



## DREF Simplified Early Action Protocol Review Checklist

The following review checklist, including the quality criteria, is used by the IFRC delegations, Regional Office, Geneva office and the Validation Committee as a benchmark to determine if the simplified Early Action Protocol (EAP) is eligible to be funded by the anticipatory pillar of the DREF.

For further guidance and details, click the hyperlinked criteria to find the related comments.

If any of the criteria are not adequately met or just partially met, further information may be required or additional work to demonstrate that the criteria are justified.

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Date received by the IFRC delegation: DD/MM/YYYY

Reviewed by: Name sectors/services:

Date received by the IFRC regional office: DD/MM/YYYY

Reviewed by: Name sectors/services:

Date received by the IFRC DREF AA Global Team: DD/MM/YYYY

Date EAP approved by the Validation Committee: DD/MM/YYYY

Total days for IFRC review: To be completed by the DREF Senior Officer

<b>Country:</b>	<b>Malawi</b>	<b>EAP Hazard:</b>	<b>Floods</b>		
The Delegation is submitting this Simplified Early Action Protocol on behalf of the National Society for review, validation and approval				DD/MM/YYYY Y	IFRC Project Manager name and signature
The Regional Office confirms that:				DD/MM/YYYY Y	Regional Head of HDCC name and signature

<ul style="list-style-type: none"> <li>✓ Currently there are no identified obstacles or issues to implement the Simplified EAP</li> <li>✓ that the Simplified EAP has been reviewed by the technical sectors</li> <li>✓ the Simplified EAP has been validated by the Finance controller</li> </ul>		
The DREF Geneva Team confirms that: <ul style="list-style-type: none"> <li>✓ the Simplified EAP meets the quality criteria and that</li> <li>✓ the Simplified EAP has been endorsed by the Validation Committee and technical sectors.</li> </ul>	DD/MM/YYYY Y	DREF Senior Officer name and signature
The Appeal Manager confirms that they are in agreement with the approval of the Simplified EAP plan and budget.	DD/MM/YYYY Y	Appeal Manager name and signature

IFRC Decision making matrix		
Approved by the Validation Committee members: <i>(Quorum reached with 2 members approving a Simplified EAP)</i>		Comments addressed? Yes/Yes with conditions. Conditions:
• American Red Cross		
• Australian Red Cross		
• Bangladesh Red Crescent		
• British Red Cross		
• Danish Red Cross		
• French Red Cross		
• Finnish Red Cross		
• German Red Cross		
• Myanmar Red Cross		
• Netherlands Red Cross		
• Swedish Red Cross		
• Uganda Red Cross		
• IFRC		
• RCCC		
• Livelihoods Centre		

#### Note on Status

Met – Requirement is met. No further action required.

Partially met – Requirement is partially met, but further input is needed.

Not met – Requirement is not met. Revision is required.

N/A – Not applicable

<b>IFRC Project Manager comments on sEAP development and/or activation (for the VC only)</b>
<b>Regional Anticipatory Action Focal point comments on sEAP development and/or activation (for the VC only)</b>
<b>Regional DREF Officer and DREF Accountability and Compliance Officer feedback on National Society compliance issues (for the DREF Appeal Manager)</b>

**Has the final narrative and financial reports been submitted? Yes/No**

Overarching quality assurance			
Criteria	Status	Critical issues for Simplified EAP approval	Other issues for consideration (also for future revision)
All sections of the simplified EAP need to be completed including IFRC sectors,			

enabling approaches and budget.			
<a href="#">Check the feasibility of the fund transfer to the National Society in the lead time to fund the early action activities.</a>			
<i>National Society comments:</i>			
<b>Risk analysis and Trigger Model</b>			
<b>Criteria</b>	<b>Status</b>	<b>Critical issues for Simplified EAP approval</b>	<b>Other issues for consideration (also for future revision)</b>
<a href="#">Hazard selection is supported with evidence related to the historical disaster impact.</a>			
<a href="#">The risks being prioritized are relevant to the hazard's main impacts.</a>			
<a href="#">The simplified EAP has a clear trigger statement, including who will be responsibility for</a>			

<a href="#">monitoring the trigger.</a>			
<i>National Society comments:</i>			
<b>Early Actions</b>			
<b>Criteria</b>	<b>Status</b>	<b>Critical issues for Simplified EAP approval</b>	<b>Other issues for consideration (also for future revision)</b>
<a href="#">Selected early actions seek to reduce the possible impacts of the risks prioritized by the National Society.</a>			
<a href="#">Selected early action activities are planned in accordance with identified standards.</a>			
<i>National Society comments:</i>			
<b>EAP activation</b>			
<b>Criteria</b>	<b>Status</b>	<b>Critical issues for Simplified EAP approval</b>	<b>Other issues for consideration (also for future revision)</b>
<a href="#">National Society aims to</a>			

<a href="#">implement the early action activities in the lead time between the trigger and the impact of the event.</a>			
<a href="#">The simplified EAP clearly explains who will be targeted with the early action activities and should target at least 2,000 people.</a>			
<i>National Society comments:</i>			
<b>Monitoring and evaluation</b>			
<b>Criteria</b>	<b>Status</b>	<b>Critical issues for Simplified EAP approval</b>	<b>Other issues for consideration (also for future revision)</b>
<a href="#">The simplified EAP includes a post-activation lesson learned workshop.</a>			
<i>National Society comments:</i>			
<b>National Society's capacity</b>			

Criteria	Status	Critical issues for Simplified EAP approval	Other issues for consideration (also for future revision)
<a href="#">The National Society explains its capacity to implement the early action activities and/or minimum conditions needed to deliver on the early actions.</a>			
<i>National Society comments:</i>			
Budget			
Criteria	Status	Critical issues for Simplified EAP approval	Other issues for consideration (also for future revision)
<a href="#">The simplified EAP includes a budget in the IFRC template, detailing the costs for the readiness, prepositioning and trigger-based early action activities.</a>			
<a href="#">The shelf life of pre-positioned stock equals</a>			

<a href="#">or exceeds the simplified EAP 2-year lifespan.</a>  Indicate whether procurement will be done by the National Society or IFRC.			
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*National Society comments:*

## Coordination

Criteria	Status	Critical issues for Simplified EAP approval	Other issues for consideration (also for future revision)
<a href="#">The simplified EAP outlines coordination with relevant stakeholders related to the planning and activation of early action activities</a>			

*National Society comments:*

## General comments for Population Movement EAPs

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## Quality criteria for the Simplified Early Action Protocols

The following table shows the quality criteria used by the IFRC delegations and the Validation Committee as a benchmark to determine if the simplified Early Action Protocol (EAP) is eligible to be funded by the anticipatory pillar of the DREF. The 'comments' column gives further guidance which should be considered in relation to each of the criteria.

Overarching quality assurance	Comments
All sections of the simplified EAP need to be completed including IFRC sectors, enabling approaches and budget.	
Check the feasibility of the fund transfer to the National Society in the lead time to fund the early action activities.	
Risk analysis and Trigger Model	Comments
Hazard selection is supported with evidence related to the historical disaster impact.	
The risks being prioritized are relevant to the hazard's main impacts.	

The simplified EAP has a clear trigger statement, including who will be responsibility for monitoring the trigger.	
<b>Early actions</b>	<b>Comments</b>
Selected early actions seek to reduce the possible impacts of the risks prioritized by the National Society.	
Selected early action activities are planned in accordance with identified standards.	
<b>EAP activation</b>	<b>Comments</b>
National Society aims to implement the early action activities in the lead time, between the trigger and the impact of the event.	
The simplified EAP clearly explains who will be targeted with the early action activities and should target at least 2,000 people.	

<b>Monitoring and Evaluation</b>	<b>Comments</b>
The simplified EAP includes a post-activation lesson learned workshop.	
<b>National Society's capacity</b>	<b>Comments</b>
The National Society explains its capacity to implement the early action activities and/or minimum conditions needed to deliver on the early actions.	
<b>Budget</b>	<b>Comments</b>
The simplified EAP includes a budget in the IFRC template, detailing the costs for the readiness, prepositioning and trigger-based early action activities.	
The shelf life of pre-positioned stock equals or exceeds the simplified EAP 2-year lifespan.	
<b>Coordination</b>	<b>Comments</b>
The simplified EAP outlines coordination with relevant stakeholders related to the planning and activation of early action activities	

