is the only Member present. It operationalizes the rules described in the Operating Model Protocol.

The objective is to ensure rapid activation, coherent communication, and accountable implementation, while enabling other Members and the Secretariat to support fundraising and external engagement when needed.

1. Activation and Set-Up

Emergency Recognition and Internal Notification. When an emergency occurs in a country where a single ChildFund Alliance Member operates, the Member initiates the response immediately without waiting for an Alliance-wide declaration.

Notification to the Secretariat. Within a short time (preferably 24 hours) of the emergency onset, the Member must notify the Secretariat/HACU of the incident and its initial assessment and communicate its ability and willingness to act as Emergency Lead. If the Member is unable or unwilling to lead, the situation is treated as non-presence scenario and the Procedure for Response in Non-Presence Countries is activated.

Initial Coordination. The Member may request coordination calls with the Secretariat and the Child-Sensitive Humanitarian Action (CSHA) Committee to share updates, validate initial needs, identify immediate gaps in technical capacity or surge needs.

2. Funding

2.1 Launch of the Funding Appeal

Development of Communication & Fundraising Materials. The Lead produces the communication and technical materials required for other Members to initiate fundraising: Flash Update, Flash Appeal, SitReps, photos, videos, testimonies, basic response plan framing, etc. The Secretariat circulates materials Alliance-wide.

Fundraising Intentions by other Members. Although they are not present in-country, Members willing to fundraise should express their intention to the Secretariat ideally within a reasonable period given the emergency context and participate in an early fundraising expectation proportional to their capacity.

All Members will receive updates and communication materials. Non-fundraising Members may join resources mobilisation efforts in a later stage.

3. Implementation of the Response

3.1 Strategy and Operational Coordination

The Emergency Lead coordinates the implementation of the response at country level under CFA framework and ensures alignment with national authorities, UN clusters, CSO networks, and other relevant humanitarian stakeholders. This coordination applies to activities conducted under the Alliance framework and does not restrict Members from undertaking independent actions.

The Emergency Lead develops the ChildFund Alliance Humanitarian Response Plan, which presents the intervention strategy, expected outcomes, and required resources. Exceptionally large-scale crises may be escalated to the Member Council for validation.

Regular communication and visibility products (photos, videos, progress updates, testimonies) are shared with the Secretariat and Members as needed to support their fundraising efforts.

Monitoring is conducted against the Response Plan, which must be updated as needed based on evolving needs, operational constraints, or fundraising developments. The Emergency Lead oversees evaluating the needs and amending /updating the Response Plan.

Other Members might deploy technical staff to support the response if requested by the Emergency Lead. Terms of Reference are agreed collaboratively to ensure clarity of function, accountability, and supervision, reporting and coordination mechanisms.

3.2 Management of Funds

The Emergency Lead manages all resources raised for the response.

Where multiple Members contribute financially, and where feasible, funds may be managed through a pooled-fund approach, particularly for unearmarked resources such those raised through public fundraising campaigns, ensuring transparent allocation and alignment with the collective strategy. Funds subject to specific donor requirements are managed by each Member in accordance with those requirements.

4. Reporting and Updates

4.1 Low-burden System

The Emergency Lead coordinates all reporting under CFA framework. Reporting is supported through light and agreed Alliance-level reporting mechanisms, which are issued at a pre-agreed frequency (e.g. monthly or quarterly) and shared via the ChildFund Alliance HACU mechanism.

These updates and reporting mechanisms may include cumulative results, progress against objectives, main activities implemented, challenges encountered, adaptations required, future needs identified, and disaggregated beneficiary data where possible.

These mechanisms contribute to accountability requirements and information sharing across the Alliance, particularly for unearmarked or flexible funding. Where funds are subject to

specific donor requirements, reporting must follow the applicable donor systems and requirements.

Workflow

