

Early action alert note (EA#2)

Locally Led Anticipatory Action Toolkit

Purpose

The purpose of this tool is to set out how partners can raise an alert ahead of a crisis. This is not a project proposal but a means to inform funders that a crisis has been forecast or predicted, so that decisions can be made.

Guidance

Based on learning from the 'Local leadership for global impact' project, this alert note was developed to manage the 'Small Emergency Fund for Early Action' set up by Diakonie Katastrophenhilfe (DKH). At any point, any partner can raise an alert to the fund holder (in this case DKH) by submitting this alert note. It aims to concisely highlight the needs that could arise from a predicted or forecast crisis in their area, and the appropriateness of accessing the fund to implement early action (i.e. microgrants).

Timeliness is a key consideration in raising an alert. The fund is designed to take action ahead of, or in the very early stages of a crisis. Every day an alert is not raised, the potential ability to reach the affected population in a timely manner diminishes. Organisations should consider what timeframe works for them, for example, for cyclones and floods this mechanism was applied in a one day approval period between anticipation alert and project proposal approval. Organisations must also consider what approval processes are in place within the organisation, and how these might need to be adjusted to release funds timely.

Early Action Alert Note

Alerting actor		
Other supporting agencies (if other agencies were involved in drafting the alert note)		
Crisis type (e.g. Cholera outbreak, displacement, etc.)	Onset (slow or rapid-onset event)	
Expected peak period of anticipated crisis (DD/MM/YY- DD/MM/YY)		
Optimal period for anticipatory response (based on forecasted peak crisis period) (DD/MM/YY- DD/MM/YY)		
Geographic focus for this alert		
Total number of people likely to be affected in this crisis		Indicate the source:
Total number of people likely to be affected within the scope of this alert note (Please specify any vulnerable groups)		
Allocation amount suggested		
Access to affected population (easy access, normal, difficult, or very difficult access)		Explain the choice - If known, include security/risk rating (e.g. high, medium, or low):

1. What is the nature of the emerging disaster / crisis?

Provide any information you have of:

- The anticipated crisis
- The likelihood of the emerging crisis occurring
- The likely impact of the anticipated crisis on vulnerable populations (including projected impacted population figures) and any other contextual factors to consider
- When the peak is predicted to occur (lead-time).

Please include both the source(s) of, and any gaps, in your information.

2. Why is the Small Emergency Fund the appropriate mechanism to respond to this anticipated crisis?

Give information on why releasing funding in advance of this crisis is important. Share the rationale of why a relatively small injection of Microgrant funding is an appropriate response to this crisis.

3. What is the current response capacity available?

Indicate if there are any funds (government response, donor funding, etc.) that may be activated to respond to the crisis. Indicate any coordination efforts in preparation for a potential response (e.g. clusters, government, donors, etc.).

4. What activities would you recommend to mitigate the risk you have described?

These should not be described in the detail required in a proposal, but [make reference to an early action protocol if available] be indicative to inform your recommended allocation amount or range.

5. What allocation size do you recommend for a Small Emergency Fund activation (Euro)?

For your recommended allocation, please indicate what percentage coverage the Small Emergency Fund intervention would offer (i.e. Euro 10,000 would enable mitigation activities that reach 10% of those at risk)

6. Do you recommend any adjustments to the Fund process for this alert?

Please share any comments and suggestions to improve the alert note format/alert process

Acknowledgement

This tool is adapted from [Start Fund Alert Note](#), Start Fund 2016. The [Locally Led Anticipatory Action Guide and Toolkit](#) was authored by Chris Ball, Director of [Bounce Back Resilience Ltd](#) and Humanitarian Advisor DRR and Climate Change for Diakonie Katastrophenhilfe. It was developed based on learning from the Local Leadership for Global Impact project implemented in partnership between [Diakonie Katastrophenhilfe](#), [CARD](#), [CEDES](#), [SAF/FJKM](#) and [GNDR](#); and supported by funds of the Federal Republic of Germany through the [Federal Ministry for Economic Cooperation and Development](#) (BMZ).