

Early Action Protocol - review checklist

This review checklist is to be used by the Delegation, Regional and Global Team (including the Validation Committee) to standardize and systematize the review process of EAPs. The checklist follows the main sections of an EAP and provides guidance on the quality criteria used to assess each EAP to be funded by the anticipatory pillar of the DREF.

Guidelines for technical review:

- Please add your comments in two sections - column: 1. Critical comments, 2. Comments to consider for either this iteration, or the next.
- Please add your name next to your comment (this will be cleaned, and comments will be consolidated, before sending back to the National Society).
- Please do not assign a status, this will be done by the DREF Senior Officer before reverting to the National Society.

Date received by the IFRC delegation: DD/MMM/YEAR

Reviewed by: Name sectors/services:

Date received by the IFRC regional office: DD/MMM/YEAR

Reviewed by: Name sectors/services:

Date received by the IFRC DREF AA Global Team: 04/11/2024

Date EAP approved by the Validation Committee: DD/MMM/YEAR

Total days for IFRC review: (TBC by the DREF Senior Officer)

Country:	Cameroon	EAP Hazard:	Cholera		
The Delegation is submitting this 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: ✓ Currently there are no identified obstacles or issues to implement the EAP ✓ that the EAP has been reviewed by the technical sectors ✓ the EAP has been validated by the Finance controller				DD/MM/YYYY Y	Regional Head of HDCC name and signature

The DREF Geneva Team confirms that: ✓ the EAP meets the quality criteria and that ✓ the EAP has been endorsed by the Validation Committee and technical sectors.	DD/MM/YYYY Y	DREF Senior Officer name and signature
The Appeal Manager confirms that they are in agreement with the approval of the EAP plan and budget, which will be validated for five years.	DD/MM/YYYY Y	Appeal Manager name and signature

IFRC Decision making matrix		
Approved by the Validation Committee members: <i>(Quorum reached with 4 members approving an 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

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

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

Risk analysis and Trigger Model	Status	Critical issues for EAP approval	Other issues for consideration (also for future revision)
The EAP triggers are based on a combination of the analysis of risk factors and the forecast in line with the steps of the trigger methodology outlined in the FbF manual. The EAP contains a clear trigger statement Quality criteria to consider (Section 3 EAP Template – Risk Analysis and Section 4.1 - Trigger Statement)			

<i>National Society response:</i>			
The EAP provides an analysis of historical disaster impact for the selected hazard and provides an evidence-based analysis of exposure and vulnerability. Quality criteria to consider (Section 3.1 EAP – Hazard selection and section 3.2 – Exposed Elements and their vulnerability factors)			
<i>National Society response:</i>			
There is an annex with a menu of forecasts and/or other relevant early warning and /or monitoring/surveillance systems, demonstrating a review of all available forecasts data relevant to this hazard. Quality criteria to consider (Section 4.2 EAP template – Forecast selection)			
<i>National Society response:</i>			

Data must be provided that shows that an event of the magnitude/strength of the event that the trigger is based on has caused disastrous humanitarian impact in the region in the past. Quality criteria to consider (Section 4.3 EAP template - Definition and justification of impact level)			
<i>National Society response:</i>			
There is a map or a clear methodology that will tell the NS where action should be taken based on a combination of vulnerability, exposure, and the forecast, when the EAP is activated based on the trigger model. Quality criteria to consider (Section 4.4 EAP template – Identification of the intervention area)			
<i>National Society response:</i>			
The EAP trigger chapter includes calculations and evidence for the following points: 1. Frequency of the trigger being reached and/or the return period of the event 2. Probability of acting in vain (false alarm ratio) 3. Lead time			

Quality criteria to consider			
<i>National Society response:</i>			
Early Actions	Status	Critical issues for EAP approval	Other issues for consideration
Forecast-based Early Actions are selected based on the reduction of risk that they will provide. The EAP describes the main steps used to determine which actions were selected to reduce a specific disaster impact. Quality criteria to consider (Section 5.1 EAP template – Early Action Selection Process)			
<i>National Society response:</i>			
For each early action selected, the EAP must include a Theory of Change and show that the action chosen is appropriate to reduce the specific risk. Selected actions should be socially acceptable according to the context and there should be evidence of its effectiveness. Quality criteria to consider (Section 5.1 EAP template – Early Action Selection Process and Section 5.2 EAP template – Evidence base)			

<i>National Society response:</i>			
Actions are implemented in the window between the forecast and the impact of the extreme event. Quality criteria to consider (Section 5.5 EAP template – Feasibility)			
<i>National Society response:</i>			
The EAP support the Principles of “Good Humanitarian Donorship” and “Do No Harm” (Section 5.4 EAP template 5.4 - Usefulness of actions in case of non-occurring event)			
<i>National Society response:</i>			
The EAP includes a matrix with the activities to be implemented according to the IFRC operational strategy and enabling approaches Quality criteria to consider (Section 5.3 EAP template - IFRC Operational Strategy)			
<i>National Society response:</i>			
If relevant for the type of intervention, actions are in line with accepted international and/or national standards,			

regulations, laws for the relevant sector. E.g. SPHERE, LEGS, Minimum standards for protection, gender and inclusion in emergencies. (Section 5.3 EAP template - IFRC Operational Strategy)			
<i>National Society response:</i>			
The EAP includes a 4W description indicating who does what, where, and when. This should include also actors outside the structure of the National Society. Quality criteria to consider (Section 6.1 EAP template – Early Action implementation process)			
<i>National Society response:</i>			
EAP activation	Status	Critical issues for EAP approval	Other issues for consideration
There is a mechanism in place to monitor the forecasts (and /or trigger related indicators) and alert relevant actors as soon as a trigger is reached to initiate the early actions. This implies that the process to trigger the FbF system is clearly understood by all the key staff of the NS and relevant partners. Quality criteria to consider (Section 6.2 EAP template - Trigger activation system)			

<i>National Society response:</i>			
The EAP clearly explains how the target beneficiaries within the intervention areas will be selected Quality criteria to consider (Section 6.3 EAP template – Selection of target population)			
<i>National Society response:</i>			
The EAP includes the description of a stop mechanism for forecast triggers with a lead time of more than three days. For forecast triggers with a lead time of less than 3 days, the EAP should include the description of what the National Society would do if the forecast changes in strength or location within the last three days before the event Quality criteria to consider (Section 6.4 EAP template – Stop mechanism)			
<i>National Society response:</i>			
M and E	Status	Critical issues for EAP approval	Other issues for consideration
The EAP includes an M&E plan to 1) assess the impact of the early actions and the extreme event after each activation and			

2) identify if all activities were carried out as planned and document how early actions were implemented 3) learn from the process to improve the system in the future Quality criteria to consider (Section 7 EAP template – Monitoring, Evaluation, Accountability and Learning (MEAL).			
<i>National Society response:</i>			
National Society Capacity	Status	Critical issues for EAP approval	Other issues for consideration
The EAP describes the National Society operational (Cash, WASH, Food Security, Shelter etc.) and administrative (Finance, PMER, Human Resources) capacity and experience to implement the EAP. If no capacity exists, the EAP describes how they plan to address this limitation in order to implement the EAP effectively and efficiently. (Section 8.1 EAP template - 8.1 Operational, thematic and administrative capacity)			
<i>National Society response:</i>			

The EAP describes its alignment with the National Society Disaster Risk Management strategy (e.g. the existing contingency plan, response plan, DRR plan etc.) Quality criteria to consider (Section 8.2 EAP template – Strategies and plans)			
<i>National Society response:</i>			
Budget	Status	Critical issues for EAP approval	Other issues for consideration
The EAP includes a budget in the IFRC template, detailing the costs for the readiness activities, pre-positioning and trigger-based Early Action. The budget upholds to the established percentages: A maximum of 65% of the EAP budget can be allocated combined to readiness activities and for prepositioning of stock. Quality criteria to consider (Section 9.1 EAP template – Budget)			
<i>National Society response:</i>			
The EAP with a budget of CHF 500,000 (including IFRC indirect costs) should reach ideally a minimum of 10,000 people. If the early action targets less than 10,000 people, this should be explained/justified in the EAP.			

Quality criteria to consider (Section 9.1 EAP template – Budget)			
<i>National Society response:</i>			
The shelf life of the items to be pre-positioned equals or exceeds the EAP lifespan and there is a plan for stock management. Indicate whether procurement will be done by the National Society or IFRC. Quality criteria to consider (Section 9.2 EAP template – Prepositioning)			
<i>National Society response:</i>			
Coordination	Status	Critical issues for EAP approval	Other issues for consideration
The Forecast based Financing process has been conducted in a participatory manner with involvement of key stakeholders, including communities, movement components and external actors, especially Hydro-Met agencies, disaster risk management authorities, government ministries, development organizations, other hazard specific agencies (local and national level), and other major anticipatory humanitarian actors in the country/region.			

Quality criteria to consider			
(Section 2 EAP template – Key actors)			
<i>National Society response:</i>			
The EAP should have prior approval from all relevant stakeholders. The EAP must be endorsed by the leadership of the submitting NS. The EAP should also be endorsed by other key relevant stakeholders, such as the national Hydro-Met agencies NHMS and the respective DRM authorities.			
(Section 10 EAP template – EAP endorsement)			
<i>National Society response:</i>			

Quality criteria for Early Action Protocols

The following quality criteria are used by the IFRC Validation Committee as a benchmark to determine if the Early Action Protocol¹ is eligible to be funded by the DREF. The 'comments' column gives further guidance which should be considered in relation to each of the criteria. If any of the criteria are not adequately met or just partially met, the Validation Committee may require further information or additional work to demonstrate that the criteria are justified.

Risk analysis and Trigger Model	Comments
The EAP triggers are based on a combination of the analysis of risk factors and the forecast in line with the steps of the trigger methodology	

¹ Note that the Simplified Early Action Protocol has its own simplified quality criteria and feedback form.

outlined in the FbF manual. The EAP contains a clear trigger statement (Section 3 EAP Template – Risk Analysis and Section 4.1 - Trigger Statement)	
The EAP provides an analysis of historical disaster impact for the selected hazard and provides an evidence-based analysis of exposure and vulnerability. (Section 3.1 EAP – Hazard selection and section 3.2 – Exposed Elements and their vulnerability factors)	
There is an annex with a menu of forecasts and/or other relevant early warning and /or monitoring/surveillance systems, demonstrating a review of all available forecasts data relevant to this hazard. (Section 4.2 EAP template – Forecast selection)	
Data must be provided that shows that an event of the magnitude/strength of the event that the trigger is based on has caused disastrous humanitarian impact in the region in the past. (Section 4.3 EAP template - Definition and justification of impact level)	
There is a map or a clear methodology that will tell the NS where action should be taken based on a combination of vulnerability, exposure, and the forecast, when the EAP is activated based on the trigger model. (Section 4.4 EAP template – Identification of the intervention area)	
The EAP trigger chapter includes calculations and evidence for the following points: 1. Frequency of the trigger being reached and/or the return period of the event 2. Probability of acting in vain (false alarm ratio) 3. Lead time	

Early Actions	Comments
Forecast-based Early Actions are selected based on the reduction of risk that they will provide. The EAP describes the main steps used to determine which actions were selected to reduce a specific disaster impact. (Section 5.1 EAP template – Early Action Selection Process)	
For each early action selected, the EAP must include a Theory of Change and show that the action chosen is appropriate to reduce the specific risk. Selected actions should be socially acceptable according to the context and there should be evidence of its effectiveness. (Section 5.1 EAP template – Early Action Selection Process and Section 5.2 EAP template – Evidence base)	
Actions are implemented in the window between the forecast and the impact of the extreme event. (Section 5.5 EAP template – Feasibility)	
The EAP support the Principles of “Good Humanitarian Donorship” and “Do No Harm” (Section 5.4 EAP template 5.4 - Usefulness of actions in case of non-occurring event)	
The EAP includes an operational matrix with the activities to be implemented according to the IFRC focus areas and strategies for implementation (Section 5.3 EAP template - IFRC Operational Strategy)	
If relevant for the type of intervention, actions are in line with accepted international and/or national standards, regulations, laws for the relevant sector. E.g. SPHERE, LEGS, Minimum standards for protection, gender and inclusion in emergencies.	

(Section 5.3 EAP template - IFRC Operational Strategy)	
The EAP includes a 4W description indicating who does what, where, and when. This should include also actors outside the structure of the National Society. (Section 6.1 EAP template – Early Action implementation process)	
EAP activation	Comments
There is a mechanism in place to monitor the forecasts (ad /or trigger related indicators) and alert relevant actors as soon as a trigger is reached to initiate the early actions. This implies that the process to trigger the FbF system is clearly understood by all the key staff of the NS and relevant partners. (Section 6.2 EAP template - Trigger activation system)	
The EAP clearly explains how the target beneficiaries within the intervention areas will be selected (Section 6.3 EAP template – Selection of target population)	
The EAP includes the description of a stop mechanism for forecast triggers with a lead time of more than three days. For forecast triggers with a lead time of less than 3 days, the EAP should include the description of what the National Society would do if the forecast changes in strength or location within the last three days before the event (Section 6.4 EAP template – Stop mechanism)	
M&E	Comments
The EAP includes an M&E plan to 1) assess the impact of the early actions and the extreme event after each activation and 2) identify if all activities were carried out as planned and document how early actions were implemented	

3) learn from the process to improve the system in the future (Section 7 EAP template – Monitoring, Evaluation, Accountability and Learning (MEAL).	
National Society's capacity to implement the EAP	Comments
The EAP describes the National Society operational (Cash, WASH, Food Security, Shelter etc.) and administrative (Finance, PMER, Human Resources) capacity and experience to implement the EAP. If no capacity exists, the EAP describes how they plan to address this limitation in order to implement the EAP effectively and efficiently. (Section 8.1 EAP template - 8.1 Operational, thematic and administrative capacity)	
The EAP describes its alignment with the National Society Disaster Risk Management strategy (e.g. the existing contingency plan, response plan, DRR plan etc.) (Section 8.2 EAP template – Strategies and plans)	
Budget	Comments
The EAP includes a budget in the IFRC template, detailing the costs for the readiness activities, pre-positioning and trigger-based Early Action. The budget upholds the established percentages: A maximum of 65% of the EAP budget can be allocated for readiness activities and prepositioned stock. (Section 9.1 EAP template – Budget)	
The EAP should reach ideally a target minimum of 10,000 people (Section 9.1 EAP template – Budget)	
The shelf life of the items to be prepositioned equals or exceeds the EAP lifespan and there is a plan for stock management	

(Section 9.2 EAP template – Prepositioning)	
Coordination	Comments
The Forecast based Financing process has been conducted in a participatory manner with involvement of key stakeholders, including communities, movement components and external actors, especially Hydro-Met agencies, disaster risk management authorities, government ministries, development organizations, other hazard specific agencies (local and national level), and other major anticipatory humanitarian actors in the country/region. (Section 2 EAP template – Key actors)	
The EAP should have prior approval from all relevant stakeholders. The EAP must be endorsed by the leadership of the submitting NS. The EAP should also be endorsed by other key relevant stakeholders, such as the national Hydro-Met agencies NHMS and the respective DRM authorities. (Section 10 EAP template – EAP endorsement)	