

H2H Network Welcome Package New Members



March 2021

Humanitarian
Action Support

Dear new H2H Network member

Welcome!

Here you'll find an overview of the Network, the services we provide, and how to maximize the benefits of your membership.

Who is the H2H Network?	
About the Network	2
Members	3
Core Team	3
<hr/>	
What does the H2H Network offer?	
Collaboration	4
Knowledge sharing	6
<hr/>	
Your role as a Network member	8
<hr/>	
H2H Fund	
Activation	13
Packages	13
<hr/>	
Next steps to become an operational member	
Send communication and contact information	14
Complete H2H Fund due diligence	14
<hr/>	
Important dates and events	
Crisis watch call	15
<hr/>	
5-step Fund Activation Process	16
<hr/>	
Annexes	18
<hr/>	

Who are we?

About

The H2H Network stands for ‘humanitarian-to-humanitarian’ network.

It consists of more than 50 organizations providing high-quality, integrated services to support other humanitarian responders.

The network provides its members with support, tools and funding to help them activate quickly when an emergency strikes. We develop packages of technical services to address gaps and meet identified needs in specific humanitarian responses. Services are available to responders at all levels.

Network members include:

ACAPS	HelpAge International	Integrity Action
BBC Media Action	Humanitarian Advisory Group	Internews
CartONG	Humanitarian Leadership Academy	Joint IDP Profiling Service (JIPS)
CDAC Network	Humanitarian Logistics Association	MapAction
Centre for Humanitarian Leadership	Humanitarian OpenStreetMap Team (HOT)	RedR UK
EISF	Humanitarian Quality Assurance Initiative (HQAI)	Shelter Centre
Evidence Aid	HumanSurge	Sphere
Geneva Centre for Education and Research in Humanitarian Action	iMAP	Stand by Task Force (SBTF)
Global Public Policy Institute (GPPi)	IMPACT Initiatives	Technical Support Team of the GNC Alliance (formerly Tech RRT)
Ground Truth Solutions	Insecurity Insight	The Cash Learning Partnership (CaLP)
Groundwater Relief	Institut Bioforce	The New Humanitarian
Groupe URD		Translators without Borders (TWB)
Handicap International – Atlas Logistique		

Members

H2H Network members provide services in four broad categories:

- Community engagement and accountability
- Data and information
- Quality and sector professionalization
- Security, logistics, and programme support

We ask members to indicate one primary category.

However, we encourage coordination and collaboration within and between the categories and recognize that services often crossover.

See the [Members' Directory](#) on our website.(h2hnetwork.org).

Core team

The H2H Network core team is based in Geneva, Switzerland and Copenhagen, Denmark.

Acting Interim Director: Lars Peter Nissen	larspeter@h2hnetwork.org
Head of Network: Helen Kearney	helen@h2hnetwork.org
Finance Manager: Alice Darcq	alice@h2hnetwork.org
H2H Programme Coordinator: Claire Dusonchet	claire@h2hnetwork.org
Communications and Advocacy Officer: Eva Raduly	eva@h2hnetwork.org
Risk and Compliance Officer: Kseniya Pavlovich	kseniya@h2hnetwork.org
Finance Officer: Annette Christensen	annette@h2hnetwork.org

Any request can be addressed to: info@h2hnetwork.org

Governance

The Network is hosted by the Danish Refugee Council (DRC). It is governed by an advisory board that includes 5 network members elected by the membership, one representative from DRC and one independent. Membership strategy and processes are overseen by a membership committee including at least 5 representatives from member agencies.

What does the H2H Network offer?

Our network supports its members with services tailored to their needs. Although our members vary in many ways, such as legal status and size, they also have a lot in common. This includes their main focus on serving other humanitarians during response and, as service providers, limited access to funding.

They also share issues and challenges around awareness, security, duty of care, and human resources with highly specialized or technical skills. We offer services in the following areas:

Collaboration, peer-to-peer support, networking and learning opportunities

Crisis watch calls and crisis evaluation

The core team monitors crises on an ongoing basis. We evaluate crises to determine whether there is a gap for which members services are needed and whether our members are in a position to respond. In collaboration with members, the core team determines whether to activate the H2H Fund for an H2H Network Service Package – a bespoke package of H2H members' services to support the wider humanitarian response. We host monthly 'crisis-watch' calls as an opportunity for our members to alert us to crises, compare notes and share ideas on how to support each other or the wider humanitarian response.

Workshops

Network members meet regularly for thematic workshops where we discuss shared challenges and potential network responses.

Annual General Meeting

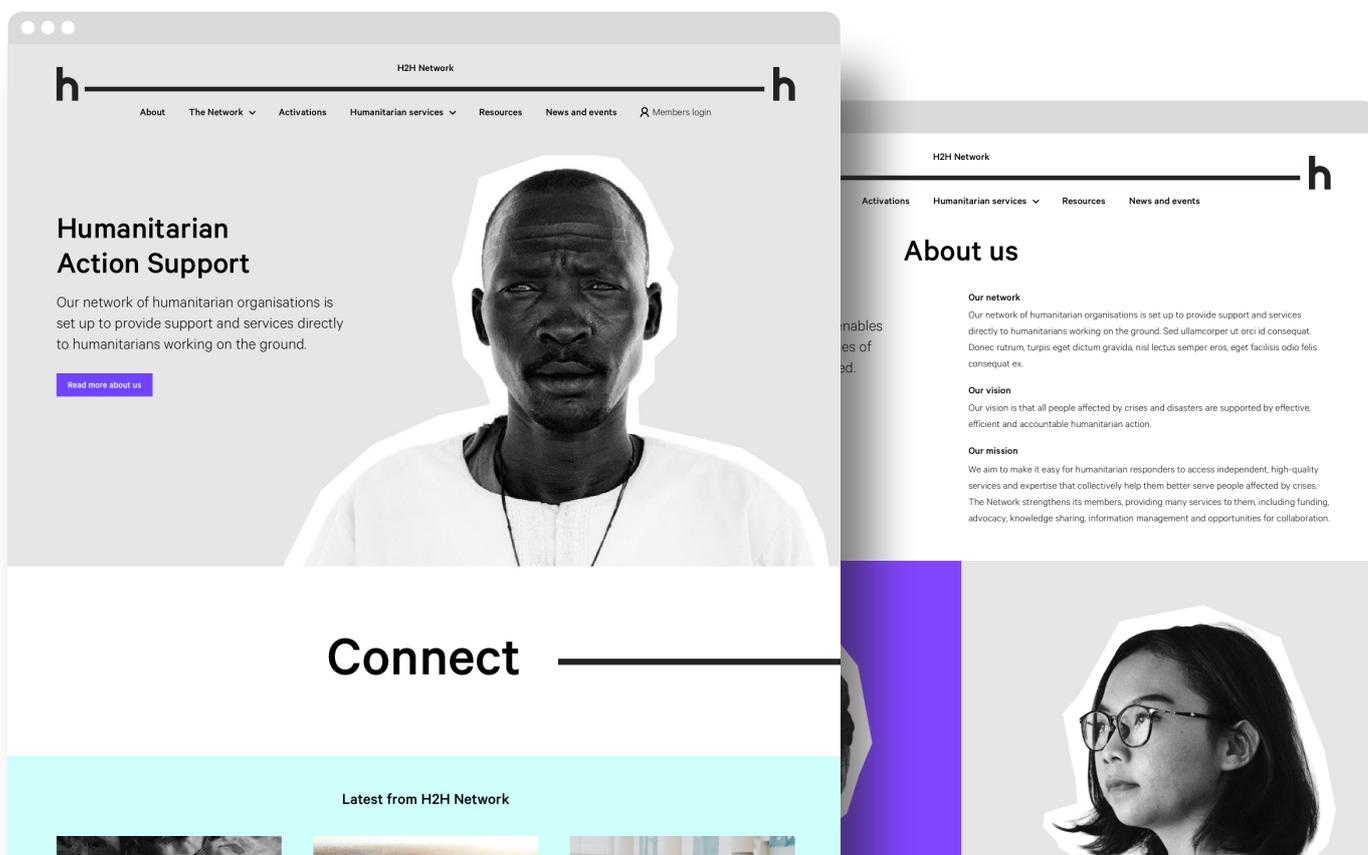
At the AGM, members review the status of the network and the fund, and discuss strategy and work plan. Although the AGM can be attended through an online conference call, we encourage members to attend in-person in order to take advantage of side meetings and discussions throughout the week. We look forward to seeing you there!



Knowledge sharing

H2H Network website and members' Sharepoint site

The website provides essential information about the network and the fund, news and resources, and a searchable member database and dashboard to help humanitarian service users at all levels find and contact service providers. The Sharepoint site is a private, members'-only space for internal resources.



Webinars

The network provides regular webinars, where members come together with an external expert to discuss challenges and areas of interest. Topics to date have included grant writing, sustainability, financial management, localization, and communications/ branding. A follow-up online workshop is usually scheduled for interested members to work with the expert on their specific challenges in a small group. For example, an expert can support the development of a funding proposal, or critique and improve a humanitarian service provider's communications plan. Please let us know if there is a subject you would like to learn more about or an expert you would like to recommend to lead a session.

Awareness and advocacy

Two key messages

- Independent and technical expertise integrated into and across all sectors of a humanitarian response improves efficiency, accountability and impact. This leads to better outcomes for people affected by conflict and disasters.
- The network, its members and other H2H providers apply cutting-edge services and techniques to improve programming and outcomes.

We use a range of tools and channels to promote uptake of the H2H Network's service packages and advocate for the H2H approach, including a monthly newsletter, explainer videos, a blog, social media, briefing papers and press releases. All can be accessed and shared through the H2H Network's website.

Network members or core team also participate in events as speakers, panellists or exhibitors. For example, in 2021, the network will again lead the Accountability to Affected People priority topic at the Humanitarian Networks and Partnerships Week (HNPW). You can read more about upcoming and recent events on our website (news and events).

MEAL

Monitoring, Evaluation, Accountability and Learning (MEAL)

The H2H Network has embarked on a major MEAL effort in 2020 and 2021. In coordination with external MEAL consultants provided through the UK's Foreign Commonwealth and Development Office (FCDO) Humanitarian Global Services programme, the network is developing better ways to monitor and measure impact, as well as the broader impact of H2H services on humanitarian responses. This effort includes monitoring the fund's service packages, and discussing the challenges around showing impact and value for money. Members are invited to join the H2H Network MEAL Advisory Group. Please contact helen@h2hnetwork.org for further information.

Your role as a network member

Your rights

The rights of members include:

- Eligibility for nominations to board and committee positions
- Eligibility to apply for H2H Network Fund, subject to a due diligence assessment (see Annex 2)
- Ability to propose working groups and topics for broader discussion
- Ability to participate in discussion forums and inform consultations
- Opportunity to promote their services to humanitarians through the H2H network channels (for example, by writing a guest blog, speaking at an event, featuring in a video, webinar or press release).



Above: Olivier Girard for Fondation Hirondelle. Studio Kalangou, Niamey, Niger. Covid-19 response, H2H Network-funded package.

Right: Sam Mednick for The New Humanitarian, Burkina Faso reponse, H2H Network-funded package, April 2020.



Below: Fondation Hirondelle in Kinshasa, DRC: supporting local media actors to navigate the Covid-19 crisis. H2H Network-funded package, May 2020.



Your role as a network member

Your role

The responsibilities of members include:

- Electing H2H Network board members.
- Attending or being represented at the annual general meeting (in-person or remotely).
- Participating in network functions, such as working groups and consultations, when relevant.
- Contributing to the overall aim of the H2H Network as defined by its strategic direction, mission and vision.
- Promoting the H2H approach and platform (for example, through communications, MEAL, advocacy and events).



H2H Fund

Tailored to meet the needs of humanitarian service providers, the fund aims to distribute funding rapidly, allowing agencies without large reserves to mobilize their teams quickly and provide the services that are most needed in the days and weeks following a disaster or a spike in a protracted crisis.

The fund is activated for specific crises, after scoping and assessment by the core team. Members submit proposals for the activations and projects are chosen based on their fit in an overall service package for the crisis.

Forms of fund governance

H2H Fund Committee

The H2H Fund Committee is responsible for the strategic oversight of the Fund and overseeing the Fund's management, including risk.

Grant Panel

Grant panels are assembled for each Fund activation. They include one representative from the end donor, one independent expert and one Network core team member. Panel members review proposals independently and as a group, aiming to assemble an overall service package that addresses the objectives of the activation.

A complete explanation of the funding mechanism can be found on the [website](#).

Activation

The decision to activate the Fund is taken by the Network core team, which monitors emergencies on an ongoing basis. Members, humanitarian responders and donors can also request Fund activations. These requests can be for general or specific service packages.

The H2H Fund prioritizes major sudden-onset disasters, but it may also be activated for complex emergencies when there is a spike in needs during a protracted crisis.

While considering whether to activate the Fund, the core team draws on Network members, contacts in the field, and experts with specific technical or contextual experience. When deemed necessary, we also conduct needs assessments to evaluate whether there is a gap in services that members can – or should – fill. Hypotheses are tested with experts responding to the crisis, as well as Network members, to ensure the objectives of a service package are well suited to the situation and the Network’s ability to effect change.

Packages

The H2H Fund’s goal is to create comprehensive packages that meet the changing needs of emergency responders. The Fund strives to create service packages tailored to the needs of each phase of a response, facilitating decision making and deployment processes, and enhancing collective services.

Collaboration among the members included in a service package is essential. The Network holds one workshop per package for members to come together to identify areas of collaboration to enhance the overall services on offer. The H2H Fund covers any costs associated with participating in the workshop.



Ebola response in the Democratic Republic of

Next steps to become an operational member

Send communication and contact information

Please send the following information in a single email to eva@h2hnetwork.org:

- Your organization's logo.
- A short description of your organization (50-70 words) for the member directory and a Network-wide announcement of your membership.
- Contact information for the following individuals:
 - Your organization's main point of contact (required)
 - Your contact in charge of communications (required)
 - Your MEAL contact, if they are willing to engage with the Network's global evaluation, accountability and learning activities (optional)
 - Email address of anyone else who wishes to be added to our mailing list (optional)
- Social media details
- Please review the guidelines for mentioning H2H Network in your communications (Annex 1). As stipulated by your membership agreement, your organization's name and logo will be added to all relevant H2H Network communication materials.

Complete H2H Fund due diligence

If you are interested in becoming eligible to receive funds from the H2H Fund, you must complete a due diligence assessment. Please contact kсениya@h2hnetwork.org for guidance and an estimated timeline before commencing.

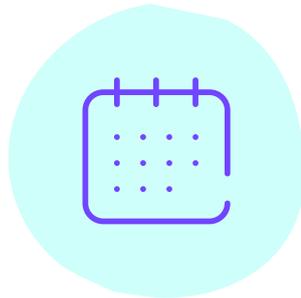
Total funding an agency can request is governed by the outcomes of its due diligence assessment and the length of their planned operations (as per the pre-approval process).

Members who pass the assessment are eligible for financing any time the Fund is activated. An approved due diligence assessment will be valid for three years, providing there are no changes to the organization's set-up or planned activities.

Important dates and events

Monthly

H2H Network monthly crisis-watch call. As a member, you will receive calendar invites.



Annual general meeting during HNPW in Geneva



Photo by Alvaro Reyes, UnSplash

5-step Fund Activation Process



1

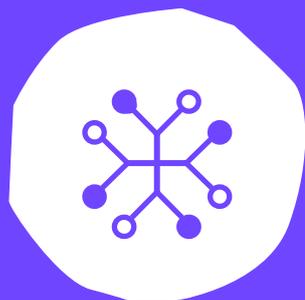
Crisis-watch

- Monthly crisis-watch call with members: online meeting (first Monday of the month) to discuss areas of intervention and priorities
- Continuous situation monitoring by the core team
- Alerts on a specific crisis/context can be transmitted by:
 - Donors
 - Members of the Network
 - Humanitarians in the field or at regional/ global coordination level

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Crisis needs assessment

- Network members' consultation
- Key informant interviews
- Gaps analysis and validation in-country

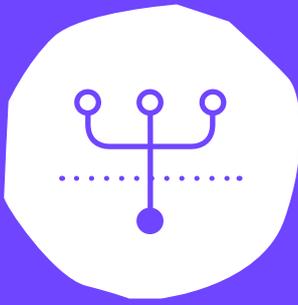


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Call for proposal

(time frame is typically <1 week)

- Narrative
- Budget



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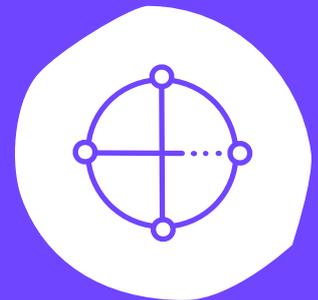
Proposals review/selection

- Grant panel composition
 - 1 core team member
 - 1 donor representative
 - 1 independent consultant (geographical and/or thematic experience)
- Evaluation criteria
 - In line with objectives of the call?
 - Humanitarian-to-humanitarian service provision?
 - Docked within and informing the international humanitarian coordination mechanisms?
 - Collaboration with other H2H Network members and

5

Granting

- Grant panel vetting
- Budget compliance review
- Programme review and modifications, as required for package coherence
- Signature of a sub-grant agreement
- Kick-off and collaboration workshop
- External communications, including
 - Detailed service matrix (4WS)
 - Two-page brief on package
 - Press release



Annexes

Annex 1

Network Branding and Communications Guidelines

Annex 2

H2H Network Due Diligence Assessment

Reach out to H2H Network for direct contacts and to request services from H2H Network members at h2hnetwork.org or email info@h2hnetwork.org.