

Guidelines for IPPF COVID-19 Solidarity Fund

Background

The COVID-19 pandemic represents one of the biggest challenges facing IPPF's Member Associations (MAs). Recognizing the efforts of our staff and volunteers in continuing to deliver IPPF's vision during the pandemic, IPPF announced a Solidarity request to provide financial assistance to staff and volunteers affected by COVID-19 where little or no social support mechanisms exist for them.

What is the amount of additional funds raised for supporting Staff and Volunteers affected by COVID-19?

To date (August 31 2020), IPPF has raised a total of US\$28,750.79 that is available for MA Staff and volunteers directly affected by COVID-19. This comprises of the following two sources

- Appeal Solidarity fund: \$14,318.87
- Appeal COVID-19 \$14,431.92

What can the IPPF COVID-19 Solidarity Funds be used for?

The primary objective of these funds is in acknowledgement of the varied and often limited social support available to staff and front-line workers during times of crises such as the current pandemic. IPPF recognizes the challenges for many such staff who have taken on additional personal responsibilities due to restrictions on movement and daily life, while continuing to deliver on IPPF's mission.

The Solidarity Fund will provide emergency financial assistance to IPPF Member Association staff and volunteers who have been directly impacted by the COVID-19 pandemic. The aim is to supplement unexpected expenses and offset financial hardships that have come as a result of the pandemic for IPPF MA staff and volunteers.

All funding received through the Solidarity Fund appeal will be rapidly deployed in the form of a one-time cash relief up to a maximum of US\$300 per recipient until all the resources have been fully allocated.

Emergency COVID-19 Funding Mechanism: How to apply for the COVID-19 Emergency Grants?

IPPF aims to disburse and manage these funds based on principles of fairness, transparency and consistency and will continue to learn from feedback to ensure that the management of this process is responsive to staff needs. IPPF recognises the need for speedy disbursement of funds and operates in good faith with its staff in the management of these funds.

With this background and the support of MA and Regional leaders, IPPF places minimum requirements on staff and volunteers applying for this support to demonstrate hardship, as such, the only requirement is for affected staff or volunteer to complete the required application form (Annex 1) and submit to the respective Member Association focal point who will forward the same to the IPPF Regional Director or his/her appointed nominee for this task. In order to ensure appropriate use of funds and to create an audit trail, the dual level approvals from Member Association (confirming staff details and employment) and approvals from Regional Office should be documented by email. Receipt of funds from the applicant should be confirmed in writing or email to the Member Association indicating amount received.

Application process:

- Staff and volunteers can confidentially apply for solidarity funds by completing the application form in Annex 1 and sending it to the respective MA focal point.

- The form requires the following details - include your name, location, contact information and affiliation to IPPF, a short statement on how you have been affected by the pandemic, how you intend to use the funds and your preferences for transfer of funds in the event your application is approved.

How will the grants be managed?

- A global project team has been set up in the Africa Regional Office to manage the administration of the COVID-19 related grants for all IPPF MAs with representatives of this team also being a member of the IPPF COVID-19 Taskforce.
- The C-19 Project Management team based at ARO and headed by Muthoni Wachira will review all applications and ensure allocations based on the complete information received in request form (Annex 1) and in the order in which the requests are received until all funds have been fully allocated.
- Given the limited resources available and the differential need for these funds across the Federation, IPPF's COVID-19 Taskforce will review and prioritise applications based on the following criteria (applied in order as listed below)
 1. *Priority will be given to IPPF MA staffs that do not have health cover or benefits as part of their current contract with the relevant IPPF entity (i.e. MA).*
 2. *Priority will be given to IPPF MA staff who operate in a country that has not announced or is not implementing support measures during COVID-19 (i.e. Universal Health Coverage for COVID-19 testing or management, additional social support measures including sick pay, child care, or other cash or non cash benefits etc.).*
 3. *Priority will be given to IPPF MA staff or volunteers in front line roles for their work on SRH that requires physical interaction with members of the public.*
- Applicants who are verified by the Member Association and the Regional office will be notified by the C-19 Grant Management team and the grants will be released directly to the recipient by the Member Association in line with their preference in the application form. The amounts released will be reimbursed to the Member Association by IPPF. The Lead for the C-19 fund management will report back to the Secretariat in summary upon completion of the project. Additional updates from the Member Association to the respective Regional offices on the benefits from the support should be provided as part of feedback.

Processing time and release of funds:

- Given the immediacy of the pandemic's impact the committee will aim to make rapid decisions on a rolling basis until the funds raised by the appeal have been fully exhausted.
- We will aim to review and decide upon request for funds at the C-19 Management team within 24 hours of receiving a completed request from your respective Regional Office.
- Once a decision to award is made funds will be transferred by direct bank transfer from either the RO or MA (variable by region).
- We will aim to ensure all funds are made available to the staff or volunteer within a week of receiving your request.

Annex 1: APPLICATION FOR REQUEST OF COVID-19 SOLIDARITY FUNDS

Please complete this form in capitals and return it to the relevant IPPF Member Association Director (Human Resources/ Program/ Executive). For a quick response, please submit the application via email. If you do not have access to email, please submit the same by post to the relevant staff at IPPF MA Headquarters. Please note that all individual requests will be for a fixed amount not exceeding US\$300. All information given will be treated with the strictest confidence

1. Personal Details

Full name:

Telephone number (Home):

Telephone number (Mobile):

Contact address:

Email address:

Country that you currently reside in:

Name of Employer:

Current Role/ Designation with employer:

Does your current role require physical interaction with members of the public
(circle your response)

YES / NO

2. Current personal situation related to COVID-19

Please provide a brief description of your current situation due to COVID-19 –mention specifically if you are affected by COVID-19 and the nature of support these funds will assist with

3. If your request is approved, the funds will be provided by bank transfer to the applicant. *Please note that the option to pay by cash is unavailable. We apologize for any inconvenience caused.*

Please select up to two options from the choices below

- Bank transfer from Member Association
- Bank details of Applicant:

FOR INTERNAL IPPF USE ONLY: To be completed by MA, IPPF Regional Office & COVID-19 Taskforce

Name of IPPF Member Association forwarding the request: (any comments/suggestions on the request)	
IPPF Region:	
Decision of IPPF Regional Director or appointed nominee	Endorsed / Need more information / Declined
Signature	
Name and Designation	
Date of endorsement	
Date received at IPPF – COVID -19 Taskforce	
Decision by COVID-19 Grant Management team:	Approved / Need more information / Declined
Signature	
Name of COVID-19 Grant Management team member:	
Date of decision	